

St. Bridget of Sweden School

Home of the Vikings

2016-17

Handbook and Calendar



God Made Us a Family

We Need One Another

We Love One Another

We Forgive One Another

We Work Together

We Play Together

We Worship Together

7120 Whitaker Ave. Lake Balboa, CA 91406

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St. Bridget of Sweden School

Schoolwide Learning Expectations

To become a well-integrated individual with Catholic principles and values
To become an active life long learner
To recognize the value of self-expression through diversified art forms
To develop respect for the thoughts and opinions of others
To create a positive attitude toward physical development
To develop a willingness to participate in the community
To develop respect for all life

Vikings ...

LiVe like Jesus

Are creatIve

Keep learning

Listen polItely to others

ENjoy being healthy

Take care of God's creations

Share their gifts



Leadership Staff

Pastor

Fr. Carlos Nava

Principal

Mr. Robert Pawlak

Office Staff

School Secretary

Mrs. Patty Watsabaugh

Primary School Administrator

Mrs. Peggy Sloniker

Teaching Staff

Transitional Kindergarten Coordinator

Transitional Kindergarten Aide

Transitional Kindergarten Aide

Kindergarten - Early Childhood Literature Coordinator

Homeroom One – Athletic Director

Homeroom Two – Sacramental Coordinator

Homeroom Three – Language Arts Coordinator

Homeroom Four – Tutoring Coordinator

Homeroom Five – Social Studies Coordinator

Homeroom Six – Science Coordinator

Homeroom Seven – Religious Coordinator

Homeroom Eight – Student Council Moderator /
High School Coordinator

Ms. Grace Sanchez

Ms. Roxanne Ramirez

Mrs. Michelle Lagunas

Mrs. Carrie Alpert

Ms. Maureen Vilardo

Mrs. Elizabeth Lopez

Mrs. Yadira Butcher

Ms. Jessica Saunders

Mrs. Pat Cosentino

Ms. Connie Barajas-Pulido

Ms. Bernadette Tallis

Mrs. Peggy Sloniker

Support Staff

Music Director / Technology Specialist

Library Coordinator

After school Day Care

Mr. Marcos Mendoza

Mr. Frank Ayala

Jessie Graham, Edgar Barajas

Conferences

Please call the school office for an appointment anytime from 8:00 until 3:30. After 3:30 you can leave a request for an appointment by leaving a message on the answering machine. You can also request a conference by writing a note directly to the teacher.

p: 818-785-4422, 818-785-2564

f: 818-785-0490

Tuition email: sbstuition@gmail.com

Mission Statement

St. Bridget of Sweden School will provide an atmosphere conducive to the maximum development of all students, enabling them to become well-integrated global citizens with Catholic principles, values, and attitudes in a technological society.

School Philosophy

Spiritual Goals

Our focus as a Catholic learning community of faith is to help students build a foundation in the knowledge of Catholic doctrine so that they are able to practice, live, and maintain Catholic values, morals, and ethics in their daily routines. Our school will provide students with opportunities to participate in the celebration of liturgies and prayerful experiences which demonstrate our rich Catholic tradition. The life of Christ will be modeled in all areas of school life. Students will be encouraged to discuss current issues in order to integrate a Catholic understanding of the world around them.

Psychological Goals

Our school will foster an appreciation for the unique qualities that all individuals possess and work to promote well-integrated students with good self-images. Faculty and staff members will reinforce the positive talents and skills of each individual while maintaining a set of rules and responsibilities for all members of the school community.

Aesthetic Goals

Our school will encourage cultural awareness and foster an appreciation for diversity. Faculty and staff members will help students to recognize the value of self-expression through a variety of art forms. The school will provide students with opportunities to participate in multicultural activities and will introduce students to music and the fine arts.

Intellectual Goals

Our school will prepare students to become responsible global citizens, to have an intellectual curiosity for life, and to recognize that learning is an ongoing process. Our school will set challenging standards for all students by implementing a well-planned curriculum and a positive learning environment and by incorporating a variety of teaching strategies.

