

**DIOCESE OF MEMPHIS  
HEALTH AND MEDICAL RELEASE FORM**

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*If a parent or guardian cannot be reached in an emergency, then please notify:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Please list any persons that may pick your child up from school.**

Name	Relationship to child
_____	_____
_____	_____
_____	_____

**HEALTH HISTORY**

List any pre-existing or present medical conditions: \_\_\_\_\_  
\_\_\_\_\_

List name and dosage of any medication taken on a regular basis: \_\_\_\_\_  
\_\_\_\_\_

List any allergies to medications: \_\_\_\_\_

List any other allergies: \_\_\_\_\_

Please specify if the student is under any special medical treatment or diet: \_\_\_\_\_

Any activity restrictions? \_\_\_ no \_\_\_ yes-please list \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_ Wears contact lenses: \_\_\_ yes \_\_\_ no

Check if any of the conditions are present:

\_\_\_ Hay fever

\_\_\_ Heart condition

\_\_\_ Allergic to insect stings

\_\_\_ Diabetes

\_\_\_ Frequent stomach upsets

\_\_\_ Asthma

\_\_\_ Epilepsy/nervous disorders

\_\_\_ Any major illness/surgery in the past

\_\_\_ Hearing/vision loss

If any of the above conditions are checked, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the case of a medical or surgical emergency, I hereby give permission to the physician selected by Saint Ann School or its representative to hospitalize and/or secure proper medical treatment for the above named student. I understand that I am responsible for the cost of any medical treatments, including surgery, received by my child. I understand that I will be contacted immediately in the case of a health emergency involving my child.

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

Insurance Company: \_\_\_\_\_

Policy Number/Group Number: \_\_\_\_\_

Please fill out 1 form per family

## EMERGENCY NOTIFICATION INFORMATION

During the 2017-2018 school year, we will be using email and a diocesan-wide phone messaging system for emergencies. We will be using email to send out interim reports on each student, the weekly parent bulletin and other important school information. The phone messaging system will be used to alert you to early dismissals for inclement weather or to emergency closings.

*It is extremely important that we have your correct information.*

Family Name \_\_\_\_\_

Students' Names & Grades:

_____	_____
_____	_____
_____	_____

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Please list two daytime phone numbers (work or cell) that the emergency messaging system can use to contact you in the event of an emergency or an early dismissal. Please do not use a general work number that is answered by an auto attendant. It is important to list direct numbers only.

**Please fill out one form per student**

Publicity Authorization Form

2017-2018

By signing this form, you give the Catholic Diocese of Memphis and/or St. Ann Catholic School permission to use and reproduce your child's likeness, voice, sound effects, photos, interviews, video, audio recordings and other information about your child. These items might be used in news stories, syndicated programming, public awareness, education, publicity, promotion and fundraising. These materials may be taken for the Catholic Diocese of Memphis and/or St. Ann Catholic School and their representatives or person(s) authorized by them. The purpose, as well as the type and duration of the publicity, will be to promote the activities or achievements of the school and its' students with the public, including newspapers; magazines; television; radio; video projects; comments or postings on the Internet, blogs and social media websites like YouTube, Facebook, MySpace, Twitter; oral testimonials in public venues; or publication in other media by celebrities and supporters. You understand that these materials may also be given to the news media, companies or people outside the Catholic Diocese of Memphis and/or St. Ann Catholic School for use in films, videos, news stories, broadcasts and other syndicated programming, as well as letters, e-mails, print publication, Internet posts, telephone calls and publications for fundraising or public awareness. You agree to allow the Catholic Diocese of Memphis and/or St. Ann Catholic School and their representatives to update the news media about your child's story.

I, \_\_\_\_\_(parent) hereby consent to the free use by the Catholic Diocese of Memphis and/or St. Ann Catholic School, of my child's name and likeness for publication or display purposes. I have read this release and fully understand its contents.

\_\_\_\_\_  
Print name of student

\_\_\_\_\_  
Print name of parent or legal guardian

**St. Ann Point Referral System**  
**6<sup>th</sup> - 8<sup>th</sup> Grade**

Parents/Guardians:

This letter is to inform you of our Middle School Discipline Policy.

