

Holy Name Parish School

Parent & Student Handbook



535 West Roxbury Parkway
West Roxbury, MA 02132
Te. 617-325-9338 *Fax 617-325-7885
Early Childhood Center Tel. 617-325-8669
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www.holynameparishschool.org

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Holy Name Parish School
535 West Roxbury Parkway
West Roxbury, MA 02132

Dear Holy Name Families,

Welcome to Holy Name Parish School! As parents, you are the first and primary educators of your children. We acknowledge and respect the fact that you are the key people in molding the character and values that shape the future of your child. We thank you for choosing Holy Name Parish School and we are privileged in our role as Catholic school educators to share this responsibility with you. Our mission is to open the world of faith and knowledge to our children and prepare them for the next steps in their educational journey.

This handbook has been prepared as a source of information for you and your child concerning the philosophy, policies, and operational procedures of Holy Name Parish School. It is important that you review its contents with your child.

Please take the time to go over this Handbook with your child/children. Once you have completed this, we ask that a parent or guardian sign the Student Handbook Form that will be given to you yearly and return it to your child's homeroom teacher. Each child must return a completed form agreeing to adhere to the school's procedures and policies.

We will all look forward to the joy our children bring us with their energy and their wonder.

"We all shine on."
Kathleen J. Caulfield
Principal

HOLY NAME PARISH MISSION STATEMENT

Holy Name Parish is a family of believers aware of the saving power of the Holy Name of Jesus and the protection of the Mother of God. We are guided in our life's journey by the wisdom of the Scriptures, the leadership of the Holy Father, the teachings of the Church, and nourished by the strength of the sacraments. Our concern about the needs of all our family members is deep and sincere, especially about the formation of youth. All this requires the effective cooperation of all members with the blessings of God.

Pastoral Staff

Administrator	Rev. George P. Evans
Parochial Vicar	Rev. Stanley Rousseau
Filipino Ministry	Rev. Alex Castro, A. A.
Pastoral Associate	Mrs. Fran Hauck
School Principal	Mrs. Kathleen Caulfield
Assistant Principal	Mrs. Debra Buckley
Music Director/Liturgical Ass.	Mr. Thomas Manguem
Finance Manager	Ms. Mary Cuddy
Office Manager	Ms. Joan Conlin
Secretary	Mrs. Janice Kerwin
Early Childhood/ Admissions Director	Mrs. Debra Buckley

LITURGICAL SCHEDULE

Sunday Masses: Saturday: 4:00 pm – Sunday: 7:00 am, 9:00 am (Family Mass), 11:00 am

Holy Day Masses: Eve of Holy Days 4:00 pm; Holy day 8:00 am & 7:00 pm

Weekday Masses: Monday through Saturday at 8:00 am

Confession: Saturday: 3:15 – 3:45 pm or by appointment with a Priest

Baptism: Usually the third Sunday of the month at 2:00 pm

Baptism Preparation Call the Rectory for information about Baptism dates and preparation program. Contact with a priest prior to the Baptism is required. The preparation program is the second Saturday of the month from 9:30-11:00 am in the rectory.

Filipino Mass: First Sunday of the Month at 1:00pm

HOLY NAME PARISH SCHOOL

Holy Name Parish School has a special mission that sets it apart from public schools and most other private schools. In addition to supporting a complete academic curriculum, our school is a faith community that integrates religious instruction, value formation, and faith development into the academic education of the students. The mission of Holy Name Parish School is an extension of the overall evangelization mission of the Catholic Church.

THIS SCHOOL IS ABOUT LIFE

We believe that every facet of life is important, spiritual, physical, intellectual, and emotional.

We believe that every child is unique and valuable because all life comes from God.

We believe that one of the purposes of life is to improve the quality of life for all people everywhere.

We believe that if we have helped a child to become more human, more accepting of others, more helpful and more able to believe in the ultimate value of life - then we have prepared the child for life.

MISSION STATEMENT

The Holy Name Parish School Mission is to engage our students in a positive, challenging program. We encourage lifelong learning and the development of responsible, productive, faith-centered citizens of the world.

Central to our identity is a respectful Catholic community that integrates faith formation, a commitment to values and the academic education of the whole child within a nurturing environment.

PHILOSOPHY

ARCHDIOCESE OF BOSTON CATHOLIC SCHOOL OFFICE

The Catholic School Office is missioned to serve the Catholic School Community in the Archdiocese of Boston. It carries out this responsibility in collaboration with the Archdiocesan Board of Education, which is advisory to the Archbishop of Boston. In its operation framework, the mission of Jesus and His abiding presence is central.

As members of the Catholic School Office Educational Community, we state our beliefs and uphold these distinctive purposes for which each Catholic school exists.

- We believe that the philosophy and goals of each Catholic school, achieved in the setting of a Faith community, **must** be more effective, more enriching, more enduring, than that which can be defined as policy or regulation.
- We believe that each Catholic school in the Archdiocese of Boston **must** be aware that its purpose for existence is rooted in the mission of the Church.
- We believe that each Catholic school, in fulfilling its role within the educational mission of the Church, **must** share and live out, through Catholic Christian tradition, the message of Jesus Christ.
- We believe that each Catholic school, in sharing the message of Jesus Christ, **must** render to today's society through commitment to Christian values and to the Christian moral code, a profound service.
- We believe that each Catholic school, participating in the service mission of the contemporary Church, **must** unfold in its teachings, **must** manifest in its relationship, **must** reflect in its active concern for justice, the nature and demands of the Social Gospel of Jesus Christ.

PASTOR

"In the governance of parish schools in the Archdiocese of Boston, the Principal is accountable to the Pastor of the Parish. Since the parishioners of Holy Name Parish, under the leadership of its pastors, have established and built Holy Name Parish School (first in 1953, with the annexing of the convent and school additions in 1962) and have maintained the property and subsidized the funds for operating our school, such is reasonable and just. Furthermore, the universal Code of Church Law (canon 519) teaches us: The Pastor is the proper shepherd of the parish entrusted to him under the authority of the diocesan bishop, Sean Cardinal O'Malley, in whose ministry of Christ he has been called to share; in accord with the norm of law he carries out for his community the duties of teaching, sanctifying and governing, with the cooperation of other presbyters or deacons and the assistance of lay members of the Christian faithful. "Although the Principal is charged with the operation of the school, the primary figure of authority in regard to a Parish School is the Pastor. The Pastor is the final arbiter of any and all decisions regarding the school."

HOLY NAME PARISH SCHOOL

Holy Name Parish School is a CATHOLIC EDUCATIONAL INSTITUTION founded by the Sisters of Saint Joseph of Boston and now staffed by a dedicated lay faculty. Together with parents and students, we hope to build a Christian Community where all strive to show love, care and concern for one another. Like all educational institutions, Holy Name Parish School is committed to shaping the future by helping students to fully understand, accept freely, and live faithfully the Gospel message found in the teachings of Jesus and the Catholic Church. While Catholic school educators live and work in the present and are the heirs of rich tradition, their work shapes the future. Therefore, Holy Name Parish School commits itself to a strategic planning process that supports and strengthens its effectiveness. It is this future-focused process which helps light new fires for Catholic and American education.

STATEMENT OF PHILOSOPHY

The faculty and staff of Holy Name Parish School commit ourselves to the formation of Catholic Christian attitudes and behaviors in our students. We believe that Catholic education is "an expression of the mission entrusted by Jesus to the Church He founded."

At Holy Name Parish School, we strive, through the human aspects of Christian experience, to provide the learning needed to help students develop their personal and unique capacity to become truly Christian. This is accomplished through the challenges of the faith commitment that requires assuming responsibility for desired freedoms. Students will become independent and resourceful by accepting themselves as children of God and by appreciating their potential in a rapidly changing society. The school, therefore, provides a Christian atmosphere for academic excellence, which is fostered by example and commitment.

Our educational system seeks to carry out the objectives stated by the Bishops of the United States in **To Teach As Jesus Did**. We strive to develop a "sense of God" in our students by teaching doctrine; a "sense of freedom" by developing community in an atmosphere of liberty and charity based on the Gospel of Jesus; and, finally, a "sense of responsibility" by encouraging students to reach out to others in service and commitment.

As Christian educators we have also been called by the Church to assist families in the development of their children. Presenting clearly and consistently the doctrinal, social, and moral teachings of the Roman Catholic Church will assure that the mission of the Catholic School is carried out. Parents are the primary educators of their children. In helping them fulfill their duty, "teachers must remember that it depends chiefly on them whether the Catholic school achieves its purpose. Possessed by charity both towards each other and towards their pupils, and inspired by an apostolic spirit, they should bear testimony by their lives and their teaching to the one Teacher who is Christ."

STATEMENT OF PRINCIPLES

We believe that:

- every person as a child of God has equal dignity and an inalienable right to an education;
- every person needs to perceive his/her self-worth in order to be able to give and receive love as a mature, free person;
- every person has the God-given powers of intellect and free will necessary to make responsible judgments and decisions;
- every person has the right and responsibility to develop his/her capabilities so that he/she may be able to live a full life and make a contribution to the human family as witnessed in one's relationship with God, humankind, and creation;

- parents have the primary responsibility for the education of their children. The Church, school, and community have a responsibility to complement this role.

OBJECTIVES

I. Our primary purpose as Catholic educators is to provide an excellent education in a Catholic atmosphere.

- Objective 1 To develop sound Christian morals in our students.
- Objective 2 To ensure that Catholic education is enjoyed by all the faithful and especially by the young who are the hope of the Church.
- Objective 3 To interrelate faith experiences and academic subjects daily.

II. As members of the human family, our students will learn to use their gifts and talents so as their own lives in service to others, make a contribution to society, and to work for the establishment of God's kingdom on earth.

- Objective 1 To foster a more perfect sense of responsibility in the proper development of their lives.
- Objective 2 To pursue justice so that they will overcome obstacles with unwavering courage and perseverance.
- Objective 3 To instill the value of a Catholic life in our students so that they will build a solid foundation and weather the storms of life with God in the center of their hearts.
- Objective 4 To vary our teaching styles so as to allow for individual differences while fostering each child's giftedness and potential.

III. In the presentation of the Church's social teachings, our students will strive to look at their world in such a way as to commit themselves to peace, justice, and respect for individual differences.

- Objective 1 To promote in our students an appreciation of the multicultural society in which they live.
- Objective 2 To strengthen a sense of community in our students through participation in Church prayers, liturgies, the celebration of the sacraments, and an outreach program of service to others.
- Objective 3 To assist our students in recognizing their Catholic school as an opportunity for personal growth and development, unique and contemporary.

