

**St. Therese School**  
**EMERGENCY INFORMATION FOR 2019-2020**

Dear Parents,

Kindly fill in the following information for your children. This form will be kept on file in the school office. Please list only relatives or neighbors who are willing to pick up your child in case of illness or accident or are willing to take responsibility for your child in the rare instances of unscheduled dismissals. Please be sure that these neighbors or relatives are aware of their responsibility.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's Business Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Business Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Who should be called first in case of illness or emergency? \_\_\_\_\_

E-mail address(s) for important notices \_\_\_\_\_

Secondary contact to be called if neither parent can be reached:

1. Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

2. Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Physician: Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Dentist: Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Chronic Illness: \_\_\_\_\_

Date of Last Tetanus Booster: \_\_\_\_\_

Reaction to Bee Stings? Yes \_\_\_\_\_ No \_\_\_\_\_

Asthma? Yes \_\_\_\_\_ No \_\_\_\_\_

Operations/Surgical Procedures: \_\_\_\_\_

Additional information you feel is pertinent: \_\_\_\_\_

**AFTER CARE:**

**First Aid:** In the event of an emergency, I authorize the staff to provide any first aid care deemed necessary for my child.

**Emergency Care:** In the event of an emergency in which I cannot be reached, the physician listed above and the local hospital are hereby authorized to provide any emergency care deemed necessary for child.

**Health Record Transfer:** In the event of an emergency, I hereby authorize the transfer of my child's health record to the local hospital.

I hereby release St. Therese School and staff from any and all injuries that may be incurred while my child/children are attending the after school care program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **PATERSON DIOCESAN SCHOOL**

## **Internet and Technology Resources Acceptable Use Policy**

St. Therese School offers Internet access for student use. This document is the Acceptable Use Policy for your use of the computers and other technology resources of the school. While the generic terms "computer" and 'computer system' are used in this policy, this policy shall apply to all school owned computer and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality self-discovery activities. It has not been established "as a public access or public forum and St. Therese School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the Internet is available through this school only with permission of the principal or his or her designee and your parents indicated by the signing of an Internet Use Agreement.

The following uses of the system are unacceptable:

### Personal Safety

- ✓ You will not post contact information (i.e. address, phone number) about yourself or any other person.
- ✓ You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.

### Illegal Activities

- ✓ You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- ✓ You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- ✓ You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- ✓ You will not use the system to engage in any other illegal act.

### System Security

- ✓ You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- ✓ You will immediately notify a teacher or the system administrator of any system problems.

- ✓ You are not to download material of any kind from any other computer system or the Internet without the express permission of your teacher or the system administrator. You are not to load or install any program files or software onto the school's workstations or system.

### Inappropriate Language

- ✓ On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian philosophy and values.
- ✓ You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- ✓ You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- ✓ You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

### Respect for Privacy

- ✓ You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message.
- ✓ You will not post private information about yourself or another person.

### Respecting Resource Limits

- ✓ You will use the system only for educational and career development activities.
- ✓ You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or system administrator.
- ✓ You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- ✓ You will use the e-mail capabilities of the system only with the express permission of your teacher or the system administrator.
- ✓ You may not establish a private e-mail account to use on the school's system, nor will you access your personal e-mail account from the school's system.
- ✓ You may access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

### Plagiarism and Copyright Infringement

- ✓ You will not plagiarize words or ideas that you find on the Internet.
- ✓ You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

### Inappropriate Access to Material

- ✓ You will not use the school's computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

- ✓ Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

### Your Rights

The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.

You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system.

The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system.

The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system. All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy.

# PATERSON DIOCESAN SCHOOLS

## Internet and Technology Resources Use Agreement for 2019-2020

**STUDENT NAME** (please print): \_\_\_\_\_

I acknowledge that I have read, understand, and agree to all the terms outlined in the St. Therese School Internet and Technology Resources Acceptable Use Policy. I further understand that I am responsible for my actions as a user of the school's technology resources and that I am responsible to act considerately and appropriately when using any St. Therese School Technology Resource.

I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any St. Therese School Technology Resource.

- Loss of access
- Additional disciplinary action determined as appropriate
- Legal action, when applicable

**STUDENT SIGNATURE:** \_\_\_\_\_

### Parental Permissions:

I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the St. Therese School Internet and Technology Resources Acceptable Use Policy. I also understand that this agreement will be binding during the entire career of my child at St. Therese School.

