

Holy Name School

Student/Parent Handbook

2015-2016



850 Pearce St.
Fall River, MA 02720
(508)674-9131
FAX: (508) 679-0571
www.hnsfr.org

Holy Name School provides a Catholic education within an atmosphere of academic excellence. While providing Catholic values, we challenge our students to do their best, to nurture their gifts and talents, and to develop curiosity, creativity, and critical thinking.

Holy Name School strives to produce confident, competent, and caring individuals who can work cooperatively, show respect for one another, and who demonstrate an understanding and appreciation of Catholic values.

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| <p style="text-align: center;">HOLY NAME SCHOOL HANDBOOK OF POLICIES AND REGULATIONS</p> |
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The purpose of this handbook is to make clear the established policies and regulations of Holy Name School. It is meant to be a guide for parents, pupils, and faculty. It is only through cooperative efforts and understanding that we will attain our goal – the spiritual and academic development of our students.

The Administration reserves the right to amend this handbook. Notice will be given to all students, parents, and staff members whenever possible.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

All schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. "The policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River."*

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720*

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HOLY NAME PHILOSOPHY AND GOALS

Philosophy

Holy Name School is a Catholic educational community in which knowledge is shared in an atmosphere of gospel values; a community whose members freely choose to share their special gifts as disciples of Jesus Christ.

Holy Name School provides a setting in which children are assisted in accepting one another as member of the Body of Christ, and where learning experiences are greatly enriched by the uniqueness and giftedness of each individual. These experiences should always be a true and genuine reflection of the authentic Teachings of the Catholic Church to which this school is dedicated.

We acknowledge that the support and cooperation of parents and members of the Holy Name Parish Family are essential to the life and growth of our school. We are all united in a common goal to provide for the religious, intellectual, physical, and social development of each child.

Goals

- To provide a Catholic education which prepares our students to be faithful disciples of Jesus Christ in Today's culture.
- To promote a sense of unity by creating a learning environment that models and reflects an understanding, acceptance, and appreciation of all churches;
- To promote practices that foster fairness, mutual respect and honesty in all our lives;
- To develop and strengthen civic, patriotic, and social responsibilities;
- To promote positive health and safety practices, develop self-esteem and foster lifelong well-being;
- To provide a safe and healthy environment acknowledging students for outstanding achievements;
- To promote active learning experiences which stimulate curiosity, develop critical thinking, and promote lifelong accomplishment;
- To promote a lifelong enthusiasm for learning fostered through the partnership of home, school, and community.

SCHOOL TUITION/REGISTRATION/SCHOLASTIC FEE

School Tuition

Tuition payment arrangements are made through FACTS Tuition Management (800-624-7092). Payments usually begin July 1st for the upcoming school year (10, 11, or 12 month cycle).

- Pre-Kindergarten Half Day \$3,375
- Pre-Kindergarten Full Day \$4,375
- Kindergarten through Grade 8 \$3,675
- Additional siblings subtract \$100

Scholastic/Technology Fee

There is a Scholastic/Technology Fee of \$250 when registering your student; this is in addition to the school tuition.

FACULTY AND STAFF 2014-2015

Administration:

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| School Director | Rev. Jay T. Maddock, Pastor |
| School Assistant | Sr. Timothea Riley |
| Administrative Assistant | Mrs. Jayme Chippendale |
| Principal | Dr. Patricia Wardell |

Faculty:

| | |
|-------------------------|--|
| Pre-Kindergarten | Mrs. Jennifer Goncalo |
| Kindergarten | Mrs. Cynthia Piques |
| 1 st Grade | To Be Announced |
| 2 nd Grade | Mrs. Sonia Bjerre |
| 3 rd Grade | Mrs. Suzanne Lefevre |
| 4 th Grade | Mrs. Pamela Rogers |
| 5 th Grade | Mrs. Maryanne Kepinski |
| 6 th Grade | Ms. Brittany Juszkievicz (Math/Reading 6-7-8) |
| 7 th Grade | To Be Announced |
| 8 th Grade | Mr. Charles Dacey (Language Arts/Soc.S. 6-7-8) |
| Middle School Religion | Mr. John Pietruszka (Religion 6-7-8) |
| Resource Teacher | Mrs. Winifred Enos |
| Art/Computer | Mrs. Maxine Bonneau |
| Spanish – Pre-K – Gr. 8 | Ms. Amanda Sampson |
| Physical Education | To Be Announced |
| Music | Mrs. Sandra Tavares |

Teaching Assistants:

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|---|----------------------|
| Pre-Kindergarten Assistant | Mrs. Alicia Coelho |
| Kindergarten Assistant | Mrs. Lilia Hauck |
| 1 st Grade Assistant | Mrs. Donna Masterson |
| 2 nd Grade Part Time Assistant | Mrs. Mary Arruda |
| 2 nd Grade Part Time Assistant | Mrs. Diane Dugal |
| Art/Computer Part Time Assistant | Mr. Edward Arruda |

Support Staff:

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|---|-----------------------|
| Lunch/ Extended Care Coordinator | Mrs. Michelle Krauzyk |
| Extended Care, Morning | Mrs. Michelle Krauzyk |
| Extended Care, Afternoon – 2:30 to 3:30 p.m. | Mrs. Michelle Krauzyk |
| Extended Care, Afternoon – 3:30 to 5:30 p.m. | To Be Announced |
| Extended Care, Afternoon Part Time– 3:30 to 5:30 p.m. | To Be Announced |
| Custodian | Mr. Jim Sears |

SCHOOL INFORMATION

School Hours

The school day begins at 8:00 a.m. and dismissal is at 2:20 p.m.