GOALS

SPIRITUAL GOALS

The students will acquire a meaningful knowledge of the message of Jesus Christ through the study of Scripture, the existence of Jesus Christ through everyday experience, the strengthening of the Catholic faith through the celebration of the sacraments, through prayer, and listening and responding to God's word.

The students will develop insight into the truths of the Gospel so that they may have genuine meaning for Jesus Christ. Opportunities are provided for the student to relate his/her religious knowledge to personal experience simultaneously respecting and appreciating all religions. When the individual has acquired the knowledge and insight into the message of the Gospel, it will become part of his/her life experience. The student thus becomes a responsible Christian/Catholic by his/her daily interaction with others.

INTELLECTUAL GOALS

Holy Name Parish School will guide students so that they may increase their knowledge of the world, of life, and of humankind through the development of their intellectual capabilities. The student shall develop cognitive, evaluative, and critical skills needed to function as a responsible citizen in our society.

SOCIAL GOALS

The student will develop a social awareness of his/her individual role in society through teachings in social justice. These societal issues taught through a Catholic perspective will reflect mutual respect and understanding of one another. This awareness will develop through the student's participation in parish, school and community activities.

AESTHETIC GOALS

Holy Name Parish School encourages students to develop their natural talents, to take pride in their own creativity, and to recognize and appreciate beauty about them. By exposure to and practice of basic skills, students will be able to express their ideas and talents intelligibly and creatively. Through exposure to the fine arts, they will enrich their own ideas and develop an understanding and appreciation of the creativity and talents of others.

PHYSICAL GOALS

Physical Education, an integral part of the total educational process, is a program aimed at the development of the physical, emotional, mental, moral and social aspects of the students through a program of activities selected to meet their interests and needs.

PSYCHOLOGICAL GOALS

The student will strive to accept and understand societal issues, physical, racial and ethnic differences. He/she will attain and preserve physical and mental health, and the ability to deal constructively with the psychological tensions inherent in our changing society.

TECHNOLOGICAL GOALS

Holy Name Parish School students will have access to a variety of technological tools to enhance their educational experience at school. Children will learn how to keyboard, create multi-media projects, utilize computer-assisted research, become skilled at word processing, and be able to telecommunicate and to create their own original works. All students and staff will use technology in an ethical manner. Students leaving will be prepared to use higher level computing skills at their next level of education.

PARENTS AND THE EDUCATION OF THE CHILDREN

Parents are the first and primary educators of their children. The Church consistently has promoted this fundamental parental right and has assigned to parents the primary responsibility for the catechetical formation of their children. The Code of Canon Law states: "Parents above others are obliged to form their children in the faith and practices of the Christian life by word and example." Pope John Paul, II wrote: "Parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it."

Parents exercise their responsibility as educators when they select a school to assist in their child's education and cooperate with the school's efforts by (1) monitoring their child's progress, and (2) to the extent that they are able, becoming involved in the life of that school. The Church urges parents "to entrust their children to Catholic schools, where and when this is possible, to support such schools to the extent of their ability, and to work along with them for the welfare of their children." Student punctuality is an integral part of this responsibility. Parents are asked to maintain a united authority between themselves and the school.

Parents are expected to express their supportive attitude for the school by supporting fund-raising and other activities of the Home and School Organization, and by being punctual in their payments of tuition, volunteer hours, and other fees.

SCHOOL INFORMATION POLICY AND PROCEDURE

REGISTRATION AND ADMISSION

Age Requirements: The age requirements are the same as the Boston Public Schools. To enter Nursery, the child must be three years of age by September 1st. To enter Kindergarten I, the child must be four years old by September 1st, to enter Kindergarten II the child must be five years old by September 1st. To enter Grade 1, the child must be six years old by September 1st.

Official Documents and Requirements: A student entering for the first time must present his/her birth records, baptismal records, and all immunization records. In addition to the above, a student transferring from another school should bring his/her last report card, a transfer certificate, and a completed principal/teacher recommendation form provided by Holy Name Parish School from the former school.

NON-DISCRIMINATORY POLICY

AS TO STUDENTS: The non-public schools of the Archdiocese of Boston (Holy Name Parish School) admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. They do not discriminate on the basis of race, color, national and ethnic origin, in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.

C.O.R.I. (CRIMINAL OFFENDER RECORD INFORMATION)

In accordance with the guidelines provided by the Catholic School Office in conjunction with the directives issued by the Office of Child Advocacy, all employees and school volunteers will complete the Virtus Program and C.O.R.I. process. This includes all parents whose duties will directly bring them in contact with the students.

MANDATORY REPORTING

All teachers and school nurses are mandated by law to report to the Administration any instance or observation of actual abuse or suspected abuse of minors. Faculty and staff members are held liable in this regard if not acted upon.

ATTENDANCE

Holy Name Parish School requires daily attendance. Frequent absenteeism impedes academic progress. Retention will be considered for excessive absences. **Parents or guardians of students are required to call the school** at (617) 325-9338 or the Early Childhood Center at (617) 325-8669 between the hours of 7:00am and 8:00am each day a student is absent. You may call the school as early as you like, and leave a message on the answering machine.

PLEASE MAKE SURE TO CALL; IT SAVES THE SCHOOL TIME IN FOLLOWING UP ON YOUR CHILD'S SAFETY.

UPON RETURNING TO SCHOOL FOLLOWING AN ABSENCE, THE HOMEROOM TEACHER MUST RECEIVE A NOTE FROM THE PARENT/GUARDIAN EXPLAINING THE REASON FOR THE ABSENTEEISM.

1. Each student has the responsibility to be in school in accordance with state law.
2. A student must be present three (3) hours to be considered present.
3. If a student is absent for twenty (20) days, (not consecutive), unless he/she presents a doctor's certificate, that student may repeat the year.

4. A student who is absent from school on a given day, or leaves school due to illness, is not permitted to participate in any school activity or function which is scheduled for that day.
5. Students are required to make up any work missed due to an absence.
6. Prompt arrival at all classes is of utmost importance.

ARRIVAL AND DISMISSAL

There is no supervision on the school grounds before 7:45 a.m. No student should arrive before this time. Extended Day services are offered at the Early Childhood Center on Church Street beginning at 7:00am. At 7:45am the students are escorted to the Main Building. The doors of the school will remain locked until 15 minutes before the start of school, 7:45 a.m. On days of inclement weather, the doors of school will open at 7:45 a.m. For students at the Early Childhood Center, an extended day price will be considered for early arrivals.

The same is true at the end of the school day. With the exception of organized activities, all students are expected to have left the grounds by 2:45 p.m. In cases of extra-curricular activities, teachers and coaches are required to give a specific concluding time so that parents can be prompt in picking up their children. Failure to comply with this could result in forfeiture of the right to participate in the given activity. Any child remaining after 2:45 p.m. in the main building will be sent to extended day and the parent/guardian will be charged the appropriate fee. No child is allowed to leave school premises during school hours. The only exception to this is dismissal for illness; student will be released to the care of parent or authorized person.

- Please let us know if there are any special instructions or changes of plans for your child; for example, if someone other than the regular driver is picking up the child, etc. Verbal messages from a child are not satisfactory. A written note is required.
- If you should have a change of address, new telephone or new work number please notify the office and/or teachers immediately.
- Notes are required by law for any important information concerning your child, i.e., absences, early dismissals, going home with a friend, change in extended day services, pick up from school by a different person.

DROP OFF / PICK UP

For the safety of our students, no one at any time is allowed to drive into the schoolyard. Drop off in the morning can be on the West Roxbury Parkway (Do Not Block the School Driveway) or up the pathway by Finn Hall. Please have your children ready and have good-byes said prior to your stop. Do not try to park near Parish Hall or wait until your child/ren get into line. NEVER try to back up or park near Parish Hall. As a courtesy to our neighbors, please never block or park in their driveways. Do not use the rectory parking area/driveway as a short cut.

Please note that a solid yellow line on sidewalk curbs indicate NO PARKING. For the safety of our children, bikes are not allowed on the school grounds.

TRANSPORTATION

School Bus Transportation is provided by the City of Boston for all residents of Boston who live in the West Zone and is more than one mile from school. Request forms are available in the Holy Name Parish School office. Parents complete the form and mail to address on the letter.

Transportation Cancellation/Inclement Weather

If the Boston Public Schools are closed due to inclement weather, there will be no transportation provided to Holy Name Parish School. In the event the Boston Public Schools announce a delayed opening, all

transportation services will run according to the delayed schedule. Boston Public Schools will only provide transportation to Holy Name Parish School on days that the Public Schools are in session.

There is no bus service on half days.

SCHOOL CLOSING

In the event of inclement weather, Holy Name Parish School will follow the decision of the Boston Public School superintendent regarding school closing. Announcements of school closing are made over local TV and radio stations, Internet, and cell phone services. Also the Immediate Response Information System (IRIS) will send out electronically priority and emergency messages via phone calls and e-mails.

TARDINESS

Repeated lateness/tardiness is harmful both to your child's education and to the class that is being disturbed. **Know that habitual tardiness (5 days total) will result in your child's ineligibility to receive a Perfect Attendance Award in June.**

Students who do not arrive in the classroom with the class line by 8:00am will be considered tardy. A child coming to school late must report to the school office.

PUNCTUALITY IS AN IMPORTANT LIFETIME HABIT.

APPOINTMENTS

Medical appointments and other obligations should be scheduled after school hours whenever possible. If this cannot be, the parent should send a note to the teacher explaining the circumstances and report to the front office to wait for the child. Teachers cannot release a student to a parent from the classroom. A word of caution regarding absence, tardiness and appointments - when these situations take precedence over the educational process, your child sees school as a secondary function. If he/she is expected to be a responsible student, he/she should hold his/her education as his/her primary commitment. This spirit can only be enforced through parent direction.

SCHOOL VISITORS/PARENTS AND TELEPHONE MESSAGES

All visitors must report to the office upon entering the building and receive a visitor pass. **Holy Name Visitor Passes will be assigned by the school secretary.** Admittance to the school area, during school hours, is by way of the entrance near the principal's office only. No parent may go directly to the classroom during school hours. Forgotten lunches, books, etc. are brought to the office for delivery to your child.

The school telephone is for business, not personal forgetfulness of pupils. Students may not use the office or clinic telephone without the permission of the principal. Children will not be called to the telephone during school time.