Discipline that is worthwhile is that which is prompted by motives from within. Discipline is not regimentation, nor does it imply a detailed surveillance of every action of the child. Parents are the first and foremost teachers of the children of St. Ann. IN their absence, teachers and administrators of the St. Ann community are responsible for implementing matters of correction in regards to discipline. Students are expected to conduct themselves in a Christian and courteous manner at all times and show respect for the person and property of themselves, the school and others. An emphasis is made on positive rewards for appropriate behavior. These range in types to include verbal praise, stickers, free time, certificates, homework passes and notes to parents. Those students who have an E in conduct at the end of each quarter will receive a reward.

When a child deviates from appropriate behavior, certain consequences will be enforced based on the severity and repetition of an action so he or she will learn to accept the responsibility of the actions. This concept of accepting responsibility for one's own behavior is the basis upon which decisions will be made in response to the misbehavior. Marked improvement in a student's behavior over a period of time will be considered as a part of the behavioral history, allowing the student to start over with a clean slate at the beginning of each quarter.

Each teacher will handle situations that happen in the classroom, assigning points as necessary. Parents are expected to cooperate with the consequences when informed of the poor conduct of their child. Parent cooperation is essential to help teach our students the Christian values which our community upholds.

Disciplinary Probation is a consequence for very serious or continued infractions of school policy. An in-school suspension, serious, or repeated infractions of the discipline policy may cause a student to be placed on Disciplinary Probation. Students on Disciplinary Probation will be re-evaluated at the end of a four week period beginning immediately after being placed on Disciplinary Probation. Administration may choose to remove the student from Disciplinary Probation at that time if improvements have been made. **Students on Disciplinary Probation will not be allowed to attend field trips or participate in school sanctioned events.**

We appreciate you continued supports,  
Administration and Middle School Faculty

## **St. Ann Point Referral System (Updated)**

### **Level I (-1 point)**

- Excessive talking
- Not following classroom rules
- Not prepared for specials class (Ex: Art, Music, PE, Computer, etc.)

### **Level II (-2 points)**

- Peer disrespect (tampering or going into other people's lockers/property)
- Displaying inappropriate behavior
- Horseplay, pushing and shoving

**Level III (-3 points)**

- Texting or using cell phone during school hours (phone to office)
- Using obscene words or gestures
- Writing or drawing obscene words or pictures/possessing obscene material
- Disrespect to authority
- Lack of reverence and respect in church

**Level IV (-5 points)**

- Damaging and/or defacing property
- Plagiarism/Forgery in classroom
- Stealing (petty theft)
- Cheating/verbal dishonesty

**Level V (-8 points , immediately sent to office, automatic ISS)**

- Fighting
- Leaving the class or building without permission
- Persistent disrespect to authority (Repeated previous offenses)
- Providing false information to St. Ann School
- Repeated cheating/verbal dishonesty
- Truancy/cutting class
- Harassing, intimidating or threatening others physically, verbally or in written form
- Vandalizing property
- Stealing (Theft of items of high value)
- Other criminal acts as defined by the laws of the City of Bartlett, the State of Tennessee or the United States of America

# 6th-8th GRADE ONLY

## Point Referral System Conduct Grades

- 0-1 points lost = E (Excellent)
- 2-3 points lost = G (Good)
- 4-5 points lost = S (Satisfactory)
- 6-7 points lost = N
- 8+ points lost = U (Unsatisfactory)

If a student receives an n or u in conduct they will not be eligible for honor roll

At 3 cumulative points student will incur a detention

At 6 cumulative points student will be sent to the principal and incur a second detention

At 9 cumulative points students will be sent to the principal and will be assigned an ISS to be served the next day.