Dismissal on half days is at 11:30 a.m. with no lunch served and no after school Extended Care offered. Please make the necessary arrangements for your child(ren).

Arrival

Morning schoolyard supervision begins at 7:50 a.m. **Any child on school grounds before that time must sign in with the Extended Care personnel if he/she does not have parental/guardian supervision.**

Morning Extended Care is offered everyday from 6:45 a.m. – 7:50 a.m. On inclement weather days, students may enter the building through the President Ave./Stetson St. side of the building and go into the designated area – the parish center or school gymnasium. **Any student arriving before 7:50 a.m. without parental/guardian supervision is considered to be in Early Extended Care and will be charged a fee for this service.**

There is a designated “Drop Off” area facing South on the Stetson Street side of the school. This area is only to be used to drop off your student. No vehicle should be parked there and left unattended.

If your child needs to be escorted in, please do not park in this designated area.

Dismissal

Students in Pre-Kindergarten through Grade 4 will be dismissed from their classroom at 2:20 p.m. Any parent, guardian, or designated pick-up person must have a valid school identification card to gain access to the school building to pick up his/her child(ren).

Students in Grade 5 through Grade 8 are dismissed at 2:20 p.m. via the Read Street door. Students in these grades are allowed to walk to the waiting authorized vehicle, or to their home. **The school office must receive written authorization from a parent/guardian if the student will be walking home.**

Students must have written parental/guardian consent for any changes in their regular dismissal arrangements. If an authorized adult does not arrive for a child by 2:30 p.m., the child will be taken to the appropriate Extended Care program.

Persons picking up students with a vehicle must enter the school yard from the Stetson Street side and exit by the Read Street side. All persons entering the school yard must park their vehicle in a parking space.

If you have an appointment in school after dismissal, or are briefly staying on school grounds after school hours, please park on the street. **All vehicles need to be removed from the schoolyard and the gates secured for the Extended Care by 2:45 p.m.**

***For safety reasons, vehicles must not move to exit the schoolyard until the Read Street gate has been opened by a Holy Name faculty or staff member. No other persons are allowed to open the gate.**

Visitors

All visitors to Holy Name School must ring the doorbell on the Stetson St./President Ave. side of the building to gain admittance. All visitors must sign in the Visitor's logbook at the office and will be issued a "*Visitor's Badge*". No one is to approach a classroom and/or student(s) without the permission of the Principal.

Extended Care Services

Holy Name recognizes the need for a safe and secure childcare program for our students. Morning Extended Care is offered everyday from 6:45 a.m.–7:50 a.m. After school Extended Care is offered from 2:30 p.m. – 5:30 p.m. on every full day of school. **The cost is \$3.00 per hour or any part of an hour and is payable upon receipt of the Extended Care bill. This bill is sent home weekly in the Tuesday Communication Envelope.**

***Important: Every Holy Name Parent must complete the Extended Care paperwork received on the first day of school. Even if parents do not think they will use this service, the information is kept on file in case of an emergency.**

Morning Extended Care

Morning Extended Care is offered everyday from 6:45 a.m. to 7:50 a.m.

Students arriving before 7:50 a.m. must ring the school doorbell located on the President Avenue/Stetson Street side of the building to gain access to the school. The Morning Extended Care person will sign your child into Extended Care in the Parish Center

After School Extended Care

After school Extended Care is offered from 2:30 p.m. to 5:30 p.m. on every full day of school.

Any students in Pre-Kindergarten through Grade 1 remaining in school after 2:30 p.m. will be signed into Extended Care which is in the Parish Center.

Any students in Grades 2 through Grades 5 remaining in school after 2:30 p.m. will be signed into the Elementary Homework Club which is in Grade 3.

Any students in Grades 6 through Grade 8 remaining in school after 2:30 p.m. will be signed into the Middle School Homework Club which is in Grade 8.

No student is allowed in the building after school hours without adult supervision or without a school approved purpose.

After School Programs

Holy Name School is fortunate to have several after school activities. Students who participate in an after school activity must have a signed permission form that indicates the activity and the dismissal procedure following the activity. For the safety of the children, those students who are not picked up at the conclusion of the extra-curricular activity will be placed in Extended Care at the cost of the parent/guardian, and must be picked up by 5:30 p.m.