Cell Phones may not be used during school hours, including no text messaging. Phones must be turned off during school hours and will be confiscated from the student if they do not abide to this rule. Parents may retrieve the cell phone at the end of the day. **Emergencies must come through the office.**

Messages will be taken by office personnel, in case of a real necessity, and conveyed to the child. All after-school arrangements must be made before the child leaves for school in the morning. If a child forgets his/her sneakers, book bag, homework, etc., it would be good training to have the child realize the consequences of said forgetfulness. The students can only use the school phone with permission, in

writing, from their teacher. All messages must be received prior to 1:00 pm as we are unable to guarantee that the student will receive the message after that time. On days of early dismissal, all messages must be received prior to 10:00am for students. *Naturally, in a real emergency, a student may use the telephone with permission.*

Homework

Homework is important in the academic development of the child because it is a valuable aid in helping students make the most of their educational experience. It reinforces skills and materials learned in class, prepares students for upcoming class topics, teaches students to work independently, and aids in evaluating student progress.

Homework is given at the discretion of the teachers. The homework policy of each grade level will be communicated to parents and students at the beginning of the school year. Teachers expect that students will complete assignments to the best of their ability and will submit work that is neatly done. Students are expected to make up homework assignments and projects that are missed due to absence. Parents should call before noon to arrange for the homework and books to be picked up after 2:00pm in the office and not the classroom. Homework assignments will be available on the Plus Portal (www.plusportals.com/holyname).

We expect that parents will establish homework as a top priority for their children. They can help the child by suggesting a daily homework time and by providing a quiet environment. Extra-curricular activities should be encouraged only after all homework is completed satisfactorily. The homework grade will be considered as a test grade for Grades 4, 5, and 6. Five points will be deducted for every missing or incomplete assignment. These points will be deducted from a student's average for failing to complete his/her homework on time, as well as for those who neglect to complete assignments/tasks.

Disciplinary action will be taken for students who repeatedly miss homework assignments. This will be done at the discretion of the teachers and outlined in the grade level policy. Serious offenders will be sent to the Vice Principal for disciplinary action. **A student receiving an N or U on his/her report card, including as a homework grade will not be eligible for the honor roll.** Teachers reserve the right to keep children after or before school for incomplete assignments.

HOT LUNCH PROGRAM

Each week, Monday through Friday, meals will be available for purchase for our students and faculty. The menu will be sent out monthly and may also be viewed on our website and Plus Portal. All students will eat their lunches in the Parish Hall. Prepaid lunch tickets need to be purchased. The parent is responsible for purchasing lunch tickets to cover the cost of lunch. If a child does not use the hot lunch program, lunch must accompany the child each day. Parents are asked not to deliver special hot lunches or forgotten lunches to school. Morning snacks for recess are to accompany the child in his/her lunch box or bag; morning snacks are optional, but lunches are required.

The children remain in school for the scheduled lunch period. Milk is available to those students who wish to purchase it for the year; this fee is paid in September. Government subsidized free milk is also available for qualifying families. Inquire at the office for qualifications.

EXTENDED DAY PROGRAM

A program of supervised after-school activities is available at Holy Name Parish School. The program will be directed by the elementary teachers. Activities available during the course of the school year will

include organized play, both indoors and outdoors, and directed study. Children may choose among separate areas for relaxing, quiet or social activities, reading and homework. Games, toys, and TV-will be available. **Courteous and cooperative behavior is expected from all participants and will be the condition for continued enrollment.** Snacks will be provided by the teachers in charge. The Extended Day Program will run from 2:20 to 6:00pm Monday through Friday. Extended Day Services will be coordinated by Mrs. Foley and will be located in the Annex Wing. Students who participate in Extended Day Services will be picked up in the back entrance of the building on Greaton Road. An Extended Day schedule form is available on the school website > School Life > Extended Day Schedule Form.

EARLY CHILDHOOD CENTER PLAYMATES

Extended day services are offered to parents on an “as needed” basis: daily/weekly/monthly at the Early Childhood Center for Nursery and KI children. This after school program provides a safe environment for students in grades Nursery and KI at an additional cost. Snacks are provided each day. An Extended Day schedule form is available on the school website > School Life > ECC Extended Day Schedule Form.

BEFORE SCHOOL CARE – Early Childhood Center

Holy Name Parish School will offer supervised Before School Care in the morning starting at 7:00-7:45am at an additional cost and will be located at the Early Childhood Center. Children may bring a breakfast with them each morning. At the 7:45am bell the children will join their classmates for morning assembly. Students who participate in the Before School Care Program must be dropped off at the front door of the Early Childhood Center. Children who attend school in the main building may also participate and will be walked up to the main building by a staff member.

Please refer to our website for Extended Day and Before School Care fees.

During extended day hours for emergencies only the following number may be used: The main school line is 617-325-9338 Extended Day Extension #145. The Early Childhood Center line is 617-325-8669.

PHYSICAL EDUCATION

Students participate in one period of Physical Education per week. We aim for the long-range goal of building the foundation for lifelong fitness. All students are required to participate in the program unless a written excuse from a parent is sent to the Physical Education instructor. A student may be excused from Physical Education class for one week with a note from the parent. After that, a physician's statement is needed stating the nature of the disability and the degree of participation. For short-term problems such as fractures, sprains, illness, etc., a physician's note **must** be submitted to indicate the length of time for recuperation and the date that physical activity may be resumed. Students may not participate in gym class with a cast or any other physical injury without clearance from a physician. Physical Education is a state-required class. All students are required to wear a Physical Education uniform and preferably NOT black-soled sneakers. Absolutely no crocs, uggs, or dangerous shoes may be worn.

LIBRARY

The library is a resource both to the students and to the teachers. It contains a large collection of fiction books, nonfiction books, audio/visual materials, and computers. Each classroom contains a list of available DVD's and their titles. Each year new materials is added to the library. Properly used, the library will enhance classroom activities and enrich the lives of our students. Lost books are the responsibility of the student.

SACRAMENTS

It is the responsibility of the parent/guardian to participate in the sacramental preparation of their child(ren). In Holy Name Parish, children receive First Penance and First Communion in the second grade, if your child has not been baptized, and you expect him to receive these sacraments, please inform one of the staff persons of your intentions. Likewise, if your child is in grade 3 or higher and has not yet received First Penance or First Communion and desires to do so, inform one of the staff persons immediately and together we will arrange a sacramental preparation program.

First Penance/First Communion

The reception of the sacraments of First Penance and First Communion are very important occasions for your child. Your participation and attendance at all planned liturgical activities and meetings are a required part of the sacramental preparation program.

SAFE TOUCH PROGRAM

Protecting God's Children (KI- Grade 3)

The Talking About Touching curriculum teaches children simple rules to guide them toward safe decision making. This research-based, teacher friendly program explores well-being in a variety of situations and teaches:

- Safety rules about cars, bicycles, and pedestrians.
- What to do in the presence of guns or other weapons.
- How to respond to a fire emergency.
- Knowing when to ask permission from a caregiver.
- The definition of a safe touch and how to respond to unwanted touches.
- Standing up for safety in an assertive manner
- Asking for help in uncomfortable and possibly dangerous situations.

Steps to Respect (Grades 4-6)

Steps to Respect is a program implemented in Grades 4-6 that address student relationships and the effect of these relationships on the individual student. It addresses bullying behavior and provides the tools for children to prevent, recognize, refuse, and report bullying.

STUDENT RECORDS

School records are maintained in compliance with Archdiocesan School Policies. Parents are allowed to examine the record of their child providing the request is made in writing and twenty-four-hour notice is given. Holy Name Parish School forwards all student records to the new school to which the student seeks admission or intends to transfer.

ASSESSMENT TESTS

The Measures of Academic Progress (MAP) is administered 2-3 times during the school year. This test provides useful information for the parent and teacher in evaluating and continuing improvement of the child's education.

PROMOTION/RETENTION POLICY/SUMMER SCHOOL

Grade placement for each successive year will be determined by academic progress, social adjustment and emotional maturity. Such a decision is made by the school administration after having consulted with the necessary school personnel and having been in contact with the parents. Notices are sent out by March 31st each year. The final responsibility for a student's promotion or retention rests with the principal.

FIRE DRILLS /SAFE MODES/EVACUATIONS

Fire drills call for quiet, quick and orderly movement in strict silence. Silence is of great importance so that possible messages and instructions may be heard in a real emergency. Ten (10) fire drills will be conducted each school year. Due to the new fire alarm system: **No helium balloons are allowed in the school including Parish Hall, Finn Hall, and classrooms at any time.**

Safe Mode (Lockdowns) and Evacuation Drills are required three times a school year. Parents will be

notified through Iris/Constant Contact when it will be practiced. During Safe Mode drills **No One** may enter the building except for authorized authority. Students may not be dismissed until the drill has been completed. Parents will be notified through Iris/Constant Contact when the Safe Mode and or Evacuation Drill has been completed.

VACATIONS

Holy Name does not approve of taking vacations when school is in session; therefore, **parents should not expect teachers to provide vacation assignments**. However, homework assignments will be available on the Plus Portal (www.plusportals.com/holyname). The students will be expected to make up all work and tests that they have missed according to the teacher's discretion and schedule. In order for credit, work must be returned in a timely fashion. Teachers do not tutor students for vacation days missed.

SCHOOL NEWS

Monthly calendars from the principal are sent home to each family. Please keep these in a prominent place so that you may refer to them for listings of various events and schedules. You will be notified if a change is necessary. Please check children's book bags daily for letters or notices. Notices are subject to change. The Immediate Response Information System (IRIS), a high speed notification and response service, will electronically send routine, priority and emergency messages from the school to you, via home phones, cell phones, and e-mail. Please refer to the website for additional information at www.holynameparishschool.org, and the Plus Portal.

TRANSFER STUDENTS

Whenever a student is transferring from Holy Name Parish School, parents are requested to:

- 1) Notify the teacher in writing.
- 2) Notify the administration in writing.
- 3) Return all textbooks, school materials, library books, etc. that belong to the school.
- 4) Pay all debts so that records may be sent without delay.
- 5) Obtain a transfer at the school office.
- 6) Provide administration with your new address and the name and address of the new school.

* Academic and health records will be sent to the new school directly from the office.

CLASSROOM PARTIES

All arrangements for classroom parties must be approved first by the level classroom teachers with additional consent from the principal. For safety reasons younger siblings may not attend classroom parties. However, volunteer hours will be provided for any parent who provides alternative supervision. A maximum of four parent volunteers may participate in individual classroom parties. To facilitate volunteer participation, all parent volunteers must present a Holy Name Volunteer Identification card indicating completion of the CORI process and Virtus training.

Birthdays

We have found that children enjoy celebrating each other's special day. Birthday treats are welcomed for students in Nursery through Grade 6. Due to food allergies please check with the classroom teacher first. For those summertime birthday children, a special birthday date will be arranged by the school. (ABSOLUTELY NO GOODY BAGS or gifts of any kind) Parents may not distribute birthday invitations or any type of invitation through the classroom teacher or individual students. We request that either the entire class or all boys or all girls be included in the invitation and that you utilize the Friendship Directory for this purpose through emails. This will prevent hurt feelings of the children who are not invited and will not place the teacher in an awkward situation.

