

Providence Catholic School

Acceptable Use Policy for Computers and Telecommunications

Providence Catholic School offers on-line electronic information services including but not limited to the Internet for students and staff. Providence Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Providence Catholic School will make reasonable efforts to prevent students from misusing information services. However, the student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to information services.

Listed below are the provisions of this agreement. If a student violates them, access to information services may be denied and the student may be subject to disciplinary action.

a) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the local area network or any electronic services, students will receive instruction as to proper behavior and use of the local network and the Internet. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Providence Catholic School may request that the principal deny, revoke, or suspend specific users at any time.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network or Internet to the appropriate authority (computer teacher, principal, or teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting a web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections **c**, **d** or **e** listed below.

c) Acceptable Use

The use of any information services must, in the judgment of Providence Catholic School, be related to student education and research in accordance with the educational goals and objectives of Providence Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

The student **may not**:

1. Use, reproduce, or transmit any material in violation of any federal, state, or local laws. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret;
2. Use the information services for any commercial or profit-making activity;
3. Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state, or federal laws.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

1. Be Polite: Never send, or encourage others to send abusive messages.

2. Use Appropriate Language: The student is a representative of the school on a non-private system which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy: The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
4. Electronic Mail: Electronic mail (e-mail) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the school authorities.
5. Disruptions: Do not use the network in any way that would disrupt use of the network by others.

e) Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, he or she should notify the computer teacher or person in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

f) Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

Services

Providence Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Providence Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Providence Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

Instruction

Regulation
6161.2

Computers and Telecommunications

Any person, including students, employees and volunteers who use the school/parish computer and/or telecommunications equipment is to read the school/parish "Acceptable Use Policy" and sign the Acceptable Use Policy Agreement Form [6161.2(a) or (d)]; before being permitted to use such equipment.

Archdiocese of Milwaukee
Policy adopted: 5-5-98
5/1/2001
5/7/2002

Regulation
6161.2(a)

Providence Catholic School Acceptable Use Policy

for the use of Computers and Telecommunications

for The Archdiocese of Milwaukee

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuses of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

Archdiocese of Milwaukee
Rules adopted: 5-5-98

Regulation

6161.2(b)

Instruction

Computers and Telecommunications - Acceptable Use

- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.

- - Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Archdiocese of Milwaukee
Rules adopted: 5-5-98

Regulation
6161.2(c)

Instruction

Computers and Telecommunications - Acceptable Use

Access to the school's/parish's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school/parish reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or miss-information to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

Archdiocese of Milwaukee
Rules adopted: 5-5-98

The Archdiocese of Milwaukee

Providence Catholic School

**Agreement for the Use of Computers and Telecommunications
Parental Consent Form**

Providence Catholic School has chosen to permit students access to computers and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that Providence Catholic School and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, Providence Catholic School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software and Internet access at Providence Catholic School.
2. I have read the reverse side of this form titled, Student Network Responsibility Agreement, and subscribe to the rules and regulations.
3. PLEASE CHECK ONE OF THE FOLLOWING:

_____ I hereby consent to the student having access to, and use of, the telecommunications resources at Providence Catholic School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and Providence Catholic School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at Providence Catholic School.

(Parent's/Guardian's signature) (Date)

(Name of Parent's/Guardian - Please Print)

(Name of Student - Please Print) (Student's Signature) (Grade) (Homeroom Teacher)

(Street Address) (City)

(State) (Zip) (Home Phone) (Office Phone)

Please return to Providence Catholic School. Thank you!

Providence Catholic School

Student Network Responsibility Form

Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. **Access is a privilege, not a right.** Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students in elementary and junior high classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Sending or displaying offensive messages or pictures	Using obscene language
Harassing, insulting or attacking other	Violating copyright laws
Damaging computers, computer systems or computer networks	Using others' passwords
Trespassing in others' folders, work or files	Intentionally wasting limited resources
Employing the network for commercial purposes	

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment.
2. Additional disciplinary action.
3. Notification to law enforcement agencies.