***After the dismissal hour of 2:30 p.m., students will not be allowed in the building without adult supervision or without a school approved purpose. They must be signed in to the appropriate after school program.**

Homework Club/Extra Help

Holy Name has two after school Homework Clubs, Monday through Friday 2:30 p.m. to 3:30 p.m. The Elementary Homework Club is located in Grade 4 and is for students in Grades 2 through 4, and the Upper School Homework Club is located in Grade 8 and is for students in Grades 5 through 8 Each homework club is

supervised by a Holy Name faculty member. **Students in Grade 2 through Grade 8, staying after school, are required to attend one of these programs.**

This is an opportunity for students in these grades to have a quiet place to do homework and/or read with teacher supervision. At 3:30 p.m. all remaining students are brought to Parish Center.

Extra Help is available to all students who need it, provided that his/her class application and effort are obvious to the teacher. Arrangements need be made with the teacher(s).

After School Activities

Mrs. Winifred Enos is coordinating a number of After School Activities. More specific information, rule, and regulation will be shared as they are completed.

School Emergency Information

At the beginning of the school year, all students will receive various student information forms to complete. It is vital for parents/guardians to complete the information on the Family Emergency Information Form and return it to school within 2 days. This information is kept on file. Classroom teachers, Extended Care personnel, and the School Office depend on this information to ensure the safety of every child. During the school year, it is the responsibility of the parent/guardian to update this information for their child(ren)'s records, this includes medical information, change of address, change in phone number, and/or any current changes.

Medications

If it is absolutely necessary for a student to receive medication at school, a parent/guardian **MUST** fill out the appropriate school health form distributed on the first day of school. **This must be done before the child enters school with any medication – no medication will be administered prior to compliance. The medication must be brought to the school office in the original bottle and with clear directions from the doctor. No over-the-counter medication is allowed unless a doctor's written authorization is submitted.**

Students who require any orthopedic apparatus (ex. crutches, sling, etc.) must have a note from a doctor to verify the injury.

Illness during School Hours

Students who, because of illness, must be excused from school before the end of the normal school day will be dismissed from the school/nurse's office. The parents/guardian will be notified of the child's illness, so that arrangements can be made to pick up the child. The student must be signed out by the parent or authorized adult (who is listed in the student's file) before being released from school.

Recess Policy for Pre-Kindergarten through Grade 5

Students in Pre-K through Gr. 4 will have a morning and afternoon outdoor recess. Students in Gr. 5 will have an afternoon outdoor recess. Students will not have an outdoor recess on days when there is precipitation or when the temperature is below 32 °F. They will have a free time indoor activity in the auditorium, classroom, or Parish Center. Please make sure your child is dressed appropriately for the weather conditions. During the winter months, children should have a warm winter coat, hat, and gloves. At the discretion of the faculty member on recess duty, students without the proper dress for the weather will be required to remain indoors during the recess time.

Emergency Drills

Fire Drills: We schedule a minimum of three fire drills during the school year. The Fall River Fire Department performs an unannounced fire drill at least once a year to evaluate the school's performance. All persons in the building must evacuate the building during a fire drill. A log of each drill is kept in the Principal's office.

Lock Down Drills: Each year the Principal or Administrative assistant initiates a minimum of two Lock Down drills. This drill requires all students and personnel to follow a set of “lock down” procedures.

School Calendar

A school calendar is posted on the school website, distributed at the beginning of the school year, and updated monthly calendars are sent home. Please use the school calendar to assist you when arranging special appointments, family vacations, and necessary child care arrangements. The calendar will also post the dates for scheduled school pictures. Individual student pictures are taken in January, and students are allowed their choice of clothing. (Please refer to the *Birthdays Dress-Up* restrictions). A class group picture is taken in the spring and requires the students to wear their school uniform.

School Lunch/Milk

(At this time there is no increase in the cost of lunches or milk) School lunch and milk menus are sent home weekly in the *Tuesday Communication Envelope* and can also be found in the school website.. All students in grades Pre-K through Gr. 8 have the option of ordering daily lunches and/or milk weekly. **If you are ordering for the week, you must make your selections, complete the menu, and return it to school by Thursday morning of the same week with the correct payment amount. Please return it to school in an envelope clearly marked with the student’s name, grade, and “Lunch Order”.** Special dietary substitutions cannot be made.

***Orders will not be accepted after noon on Thursdays. The orders are placed with the necessary vendors by Friday afternoon.**

The weekly cost of milk is \$2.50. One flavor of milk for the week must be selected on the menu; otherwise, plain milk will be ordered.

Roger’s Coney Island is the vendor that provides lunches Monday-Thursday. The students may select from the daily specials, soup, salad, or a healthy food option. The lunch entrée costs \$3.75 each. *Papa John’s* cheese pizza is ordered and delivered on Fridays. The cost per slice is \$1.25. Students may order more than one slice.