### For e-mail usage:

- My child **MAY** use e-mail while at school according to the school's policy.
- My child **MAY NOT** use e-mail while at school.

### For Internet access:

- My child has my permission to access the Internet at school under the supervision of a teacher or other school official.
- My child **is not permitted** to access the Internet while at school.

**PARENT NAME** (please print): \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**DATE SIGNED:** \_\_\_\_\_

# St. Therese School

135 Main Street, Succasunna, NJ 07876

Roman Catholic Diocese of Paterson

## Permission to Publish Students Work & Release to Use Work or Image for Promotional Purposes & Participation in Media Events 2019-2020 School Year

Dear Parents/Guardians:

As part of your son's/daughter's educational experience he/she may have the opportunity to publish his/her work or likeness alone or in a group including but not limited to: compositions, projects, and drawings in various media outlets including but not limited to: school publications. Many newspapers also have "on line" versions of stories and several are mounting video streaming or photodex presentations on their sites.

From time to time throughout the school year, we may be seeking opportunities to promote name recognition and content and/or development of Catholic Schools. Media may include but are not limited to: photography, videotape, a CD or DVD, radio broadcast, television appearances and Internet media. We may also create promotional media products including but not limited to: brochures, advertisements, fundraising material, etc.

This permission slip is designed to obtain your permission to include your son/daughter in these activities. There is no compensation or penalty attached to your selection. Your choice will be effective for the current school year unless specifically changed at your written request which you may do at any time.

The Media Publishing and Participation policy is as follows:

1. Students Work Product and their photograph/likeness may be published in various media including but not limited to publication of: students' photograph/likeness alone or in a group, documents, drawings, photos, group and single projects or music only in compliance with official policy. Such entities will never include a student's phone number, street address or box number, or names (other than first names) or information about family members. All minors require the written consent of their parent(s) to participate.
2. References to e-mail addresses will be restricted to faculty, staff and administrators only and then only with written consent.
3. Student's likenesses and published Work Products will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
4. External links to other web sites will never be included in published likenesses or Work Product.
5. Students' Work Products, including but not limited to: likenesses of the student(s), documents, drawings, photographs and music must conform in format and content to applicable diocesan and school policies and established school policies.
6. Products including but not limited to: documents, drawings photographs, music and any other media material must be approved by the referring teacher and administrator before publication.
7. All original work product and/or photographs of students submitted by students and/or used by the school will be considered protected by US copyright in the name of the student and school and will be identified as such. As such, it may not be reproduced or duplicated without permission.

Your consent indicates that you agree to these terms. Please remove, check the appropriate areas, sign and return this response form to the school office by September 10, 2010. Thank you for your cooperation.

# St. Therese School

135 Main Street, Succasunna, NJ 07876

Roman Catholic Diocese of Paterson

Permission to Publish Students Work & Release to Use Work or Image for  
Promotional Purposes & Participation in Media Events 2019-2020 School Year

RESPONSE FORM

(One per student)

- YES, I give permission for my child's participation in all of these activities.
- NO, I do not grant permission for my child's participation in all of these activities.
- I grant permission for participation in media activities except those shown on the Internet

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



# ST. THERESE SCHOOL

— Bringing people closer to God and to each other —

135 Main Street, Succasunna, New Jersey 07876 • Tel: 973-584-0812 • Fax: 973-584-2029

Dear Parents of first through eighth graders:

In the past, some students have brought cell phones to school. Several of you have spoken with me explaining personal situations requiring students' use of a cell phone *before* and *after* school hours. For these families we have decided to make available special arrangements to store the cell phone during the school day. Because of these arrangements, we would like you to complete the information listed below. In this way, we feel we can assist you with your personal family needs while continuing to follow our own school rules regarding restriction of electronic devices on school premises.

Thank you for your help as we continue to keep the children of St. Therese School safe.

\_\_\_\_\_ I give my permission for my child to carry a cell phone to school for the following reason:

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### Agreement:

- The cell phone will *always be turned off* (from home to school) and brought to the school office when the child arrives at school.
- The cell phone will be returned to the child at the end of the school day, or at the end of any after-school event, tutoring, practice or after care.
- The cell phone *will never* be stored on their person, in the classroom or in a backpack/locker.
- The school is not held responsible for loss or damage of the cell phone.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Parent Name