Sociological Goals

Our school will work to develop and shape students who will witness to Christian values in contemporary society and become decision-minded leaders striving to affect positive change in the world. Faculty and staff members will encourage students to become aware of social justice issues and to participate in community service projects. An active student council will provide students with leadership opportunities and promote the development of decision-making skills.

Physical Goals

Our school will instill good health and hygiene practices and a positive attitude toward physical development. Faculty and staff members will encourage the development of basic foundation skills such as coordination, agility, strength, and endurance. A sound physical education curriculum with topics such as nutrition, drugs, AIDS, and family life will be provided.

Discipline Policy

The directives in this handbook together with additional school and classroom rules are intended as a means of ensuring order and safety and providing an environment in which teaching and learning can take place. Each child is expected to conform to school regulations, obey the directions of any individual in authority, observe good order, be diligent in study, be kind and obliging in school matters, and refrain from all vulgar comments and actions.

Ordinary disciplinary matters are handled in the classroom. Individual teachers set classroom policies. Violations will result in a detention. Detentions are served the day after they are given, Monday through Thursday from 2:45-3:45pm. Failure to serve the detention on the designated day will result in a doubling of the time.

Any student who is riding his/her bike, skateboard, or scooter on school grounds during the school hours (7:00am-6:00pm) will have the item confiscated. Parents must come to the school office to retrieve the item.

Reasons for Detention:

- Vulgar language
- Fighting
- Uniform violations
- Disrespect for authority
- Disrespect for property
- Gum
- Hallway violations
- Inappropriate conduct
- Truancy
- ***Violations not listed****

Suspension-Expulsion:

- Actions gravely detrimental to the moral or spiritual welfare of other pupils.
- Assault, battery, or any threat directed toward any member of the community.
- Use, sale, or possession of narcotics, alcohol, and/or weapons.
- Persistent detentionable violations.

Discipline Procedure:

- Detention
- Discipline Board
 - Another detention
 - Cancel detention
 - Suspension
- Meeting with parents
 - Discipline contract
- Enforcement of contract

Since courtesy is basically Christian love, it should be characterized by a spirit of thoughtfulness for others. Students are expected to address all members of the parish community politely, and in their general attitude, show a spirit of respect and cooperation. They must respect the rights and property of others. School spirit is evidenced not only by participation in activities, but by care and concern for fellow students and the welfare of the school.

School Procedures

Facility Access

Parents must report to the school office when arriving on the grounds during school hours, 8:00am-2:30pm. Parents or any other visiting guests will sign-in and receive an identification card that must be worn while on school premises. This is a security measure.

Emergency Health Records

Each student is required to have on file a health record card. Immunizations as well as any pertinent health information should be reported the school office. This would include any information that would help school person to care for your child in case of an emergency. Please update whenever necessary by written note.

Earthquake Readiness

In the event of a major earthquake, students will remain at school until they are picked up by authorized individuals. Authorized individuals are identified on the earthquake release forms filled out by each family. All children will be cared for until they are signed out. Please do not phone as the line must be kept open for emergency outgoing calls. The school is able to provide provisions for all children for a three day period. Please remember to take all safety precautions en route to picking up your children from school. Please remember to stay calm.

Food Program

Lunches

Please send an appropriately sized nutritious lunch with your child in the morning. If you need to deliver a lunch later in the morning, please deliver it to the school office labeled with the child's name. Every child has a required ten minute sitting time to eat during the lunch period, and can sit longer if he/she would like.

Lunch Program

The school is working with a new program, **choicelunch**. Details will be announced in September. You may see their website for more general information at www.choicelunch.com.

Milk Program

Milk can be ordered on a monthly or yearly basis. Students are to pick up their milk at the kitchen.

Ice Cream Sales

Ice cream is sold on Thursday each week. Items range in cost from twenty-five cents to one dollar. Students are limited to one ice cream per day.

Dress Code

Uniforms

Students are required to be in St. Bridget of Sweden School uniform at all times. A clean, neat, and hygienic appearance is expected.

Please label all articles of clothing. Iron-on transfers with student names are acceptable on the inside of school uniform apparel.