CARE OF BOOKS AND SCHOOL PROPERTY

Each student is expected to take proper care of textbooks, desks, equipment and other school property. All students are expected to buy a book bag to carry their books to and from school. Damaging textbooks, desks, bathrooms, painted surfaces, etc. is considered vandalism. Repairs or replacements made because of vandalism will be paid for by the parents of the children responsible. Books lost by the students will be paid for by the parents.

SCHOOL CONCERNS

It is important that there be complete unity in authority between parent and teacher. It is a good policy to withhold judgment on what appears to be a grievance until you can get all the facts. The following guidelines are offered as useful tools in solving difficulties of any nature:

- a. First it is important to speak directly to the classroom teacher to obtain accurate facts.
Please make an appointment to discuss your concern with the teacher.
- b. If further resolution is necessary, contact the assistant principal or principal.

In most cases, concerns can be resolved with little difficulty. Discretion and confidentiality are the cornerstone of successful communication.

DISCIPLINE

OVERVIEW

Any student who acts in a manner inconsistent with the Holy Name Parish School standards of behavior as outlined in this handbook will be subject to Progressive Discipline, up to and including expulsion. Responsibility for imposing proper discipline rests in the first instance with the student's teacher. Situations involving serious discipline or repeated occurrences will ordinarily be reviewed with guardian and school administration as well.

In situations where Holy Name Parish School believes that the problems with a student's performance and/or conduct may be corrected in a reasonable time, we may choose to place the student on probation.

Holy Name Parish School may recommend to the Catholic School Office a student for expulsion for serious misconduct, including but not limited to dishonesty, insubordination to faculty and staff, illegal conduct, serious deviation from rules and/or any other conduct that significantly interferes with the efficient operation and educational process of Holy Name Parish School.

STANDARD OF CONDUCT

One of the primary goals of Holy Name Parish School is to provide excellence in education. To achieve this goal, our learning environment must be grounded in strict adherence to school rules and appropriate standards of conduct. Students failing to comply with these rules and standards of conduct will be deemed impeding the educational process and will therefore be subject to disciplinary action.

GENERAL STANDARDS OF CONDUCT

Appropriate behavior is an external demonstration of good manners. Appropriate behavior is expected at all times. Students must conduct themselves in an orderly fashion in the classroom, at recess, lunch, in lines, in the lavatories and going to and from school. Respect for the rights of others is of paramount importance.

While the School's standards are primarily applicable to the conduct of students while they are at school or participating in school-sponsored activities, the school expects the student to live by these standards at all times.

- Students must show respect at all times in their words and actions for each other, faculty, staff

- members and parents.
- Students must display honesty in their daily interactions with each other, faculty, staff members and parents.
- Private and public property is to be treated with care and respect for the rights of others.
- Students will act with courtesy toward faculty, staff, parents and each other at all times and their behavior will be in keeping with the philosophy of the school.

ANTI-BULLYING POLICY – “Kindness Matters”

Holy Name Parish School strives to be an environment where students feel safe, secure, and respected. Bullying occurs when a person willfully and repeatedly exercises power over another with mean, hostile, or malicious intent (Colvin). The term bullying encompasses a wide range of behaviors. These include “insulting, teasing, abusing verbally and physically, threatening, humiliating, harassing, and mobbing.” Other behaviors such as cyber-bullying, gossiping, spreading rumors, and shunning or exclusion are an unacceptable form of bullying behavior. Bullying incidents will be taken seriously whether on school property or at school sponsored event.

All students should be aware of anti-bullying policies and become active participants in a bully-safe school. Students should know to whom they may go to report bullying behavior (i.e. classroom teachers, etc.). Retaliation against students reporting bullying will not be tolerated. All incidents of bullying will follow the Progressive Discipline Process as stated on page 15 of the Student Handbook.

Bullying behavior includes but is not limited to:

- | | | |
|--|-----------------|---------------------------------|
| Taunting/teasing | Spitting | Name Calling |
| Ridiculing/insulting | Threats of harm | Playing a dirty trick |
| Unwanted touching | Cyber-bullying | Verbal or physical intimidation |
| Excluding | Pushing | Degrading language |
| Kicking | Hitting | Physical abuse |
| Taking or damaging another’s personal property | | |

All students will be made aware of anti-bullying policies through school programs to encourage pro-active behavior i.e. social skills, conflict resolution, anger management, and character education. Our goal is to have a unified team approach between home and school.

PROGRESSIVE DISCIPLINE

Discipline is derived from the word "disciple" which means "to teach." It is the intent of Holy Name Parish School, in our quest for educational excellence, to utilize a disciplinary process that teaches our students right from wrong. By taking the time to meet with students to advise them of how they are falling short, either in performance or conduct, we are in effect teaching our students and attempting to help them change their behavior. The following chronicles the progression in our disciplinary process.

Progressive Discipline

Stage One

Violation of infractions, as outlined in this handbook, will be handled by the classroom teacher and will result in the following progression of disciplinary actions:

- Verbal warning from classroom teacher to student
- Subsequent verbal warning documented on Student Discipline Card and notice sent to guardian
- Written notice sent to guardian, documentation to the Student Discipline Card and detention
- Meeting between teacher and guardian, documentation to Student Discipline Card and detention

- Further violations will result in Stage Two disciplinary procedures handled by the Assistant Principal/Principal.

Stage Two

Students, after consistent disregard for the rules, regulations and standards of conduct of the Holy Name Parish School Community, will be subject to Stage Two disciplinary procedures handled by the Assistant Principal or Principal.

Stage Two progression of disciplinary action consists of the following;

- Meeting between Assistant Principal/Principal, student, guardian and teacher, documentation to Student Discipline Card and suspension.
- Meeting between Assistant Principal/Principal, student, guardian, and teacher, documentation to Student Discipline Card, suspension and formal probation.
- Meeting between Assistant Principal/Principal and guardian, documentation to Student Discipline Card and recommendation to Principal and Pastor for expulsion.

Administration reserves the right to impose any level of discipline depending on the nature or severity of the infraction.

Stage Three

Students who have progressed through Stage Two of our Progressive Discipline process will be recommended for expulsion.

Stage Three consists of the following:

- Meeting between Principal, Assistant Principal, and Guardian with a recommendation to the School Office for expulsion.
- Expulsion

As it is impossible to anticipate every eventuality, this list of infractions which warrant progressive disciplinary action includes but is not limited to, those infractions stated in this handbook:

Infractions

- 1) Disobedience or disrespect to faculty or staff (including volunteer status)
- 2) Dishonesty or deliberate lying
- 3) Cheating on tests or copying of homework
- 4) Leaving a classroom or schoolyard for any reason without permission or deliberately staying behind while a classroom is unsupervised
- 5) Being late for a class or not attending a class at the request of another teacher without notifying your homeroom teacher
- 6) Loitering in the lavatories or hallways
- 7) Being in the Gym without the supervision of a coach or other adult
- 8) Not obtaining permission to use the lavatory facilities at times other than those designated, such as before school, at break time and lunch time
- 9) Damaging a hard cover textbook that has been issued for use during the school year. When a student receives a book at the beginning of the year, the student has the opportunity to report any damage already incurred to the textbook for which that child is now responsible. School-issued textbooks must be covered.
- 10) Carrying personal electronics, personal video games, skateboards, or scooters in school or on school grounds
- 11) Eating during class time or not observing snack time regulations
- 12) Chewing gum
- 13) Disruptive behavior - speaking out of turn, passing notes, etc. during class time
- 14) Running through the corridors
- 15) Wearing of hats inside the school building
- 16) Failure to bring back required school notes, progress reports or parent-signed papers on time
- 17) Littering
- 18) Not abiding by the General Standards of Conduct as outlined in the handbook
- 19) Not wearing the appropriate school uniform, including gym days
- 20) Using cell phones, and text messaging during school time
- 21) Appropriate behavior is expected at recess, lunchroom, and there is no running in the schoolyard
- 22) Laser lights

Serious Infractions

The following violations will result in immediate intervention by the Assistant Principal and/or Principal. Administration reserves the right to impose any level of discipline including suspension or expulsion depending on the nature or severity of the infraction.

- 1) Stealing
- 2) Possession of alcohol, illegal drugs or controlled substances
- 3) Possession of drug paraphernalia
- 4) Drug or alcohol use/abuse
- 5) Cigarette smoking or possession of smoking materials, including matches/lighters
- 6) Possession of weapons (knives, guns, slingshots, etc) or anything perceived to be a weapon
- 7) Vandalism and/or graffiti of any kind
- 8) Tampering with any school computer or computer program

- 9) Verbal, physical, or written threats against any student, faculty, or staff member
- 10) Student presence in any part of the building or grounds that is off limits to students at any given time
- 11) Leaving the school building without permission
- 12) Engaging in acts of harassment (written, verbal, physical, or sexual)
- 13) Inappropriate use of the internet and inappropriate e-mail messages
- 14) Hitting, biting, spitting, strangling, or fighting
- 15) Swearing
- 16) Temper tantrums
- 17) Bullying

Codes of discipline apply to all students on school grounds, school-sponsored activities, field trips, and school transportation. This code of discipline also applies when walking to or from school and/or waiting for or riding public transportation to and from school.

A school related disciplinary offense may also include circumstances in which evidence exists that serious misconduct *outside* the school - for example, a student's being charged with or convicted of the commission of a felony - will have an adverse effect on the maintenance of discipline *in* the school.

DETENTION

In order for discipline to be effective, it must be administered and dealt with in a timely manner. Therefore, when a student has progressed through the disciplinary process to the point of detention, his/her detention must be served on the next available detention hall day. Detention hall will be held on Tuesday and Thursday from 2:30-3:30, (or as needed), and will be supervised by a faculty member. A completed assignment is expected from each student at the conclusion of the detention hall. Assignments will be reviewed and retained in the office of the Assistant Principal/Principal. Students must be picked up promptly at 3:30 p.m. at the front entrance to the school.

PROBATION

Following a serious infraction or probation, administration, teachers, parents and student will meet and sign a contract, which enumerates the conditions under which a student may remain at Holy Name Parish School. A breach of the terms of his/her probation contract will result in the student being dismissed from Holy Name Parish School after the probation period is through.

Holy Name Parish School Guidelines for Use of Internet

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Holy Name Parish School code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Any infraction of network/computer use rules may lead to discipline as well as suspension of the use of the network/computer.