(Student's Signature)

(Date)

(Homeroom Teacher)

(Date)

Providence Catholic School

Acceptable Use Policy for Computers and Telecommunications

August 5, 2010

Dear Parents/Guardians:

Providence Catholic School is pleased and excited to announce the establishment of Internet services for its students. As you may already know, the Internet consists of millions of computer users in nearly every country on the globe. The Internet connects thousands of computers located at organizations throughout the world, creating a large and diverse electronic network. Part of our responsibility in preparing the students for the 21st Century is to provide them with access to the tools they will be using as adults. We believe that this global information network is one of these tools. The Internet represents a unique opportunity for our students to explore an incredible wealth of information that will enhance their learning. Among other advantages, students will have access to other schools, colleges, organizations, databases, and individuals around the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed *Acceptable Use Policy for the use of Computers and Telecommunications* and discuss them together. When your child is given a password for computer use, it is extremely important that the rules are followed. Inappropriate use will result in the loss of computer privileges, and other disciplinary action, if necessary. Please stress to your child the importance of using only his/her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

Your student's use of the Internet will be supervised by staff, and we are using security settings available through (software) which are designed to limit access to inappropriate material. Please be aware, however, that there is unacceptable and controversial material and communications on the Internet that your child could access despite all our precautions. It is not possible for us to always provide direct supervision for all students, nor can we filter material posted on every network-connected computer all over the world. We encourage you to consider the potential, however slight, of your child being exposed to inappropriate material in your decision whether or not to sign the enclosed form. There may also be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussing with your student about your family values and your expectation about how these values should guide your student's activities while he/she is on the Internet.

Please return the consent/non-consent form to the school/parish as soon as possible. Students will have access to the Internet only after you have given us your consent. If you have any questions, feel free to call us at 262-859-2007 or 262-878-2713.

Sincerely,

Susan Meyer,
Prinicpal

Providence Catholic School

Parent/Guardian Medication Consent Form
(Please type or print)

Full name of child to be medicated: _____

Name of drug and dosage: _____

Hour(s) medication to be given: _____ Number of days: _____

Name of physician prescribing medication: _____ Phone: _____

Name of person(s) who will be giving medication during school hours: _____

(to be filled out by the school principal or nurse)

I hereby give permission to the above named persons to give the medication(s) to my child according to the directions stated above and further authorize them to contact the child's physician. I agree to hold the School, its employees and agents who are acting within the scope of their duties harmless in any claims arising from the administration of this medication at school.

I agree to notify the school in writing at the termination of this request or when any change in the above order is necessary.

Signature of Parent/Legal Guardian

Date

Address

Providence Catholic School
Release Form for Student Inhaler Use

Parents:

Please ensure that all signatures necessary to implement this “Inhaler Use” form are in place on this form before submitting it to the school office. Date: _____

_____ has been instructed in the proper use of the
(Child’s name)

listed inhaler _____.

We, _____, and _____ request
(Physician) (Parent/Legal Guardian)

that _____ be permitted to carry the inhaler on his/her person,
or to keep same in his/her classroom or locker, as we consider this student to be responsible.

He/she has been instructed in, and understands the purpose and appropriate method and frequency of use of the inhaler. We, the undersigned physician and parent/legal guardian absolve the school and its employees, agents, and officers of any responsibility in safeguarding our child’s inhaler.

(Physician’s Signature)

(Parent/Legal Guardian’s Signature)

(School Principal’s Signature)

(Homeroom Teacher’s Signature)

PROVIDENCE CATHOLIC SCHOOL
2010-2011 EMERGENCY INFORMATION

CHILD'S NAME _____ Birth Date _____ Grade _____

Address _____ Phone _____

PARENT OR GUARDIANS (Note: unless we are informed otherwise in writing, custody order or other legal document, both parents listed will be permitted to pick up child).

FATHER _____ Home address _____

E-mail _____ Home phone _____ Cell Phone _____

Place of Employment _____ Work phone _____

MOTHER _____ Home address _____

E-mail _____ Home phone _____ Cell Phone _____

Place of Employment _____ Work phone _____

RESIDENCE: Child lives with: Mother only () Father only () Both parents () Shared or split custody () Other _____

LEGAL CUSTODY: _____ Both parents _____ Mother _____ Father _____ Shared _____ Other: _____

EMERGENCY: The following may be called in an emergency, when parent(s) or guardian can't be reached and have permission to remove my child from school if necessary.

NAME _____ Relationship _____ Phone _____

Address _____

NAME _____ Relationship _____ Phone _____

Address _____

I hereby authorize the school authorities to call an ambulance if necessary, to call the above named persons, or to use their own judgment in emergency cases if parents or above named persons cannot be reached.

Signed _____ (Parent or Guardian) Date _____

Family Physician _____ Address _____ Phone _____

Is child under medical treatment? Yes _____ No _____ Condition under treatment _____

Medication _____ Does your child have any food allergies? Yes _____ No _____

If so to what? _____ Is your child allergic to latex? Yes _____ No _____

Is your child allergic to bee stings? Yes _____ No _____ Does your child use an inhaler? Yes _____ No _____

If your child needs an inhaler or has an allergy to bee stings, please provide the school with this medication at the start of school.