Girls – Grades TK-6

- Red plaid St. Bridget of Sweden School jumper
- Maroon / gray St. Bridget of Sweden School logo polo shirt
- Navy blue St. Bridget of Sweden School logo sweatshirt
- Navy blue twill pants / navy blue twill shorts / navy blue twill skorts
- White socks (must cover ankle / no tights / knee socks worn below knee)
- Black or brown fitted belt
- **Shorts / skorts / jumpers / skirts must be no shorter than 2 inches above the knee.**

Girls – Grades 7-8

- Red plaid St. Bridget of Sweden School skirts
- Navy blue St. Bridget of Sweden School logo sweatshirt Navy blue twill pants /navy blue twill shorts
- White socks (must cover ankle / no tights / knee socks worn below knee)
- Black or brown fitted belt
- **Shorts / skirts must be no shorter than 2 inches above the knee**

Boys - Grades TK-8

- Navy blue twill pants / navy blue twill shorts
- Maroon / gray St. Bridget of Sweden School logo polo shirt
- Navy blue St. Bridget of Sweden School logo sweatshirt
- White socks (must cover ankle)
- Black / brown fitted belt

P.E. Uniform Grades TK-8

- St. Bridget of Sweden School logo P.E. T-shirt
- Navy blue St. Bridget of Sweden School logo gym shorts / navy blue pull-on boxer type
- Any style tennis shoes- (laced or velcro)
- Navy blue St. Bridget of Sweden School logo sweatpants / sweatshirts

Dress Code Rules

- St. Bridget of Sweden School polo shirts MUST be worn tucked in.
- ONLY navy blue St. Bridget of Sweden School logo sweatshirts may be worn on school days. Non-school sweatshirts, sweaters, or jackets are not permitted.
- Standard flat soles are required footwear. No slip-on shoes, light-up shoes, boots, roller shoes, or open-toed shoes are permitted.
- Uniforms MUST be modest in appearance. No oversized clothing: shorts,pants, or polo shirts.
- No tight tight clothing is permitted.
- Students are not allowed to wear jackets / outerwear in the classroom.
- No long-sleeved thermal shirts, turtlenecks, or colored undershirts may be worn under school uniform shirts. Only white undershirts are permitted, but should not be visible.
- Students are not permitted to wear make-up or nail polish of any kind.
- Hair must be a natural color, clean, neatly groomed, and above the eyebrows. Extreme hairstyles are not acceptable. For boys, hair should be above the collar, and above the eyebrows.
- Any piece of jewelry that disrupts normal school activities will be confiscated. One single stud earring may be worn in each earlobe. No hoops or dangling earrings may be worn. No other body piercing or markings will be permitted.

Free Dress Rules

- Casual dress is permitted, but a wholesome look is expected. Oversized, short, or tight clothing is not permitted.
- Regular school guidelines for shoes apply to free dress days.

Used Uniforms

The school maintains a small supply of used uniforms for purchase. If your child's uniform becomes lost, misplaced, or unwearable, please call the school office for information about used uniforms.

Academics

Students are recognized for their achievement at the trimester.

Academic Awards Grades 1-3

Awards are presented at appropriate times during the school year. Each homeroom teacher conducts his/her own presentations. Students are recognized for their academic achievement.

Honor Roll Grades 4-8

This award is presented to all students who achieve an 89% average in all academic areas. Students who obtain a 95% average in all academic areas are recognized on the **PRINCIPAL'S LIST**. Students must also attain acceptable grades in conduct and effort.

Reading and Mathematics

All students are grouped according to their abilities. The rationale for the groupings are standardized tests, teacher evaluation, and classroom performance. The groups are evaluated regularly to maximize the learning opportunities for each student. The students of each reading level also participate in a literature enrichment program. Teachers, parents, and peers can help students improve their reading scores by modeling reading.

Grading Policy

It is the policy of the school to use a percentage method of grading (0%-100%) in Grades 4-8, and E (exceeds grade level expectations), M (meets grade level expectations), and T (needs time to meet grade level expectations) in Grades TK-3. The effort grade is established by observing the capabilities of the student during the grading period and is not just a result of the percentages earned.

