

I. MISSION STATEMENT

It is the purpose of Holy Nativity Episcopal School: to prepare students with promise for higher education and lifelong learning; to enhance their growth in all areas to meet their greatest potential as good, caring, and responsible citizens; and to provide our students with a solid spiritual foundation in a Christian environment that will serve as a source of strength and joy throughout their lives.

II. PHILOSOPHY OF HOLY NATIVITY EPISCOPAL SCHOOL

Holy Nativity Episcopal School is a church school founded in 1959 with the goal of offering a distinctive educational experience for students in Panama City, Florida, and the surrounding area. The school's central purpose is to provide an excellent educational program in which each student might achieve maximum development in mind, personality, and spirit. Our instructional philosophy is focused on educating the whole child. It is our goal to individualize our programs to meet the needs of each child and to challenge each student to reach his or her academic potential.

The curriculum is designed to encourage high academic attainment in an atmosphere that emphasizes traditional values and Christian love for one another. Our goal is to challenge our students to reach their academic potential within the context of a nurturing, Christian environment. Traditional Christian values are stressed in our discipline procedures, and students are expected to demonstrate these values in their attitudes and behavior. Through a strong spiritual foundation and education, we are able to give our children a source of strength and joy that will last a lifetime.

While Christian in commitment, we pride ourselves in our diversity. Holy Nativity is open to any qualified student, regardless of race, color, religion, sex, or national origin, whose intellectual and emotional capabilities are such that the student can grow and flourish in our environment. Holy Nativity students come from many different religious and cultural backgrounds.

Within our philosophy of educating the whole child, our curriculum is designed to make students aware of their own responsibilities in their intellectual growth and personal maturation. We are committed to promoting the ideals of independence and self-reliance and to providing opportunities for students to display personal responsibility and integrity. The individualized academic instruction from competent, inspiring teachers, along with emphasis on student accountability, should prepare our students well to move on to higher education and to succeed as responsible adults.

III. ATTENDANCE

School is in session from 8:00 until 3:00 p.m. for all middle school students. Chronic tardiness is strongly discouraged due to the detrimental affect on the student. Students on campus before 7:50 a.m. must report immediately to BASE. Students on campus after 3:15 p.m. must report to BASE. From 3:00 to 3:15 students in "good standing" are allowed appropriate "freedom" on campus

but must be in BASE by 3:15, or with a parent. No student is allowed to be on campus unsupervised after 3:15.

Any student planning to leave school during school hours must be picked up from the front office. **Parents please do not go to the classroom door.** The school secretary will notify the teacher. Parents must sign out students in the check-out book in the office. If the usual person will not be picking up the student, there must be a notification in the student’s application or a written permission slip or a phone call to the school in advance.

Excessive absenteeism (more than 10 days per year) is discouraged and could result in administrative intervention. Students who are planning to be absent more than three consecutive days should seek administrative approval prior to leaving.

It is the **student’s responsibility** to ask for assigned work during or after an absence. Students have the same number of days to make up work as the number of days they were absent. Of course, the sooner the work is made up the better, for student and teacher.

IV. BEFORE AND AFTER SCHOOL ENRICHMENT (BASE)

The before and after school enrichment program is called BASE. BASE is offered as a service to provide supervision and activities for students at school before and after the regularly scheduled school hours. The business office will issue monthly statements based on BASE usage. Payment in full is expected each month or a family’s use of the BASE program will be suspended.

BASE hours are from 6:45 a.m. to 7:50 a.m. and from 3:00 p.m. to 5:30 p.m. Any child arriving at school before 7:50 a.m. must report immediately to BASE. It is the responsibility of each student’s parent to make sure the child is properly signed in and out of BASE. Students not properly signed out will be charged for a full day of BASE. All children should be picked up from BASE by 5:30 p.m. There is a charge of \$1.00 per family per minute for children left after the 5:30 p.m. closing time. This charge will be paid to the BASE attendants who had to stay overtime.

A note should be sent if a student is to be picked up by someone other than the parent or usual person. Any plans for leaving BASE with someone other than the parent or usual person should be made in advance.