Comment on allergic reaction or health related conditions _____

EARLY SCHOOL DISMISSAL: If your child/children are dismissed from school early due to weather conditions please inform us of the parent or whomever needs to be contacted. _____

Your child will be released only to individuals listed below. Anyone picking up your child must be at least 18 years old. Please include yourself and spouse, stepparents, grandparents, aunts/uncles, etc., as the case may be.

1. _____ Relationship _____

2. _____ Relationship _____

3. _____ Relationship _____

4. _____ Relationship _____

Parent/Guardian Date _____

Please notify the school if any of this information should change.

Providence Catholic School
Physical Education Class Consent Form
2010-2011

Physical Education is a part of our school curriculum and each student must participate.

If your child has any physical defect, handicap or health problem, which might restrict his or her activities in the class, please explain the nature or restrictions informing the Physical Education Teacher of the limitations. If limitations are severe or entailed, we ask that you provide a statement from your doctor on the first day of school.

Family Name _____

Please Print

I give my permission for _____ , _____

Student Name

Student Name

_____, _____

Student Name

Student Name

to participate in Physical Education classes at Providence Catholic School and will not hold the teacher responsible for any accident which might occur during class.

My child/ren does/does not (**circle one**) have any limitations or restrictions for activity in this class. (If you circled “does” please explain at the bottom of this page indicating which child has limitations.)

(Parent Signature)

(Date)

PCS Parent Service Hours

Providence Catholic School prides itself on its ability to provide quality education in a community, family-oriented atmosphere. Our tuition costs are very reasonable as well. With that in mind, we ask our families to join us in our fund raising and athletic and school activities by giving of their time and talents.

Adult Service Hours

1. 20 hours of service required yearly per family
2. Student service hours do not count towards the adult service hours
3. For each service hour not completed, families will be assessed \$25.00
4. Families can opt to pay additional \$500 to forego their volunteer hours.

We strongly encourage volunteering whenever possible to help cultivate our family-oriented environment.

How to Meet Service Hours

Service hours can be met by (but is not limited to)

1. Working at any Home and School Event. Examples include Grandparents Day, Halloween party, School Picnic, Book Fair, Catholic School's Week, Teacher Appreciation Day, and most importantly School Auction
2. Working concessions at basketball and volleyball games.
3. Working at Market Day, wreath sales, calendar sales etc. (This does not include the individual sales of the items)
4. Helping with cleaning, painting and repairs of the school.
5. Serving as a member of the Education Committee
6. Coaching school teams
7. Providing office help and/or classroom aid.
8. Serving as a volunteer at events sponsored by supporting parishes

Service hours would *not* be met by:

1. Recess duty, if you are taking tuition credit
2. Field Trip chaperone
3. Events where credit is given to help pay for class trips or other events.

Accountability: Event/Committee chairpersons will provide a sign-up sheet at each event. Sign-up sheets will be turned in to an appointed person to keep record of the hours acquired. Parents will receive a quarterly report advising them of their current total. Grandparents or other relatives or friends can donate their time to assist parents.*

*Parents having contact with students are required to have a school provided background check and take a training session thru the Milwaukee Archdiocese. Please log on to www.archmil.org. All the information to register for a session is there for you. There is no charge for this session. If you do not have internet access please let the office know.

PROVIDENCE CATHOLIC SCHOOL
PARENT INVOLVEMENT AGREEMENT - 2010-2011

Providence Catholic School families are required to offer a minimum of twenty (20) hours of school involvement each school year. Participation in service to the educational programs both in the school and/or at home with projects such as phone calling, teacher aide, parent helper, tutors, supervisors for various school programs/trips, service as a committee chair, and/or as an athletic coach/helper are examples of volunteer help that is needed.

Parents having contact with students will need to attend the Virtus training, which is a 3 hour in-service through the Archdiocese of Milwaukee. There are various times and places where this class can be taken. Log on to www.archmil.org. On first page toward the bottom of the website you will see Safeguarding All of God's Family. All the information to register for a session is there for you. There is no charge for this session. If you do not have internet access please let the office know.

Please check the item/s below that you are interested in:

- Phone calling
- Office help
- Library aide
- Classroom aide
 - in the classroom
 - at home
 - both
- room parent
- chaperon
- tutor
- Lunch room monitor*
 - east campus
 - west campus
- Committee assistance
 - chair
 - helper
- Project assistance:
 - chair
 - helper
- Athletic assistance
 - coach
 - assistant coach
 - athletic monitor
- Other-__

YEARLY SCHOOL PROJECTS

- Christmas Program
- Catholic Schools Week
- Development Committee help
- Auction
- Picnic
- Bon fire-Halloween activities

* A tuition deduction of \$10.00 per day for the lunch room monitor. See the enclosed schedules.