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| SCHOOL/HOME COMMUNICATION |
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Holy Name recognizes the importance of ongoing communication between home and school. We provide a weekly communication envelope that goes home every Tuesday. Notices, current school events, permission forms, and menus are also posted on our school website. Additional forms of communication, either verbal or written may be utilized, through a brief phone call, or through our email system on the school webpage. You may communicate any further questions or concerns to the classroom teachers, through a scheduled appointment

Tuesday Communication Envelope

To keep you informed about current and upcoming events in school, a 10x13 **Tuesday Communication Envelope** will be sent home every Tuesday with your child. **This envelope will contain, but is not limited to, important school notices, Principal’s weekly letter, lunch and milk menu, extended care bills, field trip information, tests or papers that need to be signed and other notices from your child’s teacher (s).** Most of the *Tuesday Communication Envelope* notices are posted on our school’s website as well. Please take the time to read, make note of certain school days and activities, and send back any necessary orders or forms by the Thursday of the same week.

Inclement Weather/No School Days

Our school follows the decisions of the Fall River Public School Department regarding “No School” or “Early Dismissal” days. Holy Name also utilizes the *School Reach* network. This system places an automated phone call to each parent/guardian notifying them of the school’s closure due to weather conditions or for any other reason. Notification of No School will also be placed on the school’s website (www.hnsfr.org) and its Facebook Page (Holy Name School Fall River)

Should the school have an unexpected early dismissal during a regularly scheduled school day, the *School Reach* network will be used to notify all parents/guardians. If or when this occurs, you must make necessary arrangements for your child(ren) to be picked up by the announced dismissal time. No child will be dismissed on these days without being cleared to leave with a person(s) who has parental authorization. Be assured that your child will be supervised until dismissed.

Field Trips

Diocesan approved field trips are part of the school’s curriculum and are designed to enhance your child’s educational experience outside the classroom. Teachers plan individual grade or joint grade field trips for their students. A separate notice and diocesan permission form are sent home from the teacher(s) notifying you of the planned field trip. **The diocesan permission form must be signed and returned in order for any student to go on the trip. A student without the proper form will not be allowed to participate in the field trip.**

Field trips are privileges that are afforded to the students. **No student has an absolute right to a field trip.** Students may be denied field trip participation if they fail to meet academic and/or behavioral requirements. It is also the parent’s right to refuse field trip approval for their child; however, the child is expected to come to school on that particular day.

Parents must be CORIed in order to chaperone any field trip or school sponsored activity. This process entails completing paperwork, supplying picture identification, and watching a 40 minute film. Once all parts of the process have been completed, the information is sent to the Catholic Social Services, and they return a list of eligible CORIed chaperones to our school office. ***CORI paper work needs to be completed yearly.*** **Parents must be on the current list in order to chaperone, this also includes any parent in need of CORI renewal.**

Approved parent chaperones must follow the *Chaperone Guidelines* prepared by the classroom teacher planning the field trip.

School Advisory Council

The School Advisory Council is established by the Pastor, in accordance with Diocesan policy, to assist him and the Principal in school matters. The School Advisory Council meets monthly unless otherwise agreed upon or is necessary. The By-laws, agendas, and minutes of the School Advisory Council are on the school website.

School Parent Teacher Organization (PTO)

Holy Name has a Parent Teacher Organization that meets once a month in the school’s Parish Center. Any and all parents/guardians are invited to attend this meeting to discuss fundraising opportunities, current and upcoming school events, volunteer opportunities, and other various school topics.

Student Reports/Progress

All student assignment/subject grades and progress will be available to parents on *Gradelink*. This is an electronic marking website the faculty use to record and post all students’ grades. Parents will be given specific log-in information at the beginning of the school year which will enable access to their child’s progress at any time throughout the year.

Two special parent / teacher conference days are scheduled during the school year to discuss your child's progress. Parents should not hesitate to contact a specific teacher with any questions or concerns about their child's progress at any time during the year.

Grievances

It is hoped that conferences, informal discussions and working relationships between parents and the school staff, including the Administration, will resolve any questions, concerns, or differences that may arise.

In serious matters, the following formal procedure has been established to ensure that action is taken on a particular matter, problem, or complaint, in a timely manner:

1. Parents should communicate through the Holy Name School office with the teacher/Administrator involved. Every effort will be made to make sure that all those concerned understand the problem. It is always best to resolve the matter at the teacher/Administrator level. Upon request by a parent/guardian for a conference, the teacher must respond within three days, unless unusual circumstances prevail. The teacher is responsible for informing the Principal of all facts involved in the matter under discussion; and the Principal is responsible for informing the Pastor. In the case of a matter to be resolved with the Administrator, he/she will inform the Pastor within three days and he will mediate if necessary.
2. If the problem is of such a nature that the teacher is unable to satisfactorily resolve it with the parent, both the parent and the teacher should contact the Principal. The Principal has the right to question the teacher, as well as others who may be involved. The Principal is to respond to any request within three days and to schedule an appointment with the parent or teacher within ten days.
3. **If the parent is not able to obtain a satisfactory solution through the Principal**, the Pastor of Holy Name Parish should be notified in writing with a copy to the Principal. All pertinent facts should be provided to avoid delay and confusion. The Pastor is the ultimate authority on all matters in the Parish and will make the final decision after hearing all sides of a particular issue.