The following are considered unacceptable use of the computer/network:

- 1) Using the network for non-school related activities
- 2) Plagiarism/violating copyright laws
- 3) Destroying or vandalizing computer equipment
- 4) Depleting resources intentionally, such as paper
- 5) Violating the privacy of others, revealing passwords
- 6) Using someone else's account
- 7) Using abusive language or profanity
- 8) Spreading computer viruses
- 9) Posting other's material
- 10) Sending or retrieving inappropriate material
- 11) Illegal use of software, freeware, or shareware or use of any software without the approval of the school
- 12) Failure to obtain permission prior to use of the computer/computer network (Permission must be granted by a teacher or authorized adult supervisor each time the network is used.)
- 13) Visiting Internet sites not authorized by the school
- 14) Using the Internet or Internet (in school network) without permission
- 15) Using storage devices without permission
- 16) Reproducing software or shareware
- 17) Cyber Bullying
- 18) Use of Chat Room

Security and Safety

Rules for on-line Safety

The student will not give out personal information, which includes his/her address, telephone number, parents' work address or telephone number or the name and location of the school without teacher or parent permission. While the student is on-line, if he/she encounters any information or person that upsets him/her, the student must let the teachers/parents know immediately so that they can contact the on-line service provider. The student will never agree to get together with someone that he/she "met" on-line without first checking with the teacher/parents. If the teacher/parents agree to the meeting, the student will be sure that it is in a public place and will bring a teacher/parent along. The student will follow the rules set up by the teachers/parents for going on-line and will not break these rules. This applies to inappropriate use of home internet involving other Holy Name students.

Please refer to the additional *Internet Safety Plan and Acceptable Use Policy* of the Archdiocese Boston Department of Education located in the back of the handbook. The *Student Network and Internet Agreement* must be signed by all students and parents and must be returned to the classroom teacher prior to participation in computer classes. No chat room use is allowed.

PARENT-TEACHER COMMUNICATIONS

The staff of Holy Name Parish School attempts to take advantage of every available opportunity to communicate with parents. It is imperative that the home and school work together. Parents are strongly encouraged to attend curriculum meetings, sign and return office correspondence, warning slips, progress reports, report cards, detentions, health information, emergency information, etc. and share any information that is pertinent to the children's well-being. A strong, cooperative partnership between school and home is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the school community. With all partners in the process working together, the student is afforded the best educational experience.

PROCEDURE FOR PARENT/TEACHER CONTACT

- 1) Appointment - A note requesting an appointment with the teacher will be honored. Because of our departmentalized program, advise us of your concern. We can direct you to the teacher who is responsible for the specific subjects. As the teacher's responsibility is to his/her classroom, the teacher is unable to conference with a parent during class time.
- 2) **Please understand that teachers must not be contacted at their homes.**
- 3) **For the safety of our children, all parents and school visitors are not allowed to walk the halls at any time without permission.** "Visitor" passes are required. Each parent/adult is asked to check into the school office before doing lunch duty, picking up his/her child from the nurse, or doing any school/personal business.

NURSERY, KINDERGARTEN I, & KINDERGARTEN II - ORIENTATION

Prior to the first day of school for the children attending the Early Childhood Center and main building, an orientation will be held for students to meet their new teacher.

NURSERY through GRADE 6 - CURRICULUM NIGHT (except for KII)

At the beginning of the school year, each class will have a parents' meeting at which time goals, objectives and methods will be discussed.

PROGRESS REPORTS and REPORT CARDS

As indicated on the monthly calendar, in Grades 4-6, Progress Reports will be sent home with each child mid-way prior to the closing of the trimester. In Grades KI-3, progress reports will be sent at the discretion of the teacher. Parents who wish to meet with their child's teacher are encouraged to make an appointment. Report cards will be distributed three times a year.

PARENT-TEACHER CONFERENCES

Formal conferences regarding report cards and student progress are scheduled following the first report card. Conference times are slotted for 10 to 15 minute segments. All parents and guardians are asked to meet with their child/ren's teacher(s) to share information and to discuss their child/ren's progress.

Members of the faculty of Holy Name Parish School are always happy to meet the parents of their students. Parents are encouraged to call on the teacher at any time of the year, should they feel the need. **Please telephone for an appointment when necessary in order for the child's teacher to set aside adequate time. If caught between a meeting or duty, he/she will be unable to give the desired assistance. Please do not drop in unexpectedly after school without an appointment.**

HONOR ROLL

At the conclusion of each term, a First Honors Certificate will be given to all students in Grades 4-8 who have received a 90% or above grade in all subjects with S, G or an H in all non-academic subjects as well as in effort, conduct and home study. A Second Honors Certificate will be given to those students who have received an 85% in all subjects with S, G or an H in all non-academic subjects. An Achievement Award will be given to those students who have received an 80-84% in all subjects with S, G or an H in all non-academic subjects. All of the above students must maintain an S, G or an H in effort, conduct, and home study.

PARENTAL INVOLVEMENT

It is expected that all parents will join the Holy Name School Association. We are grateful to parents who can volunteer their talents and time to assist with the building up of the Holy Name Parish School Community. (See Volunteer Program Fund).

Home and School Association

The Home and School Association is primarily a fundraising organization that fosters social relationships among parents. Membership is open to all who are interested; yearly dues support Home & School administrative costs. The fundraising, volunteer assistance, and positive cooperation provided by the Home and School Association is invaluable.

Grade Ambassadors

The role of an ambassador is to reach out to new families and to help them become familiar and comfortable with the school and the school's various events. Ambassadors also assist the administration, teachers and Home and School Association with communicating requested information to parents. Ambassadors have a strong knowledge of the expectations and happenings of Holy Name Parish School that enables them to communicate via e-mail and in person to other parents.

Parent Volunteers

The parents of Holy Name Parish School are an important part of the school community. The parent's role is to be a resource for the teacher and the school. Some of the parent's responsibilities are:

- to help with Kindergarten and sixth grade graduation
- to help teachers with fieldtrips and occasional activities
- to assist in various school events
- to host new families to Holy Name Parish School
- to serve as a Home & School delegate to individual classrooms
- to assist with lunch supervision
- to assist at lunch recess

All volunteers who have direct contact with our children are required to be Virtus trained and must complete the C.O.R.I. process.

CONSULTATIVE SCHOOL BOARD

The Holy Name Parish Consultative School Board is a group whose members are selected to participate in decision-making in designated areas of responsibility. Usually these areas include planning, policy formation, finances, selection of a principal and development. It is the pastor who enacts the policies developed by a consultative board. It is the principal who then implements this policy. The school consultative board serves a vital role by aiding the pastor and principal in implementing local school policies. Consultative board members are called to serve, to build community, and to proclaim the message of faith.

HEALTH SERVICE

PHILOSOPHY STATEMENT OF ELEMENTARY SCHOOLS

The Department of Education of the Archdiocese of Boston recognizes that, in addition to many other pressures on today's children, the use of tobacco, alcohol and other drugs and the problems associated with such use are becoming increasingly commonplace in our society. We believe that the early experimentation with tobacco, alcohol and other drugs interferes with the specific goals and values of Catholic education and may lead to illness and/or chemical dependency. We have a responsibility not only to promote mature attitudes and values toward tobacco, alcohol and other drugs but also to provide support and assistance to children living in chemically dependent families. Our goal is to maintain a healthy environment for all students. We feel that the collaboration of school, parish, and civic communities is essential for the realization of these goals.

HEALTH RECORDS

All new and transfer students to Holy Name Parish School must have health records up to date and into the nurse's office by September 30th. All Kindergarten II students must have their Measles Booster Shot by September 1st. Failure to comply with either of these policies will result in your child's withdrawal from school.

EMERGENCY CARDS

Forms for emergency care are provided by the school. These must be completed by the parents and returned to the school as soon as possible. This form provides information for the care of your child in case of accident or illness. If parent's last name is different than his/her child's, please indicate on the emergency card.

The emergency card for each child is very important. Parents are asked to make sure that the contact people you list on your child's (children's) emergency card are accurate. The names and telephone numbers of contact people should be very exact; otherwise, the school is unable to get help from home for children in any type of emergency. If parents are going away, they should notify the school as to where or by whom they can be contacted, if the need arises. Two contact people other than parents should be listed. Contact people should be local; it is too difficult to reach people in other areas.

Should any vital information on this form be changed (i.e., phone, address, etc.), please provide the school with the new information immediately.

If there is any specific information concerning your child's health (physical or emotional) which would better help us to understand your child, please inform the school. Your confidentiality will be respected.

SCREENING

The school nurse identifies health problems by screening programs, by observation, and by conferences. Screening programs include hearing, eyesight, and scoliosis. All screening results are recorded on the permanent health record card and all failures or positive reaction are referred to parents by written forms. The following is a basic example of the grades in which screening takes place:

Vision screening	Grades KII through Grade 3 & new students
Hearing screening	Grades KII through Grade 3 & new students
Scoliosis screening	Grades 5 boys and girls
Body Mass Index	Grades 4 & 6

MEDICATIONS

No one is permitted to keep medication in the classroom or take it without the supervision of the school nurse. All medications must be brought to the school in pharmacy containers. No medications will be administered from envelopes or plastic bags and absolutely no medications will be administered without a letter from the parent. In some instances a student may self-administer a medication (usually inhalers) with the permission of the nurse, parent and doctor.

Long-Term Medications: If a medication must be given each day during school hours for longer than ten (10) days, a letter from the parent and a doctor's order must be brought in by the parents along with the medication in a pharmacy-labeled container.

Short-Term Medications (10 days or less): A letter from the parent and a pharmacy label container must be brought in by parent or guardian.

Self-Medication: In some instances, after consultation with the parents, doctor, and school nurse, a student may take his/her own medication.

SCHOOL HEALTH ATTENDANCE POLICY

- No child will remain in school who has not been fever-free for 24 hours before returning to school without the use of fever-reducing medication.
- Any child with a low-grade temperature (99-100) should not be given Tylenol or Motrin in the morning and then sent to school.
- Any child, who has vomited during the previous day/night, should not be sent to school as the vomiting can resume at school. Please allow a twenty-four hour recovery period.
- If your child is prescribed antibiotics for strep infections allow a twenty-four hour period after the first dose is administered before coming to school. Please notify the school nurse if your child is prescribed an antibiotic.
- Sick children need to remain at home. This will allow them to recover sooner. It will also help prevent the spread of illness to other students and the staff.
- If your child has vomited during the school day, please make appropriate arrangements to pick up your child in a timely manner.
- For the protection of the school community, please notify the nurse of any contagious symptoms.

AIDS

Epidemiological studies show that AIDS is transmitted via sexual contact or blood-to-blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, certain guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV -III) and receiving regular medical attention are able to attend regular classes. For more information, contact the school office for the specific guidelines outlined by the State of Massachusetts.