BASE will be open during some holiday periods if there is sufficient demand. Advance sign-up will be required. Special hours and charges may apply during these holidays.

All school rules and regulations pertaining to illness, conduct, discipline, and electronic devices also apply to BASE.

V. TARDIES

Tardiness is a disruption to class time and structure. **PLEASE BE ON TIME, EVERYDAY, FOR EACH CLASS, INCLUDING HOMEROOM.** School begins promptly at 8:00. Students who arrive after 8:00 will be considered tardy and will be subject to the consequences detailed in the code of conduct: three times tardy, in a nine-week period will result in an automatic lunch detention.

VI. HEALTH, ILLNESS, AND MEDICATION

Parents are asked not to send a student to school sick. A student at school needs to be well to be able to participate actively in the program. If a student is well enough to come to school, we will expect him/her to go outdoors with his/her class, weather permitting.

If a student has an infectious condition, he/she should remain out of school for 24 hours. No student should be at school with a fever. A child should not return to school until 24 hours has passed from beginning medication or ending a fever.

Parents should notify the classroom teacher and the front office of any allergies or physical problems that their student may have, as well as listing it on the school application.

No prescribed medication will be administered to students without a parent's written permission including written instructions. Parents should notify the office IMMEDIATELY if their child has a communicable disease. We are required to follow the Public Health Department's rules and guidelines on communicable diseases.

Each student must have a Florida Health Exam Form and a Florida Certificate of Immunization Form on file in the office. Florida Law states that students entering **7th grade are required to have a Tetanus booster, preferably the Tdap, a completed MMR and Hepatitis B series before school begins.**

VII. SAFETY

In order to safeguard each student the following items should not be brought to the school: toys, video games, Ipods, and pets. Please refrain from bringing electronics of any kind. Cell phones are allowed, but may only be used before and after school **outside of the building**. If a cell phone is used or rings during school hours, the phone will be taken and given to the Middle School Principal to be held until picked up by the parent at the end of the day. Bicycles are to be operated in a safe manner and parked in a designated area. Helmets are required. **Students who will be walking or riding a bike to or from school must have a signed permission form on file in the office.** Scooters, skateboards, and skates should not be brought to school. **No skateboarding is ever allowed on school property. No "Heelys" at any time on school property.**

For school-wide safety, the students are taught what to do in case of fire, bad weather, or if a lockdown is deemed necessary. Scheduled drills are held to practice these procedures. During tornado warnings, students will proceed to the interior hallway and/or the auditorium. Parents wishing to pick up their child from school during this time must first sign their child out from the front office. In the event of an actual lockdown, please call the school office to learn when and where you may pick up your child.

VIII. DRESS CODE

Overseeing of dress is a parental responsibility; however, it is expected that students reflect the high standards of Holy Nativity in both dress and appearance.



Holy Nativity Episcopal School UNIFORM POLICY SY 2009-2010

Monday through Thursday, uniforms are required. On chapel days (Wednesday), the uniform is a navy HNES polo shirt or HNES light blue oxford or HNES navy blue oxford shirt with khaki or HNES plaid bottoms or HNES navy blue mesh polo dress. The 3K, 4K, and 5K girls may also wear to chapel the blue and white gingham angel dress purchased from Inka's S'coolwear. The HNES red polo shirt or HNES red t-shirt will be worn on field trips. Other than chapel day, any combination of the approved uniform components may be worn.

Friday is offered as a "free day" to students in "good standing". Please realize that the freedom of Friday dress will be withdrawn immediately in response to any inappropriate attire. Appropriate attire is a student / parental responsibility and should reflect good judgment at all times. The simplest guideline for parents and students is that extremes in appearance are not tolerated.