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**Please sign and return acknowledging you have received and reviewed these guidelines with your Middle School child. Please return to your homeroom teacher by Friday, August 10, 2018. Thank you.**

\_\_\_\_\_

**Student**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent**

\_\_\_\_\_

**Date**

**Please sign one per student**

**Technology Acceptable Use Policy for Students**

**Educational Purpose**

Access to technology-based tools and information, and the development of Information Technology Skills are fundamental requirements for preparing students to take their place in a technological society. Our school, and the Diocese of Memphis, provides student access to technology systems and to the Internet and other on-line services. This availability of technology and on-line systems is intended to enhance the educational process.

**Responsibility**

The use of our technology must be in the support of education and research activities consistent with the objectives and educational policies of our school. A student's use of our technology and on-line services is a privilege, not a right. It is our administration's intent to set reasonable requirements for student acceptable and responsible use of our technological resources. It is the student's responsibility to abide by these requirements.

**Content Management**

Along with a wealth of information resources, the Internet and its subsystems also provides the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school setting. Additionally, student Internet use in our school will be a supervised activity.

St. Ann Catholic School serves as our own internet service provider. Even though St. Ann Catholic School has implemented a filtering system to prevent objectionable material from being accessed, there are no absolute guarantees. I hereby release St. Ann Catholic School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of the school's computers and iPads including internet access

**Acceptable Student Use**

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc. will not be tolerated.
2. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
3. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
  - 3.1 Deliberate violation of copyright, or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements
  - 3.2 Accessing material that advocates violence or discrimination, such as hate literature
  - 3.3 Activities that are disruptive to our technology, systems, or services
  - 3.4 Accessing and/or transmission of obscene, pornographic, or sexually explicit material
  - 3.5 Attempts to access or enter areas of restricted information
  - 3.6 The use of our systems for commercial or political activities
  - 3.7 Cyberbullying

**Privacy/Security**

Students should not expect that files that are sent or stored on our systems would be private. Files and technology-based activities may be reviewed and tracked in order to ensure compliance with this Student Acceptable Use Policy.



All students are responsible for any and all activities that can be traced to the student's user account. Therefore,

1. Never share your logon name or password with anyone.
2. Do not leave your user account open and unattended on any workstation.
3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

If a student discovers an apparent breach in security, he or she is to notify a teacher or system administrator immediately.

Student e-mail, including accessing third-party e-mail accounts, is prohibited. Use of Social Media, of any kind, is prohibited.

#### Damages

Parents/Guardians are responsible for any damages made to the iPad, Case, or charging unit and cord. Parents/Guardians are also responsible for the iPad and its contents if it is lost or stolen. Do not attempt to repair or take the iPad to a repair center if it is damaged. All original contents must be returned at the end of the year.

Charger/Cord Replacement - \$50.00

Case Replacement - \$50.00

Damaged iPad - \$100.00

Stolen/Lost iPad - \$500.00

#### Vandalism

For the purposes of this policy, vandalism is defined as any attempt to harm or destroy computer equipment, data, programs, configuration settings, or system functionality. This includes, but is not limited to, changing configuration settings, changing any system control settings, attempting to access system resources with a logon other than that assigned to you, or the release or use of virus programs or Trojan horse software.

#### Failure to Comply

Failure to comply with this Technology Acceptable Use Policy for Students will be considered a disciplinary infraction.

#### Non-Liability

We make no warranties of any kind, whether expressed or implied, for technical services, and will not be held responsible for any loss of data resulting from delays and service interruptions. We make no guarantee that our systems will be error free, and we are not responsible for the accuracy or quality of information obtained through our systems. All users make use of information at their own risk.

I/We hereby agree to abide by these policies and procedures. I authorize the administration to issue a student user account for my child/dependent.

Return to Homeroom Teacher by Friday, August 10, 2018.

**Student Name (Print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Parent/Guardian Name (Print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please sign one per student**

**REQUIRED HANDBOOK ACKNOWLEDGEMENT SIGNATURE PAGE**

Dear Parents and Students:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in the Catholic Diocese of Memphis schools. Please sign and date the affidavit below and return it to your school principal by Friday, August 10, 2018.

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By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.

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**Student's Printed Name**

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**Student's Signature**

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**Date**

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**Parent/Guardian Printed Name(s)**

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**Parent/Guardian Signature**

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**Date**