HEAD LICE POLICY

If live (crawling) lice are found on the hair, the parent/guardian shall be notified to arrange pick up of their child from school. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, directions to examine household contacts for lice and nits, and related treatments. The school nurse may notify parents/guardians of students *who have had head to head contact in the affected classroom* to encourage them to check their children and to treat, if appropriate,

and/or examine other students most likely to have had direct head to head contact with the affected student. Parents/guardians should be referred to the pediatrician for follow-up.

To better manage and to limit the spread of head lice infestations, school employees shall report all suspected cases of head lice to the school nurse. The school nurse shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits or live lice. If just cause is determined after this examination, then the student will be sent home for an initial scalp treatment to be performed and then the student will be checked and cleared by the school nurse before returning to the classroom. A follow up treatment will also be done again within seven to ten days and the school nurse will re-inspect the student's scalp before they are again cleared to return to the classroom.

Parents and guardians of the student will be educated concerning on going scalp inspection at home.

BATHROOM ACCIDENTS

Parents will be called to take their child home or to change their clothing.

GROOMING

DRESS CODE

All children must be in full uniform unless a "casual day" is called. If, for some reason, your child cannot wear his/her uniform, **a note must be sent to the teacher**. All students are expected to arrive at school clean and neatly groomed. Perfume and cologne should not be used due to children who may have allergies and asthma. No eye make-up may be worn. **No looped or hanging style earrings will be allowed for any student as it is a detriment to your child's safety. ONLY stud earrings will be allowed.**

It has been determined by the faculty and administration that no type of earrings will be allowed on any boys in any grade.

Students' hair should always be clean, combed and trimmed in a reasonably neat and conservative style; no radical or extreme hair styles (rattails, tracks, etc.) or colors will be allowed. No bandanas. **Boys' hair length must not fall below eyebrows, cover the ears, or touch the collar. It must be short on the sides and blends in back, above the collar and trimmed over the ears. These rules will be strictly enforced. Non-adherence of these rules will result in detention or the student will be sent home. Continued non-compliance will result in suspension or expulsion.**

Shoes: The school floors are slippery. To prevent unnecessary falls, we suggest that practical, flat, low-heeled shoes (appropriate for the season) should be worn. Absolutely no flip-flops may be worn at any time. It is noticed that sponge or rubber soles and heels seem safer. If parents provide a shoe with shoestrings, they must be tied. **Sneakers are to be worn for Physical Education classes only, NOT with summer uniform. Only non-marking soled shoes are allowed. These may be purchased at J. B Edwards.**

"Heelies" (sneakers with wheels) may not be worn at anytime in school or in the halls. This includes after school hours during any parish, sport, and etc. events.

Boots: Boots may be worn from December to March to and from school. A change of shoes must accompany the student as they may not wear boots during class.

Sweatshirts and Jackets: Levi-type jackets or work jackets may be worn to school only. No jackets may be worn in the classroom; only uniform sweaters will be allowed. No sweatshirts of any type may be worn in school; except Holy Name gym sweatshirts, which may be worn only on gym day.

SCHOOL UNIFORMS

All school uniforms Nursery through Grade 6, including gym uniforms, are to be purchased at J.B. Edwards Uniforms, 28 Corey Street, West Roxbury, MA 02132. They may be reached at (617) 323-8832.

Please refer to our website for the Mandatory School Uniform attire.

ENFORCEMENT OF UNIFORM POLICIES

It is of utmost importance that the school receives total cooperation from the parents in enforcing our uniform code. In cases of emergencies, whereby the uniform code cannot be followed, the student must have a note of explanation from a parent to be presented to his/her homeroom teacher. Uncorrected uniform violations will follow the Progressive Discipline Policy.

CASUAL DAY

Any 1/2 day of school, with the exception of Mass Days and the first days of school will be a casual day. Students will be allowed to wear appropriate clothing that is considered to be casual. No bare midriffs, tank tops, or halters of any kind for girls will be allowed. No tee shirts with inappropriate sayings or pictures. For safety reasons, no flip-flops may be worn. Parents will be called to pick up their child who does not comply with these rules. All other casual days will be announced by administration.

Please write your child's name on all uniform items. (blouses, shirts, belts, pants, sweaters, shoes, etc.)

TUITION AND REGISTRATION

\$100 Non-Refundable Registration Fee for all new families per child

\$100 Non-Refundable for all new and existing families for Nursery School per child

\$300 Non-Refundable Seat Deposit for existing families per child

\$500 Non-refundable Seat Deposit is required upon acceptance for all new families. Tuition rates are based upon In Parish and Out of Parish status.

Tuition Policy: Included in Tuition are Book Fees

- 1) All outstanding Tuition through FACTS Management Plan must be paid in full by April 20th of each school year.
- 2) Full Payment Families who have not paid In Full by June 30, will forfeit \$100 and be responsible for the full amount of the tuition.
- 3) **Families currently utilizing FACTS will automatically be re-enrolled for the upcoming school year at the new Tuition Rates. If you will not be using FACTS, it is mandatory that the Tuition Coordinator be notified in writing 30 days before your FACTS account is stopped.**
- 4) In-Parish rates will be given only to families who attend weekly Mass at Holy Name Parish using the Parish envelope system on a weekly and consistent basis for the calendar year. In fairness to regular parishioners, a one-time lump sum donation will not qualify a family for In-parish status. It is the responsibility of each family to provide the necessary documentation provided by Zartarian Envelope Company to be considered for In-parish rates. Failure to provide documentation or meet criteria will result in Out of Parish Rates.
- 5) There will be NO TUITION REFUNDS for a seat deposit. If tuition is paid in full, tuition refund will be prorated for a family that withdraws.
- 6) **It is mandatory that any student who withdraws from Holy Name Parish School complete a "Student Leaving Form" to initiate the stop of FACTS, and/or any further collection of fees. This will also allow the school to forward the student's records to his/her new school. This needs to be completed 30 days prior to leaving. Forms may be obtained from the office.**
- 7) All delinquent families who have not made financial arrangements must meet with the Pastor, Principal and Tuition Coordinator. Second occurrences may result in withdrawal from the school.
- 8) Bounced checks will be charged \$10.00 and all appropriate bank fees.
- 9) Report Cards and transcripts will not be distributed to families with outstanding tuition balances.
- 10) Unless financial arrangements have been made by the Pastor and Principal, any family whose tuition for the previous academic year is not paid in full by September 1, will not be allowed to return.

Active Parishioner: People who attend Holy Name Parish for weekly Mass and support the parish by weekly use of the offertory envelopes are considered Active Parishioners. The longer parishioners have been active in the parish, the higher preference they will have on the list for admission. The administrative staff will take this information into consideration. This policy is to highlight the importance we place on attending weekly Mass. We do expect Holy Name parishioners to worship weekly.

Active Catholics outside of Holy Name Parish: A letter from your pastor stating your active involvement will give you a higher preference than those who are not active. This has no bearing on the tuition rate you will be charged.

Tuition Payment Plans

Option 1: Pay in full with a discount of \$100 if entire balance due is paid in FULL by June 30. This discount is per family and not per child.

Option 2: Utilize FACTS which is a tuition management plan designed to be a flexible budgeting plan to meet the needs of both our families and school.

Tuition is an obligation and it is expected that it will be paid on a timely basis. Volunteer hours are not given for paying your tuition on time and does not lower individual tuitions.

F.A.C.T.S.

The **F.A.C.T.S.** Tuition Management Plan is the most widely used budgeting plan by Catholic Schools. It has worked extremely well for Catholic schools nationwide and is used by several schools in the Boston Archdiocese. By allowing families to budget for up to ten months beginning in July and ending in April, families will have a lower monthly payment even though there has been a tuition increase for next year.

F.A.C.T.S. is the lowest cost budgeting plan available for both our families and the school. It will also enable the school to remove itself from the credit and collection business. We believe that this policy provides reasonable payment choices for each family. It is not our intent to have this policy be burdensome or unfair to anyone. However, it is important that we take steps to improve the financial stability of our school.

UNAUTHORIZED USE OF SCHOOL NAME

No student, or student's parent or guardian, without the express prior written authorization of the school's principal (administrative head), may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name to:

- open up any bank account
- solicit funds on behalf of the school
- collect money on behalf of the school and/or staff member to sell products on behalf of the school
- reproduce videos of school events
- schedule any field trip, vacation or other accommodations
- post on any website for any purpose including, but not limited to support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

VOLUNTEER PROGRAM: 40 HOURS OF SERVICE (This is in addition to your tuition and does not lower individual tuitions.)

The Volunteer Program exists at Holy Name Parish School to encourage parental involvement in school activities. Each two parent family must pay a \$200 fee or \$100 for each one parent family which is due every June 1st. If 40 hours of service for a two parent family or 20 hours of service for a one parent family are rendered, the payment will be carried over into the new school year. Please note that the Volunteer Program Fee is per family, not per child.

It has been determined by the Finance Committee/School Board/Rector and School Administration that this volunteer fund fee of \$200 (or \$100) is a requirement that must be met by all families. NO parent may hold an office on the Home and School Board, Finance Board, School Board, or parish organizations, unless they have fulfilled this obligation, the requirements set forth by Holy Name Parish School. Volunteer hours must be completed by June 1st. A detailed description of the Volunteer Fund may be found at the end of this handbook. School and parish organizations will send out notices with opportunities for your assistance that will count toward your service hours. ***If all hours of service have***

been completed, the original volunteer fund fee will be returned upon written request by the parent to the school office when the student leaves Holy Name Parish School.

All Volunteer hours must be completed and submitted by June 1st.

BASIC FEES

All tuition concerns or problems will be handled by our Tuition Coordinator. The Tuition Coordinator can be contacted at 617-325-9338 ext.# 107.

PROGRAMS

Besides offering a solid educational program, the faculty of Holy Name Parish School tries to afford every child the opportunity to participate in some extracurricular aspect of school life. In doing so, we believe that the student will be an active participation in the development of Holy Name Parish School. The student will come to a greater respect for the church, school, faculty and self, and experience a situation whereby he/she can develop towards maturity.

STUDENT GOVERNMENT

This program is designed to give our students an active voice in the development of our school. The basic tenet of this organization is an opportunity to develop responsibility and leadership.

LITURGICAL MINISTRIES

All parish children are expected to participate in one of the parish liturgical ministries.