Your involvement not only ensures that the school can provide programs not possible without your help, it helps foster community, shows our children that you support education, and most of all teaches our young children the importance of helping each other out. Thank you so much for your willingness to volunteer! **(Please see our Parent/Student handbook for details regarding this policy).**→

Family Name (print) _____

Signature _____ Date _____

PROVIDENCE CATHOLIC SCHOOL

East Campus (K-4)
1481 – 172nd Ave. (Paris) Hwy. D
Union Grove, WI 53182
(262) 859-2007

West Campus (5-8)
1714 – 240th Ave. (Brighton) Hwy. X
Kansasville, WI 53139
(262) 878-2713

TUITION & FEES CONTRACT

I/We ask that my child(ren) be enrolled in Providence Catholic School for the 2010-2011 academic year. I/We acknowledge and fully agree to comply with the stipulations of the tuition contract and the financial delinquency policy.

I/We agree:

1. that **all Providence Catholic School fees for the 2010-2011 school year are to be paid at the start of the school year and are non-refundable.** These fees include but are not limited to: books & supplies, registration, playground, technology, bussing, assignment book and hot lunch fees.

2. to make regular tuition payments according to the option I/we have designated below:

____ One (1) payment on or before August 31, 2010

____ Two (2) equal payments on or before August 31, 2010 and January 25, 2011

____ Three (3) equal payments on or before August 31, 2010, November 25, 2010, and February 25, 2011.

____ Four (4) equal payments on or before August 31, 2010, October 25, 2010, January 25, 2011, and April 25, 2011.

____ Nine (9) monthly payments on the 25th day of August, September, October, November, December, January, February, March, and April.

____ Eleven (11) monthly payments on the 25th day of each month, August thru June

3 to notify the Principal or Pastor in the event that payment cannot be made or payment selection needs to be changed.

4. to make regular transportation payments (if you use bus transportation) on or before the 8th day of September, October, November, December, January, February, March, April, and May, and sign over to Providence Catholic School your bus check which you receive from your public school district.

5. to keep our child's lunch account with no less than a \$5.00 minimum balance. All lunch account balances will be refunded at the end of the school year, or carried over to the following school year.

6. to pay for any damaged or missing textbooks, athletic equipment and athletic uniforms

7. to work with and support the rules of the classroom(s) and the policies and procedures of the school in order to help provide a safe, effective learning environment.

As the parent(s) of _____, _____, _____, _____

Date ____/____/2010

Signature of Parent(s) or Guardian(s)

Accepted by: _____ Accepted by: _____

Signature of Pastor
Date ____/____/2010

Signature of Principal
Date ____/____/2010

PROVIDENCE CATHOLIC SCHOOL FINANCIAL DELINQUENCY POLICY

Any Providence Catholic School family committed to and having signed a tuition and fees contract with Providence Catholic School is held responsible for all financial obligations accrued in a given school year. **Money still owed at the end of a given school year must be paid in full by June 25th of the contractual school year.**

You will be responsible for all costs incurred by the school if/when your account is turned over to a collection agency.

Financial obligations defined as book bills, fees, tuition, hot lunch payments, field trips, repair/replacement of school property, transportation payments or any outstanding balance owed. (approved 8/22/00)

Financial hardship cases may appeal to the Principal, Parish Administrator or the Pastor.

**Archdiocese of Milwaukee
Release of Information Form**

“Each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and school families. For inclusion in directories, brochures, websites, or any other medium, permission needs to be obtained from the individual(s) involved, and in the case of minors, from their parent/guardian. General group pictures of students, staff, etc. without specific identification of individuals are not subject to this policy” (P1112).

I, _____, consent to the use by Providence Catholic School of
(Printed Name)
any videotape, photograph, slide, audiotape, or any other visual or audio reproduction in which I or my child(ren) may appear. I understand that these materials are being used for promotion of Providence Catholic School. Such promotional activities extend to recruitment, fund-raising, advocacy, etc. I release the staff, volunteers, etc. of Providence Catholic School from any liability connected with the use of my or my child(ren) (s) picture or voice recording as part of any of the above or similar activities.

Signature

Date

Forn:1112
Rev: 5-7-02

Archdiocese of Milwaukee

August 2010

Dear Parents,

You've all read the headlines and seen the news stories: food allergies are a growing concern in schools across America. Millions of children – children who are perfectly healthy and normal in every other way – must watch every single bit they eat, or risk suffering a severe or even life threatening reaction. In fact, food allergies claim over 200 lives and are responsible for over 30,000 emergency room visits each year. A major health issue such as this one needs to be taken very seriously, and it has always been the policy of this school to make the safety and well being of our students our top priority.