Tops for K3-8th Grade

- Red, navy blue, and white polos and t-shirts, the 50th Anniversary baseball shirt and t-shirt, turtle necks, and mock turtle necks with the school logo purchased from approved vendors (J&J and Land's End) are approved uniform components. These items must be unaltered.
- The mesh polo dresses (navy blue and red) with the school logo purchased from the approved vendor (Land's End) is an approved uniform component. This item must be unaltered.
- The HNES navy blue polo – short or long sleeve – or HNES light blue oxford or HNES navy blue oxford shirt or HNES navy blue mesh polo dress purchased from the approved vendor is required for chapel. The 3K, 4K, and 5K girls may also wear to chapel the blue and white gingham angel dress purchased from Inka's S'coolwear.
- The HNES red polo or t-shirt – short or long sleeve – is required for field trips.
- When both hands are raised above the head, shirts must not expose the stomach or back. Any shirt worn under your uniform shirt is allowed and will be considered in uniform if the shirt is in the school colors (red, white, or navy blue) and is in a solid school color (no stripes or patterns).
- No excessively tight clothing will be permitted as determined by administrators.
- No distracting or offensive hairstyles as determined by the administrators.

- In colder weather, long-sleeved shirts may be worn under short-sleeved HNES shirts, this will be considered in uniform if the long-sleeved shirt is in the school colors (red, white, or navy blue) and is in a solid school color (no stripes or patterns).
- **Inside** the school, as an additional layer on top of an HNES t-shirt or polo shirt, students may wear an outer layer (e.g. cardigans, sweaters etc.) if it is in the school colors (red, white, or navy blue) and is in a solid school color (no stripes or patterns).
- **Outside** the school buildings/on the playground, students may wear any jackets, sweatshirts, or other outer layers that they would like as long as there are no offensive pictures or words on the outerwear. **Any outer layer that is not a solid school color (red, white, and navy blue) must be removed when the students walk inside the building.**
- Boy Scouts and Girl Scouts may wear their uniforms to school on the days that they are meeting.
- For certain school sanctioned events (meetings or off campus activities), school approved t-shirts (for clubs etc.) may be deemed in uniform by the sponsor with permission from school administration.
- For free-choice Friday (or any other day when uniform tops are not required), tank top straps must be at least 2 inches wide, no deep v-neck shirts, spaghetti straps, cropped or bare midriff shirts will be permitted.
- Additional optional uniform tops have been approved and can be found through each uniform vendor.

Bottoms for K3-8th Grade

- Khaki, navy blue, or HNES plaid skirts, pants, shorts, skorts, capris, or jumpers are approved uniform components.
- Bottoms **must** be khaki or HNES plaid for chapel, unless the child is wearing the navy blue mesh polo dress or blue and white gingham dress (3K, 4K, or 5K).
- Shorts, skirts, skorts, mesh dresses, and jumpers must be no more than five inches above the knee caps as measured from the kneeling knee. No bathing suits, cut-offs, bike shorts, or visible undergarments will be permitted. All shorts must be hemmed.
- Students may wear any style of long pants that they desire as long as they are hemmed, do not have torn edges or holes, and do not drag the ground.
- Uniform bottoms must not have any designs, colored lines, or additional embellishments.
- Khaki or navy bottoms may be purchased from any vendor as long as they are in dress code and meet the above requirements.
- HNES plaid bottoms are purchased through Inka's S'coolwear.
- Tights may be worn in any of the school colors (red, white, or navy blue). Students will be allowed to wear footless tights. These also must be in the school colors (red, white, or navy blue) and a solid color (no stripes or patterns). Appropriate bottoms (skirt, shorts, skorts etc.), that meet the HNES uniform policy and dress code, must be worn over these tights.

- For free-choice Friday, appropriate bottoms that meet HNES dress code may be worn including denim jeans as long as they are hemmed, do not have torn edges or holes, and do not drag the ground.

Shoes

- As in previous years, flip-flops are only allowed for the children in grades six, seven, and eight.
- No Heelys are allowed.
- All children should wear suitable shoes (with a back strap) that are safe for P.E. and playground activities.

Web Sites For School Uniform

J & J Enterprises www.jjenterprises-online.com

Land's End www.landsend.com/school Preferred School #9001 0748 3

Inka's S'coolwear <http://www.inkascoolwear.com/scoolwear/index.asp>

PLEASE NOTE – All HNES uniform shirts must be purchased through the above vendors. The school logo will be embroidered by these vendors only on approved uniform items that have been purchased from these same vendors.