Retention

Retention is the decision of the Principal based on academic records/grades and the recommendation of the classroom teacher.

A Middle School (Grades 6 through 8) student who is retained and chooses to remain at Holy Name School will be placed on Academic Probation for the first trimester of the following year. If the student does not maintain passing grades in at least five (5) major subjects during that time, the student and his/her parents/guardians will have a conference with the Principal and teachers to determine whether or not Holy Name School is meeting their child's academic needs. If it is decided that Holy Name is not the best placement or if the student exhibits an attitude of non-compliance with the school's policies, the school will begin the student's transfer process to another school.

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| <h2>STUDENT/PARENT RESPONSIBILITY AND STUDENT CONDUCT GUIDELINES</h2> |
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Attendance

Beginning on the very first day of school punctual, regular attendance is of prime importance to the development of a conscientious and prepared student. It is strongly recommended that parents emphasize this importance by keeping children home for serious reasons only and by training children to be punctual.

Absence

If, for any reason, a student is absent from school, **parents must call the school office (508) 674-9131 by 8:30 a.m. to report the absence, and reason.** If the office is not notified, a parent/guardian will be contacted to verify the absence. If no verbal contact is made, **the child must bring a note from home stating the cause of the absence.**

*** A student who is absent five or more consecutive school days is required, by state law, to have a doctor's note.**

Students are required to make up all class work and homework missed in all subjects because of the absence. Make-up work needs to be completed within a time equal to that of the absence. (i.e. 1 day absent – 1 day to complete, and etc.) Please be sure to check your specific teacher's homework guidelines.

Students who are absent may not attend any extra-curricular activity, including school dances or sporting events scheduled on the day of the absence. If there are extenuating circumstances requiring the absence, please notify the Principal and an exception to the rule may be possible.

Vacations

Family vacations should only be scheduled during designated vacation times noted on the school calendar. Vacation time taken during school time interferes with the progression of learning material and the student's understanding/mastery of subject matter being taught. It is very difficult for teachers to determine what material will be covered or assigned as homework in any subject a week in advance. **Teachers cannot provide class work and homework for unscheduled vacation time taken during scheduled school time.** Please refer to your specific teacher's classroom homework/grading policy.

Tardiness

Students who arrive at school after 8:05 a.m. are considered tardy and need to report to the Parish Center until Morning Prayer is finished.

Due to unforeseen or extenuating circumstances, students will be allowed one tardy a month without consequence. Mrs. Chippendale will monitor the lateness of all students and the following consequences will result in subsequent tardy offenses:

- 2nd offense – a loss of 5 minutes of recess time (students in Kindergarten through Grade 4) or be detained for a 15 minute detention after school (students in Grades 5 through 8)
- 3rd offense – a loss of 10 minutes of recess time (students in Kindergarten through Grade 4) or be detained 20 minutes after school (students in Grades 5 through 8)
- 4th and subsequent offenses are considered excessive - a notification letter will be sent home to be signed by a parent/guardian and returned to Mrs. Chippendale. The student will also lose their entire lunch recess (students in Grades Kindergarten through Grade 4) or be detained for a 30 minute detention (students in Grades 5 through 8).
- Once a student has been tardy a total of 25 times throughout the school year, which is considered extremely excessive, the student will lose their entire recess time for the day (students in Kindergarten through Grade 4) or be detained for one hour (students in Grades 5 through 8).

Students arriving at school at or after 8:20 a.m. must be escorted into the building by a parent/guardian and signed in with Sr. Timothea or Mrs. Chippendale. At that time, the student will be given a tardy slip and sent to class.

Medical/Dental Appointments

Parents are asked to schedule medical, dental, or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents need to give written notification to the classroom teacher, a day before the scheduled appointment, when possible. You may pick up your child at the school office.

For safety and liability reasons, the school will not permit students to walk to medical or dental appointments during school hours. All students leaving for an appointment, and/or returning to school after an appointment, during school hours must be signed in/out by a parent, guardian or an authorized adult listed in the student's file.

Electronic Policy

All students in Pre-K – Gr. 8 are not allowed to bring electronics to school. Valuable audio/visual equipment such as, but not limited to; *IPods*, *IPads*, MP3 Players, electronic handheld game players, portable DVD players, electronic book readers, laptops, and any other electronic devices must be left at home. **Cell phones are not allowed in Pre-K – Gr. 4.** If it is absolutely necessary for your child in these grades, to have a cell phone, a parental request and written authorization must be received before permission is granted.