Homework Assignment Notebooks

Homework assignment notebooks will be used by all students to record daily and long-term assignments. Please take time to review your child's assignment notebook on a daily basis.

Cultural Enrichment

All students will participate in an art enrichment program integrating literature, music and art. It is the goal of the program that the students learn to appreciate art in all forms through the use of a variety of media. Art will be displayed in the hallways throughout the year. Coordinating all field trips has been placed under the guidance of this program to assure a cost-efficient and educationally sound experience.

Field Trip Policy

St. Bridget of Sweden School considers field trips an integral part of the student's learning experience. All students are expected to participate in all school sponsored academic field trips. It is considered a privilege to represent the school on these trips. Any student who is determined not to be a proper representative of the school will not be permitted to attend the trip. The student must also present a properly completed permission slip in order to attend the trip. No phone or fax authorization of permission is acceptable.

Homework/Study Policy

Homework is a review of the subject matter presented by the teacher in the classroom. Its purpose is to strengthen the student's understanding of a particular concept. It is meant to be accomplished by the student during the time frame consisting of the end of the school day until the beginning of the next school day. It is meant to develop the student's realization of the importance in the proper preparation for "mastering" his/her academic skills. It is not intended to introduce material, punish the student, frustrate the parents, "fill-in" time, or any combination of these items. It is not intended as classwork for the fast and homework for the slow.

Parents can help their children by providing them a quiet, well-lit work environment conducive to learning. For Grades 1-3, homework time should average 45 minutes. For Grades 4-6, homework time should average 60 minutes. For Grades 7-8, homework time should average 90 minutes.

Homework will not be completed at school on the day the assignment is due.

School Attendance

Absence

When a student is absent from school, his/her parents must call the school that morning. This process must be followed each day that a student is absent. (The exception to this rule is if your child's reason for absence is a long-term illness.) Family vacations and outings should not be planned during school days.

It is the responsibility of the student to request all homework that has been missed due to an absence. If a student is absent for a total of 15 days or more during any trimester, a report card may not be issued for that grading period.

Tardiness

A student is considered tardy if he/she is not ready for instruction at 8:05 a.m.. It is important that students are present for the beginning of instruction each day. Any student who returns to his/her classroom late during the school day from lunch or recess will be considered tardy. **Students who are tardy may not be permitted to interrupt class. Unexcused tardies become part of the student's permanent record.**

Early Dismissal

When a child must leave before regular dismissal time on any day, he/she must be signed out at the school office. Students will then be dismissed from the office and not from the classroom. For security reasons, the school administration must be informed of an early dismissal from school.

School Policies

Admissions Policy

St. Bridget of Sweden School accepts applications from families who fulfill the application procedure. The process includes providing a completed general information data sheet, birth certificate, school transcripts, medical records, Baptismal documentation, and school policy verification. The applicant is then contacted for an interview and testing. The applicant's family will receive the results of the testing and status of placement as soon as possible. Applications for the next year are available in January; testing begins in March.

Nontraditional Family Policy

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. St. Bridget of Sweden School will not be held responsible for failing to honor arrangements that have not been made known in writing.

Appointments

Teachers are not to be disturbed while classes are in session. Appointments with teachers can be made by calling the school office or by sending a written request with your child. Your request will be filled as soon as possible. **It is the school's policy that teachers not be contacted at home regarding school matters.** We ask parents to follow this procedure in making appointments with any staff member.

Student Insurance

All students are covered by the school's policy provided that they observe all safety rules. The policy provides coverage at all school sponsored events. All accidents must be reported to a school official immediately. Forms are available in the school office.

Lost and Found Policy

It is the policy of the school to place all lost and found articles in charitable collections. It is strongly recommended by the school that parents mark all items so that they will be returned to the proper owner. Lost and found items will be kept for only one week. Check at the office for lost items.

Child Abuse

All school personnel are required by law to report any suspected child neglect or abuse to the child protection agency.

Racial Nondiscrimination Policy

St. Bridget of Sweden School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Sex Nondiscrimination Policy

St. Bridget of Sweden School does not discriminate against any applicant or employee because of gender, and does not discriminate against any applicant or pupil because of gender in its admission's policies, education programs and activities.