Consequences for inappropriate dress: Students who are not dressed appropriately will call their parents from their homeroom classroom. Parents will be asked to bring in the appropriate uniform item. **Students out of uniform will lose the freedom of Friday as a “free day” and will be required to wear the uniform on the following Friday.** Students who habitually break the dress code will suffer more serious consequences.

THE ADMINISTRATION OF HOLY NATIVITY RESERVES THE RIGHT TO FINAL JUDGMENT ON ALL DRESS CODE MATTERS.

IX. DISCIPLINE

Students at Holy Nativity are held to a higher standard in all areas and discipline is no exception. It is expected that all students will be kind, courteous, pleasant, and well mannered at all times. Emphasis is also placed on honesty, responsibility, dependability, and self-motivation. Traditional Christian values are stressed and students are encouraged and praised for their adherence to this code of conduct.

Our school-wide discipline policy is based on a system of progressive levels beginning with praise and rewards for compliance and becoming progressively more restrictive for inappropriate behaviors.

The discipline system consists of various, progressive levels and involves visual and auditory cues. The early stages of discipline involve reprimands and counseling. All behavioral expectations will be clearly stated and students should

be aware of the consequences at each level. This behavior management system has a stepwise progression toward administrative and parental involvement and seeks the cooperation of teachers, parents, staff, and other faculty members when needed. The plan is constructed with the understanding that more serious infractions may require immediate administrative and/or parental action.

The second day after a student has an incomplete assignment or is missing homework, that student will complete the work in lunch detention so he or she may stay current in the classroom.

Consequences for student behavior range from praise and recognition of good behavior to a reprimand, teacher conference, detention, administrative counseling, and parental involvement for inappropriate behavior. Students who display social maladjustment may be suspended or dismissed from Holy Nativity.

X. CODE OF CONDUCT

Holy Nativity Episcopal School’s Code of Conduct is designed to promote the school’s mission by providing a learning environment in which every member of the school community is expected to demonstrate respect, responsibility, and good citizenship in the pursuit of academic excellence.

We expect all of our students to behave appropriately. We will not allow any student to prevent a teacher from teaching or to keep other students from learning.

In order to protect our learning environment, the following guideline will be utilized:

- (1) Be respectful at all times.
- (2) Be responsible at all times.
- (3) Be on time.
- (4) Be prepared.
- (5) Be your best.

Progression of Consequences

Level 1:

Warning/Verbal Reprimand

Level 2:

Teacher/Student Conference

Level 3:

Teacher/Administrator/Student Conference and Detention

Behaviors resulting in detention may include, but not necessarily be limited to: chewing gum, tardiness, lack of preparation, excessive talking, disruptive classroom behavior, uniform or dress code infractions or non-compliance, and disrespectful comments or behavior to peers or adults. Repeated minor actions or misbehaviors will result in a progression of consequences.

Three times tardy in a nine-week period will result in an automatic lunch detention. For lunch detention, students may bring a lunch or order a school lunch. No outside lunches will be allowed for students serving lunch detention.

Three detentions in a nine-week period will be considered maximum and will automatically result in Level 4.

Level 4:

Administrative conference with principal, teacher, student, and parent. Any subsequent detention will result in Level 5 progression.

Level 5:

Head of School Conference with student and parent - risk of expulsion.

*** More serious infractions may require immediate administrative intervention.**

*** Dishonest, unethical, bullying or aggressive behavior, vandalism, trespassing, or stealing may result in immediate suspension.**

*** Expulsion may be expected as a logical result of the progression of consequences, as a result of poor academic performance, or upon thoughtful determination by the Head of School.**

XI. HNES CODE OF CONDUCT/HONOR CODE STUDENT CONTRACT

All middle school parents and students will be required to sign a Code of Conduct/Honor Code contract at the beginning of the school year. This contract will outline academic and behavior expectations.

Holy Nativity is proud of our tradition of excellence in education and expects all students to display honorable conduct. As a reminder of the expectation to display honor in all situations, students will be asked to sign an Honor Code, which recognizes that cheating, lying, plagiarism, and stealing are serious offenses. Any action that is an Honor Code violation such as copying another's homework, giving or asking for information while taking a quiz or test, or plagiarizing written or electronic material, will result in disciplinary action. Students may be asked to sign a declaration at the end of tests, quizzes, or other assessments stating that all work is their own.