Students in Grades 5 through Grade 8 are allowed to have cell phones with written parental authorization.

Any student with permission must store his/her cell phone in the secured cell phone receptacle in his/her homeroom. Cell phones cannot be used and must be turned off during school hours and while in Homework Club or Extended Care. They are not to be kept on the student, in his/her backpack, or in his/her desk, during school learning time. Teachers will return the cell phone to the student at the end of the school day.

If this policy is not followed, the cell phone will be confiscated, given to the parent, and the student will lose any cell phone privileges. The school cannot accept responsibility for any lost or damaged equipment.

Homework Policy

The purpose of homework is for the students to review, enrich, and develop a greater understanding of subject matter introduced in the classroom. Each classroom/subject teacher provides students with his/her own homework policy. Students and parents should familiarize themselves with the classroom homework policy. Students in Grades 6, 7, and 8 may expect a minimum of 1 ½ hours of homework each day. Grades 4 and 5 may expect 45 minutes to an hour of homework per day. Homework allotted to students in the lower grades varies depending on the age and ability.

School Property/School Supplies

Holy Name School belongs to all members of the parish community. It is the responsibility of all students to maintain all property and materials (including desks, chairs, books, etc.) in good condition. **Any abuse of school property/materials will require restitution by the student and/or family.**

Every student is required to have a school bag/backpack. Textbooks must be covered at all times. They must be kept clean and carried in the school bag/backpack. **Lost or damaged books (including library books) must be replaced and paid for by the student.** Each teacher has requirements for supplies; these supplies are listed on our website www.hnsfr.org according to the grade, and the list will be given by the classroom or subject teachers. Art supplies will be required for Gr. 1 through Gr. 8, and a supply list will be sent home from the Art teacher, Mrs. Bonneau.

Assignment books are mandatory for Grades 2 through Grade 8. We ask that you purchase the required assignment book through the school. The approximate cost for the assignment book is \$ 4.00. Students will receive the assignment books during the first week of school and payment needs to be returned to the school office in a timely manner, in an envelope marked with the student’s full name, grade, “Assignment Book”.

SCHOOL UNIFORM REQUIREMENT

All students are expected to wear the required uniform for their grade level. The uniform requirement is intended to release the students from the societal influence of fashion; offering them the opportunity to focus on academic objectives and to emphasize the importance of their education. **The school uniform and the student’s personal appearance should always be neat and clean reflecting personal and school pride.**

The school uniform may be purchased through *Donnelly’s Uniforms (1-800-498-0045)*. Periodically during the school year, Holy Name parents host a “uniform swap”. A scheduled uniform swap will be noted on the school calendar. Lightly worn and good condition, outgrown uniforms may be donated to the school, and repurposed for the “swap” at no cost to the parents.

Girl’s Uniform Requirement Kindergarten through Grade 5

- School plaid jumper – if the jumper falls above the knee, tights must be worn
 - Navy blue corduroy or chino style pants may be worn
 - No Jean style, “skinny”, legging, or cargo styles are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
 - Short or long sleeved light yellow uniform blouse, or knit polo, or solid light yellow turtleneck
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.
- Solid navy blue or black knee socks or ankle socks (over the ankle) or navy blue/black tights (not sheer)
 - **Solid** black, brown, navy, or tan shoes/ athletic shoes – high tops included that are appropriate for school, fit the child well, and be secured on the foot with a strap or laces.
 - No slip-on ballet style shoes
 - No different colored athletic symbols are allowed
 - No Moccasins

Girl’s Uniform Requirement Kindergarten through Grade 5

(Optional - August through October and May through June)

- School plaid jumper – if the jumper falls above the knee, tights must be worn
- Navy blue walking shorts/skort with knee or ankle socks.
- Short or long sleeved light yellow uniform blouse or knit polo
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

Girl’s Uniform Requirement Grades 6 through Grade 8

- School plaid skirt – if the skirt falls above the knee, tights must be worn
 - Navy blue corduroy or chino style pants may be worn
 - No Jean style, “skinny”, leggings, or cargo styles are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
 - Short or long sleeved light yellow uniform blouse, or knit polo, or solid light yellow turtleneck
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.
- Solid navy blue or black knee socks or navy blue/black tights (not sheer)

- **Solid** black, brown, navy, or tan shoes/slip-on ballet style shoes/athletic shoes – high tops included
 - No shoes with patterns/designs
 - No different colored athletic symbols are allowed
 - No Moccasins

Girl's Uniform Requirement Grade 6 through Grade 8

(Optional - August through October and May through June)

- School plaid uniform skirt – if the skirt falls above the knee, tights must be worn
 - Skirts must be worn at the waistline, and not “rolled” on the hips
- Navy blue walking shorts/skort with knee or ankle socks.
- Light yellow short or long sleeved oxford cloth shirt or knit polo
 - Shirts must be tucked in at all times
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