- a. **ALTAR SERVERS** At the end of the fourth grade, boys/girls are given the opportunity to function as Altar Servers in the celebration of the Mass. Responsibility and dedication are the key characteristics of candidates for this select body.
- b. **CHOIR** All students in Gr. 3-6 are encouraged to join the school choir. Practices are held weekly on Thursday from 2:30-3:30 pm. The school choir sings at the 9:00am Family Mass on designated Sundays of the month. For more information, contact Mr. Thomas Manguem.
- c. **LECTORS** Any student in Gr. 5 and 6, interested in becoming a Lector for the 9:00am Sunday Family Mass should contact Fran Hauck (617-325-4865x222) for information.

ATHLETICS

Holy Name students in Grades 1-6 may join the Holy Name Parish School Co-ed Basketball Team. This athletic program is coordinated by a volunteer parent for our girls and boys. Parent volunteers are needed to assist the coaches, referee, and help with the concession stand. Students will have the opportunity to compete against other schools in a co-ed basketball parochial league.

ENRICHMENT PROGRAM

Several cultural, musical, educational, and value-based programs will be presented during the school year to enhance learning.

FIELD TRIPS

During the course of the school year teachers may invite their students on various field trips that correlate with their field of study. Signed permission slips are mandatory before any child will be allowed to leave the school grounds. If a child forgets his/her permission slip, a verbal permission by telephone will not be accepted. Those students who do not attend the field trip must attend school or they will be marked down as an unexcused absence. In consideration for the making of the arrangements of a field trip/school sponsored event, parents/guardians release and save harmless the school, parish and all its employees any and all liability arising to your child as a result of this trip or school sponsored event. For safety reasons younger siblings may not attend field trips. A maximum of four parents will be invited to chaperone. All parent volunteers must present a Holy Name Volunteer Identification card indicating completion of CORI and Virtus training.

AGASSIZ VILLAGE ENVIRONMENTAL SCHOOL

Each year, during the spring, the present sixth grade class will have the opportunity to visit Agassiz Village Environmental School in West Poland, Maine for four days. All students will participate in a “hands on” science program focusing on a sensory awareness approach to environmental education utilizing a wide variety of natural areas. (By invitation only.)

PROJECT PANTRY DAY

Each Tuesday of every month students bring in canned goods for the local food pantries. Please help the poor!

EAGLES EXTRA

Eagle Extras is a series of after school clubs offering a combination of enrichment, cultural, and recreational activities.

BAND

The Paul Effman Music Program offers instrument instruction and participation in our school band.

DRAMA

The “Curtain Up! Productions” offers drama lessons to students in Grades 1-6. A musical show is performed at the end of the season to celebrate the children’s talents.

Consent to Photograph

Holy Name Parish School on various occasions may wish to use your child’s picture for promotional purposes. Each year parents will need to complete a “Consent to Photograph” form granting Holy Name Parish School permission to use your child’s picture for promotion purposes, the Holy Name Parish School website and the Plus Portal.

KI & KII EARLY CHILDHOOD PROGRAM ADDITIONAL INFORMATION

REGISTRATION AND ADMISSION

Age Requirements: The age requirements are the same as for the Boston Public Schools. To enter Nursery, the child must be three years old by September 1st. To enter Kindergarten I, the child must be four years old by September 1st, to enter Kindergarten II the child must be five years old by September 1st, and to enter Grade 1 the child must be six years old by September 1.

Official Documents and Requirements: A student entering for the first time must present his/her birth records, baptismal records, and all immunization records. In addition to the above, a student transferring from another school should bring his/her last report card and a transfer certificate from the former school.

ARRIVAL AND DISMISSAL

There is **no supervision on the school grounds before 7:45 a.m.** No student should arrive before this time. The Early Childhood students will play outside until 8:00am, have morning assembly then enter their classrooms. Students in KII will have morning assembly outside with Grades 1-6. If there is inclement weather or the temperature falls below 25 degrees, the children will be dropped off at the front door and go directly into their classroom **after 7:45am.**

Students who are not in line for morning assembly or those who enter their classroom after the 8:00am bell will be considered tardy. **Parents are asked not to enter the building. Your presence causes separation anxiety for your child. We have learned from experience that most children settle more readily if left with the teachers at the door on arrival. They are trained to handle the situation; we will telephone you should the need arise.**

No child is allowed to leave school premises during school hours. The only exception to this is dismissal for illness; student will be released to the care of parent or authorized person.

A \$5.00 charge will be assessed to each family if his/her child is picked up after 2:30pm. At the Early Childhood Center, Nursery students are dismissed at 2:00pm and KI students at 2:15pm unless arrangements have been made for early dismissal by way of a note.

DROP OFF POLICY FOR THE EARLY CHILDHOOD CENTER

Parents are asked to drive up Church Street and stop at the driveway of the school. There is **NO PARKING on Church Street.** A School Safety Patrol Person will be on duty to greet your child and to help expedite traffic up Church Street. Once your child is dropped off, he/she will be assisted by additional Safety Patrol Students. These Safety Patrol Students will escort your child to the schoolyard in the back where the teacher on duty will watch the children until the bell rings.

Cefalo Road (behind the Early Childhood Center) is a private way and we understand how difficult it is to find a parking spot. However, under no circumstances will anyone be allowed to park on this road. Cones will be placed across this road to prevent anyone from entering this private road. In light of these procedures and our desire to keep all of the children safe, **you must park on Centre Street for any school related activities.** This policy will be strictly enforced. **Please adhere to the NO PARKING signs in the front of the Early Childhood Center.** Please park legally and not in the driveways of the local residents. Cars will be towed if you do not adhere to these important parking regulations. It is important that these rules are adhered to so we may provide your child with the safest possible environment and a smooth transition both in the morning and afternoon. Please advise any other family

member or friend who helps with car-pooling of this "Drop Off Policy".

FEES: TUITION

Children are accepted for the entire school year. However, should extenuating circumstances cause the withdrawal of a child during the school year, please advise the principal as soon as possible. This will enable us to enroll a replacement. Tuition fees are payable: pay in full with \$100 discount per family, or FACTS. Final payment to be made April 20th. Fees cannot be refunded for temporary absences through illness, parents' vacation, etc. as the school's expenses continue in the same way even when some of the children are absent.

FEES: EXTENDED DAY and BEFORE SCHOOL CARE(please refer to page 11)

Fees for the Extended Day Program are separate from the regular Early Childhood tuition. Fees for the Extended Day Program may be found in the Handbook Supplement. This particular program is only in session when the regular school is in session. The Before School Care and Extended Day Program will be located at the Early Childhood Center for Nursery & Kindergarten I students. (Before School Care at the Early Childhood Center is for all students Nursery-Grade 6.)

VACATIONS and HOLIDAYS

We follow the Archdiocesan school calendar. Each child receives a monthly calendar and monthly lunch menu; if you do not receive them, please let us know. Please review Holy Name Parish website frequently for monthly calendar and lunch menu.

RE: SNOW DAYS: Should the Boston Public Schools be closed due to snow, our school will also be closed. We will follow the Boston Public Schools for closings or delays.

ABSENCES

If a child is absent, a parent must call the school and inform us that the child will be absent. Please telephone school only for emergency purposes or for extremely important messages.

Upon returning to school following an absence, the homeroom teacher must receive a note from the parent/guardian explaining the reason for the absenteeism.

DISCIPLINE

Discipline procedures are designed to help your child gain self-control as he/she interacts with others. We believe the "positive" approach works best. Limits are set and are consistently followed. If he/she continues in an unacceptable manner of behavior, the child has a "timeout" for a few minutes. We believe that shaming or belittling a child does not help the child to distinguish the right from the wrong behavior.

PERSONAL BELONGINGS

Please have all clothing and personal belongings clearly marked with your child's name. We ask that children not wear valuable rings and any other jewelry to school except pierced earrings. (Studs only.) They are apt to remove these articles and lose them in unlikely places. Rawhide shoelaces untie easily; cloth laces that stay tied are best.

ALL CHILDREN MUST BE TOILET TRAINED

SNACK

During mid-morning the children will have a snack. Please send a light nutritious snack each day your child is present. Also, please provide your child a small 4 oz. juice or milk box. No soda, drink pouches, or twist off caps (choking), please. Sport water bottles are allowed during snack time. Also please provide a lunch for your child.

If you wish to order milk through the school, please see one of the teachers.

The children remain in school for the scheduled lunch period. Milk is available to those students who wish to purchase it for the year; this fee is paid in September. Government subsidized free milk is also available for qualifying families. Inquire at the office for qualifications.

HOT LUNCH PROGRAM

Lunch is ordered by 9 a.m. If you expect your child will be late, call in so that lunch may be ordered for him/her. However, if your child arrives late and misses the lunch count, please be sure to provide your child with a lunch for that day. The Early Childhood Center lunchtime is from 12:00pm -12:50 pm. Regarding lunch money: it is not the teachers' responsibility to provide money for lunch or to make change. Prepaid lunch tickets must be purchased. Please understand we are unable to microwave individual lunches.

TOYS

Ample playthings are supplied by the school. We ask that children leave toys, dolls or other personal belongings at home. There are several toy days during the year at which time the children can bring in a special favorite. Reminders are sent home beforehand.

BIRTHDAYS & FOOD ALLERGIES

We have found that children enjoy celebrating each other's special day. Birthday treats are welcomed. Due to Food Allergies please check with the classroom teacher first. For those summertime birthday children, a special birthday date will be arranged by the school. **ABSOLUTELY NO GOODY BAGS** or gifts of any kind

Parents may not distribute birthday invitations or any type of invitation through the classroom teacher or individual students. We request that either the entire class or all boys or all girls be included in the invitation and that you utilize the Friendship Directory for this purpose through e-mails. This will prevent hurt feelings of the children who are not invited and will not place the teacher in an awkward situation.

Parents of students with food allergies need to provide a special snack for their child on birthday celebration days. If it is convenient parents may provide a snack to be stored in the freezer for these special occasions.

VOLUNTEER HOURS

Lunch parents and resource parents are greatly appreciated. (Must present Holy Name Volunteer Identification Card)

PAYMENT FOR ITEMS PURCHASED THROUGH SCHOOL

Please be sure to write individual checks for each item purchased through the school (Payable to Holy Name Parish School) Enclose each payment in separate envelopes with your child's name and room number clearly marked on the front of the envelope. Please **DO NOT** combine milk money, tuition payment or any other money in one check.

REST TIME

The children are required to have a 25-minute rest period each day while attending a full day Nursery/Kindergarten I program or an Extended Day Program. Vinyl nap pads will be provided for your child's use. The Board of Health does not allow any sleeping bags or cloth mats in order to control a problem of head lice.