XII. GRADING

The grading scale at Holy Nativity is:

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| A = | 92-100 |
| B = | 83-91 |
| C = | 74-82 |
| D = | 65-73 |
| F = | 64 and below |

Some classes are not graded using standard number and letter grades. The grading scale for these classes is:

- O = Outstanding
- S = Satisfactory
- N = Needs Improvement
- I = Incomplete
- U = Unsatisfactory

Progress reports are sent home at the middle of each grading period. Report cards are sent home at the end of the nine-weeks. Your student will be responsible for bringing this information home to you. Parents, please utilize the online grading system, Thinkwave, to review your child's grades.

XIII. HOMEWORK

The purpose of homework is reinforcement and practice. Homework assignments will vary but should range from an average of 60 – 90 total minutes per night. Teachers will attempt to coordinate major assignments to avoid overloading students. Please read the Friday bulleting (email) to stay abreast of your child's major upcoming projects and assignments.

Directed Study is available as an elective for an additional opportunity to complete homework. Students staying for BASE have the opportunity of doing homework assignments after school.

Homework is an important function of learning. Staying current in the classroom is essential. Missed or incomplete work may be completed per the teacher's direction. Assignments not completed by the second day will result in the student serving lunch detention and being required to complete said assignment. Students who consistently fail to turn in homework will face disciplinary action.

XIV. EXAMS

Middle school teachers will administer midterm exams after the end of the 2nd 9-weeks and final exams at the end of the 4th 9-weeks. Study guides will be given at least one week before the scheduled exam time. A special schedule will be followed on exam days and each exam time will be two class periods long.

XV. QUALITY AND STANDARDIZATION OF WORK

Students may be asked to correct and resubmit assignments that are sloppy or contain errors of construction, misspellings, and/or grammatical mistakes that reflect hastily done or poorly edited work inconsistent with Holy Nativity standards.

All math work must be done in pencil.

Standard blue or black ink should be used for other subject assignments unless approved by the teacher.

All assignments should be done on wide loose-leaf notebook paper unless otherwise instructed. The assignment should include the student's name, the date, the subject, and the assignment number. This information will be written in

the top right-hand corner of the paper. This expectation should be met in all classes.

XVI. NATIONALLY NORMED STANDARDIZED TESTING

Standardized tests are administered to grades 3 through grade 8 during the academic year. Notices will be sent home in advance with special instructions. When the test scores are returned to the school, they will be hand delivered or mailed in an envelope addressed “To the Parents of”. Parents who would like more information are encouraged to schedule an appointment with the school administrators.

XVII. PARENT/STUDENT ORIENTATION

The Head of School, the Middle School Principal, and the middle school teachers will welcome students and discuss policies and procedures and other pertinent information. During this meeting, elective forms will be completed. Attendance to this meeting is strongly encouraged.

XVIII. POWER PLANNERS

All middle school students will be required to have an HNES power planner. Students will receive this planner in their packet during orientation. Parents will be billed the following month for this planner. Students will be required to maintain the power planner. The power planner will also be used as the hall pass to go to the office or bathroom. Parents will be asked to check and sign the power planner to reinforce organizational skills necessary for the student’s success. It is possible that some of the assignments may change, so please look for changes in the power planners.

THINKWAVE is an excellent means for parents to check on their student’s performance. Individual passwords are assigned by the Technology Coordinator. This information will be included in the orientation packet. Teachers will update Thinkwave information weekly.

Friday bulletins, which are emailed weekly, will provide classroom information including upcoming major assignments and projects.

XIX. PARENT/TEACHER COMMUNICATION AND CONFERENCES

Parents are encouraged to contact the teacher and/or the Middle School Principal to discuss any concerns they may have regarding their student’s progress.

XX. LUNCHES

The lunch program at Holy Nativity offers hot, nutritious meals for our students each day. Each month, menus are sent home that describe what is being served each day. A lunch account has been established for each student for the new school year. Activation begins with an initial deposit. When the lunch account falls below \$10.00, a notice will be sent home.