Boy's Uniform Requirement Kindergarten through Grade 5

- Navy blue corduroy pants may be worn in addition to chino style pants
 - No jean style, or cargo style with pockets on the leg are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
- Short or long sleeved light yellow oxford cloth shirt, or knit polo, or a solid light yellow turtleneck may be worn
 - Shirts must be tucked in at all times
 - Only plain solid white tee shirts are to be worn underneath

Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

- Solid navy blue or black socks
 - No white socks
- **Solid** black, brown, navy, or tan shoes/athletic shoes – high tops included
 - No shoes with patterns/designs
 - No different colored athletic symbols are allowed

Boy's Uniform Requirement Kindergarten through Grade 5

(Optional - August through October and May through June)

- Navy blue chino style pants, or navy blue walking shorts
 - No jean style, or cargo style with pockets on the leg are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

Boy's Uniform Requirement Grade 6 through Grade 8

- Navy blue corduroy pants may be worn in addition to chino style
 - No jean style, or cargo style with pockets on the leg are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
- **A solid light yellow oxford cloth shirt**
- **A solid navy blue tie**

Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

- Solid navy blue or black socks
 - No white socks
- **Solid** black, brown, navy, or tan shoes/athletic shoes – high tops included
 - No shoes with patterns/designs
 - No different colored athletic symbols are allowed

Boy's Uniform Requirement Grade 6 through Grade 8

(Optional - August through October and May through June)

- Navy blue chino style pants, or navy blue walking shorts
 - No jean style, or cargo style with pockets on the leg are allowed
 - Pants should be worn on the waist and not hang down and drag under the shoe
- Short or long sleeved light yellow oxford cloth shirt or knit polo
 - Shirts must be tucked in at all times
 - Only plain solid white tee shirts are to be worn underneath
- Solid navy blue cardigan, v-neck or crewneck sweater, sweater vest with the school logo may be worn during school and must be worn on appropriate field trips.

PRE-KINDERGARTEN UNIFORM REQUIREMENT

All Pre-Kindergarten students are required to wear the Holy Name School gym uniform requirement every day, except for scheduled "Birthday Dress-Up" days noted on the school's monthly calendar.

SCHOOL GYM UNIFORM REQUIREMENT

A gym uniform requirement is implemented on scheduled gym days. Different grades will have different gym days. Students will be informed of their grade's scheduled gym day at the beginning of the school year. **If a student is going to be out of a gym uniform, a note from a parent/guardian explaining why is required.**

All Holy Name school students, male or female, have the same gym uniform requirement:

- A navy blue short or long sleeved crewneck tee shirt with the school emblem
- A prior fundraiser, tie-dyed tee shirt with the school emblem
 - No other shirt should be seen under the uniform shirt
- Navy blue sweat shorts or long sweat pants with the school emblem
 - Gym pants are to worn at the waistline and not on the hips
 - Pants should not hang down and drag under the sneaker
- Sneakers and socks worn on gym days
- Either a solid navy blue or gray crewneck, zippered, or hooded sweatshirt with or without the school emblem is to be worn over the tee shirt.

SCHOOL DRESS UNIFORM RESTRICTIONS*

Hair

- No fad hairstyles
- No primary colored hair or streaks
- No buzzed designs
- No hair covering eyes
- No hair touching shoulders for boys

Adornments

- No additional adornments to the uniform will be allowed with the exception of the following:
- Clear nail polish for girls only
- Small stud earrings for girls only
- **One** religious bracelet and/or necklace
- **One** charitable cause bracelet
- School colored headband (yellow, navy blue, or uniform plaid) plus black for girls only

***The Administration reserves the right to restrict any fad or fashion trend that will potentially distract from the learning environment, deviate from our school uniform requirement, or pose a safety risk. In such a case, parents will be notified to rectify the situation.**

Students in Kindergarten through Grade 8 will have their uniforms checked by their homeroom teachers. If a student is in violation of the school uniform dress code, a written notification will be sent home so that the necessary corrections can be made; this notification needs to be signed by the parent/guardian and returned to school the next school day. **If the required adjustments are not corrected, additional consequences will be as follows:**

- **2nd Offense for Kindergarten through Grade 5 students**
 - **Written notification plus a call to the home**
- **2nd Offense for Grade 6 through Grade 8 students**
 - **15 minute student detention including a written assignment of “Reason for being out of uniform” plus another written notification sent home, signed by parent/guardian and returned the next school day.**
- **3rd Offense for Kindergarten through Grade 5 students**
 - **Parental Conference**
- **3rd Offense for Grade 6 through Grade 8 students**
 - **30 minute student detention including a written assignment of “Reason for being out of uniform a second time” plus a call to parent for a parental conference**

**No cologne, perfume or body spray may be applied in the classroom.
Medical and cultural exceptions are made where appropriate.**