Participation Policy

St. Bridget of Sweden School considers it a privilege to join and participate in any or all of the many extra activities and or teams for the school. This privilege can be earned by any student who attends St. Bridget of Sweden School. Using this privilege brings with it some added responsibilities. Each student is expected to maintain an acceptable level of effort which is an indicator of the individual's capabilities. Failure to maintain that expected level could result in that student being removed from that activity until such time that the student shows that he/she is performing at the proper level. The final decision as to the performance level will be the responsibility of the school administration.

Student Threat Policy

St. Bridget of Sweden School will respond to any statement or behaviors of a threatening nature by individuals that might pose a threat to the well-being of students, staff, and/or others. Situations which might cause physical or psychological harm must be reported immediately.

Medication Policy

To protect all children and to conform with the state education codes, no student may bring any medication to school. If a child must take medication during the school day, an "administration of medication during school hours" form must be requested from the school office. The physician / health care provider will write instructions on the form. It must be signed and dated.

Students may not keep any medication in their possession. Students may keep inhalers with them if written permission is on file in the office.

Grievance and Arbitration Policy

St. Bridget of Sweden School adheres to the grievance and arbitration procedures of the Archdiocese of Los Angeles. The administration of this school should be contacted to set the meeting times and places for the arbitration. The administration will contact the Archdiocese to arrange for the proper arbitrators of the situation. This policy is made available to all members of the school community, including parents, teachers, staff, and students.

Harassment Policy

St. Bridget of Sweden School is committed to providing an environment that is free from harassment of any form. The harassment of any member of the community is prohibited. The administrators of the school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including removal of the guilty party. This will include individuals who file false or frivolous charges.

Home Equipment Policy

We advise that all radio, electronics or playground equipment be left at home. The school is not responsible for lost or damaged items.

Fund Raising

Fall Festival

All families are expected to work a prescribed number of hours at our largest fund raising effort. The festival is held on the last full weekend in September. Fall Festival contacts are Ralph Newton and Robert Contreras.

Monte Carlo Night

Monte Carlo Night is a festive evening of games, hors d'oeuvres, and auction. Monte Carlo is held in the spring. Proceeds from this event are designated for a specific purpose. Lots of fun! Contact PAC for more information.

Scholarship Fund

Scholarships are awarded to graduating students who best exemplify the ideals of St. Bridget of Sweden School. In-house scholarships have been established in memory of five St. Bridget of Sweden alumni and their families. These scholarships are: the Frankie Augone, Howard Lee, Michael Daugherty, Nicolette Folse, and Laura Myers Memorial Scholarships. Donations can be made at the school office to any of these scholarship funds at any time. Special events are held during the school year to help increase funding for these scholarships. We ask your support of these events and thank you for your generosity.

Special Dinner Nights

Occasionally restaurants in the area will offer special fund raising events. A percentage of the receipts will be donated to the school.

Pennies from Heaven

This fund is sponsored by the students and designated for those in need. Containers are located in the classrooms.

Acceptable Use And Responsibility Policy For Electronic Communications

Acceptable Use And Responsibility Policy For Electronic Communications ["Archdiocesan AUP"]

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

A. Definitions

- Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.
- Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkies-talkies), facsimile machines, computers, laptops, electronic notebooks, tablets, audio and video equipment, flash drives, memory sticks, media players and other wireless equipment that may be created in the future.
- Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

B. Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- All electronic communications devices and materials taken from the Premises for use at home or on the road.

- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use.
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

C. Ownership and Control of Communications

- All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.
- With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.
- The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

D. Guidelines for Email Correspondence and Other Electronic Communications

1. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
2. Email and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
6. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.

7. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
8. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
9. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
10. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
11. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
12. Information systems hardware should be secured against unauthorized physical access.

E. Internet Safety Policy

1. Any device accessed or used by minors on the Premises must use updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy.
2. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the Location.
3. No unauthorized personal identification information regarding minors may be disclosed, used and disseminated without proper authorization by a responsible person at the Location.
4. Minors' use of electronic mail, chat rooms, social networks and other forms of direct electronic communications on electronic devices at the Location must be monitored.
5. No person may engage in unlawful activities online, including "hacking" of Archdiocesan or Location systems or any system while using Archdiocese or Location devices or while on the Premises of any Location.

F. Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

1. Violate any federal, state or local laws or regulations.
2. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
3. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names

or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.

4. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
5. Engage in improper fraternizing or socializing between adults and minors.
6. Engage in cyberbullying or other abusive on-line behavior.
7. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
8. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
9. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
10. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
11. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See Archdiocese of Los Angeles Copyright and Video Screening Policy.
12. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
13. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
14. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
15. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
16. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
17. Allow any minor to access the Internet on Archdiocese or Location communications devices without active, monitored filtering of prohibited materials.
18. Allow any minor to use electronic mail, chat rooms, social networking sites or other forms of direct communications at the Location without monitoring.
19. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
20. Access or manipulate services, networks or hardware without express authority.

G. Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Handbook, Calendar and Newsletter/Family Envelope Online Consent Form

This year we are announcing that because the school Handbook and Calendar will be available online, copies will not be given to returning school families. New families will receive a paper copy. Additionally, the weekly newsletter and accompanying flyers will be emailed to all families. You can opt to continue to receive this info in paper format below.

I hereby acknowledge that I have read and understood all the information presented in the St. Bridget of Sweden School 2016-2017 Handbook and Calendar which I understand will be available primarily through the school website, www.stbridgetofswedenschool.org. I recognize that we are responsible for following all the policies, guidelines and rules set herein. I also hereby acknowledge that I have read, understood, completed and turned in the Electronic Communications Systems Consent Form sent home in the family envelope.

New Families I further acknowledge that I have received a hard copy of the Handbook and Calendar, and I have reviewed the contents of the Handbook and Calendar with my son(s) and/or daughter(s) and/or dependent(s) who attend St. Bridget of Sweden School.

Returning Families I further acknowledge that I have reviewed the contents of the Handbook and Calendar with my son(s) and/or daughter(s) and/or dependent(s) who attend St. Bridget of Sweden School, which I understand is available online only.

Name of Student. _____ Grade _____ Name of Student. _____ Grade _____

Name of Student. _____ Grade _____

Parent/Guardian Signature _____ Date _____ (Print Name) _____

_____ email address (please print)

_____ Name of recipient

I would like to receive a hard copy of the Calendar

I would like to receive a hard copy of the Handbook

I would like to receive a weekly hard copy of the newsletter/family envelope

*****PLEASE NOTE*****

The Acknowledgment of Handbook / Calendar Form and the Electronic Communications System Consent Form are due in the office on or before Thursday, Sept. 22, 2016. If the Electronic Communications System Consent Form is NOT turned in, it shall be assumed that consent has been granted as stated in the consent form.

Electronic Communications Systems Consent Form

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing, or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Parent/Guardian Signature _____ Date _____

Parents'/Guardians' Permission for the Publication of Student Work and/or Image

I understand that from time to time, the school may wish to publish examples of student projects, images of students, and other work on the Internet or in other media. Student projects and images will include minimal information regarding the student.

Web Site

I acknowledge that though some areas of the school's web site may be private, its content can be reviewed, copied, downloaded, and transmitted by anyone who has access to the private areas and the Internet itself and that the school has no control over this. I hereby waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors, and any other persons, organizations, or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to, or arising from the publishing or posting of information on the school's web site or for the use of that information and expressly assumes the risk of any injury or damages resulting from said posting of information on the web site.

Other Media

I hereby waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other persons, organizations or entity assisting them in connection with the publishing in any other media for damages or injuries in any way related to, connected to or arising from the publishing or use of that information and expressly assumes the risk of any injury or damages resulting from said publishing.

I hereby give permission to the school to include the initialed areas on the school's web site/other media related to school.

___ Name ___ Image ___ Audio – Name of Student _____ Grade _____ Please initial

___ Name ___ Image ___ Audio – Name of Student _____ Grade _____ Please initial

___ Name ___ Image ___ Audio – Name of Student _____ Grade _____ Please initial

Parent/Guardian Signature _____ Date _____