XXI. RELIGIOUS PRACTICES & CHAPEL SERVICES

School shall be opened each morning with the pledge to the flag, the Lord's Prayer and the weekly Bible verse. Also, each middle school student is enrolled in a religion class taught by the school chaplain.

All middle school students attend chapel services on Wednesdays, led by the school Chaplain. Students will wear their navy blue polo-style HNES shirt with khaki pants/shorts/or skirts. Parents are invited to attend chapel at any time. Birthday prayers are said on or near each student's birthday. Birthday prayers in chapel are based upon the birthday falling from the Sunday before through the Saturday after the Wednesday chapel service. Summer birthdays are recognized at the last few chapel services of the school year. Appropriate dress and behavior is expected in chapel.

XXII. PHYSICAL EDUCATION

PE is a mandatory class for all middle school students. Jogging laps is an essential part of physical conditioning. It is expected that ALL students will complete the required jogging laps at their own pace. Certain medical conditions may prohibit jogging laps and will be reviewed on a case-by-case basis.

XXIII. FIELD TRIPS

Field trips that take place during the school day are planned by teachers throughout the year to provide educational and enriching experiences. Notices will be sent home regarding field trips as they are scheduled. Permission slips will be sent home to request permission for each event, to collect any possible monies, and to seek parent chaperones. No student may leave the campus without a signed permission slip or verbal authorization from the student's parent.

XXIV. LOCKERS

Each student is assigned a locker. Students may not trade or change lockers without approval of the administrators. Lockers should be used to store books, back-packs, and school supplies only. (Backpacks will not be taken to the classroom.) No open food or drink should be stored in lockers. Please do not leave valuables in the lockers.

We have a no lock policy at Holy Nativity. All lockers are subject to inspection by the administrators at any time.

XXV. BIRTHDAYS

It is school policy that if invitations for a party are delivered at school, all classmates (or all boys or all girls depending on the sex of your child) must be included. Otherwise, invitations should be mailed.

XXVI. SCHOOL PHOTOGRAPHS

Individual student pictures will be taken in the fall to be used in the yearbook. Envelopes will be sent home for package selection. This envelope, with payment enclosed, should be returned prior to picture day to the homeroom teacher if you wish to purchase your child's pictures. Retakes are offered for

these individual photos. The class photo is taken in the spring. It should be ordered and paid for in advance. Individual spring pictures are taken and may be purchased after receiving the proofs.

XXVII. TELEPHONE

With the permission of a teacher, students may use the phone. Unnecessary use of the telephone is discouraged. Students are encouraged to make prior social arrangements so that using the school phone is not necessary. **Cell phones may not be used during school hours or in the building at any time (including texting) and should be turned off.** If you need to reach your child during the school day, please contact the front office. Any phone heard ringing or seen in use during school hours will be collected and given to the Middle School Principal. It can be reclaimed at the end of the day only by the parent.

XXVIII. LOST AND FOUND

Please mark all garments, backpacks, and lunch boxes with the student's name. A "Lost and Found" area will be maintained. Articles not claimed by the end of each semester will be given to a charitable institution. The school cannot be responsible for clothing, books, and other property left on the school grounds.

XXIX. FUNDRAISING

There are four main fundraisers at Holy Nativity:

1. **Magazine Sale** - The magazine sale is the first fundraiser of the year and opens with the kick-off rally, usually the first week of school.
2. **Gift-Wrap** - This fundraiser is held annually in time for Christmas gift giving.
3. **Spring Carnival** – Parent volunteers are in charge, and each class is responsible for a booth or an activity.
4. **Art Auction** - Parent volunteers and sponsors will decide on a project for each homeroom. Parents and friends bid on these projects at an evening event.

Some additional fundraising events may be held based on the needs of the school.

XXX. EMERGENCY CLOSING

When radio and TV announcements are made stating that the public schools will be closed because of severe weather conditions or other community emergencies, this should be interpreted to include Holy Nativity also. If the public schools are closed for an emergency, we are also closed.