BIRTHDAY DRESS UP DAYS AND SCHOOL DANCE CLOTHING RESTRICTIONS

- No flip-flops
- No t-shirts with offensive language and/or pictures
- No tank or halter tops
- No clothing or shorts that are too tight; this includes leggings, yoga pants and *Spandex*
- No shorts, skorts, skirts, or dresses that are too short (do not reach fingertips when arms are down by sides)
- No oversized, baggy clothing
- No clothing with holes or rips
- No camouflage clothing
- No shirts that expose any part of the stomach
- No low riding pants or shirts

STUDENT CONDUCT

Please remember that each child is a student of Holy Name School at all times. A student, who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school, may be disciplined by school officials. This may include inappropriate internet behavior which targets another student’s reputation or well-being. The school’s harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. This shall include sexual harassment, which can be defined as “conduct containing sexual suggestions that would be offensive to a reasonable person.” All allegations of sexual harassment will be taken seriously and promptly investigated while maintaining the confidentiality of both the alleged victim and the alleged perpetrator.

Each teacher has an expected classroom behavior and discipline policy. A copy of this policy may be obtained from the teacher at the Open House in the beginning of the school year.

Minor classroom offenses, which are handled by the classroom teachers, will have consequences. Repeated classroom offenses may result in a student being assigned after school detention and/or referred to the Principal. Parents will be contacted as deemed necessary by the teacher or Principal.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

SERIOUS OFFENSES

The following behaviors will not be tolerated and will result in disciplinary action. A consequence of inappropriate behavior should be meaningful and aim at bringing about a positive response and improved student behavior. Repeated classroom offenses may result in a student being assigned after school detention. Parents/Guardians will also be informed of the offense.

- Anything that seriously impedes the learning of others
- Disrespect of teachers, staff, or volunteers
- Foul or abusive language or gestures
- Dishonesty of a serious nature
- Disruptive or immoral behavior
- Any other infractions deemed serious by the teacher or Principal

MAJOR OFFENSES

The following major offenses will not be tolerated and will result in an immediate one hour detention, parent/guardian notification, or possibility of suspension:

- Cheating on homework, quizzes and tests. This will also result in a failing grade.
- Serious and/or continued disrespect to person of authority: faculty, staff, volunteers
- Destruction of school property-there will need to be full restitution
- Any physical fighting or extreme inappropriate behavior toward a teacher, staff member or other student will result in a call to the parents, and the student may be sent home.

An in-school suspension is a possibility at the Principal's discretion. Any repeated problems may result in further suspensions.

Students are expected to serve detention on the date assigned. Parents will receive a minimum of a 24-hour notice prior to the after school detention date. **Students who exhibit repeated offensive behavior will be required to have a parent conference with the teacher and Principal to address the issue and come to a resolution.**

BULLYING/CYBER-BULLYING

Bullying and cyber bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. **The Bullying Prevention and Intervention Plan for the Diocese of Fall River and Holy Name School is located in Appendix S6 of this handbook.** Please familiarize your child with the information stated in Appendix S6.

SPECIFIC RULES AND CONSEQUENCES FOR VIOLATIONS

This section is for a student who engages in behavior that is more serious than the above infractions. The following outline explains some of these behaviors, and the consequences that may result:

- Verbal or written threats of violence
- Serious physical fighting
- Possession of firearms, any weapons or instruments that could be used as weapons
- Self injurious behaviors or threats of suicide
- Possession of illegal substances
- Harassment of another person-sexual or otherwise
- Any other infractions deemed serious by a teacher or Principal

Consequences/Actions Taken for Early Signs of Inappropriate Behaviors:

- Warning
- Inform Principal
- Contact and inform parent/guardian
- Seek assistance from appropriate services/crisis counselor
- Contract signed by student/parent/guardian/witness

Consequences/Actions for Continued Inappropriate Behavior

- Contact parent/guardian, Catholic Education Office, Pastor and Crisis Counselor
- Suspension
- Expulsion

Consequences/Actions for Urgent/Dangerous Situations and Serious Violations

- Contact Catholic Education Center and Crisis Counselor
- Contact law Enforcement personnel
- Notify parent/guardian
- Expulsion

Appendix S6

Bullying Prevention and Intervention Plan for the Diocese of Fall River

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

I. Definitions

The Diocese of Fall River and Holy Name School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“**Bullying**” is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that : causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. (Massachusetts General Laws c. 71 § 370)

“**Cyber-bullying**” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 370)

“**Retaliation**” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 370)

“**Hostile Environment**” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 370)

“**Aggressor**” is a student who engages in bullying, cyber-bulling, or retaliation.

“**Target**” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“**Staff**” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 370)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

II. **Formal Procedure for Reporting**

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- **Safety of the target**

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- **Protection of the reporter, witness, or provider of information during the investigation**

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- **Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement**

- a. **Parents/Guardians**: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to another school**: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. **Notice to Catholic Education Center**: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. **Notice to law enforcement**: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the

principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. **Investigation**

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. **Determinations**

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. **Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation**

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

VI. **Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.**

VII. **At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.**

*****Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.***