A student in your child's class may have a serious peanut allergy – the food allergy that claims more lives each year than any other. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food. Therefore, we are putting the following safety guidelines into effect;

- Please do not send any peanuts, peanut butter or foods containing peanuts or peanut butter to be eaten as snacks in the classroom. This includes peanut type products, snack crackers containing peanut butter, loose or unshelled nuts and granola containing any nuts. Bagged lunches should not contain bagged nuts or peanut products, as it is too difficult to manage the possible contamination to the air and other surfaces. This includes sandwiches, crackers or cookies containing peanut butter. All unshelled or shelled, loose raw roasted nuts of any kind are not to be brought to school. Products such as granola that contain loose nuts should be avoided, but individual granola bars are fine. We have provided a list of safe foods below.
- Be sure to look labels over carefully, as some products may not contain peanuts, but were processed in the same plant as peanuts.
- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. If you would like to send in baked goods, please be careful about the ingredients. Please list the ingredients on the outside of the package when preparing "treats". Please pay close attention to cross contamination in your kitchen. To prevent cross-contamination, it is necessary that cooking utensils and preparation surfaces be carefully washed after each food is touched. It would be especially helpful if you could let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.
- We will try to keep the food at holiday parties to a minimum. As with birthday parties, we must be extremely careful about the ingredients in all of the food items. Please do not enclose candy or other treats with holiday cards.
- We will keep a box of wipes in the classroom, and may request that all children use a wipe to clean their hands when they return from the cafeteria. Similarly, if your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washing with soap and water before leaving for school. Water alone does not do the trick!

While every risk can not be eliminated entirely, these guidelines will help prevent exposure to air-born nut particles. This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy-related issues, please do not hesitate to contact us.

I have read the above information and am aware of the guidelines _____
(Signature)

Print Name _____ Date _____

Safe nut free snacks: (Please keep handy)
Keebler Toasteds crackers
Town House Flip Side Pretzel Crackers
Graham crackers
Goldfish
Teddy Grahams (Honey and cinnamon ONLY)
Cheeze-Its
Cheese Nips
Cheese and crackers
Raisins (PLAIN ONLY)
Keebler Club Snack Sticks

Applesauce cups
Fruit cups
Breton crackers
Saltine crackers
Ritz Crackers
Oreos
Fruit Snacks
Rice Krispies Treats (ORIGINAL KIND)
Air-popped popcorn
Fruit roll-up

Providence Catholic School Sick Policy

In the interest of the health and safety of all children, their families, and staff, Providence has a system for handling children who are ill. To ensure the well-being of our school community, any student who shows signs of illness will be prohibited from attending school or school activities.

Please monitor your children daily and do not send your child to school if he/she exhibits the following:

- Has had a fever within the past 24 hours
- Vomiting
- Rash
- Earache
- Diarrhea
- Visible head lice or nits
- Conjunctivitis (bacteria in the eye better known as pink eye)
- Has influenza-like symptoms (fever with a cough or sore throat)

In addition:

- Please provide a medical release to return to class from recovery of serious illness such as: mononucleosis, H1N1, measles, streptococcal or staphylococcal infections, etc.
- Any student who exhibits influenza-like illness (fever with a cough or sore throat) will need to provide a medical release to return to class. (Medical attention should be sought to assure that it is not the H1N1 virus)
- Any returning student who had lice will be checked at the office first
- Any student on antibiotics can return after taking this antibiotic for at least 24 hours

To help foster safe and healthy habits, please both teach and model proper skills as:

- Coughing or sneezing into a tissue or your arm covering your mouth and nose (not hands as this can quickly spread illnesses)
- Washing hands regularly
- Keeping hands away from eyes, nose and mouth

For further information about this subject, visit the Centers for Disease control and Prevention at:
<http://www.cdc.gov/>

I/We have read, understand and agree to comply with the policy as outlined above.

Student name:

Parent/guardian signature:

Date signed: _____

**PROVIDENCE CATHOLIC SCHOOL
CARPOOLING PERMISSION**

My child(ren) _____
will be carpooling this school year. I understand that all arrangements must be made in advance by me,
the parent. I give my permission for the following person(s) to pick my child(ren) up at the end of the
day.

Any changes that occur with pick up during the school day should be handled by the parent and not
through the school office. The office is only to be notified if the change involves a person not listed
above.

Parent Signature

Date