XXXI. CARE OF FACILITY & GROUNDS

It is understood that our school is an historic landmark. All faculty, staff, and students bear the responsibility of maintaining its beauty and usefulness. To

this end, we all must help in the maintenance of the facility. All backpacks and books should be kept in lockers. Do not leave textbooks on the floor in hallways or on the ground near the lockers.

XXXII. PROTOCOL FOR THE COMPUTER LAB

In conjunction with the Acceptable Use Policy, the following procedures are to be followed by ALL students. Any violation of these procedures WILL result in an indeterminate loss of computer privileges.

Lab Usage Procedures

1. Students must log on and log off the computer each time they use it. Passwords are to remain private. Students found sharing their passwords may lose their computer privileges.
2. When exiting the lab, the student must make sure that the keyboard is positioned properly and that all chairs and keyboard stations are pushed in. Pick up any personal items and throw away any trash in the trash can. Items left behind become property of the lab.
3. If the student is instructed to turn off the computer, go to the START menu and choose “shut down” to safely shut down the computer.
4. Students are NOT ALLOWED to download, copy, or store any software, shareware, or freeware without prior permission.
5. The use of CD’s must be approved by the administrator. Absolutely NO CD ROM games from home should be used in the lab. Only what has been purchased and approved by the school may be used.
6. The following list contains approved search engines that are to be used if you need them:
 - a. www.google.com
 - b. www.searchopolis.com
 - c. Yahoo!igans
 - d. Askjeeves
7. Students are not to change the homepage of the Internet. The homepage is set at www.google.com.
8. Students are not to change ANY desktop settings, including (but not limited to) the desktop picture, screen saver, and mouse settings.
9. There is to be **no instant messaging** on this campus. Anyone found downloading or using an instant messaging program will lose his or her computer privileges.
10. There is to be no checking e-mail or e-mailing from this campus unless it is approved by the administration or it is a class project.
11. The Internet is for research and educational purposes only. Only approved sites may be used by the student (youtube.com and Google Video are NOT approved sites).
12. Students who report to the lab without a teacher must sit at the computers in the middle of the lab. If a student is given permission to conduct

- research in the lab, they are required to stay on task. Inappropriate use of the computers will result in prohibitive consequences.
13. Students are only allowed in the computer lab when a teacher is supervising.

HOLY NATIVITY EPISCOPAL SCHOOL COMPUTER ACCEPTABLE USE POLICY

Holy Nativity Episcopal School (HNES) has a computer network and is pleased to offer Internet access for student use. This provides students the opportunity to use a variety of Internet resources. In order for students to use the Internet, students and parents or guardians must first read and understand our Acceptable Use Policy.

Acceptable Uses:

1. The computer network at HNES allows Internet access for educational purposes. This includes classroom activities, research opportunities, and peer review of assigned work.
2. Students will have access to the Internet via classroom and lab computers. Students' access is limited to Monday through Friday during school hours.
3. Network users must respect resource limits. Users are responsible for deleting files that may take up excessive amounts of storage space.
4. Student use of the Internet is contingent upon parent's permission as signified by signature on this Acceptable Use Policy. Parents or administrators may revoke approval at any time.
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that a third party might review the work created on the network.
6. Network users must keep their passwords private.
7. Network users are expected to adhere to the safety guidelines listed below:

Safety Guidelines:

1. Never give out your last name, address, or phone number!
2. Never agree to meet in person with anyone you have met online without the approval of a parent!
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
4. Your parents should instruct you if there is additional material that they think is inappropriate for you to access. HNES expects you to follow your parents' wishes in this case.

Unacceptable Uses:

1. The network may not be used to download, copy, or store any software, shareware, or freeware, without prior permission from the network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through our system without prior permission from the network administrator.
3. The network may not be used for advertising or political lobbying.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post anyone's private information.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another's system is prohibited.
7. Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or promotes illegal acts. If a user accidentally accesses this type of information, he/she should notify a teacher immediately.

XXXIII. HNES COMPUTER ACCEPTABLE USE POLICY CONTRACT

The HNES Computer Acceptable Use Policy Contract must be completed before access to the computer lab will be granted to the student.