MISCELLANEOUS

- Please let us know if there are any special instructions or change of plans for your child; for example, if someone other than the regular driver is picking up the child, etc. Verbal messages from a child are not satisfactory. A written note is required.
- If you should have a change of address, new telephone number, or new work number, please notify the office and/or teachers immediately.
- Notes are required by law for any important information concerning your child, i.e., absences, early dismissal, going home with a friend, change in extended day services, pick up from school by a different person.
- Please clearly mark **ALL** of your child's belongings with his or her name on all clothing articles (jackets, sweaters, shoes, sneakers, hats, boots, backpacks, lunch box, pants, blouses, jerseys, jumpers, gym clothes, belts, and ties).
- Stickers are welcomed at any time and most appreciated.
- Donations of collections of glue sticks, project paper plates, and curling ribbon are gratefully accepted.

**Holy Name Parish School
Student Handbook**

APPENDIX

Holy Name Parish School Volunteer Program Fund

ALL FAMILIES WITH CHILDREN IN NURSERY–GRADE 6
MUST PARTICIPATE IN THIS PROGRAM

Purpose: Since 1985, the Volunteer Program Fund has been in place to provide financial support to the school and to assist the school with services through parental involvement. All funds raised help to keep the tuition as low as possible. The services, which parents perform for the school, cannot be underestimated. The school needs and thrives on parental involvement.

Payment: \$200 payment is required of every family upon entrance to the school. Payment may be made in two installments of \$100 each. NO FAMILY IS EXEMPT. Payment is rolled over to the next year if volunteer service is completed.

The \$200 is forfeited if volunteer hours are not completed during the year and another \$200 is due for the next year. The \$200 is refunded when a family leaves the school if volunteer service has been completed for the year.

A letter requesting your \$200 needs to be submitted to the school office upon leaving the school.

Service Required: Either parent or family member over 18 may do service.

Two parent families - 40 hours

Single parent families - 20 hours

(Single parents who remarry become two parent families)

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Home & School Association - Each family is encouraged to join, as this is the major fund raising organization for the school and an opportunity to meet school families. There are many functions during the year, which will allow opportunities to obtain credit hours. Board members are given 40 hours at the close of the year after completion of duties.

Lunch Duty - Parents are asked to supervise and help students during lunch from 11:45am-1:30pm. Many parents are needed to help open milk cartons, assist children with their lunches, maintain reasonable order, assist on the playground and indoor recess, and clean each day. Volunteers are to report to Parish Hall. Two (2) hours of credit will be given for each clock hour worked.

Parent Volunteers – The parents of Holy Name Parish School are an important part of the school community. The parent’s role is to be a resource for the teacher and the school. Some of the parent’s responsibilities are:

- To help with Kindergarten and sixth grade graduation
- To help with fieldtrips and occasional activities
- To assist in various school events
- To host new families to Holy Name Parish School
- To serve as a Home & School delegate to individual classrooms
- To assist with lunch supervision
- To assist on the playground and indoor recess

Bernardines - This is a parish organization of women. They have many functions that support the parish and provide great social opportunities. Ten volunteer hours are given for chaperoning a Jr. High dance.

Nurse - Substitute nurses are needed throughout the year. Two hours of volunteer service will be credited for each hour worked.

Resource - Aid teachers in the class. Contact your child's teacher at the beginning of each school year.

Baked Goods - for Special Events, such as the Craft Fair will receive one volunteer hour per dessert. This excludes classroom parties.

Paper - The school is in need of clean, neat, stacked, usable paper. One credit hour will be given for each brand new package of unopened 20lb paper for the copy machine. Please no computer paper.

Prayer Garden - If any parent or groups of parents would like to maintain the Prayer Garden during the summer and school year, two hours will be given for every clock hour worked.

Field Trips - Ten hours will be given for each field trip. For safety reasons, younger siblings may not participate.

Special Categories - If any family has expertise, which they feel would benefit the school, please contact Mrs. Caulfield.

Parish Activities – If any person actively participates in the Baptismal Preparation Ministry, CCD teacher, Adult Choir, etc , volunteer hours will be given only with the approval from Fr. George Evans and/or Fran Hauck.

Record Keeping - Please keep track of your hours. When signing in for any event, please write your child's name and room number next to yours, especially if names are different.

All volunteer hours MUST be completed by June 1st.

Any parent who is directly involved in any activity with our students must present a Holy Name Volunteer identification card indicating completion of the CORI and Virtus training process.

Volunteer hours will not be given unless individuals have completed the yearly CORI forms.

**Roman Catholic Archdiocese
of Boston
Department of Education**

**Internet Safety Plan
and
Acceptable Use Policy**

1. Introduction

Many of the Archdiocese of Boston School Department's schools are fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet staff and students have the entire world at their fingertips.

This wonderful resource brings with it additional responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. In addition, The Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (CIPA) were enacted by the U.S. Congress on December 21, 2000. These require recipients of federal technology funds -including many Archdiocese schools-- to comply with certain Internet filtering and policy requirements. They also address the broader issues of electronic . messaging, disclosure of personal information of minors, and unlawful online activities. For the sake of clarity, both of these acts will be referred to together as the CIPA.

This document is designed to meet the requirements of CIPA as well as to clearly explain the responsibilities of the students and staff in the Archdiocese schools.

2. Computer and Network Authorized Use Policy

The Archdiocese schools are fortunate to have a connection to the Internet to supplement the other resources already available to staff and students. Through the Internet, your child will have the entire world at his or her fingertips and be able to explore it.

With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

This wonderful resource brings with it additional responsibility. As Internet users, we must be aware of the many issues that surround the Internet. There are many valuable resources available on the Internet that may not be found elsewhere. At the same time there are many sites that can be considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that, at all times while in an Archdiocese of Boston school, the Internet is being used only for educational purposes. Student use of the Internet will be under the supervision of School staff, **but due to the nature of the Internet and evolving technology, even with supervision, students might get to an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher and return to the educational topic assigned.**

The Archdiocese of Boston School Department has decided to use Internet filtering software. This software is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, a persistent user may be able to gain access to sites that are supposed to be filtered. The School cannot and does not represent that users will not have access to inappropriate or Objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet.

It is important that you and your children understand that any violation of this Acceptable Use Policy ("AUP") may result in the loss of Internet and e-mail privileges or other disciplinary action similar to violation of other school policies. We ask that you work with your children in reinforcing the behaviors associated with the AUP and the attached student contract.

It is the policy of the Archdiocese Department of Education and the school that all technology used to access the network will be used in a responsible, legal and ethical manner. Failure to do so will result in the termination of network and e-mail privileges for the user.

Individual users of the network--students and adults--are responsible for their use of the network. The use of the network must be in support of education and research and must be consistent with academic actions of the Schools and will be under the supervision of School staff. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Use of the network for any illegal or commercial activities is prohibited.

The Archdiocese Department of Education and the school make no warranties of any kind whether expressed or implied for the service it is providing. The Archdiocese Department of Education and the school will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The Archdiocese Department of Education and the school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security is a high priority on computer networks. If you identify a security problem, you must notify a teacher or school administrator immediately. Do not demonstrate the problem to other users. You may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.

A responsible network user will:

- Use language that is considered appropriate.
- Be polite.
- Send information that other users will not find offensive.
- Conform to copyright laws.
- Never reveal personal information about yourself or any other user such as address, telephone number, credit card numbers, social security number, etc.
Neither tamper with the system nor alter, delete or destroy any files or data that are not yours.
- Use the school network only during times assigned or otherwise permitted by each individual school.
- Never disclose their access password or use the access password of another.

A responsible network user must be aware that

- The school network is to be used only for educational purposes
- Internet accounts shall be used by only the authorized owner of the account, No attempt to gain unauthorized access to accounts on the Internet is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited.- Unauthorized access to other systems (e.g. "hacking") is prohibited.
- E-mail is not guaranteed to be private or confidential and may be reviewed under the following or other circumstances:
 - Routine system maintenance.
 - General inspection or monitoring, with or without notice, if there is reasonable suspicion of system wide inappropriate use.
 - Specific review of individual files or monitoring of individual, activity, with or without notice, if there is individualized reasonable suspicion of inappropriate use.
 - General monitoring of Web research activities with as part of ongoing network management.
- Violation of this policy will result In the possible loss of Internet privileges and/or disciplinary action pursuant to the School Discipline Policy.
- Persons issued *an* account are responsible for its use at all times.
- Students and Staff should report violations of this policy to a teacher or school administrator.

Attachment 1 - Child Internet Safety Plan

The following are elements of a Child Internet Safety Plan as defined and required by CIPA. .

Despite the steps taken to ensure child safety described below, there can be no absolute assurance that they will be effective under all circumstances or that diligent efforts on the part of a student could not subvert them. These limitations are addressed in the Authorized Use Policy in Section 2 above.

Access by minors to inappropriate matter

Access to minors to inappropriate matter is addressed in a number of ways:

Altering of Internet access is enforced.

- Inclusion of safe Internet use in the Technology curriculum.
- Inclusion of the issue of accessing inappropriate material in the Authorized Use Policy (AUP).

The safety and security of minors when using direct electronic communications

The safety and security of minors when using direct electronic communications (i.e. chat rooms and email) is addressed in a number of ways:

- Inclusion of safe use of chat rooms and email in the Technology curriculum.
- Inclusion of the issue of safe use of chat rooms and email in the Authorized Use Policy (AUP).
- Prohibition in the AUP of the use of direct electronic communications except for direct educational use under the direction of a teacher.

Unauthorized access by minors online (hacking)

Unauthorized access by minors online (hacking) is addressed in a number of ways:

- Prohibition in the AUP of Unauthorized access by minors online (hacking).
- Lockdown of school computers to prevent installation of unauthorized software including hacking tools.
- Firewall protection in Internet access to prevent some hacking techniques.
- Inclusion of ethical computer use in the Technology curriculum.

Unauthorized disclosure of personal identification Information

Unauthorized disclosure of personal identification information is addressed in a number of ways:

- Inclusion of safe use of chat rooms and email in the Technology curriculum. -
- Prohibition in the AUP of disclosure of personal student information by students or staff through any means.
- Provision of encrypted folders on network servers to protect student information stored in electronic form at the schools.

Measures designed to restrict access to materials harmful to Minors

Measures designed to restrict access to materials harmful to minors as defined in CIPA is provided by the schools' Internet Access provider, the Merrimack Education Center (MEC). MEC asserts that their filtering service, which is provided within the Internet access hardware at each school, meets the requirements of CIPA.

References

For further information on CIPA see the following web resources.

SID CIP A reference pages

<http://www.sl.universalservice.org/reference/CIPA.asp>

text of the CIP A1NCIP A

http://www.fcc.gov/ccb/universal_service/chipact.doc

A legal and educational analysis of K-12 Internet policies

<http://ces.uoregon.edu/responsibleuse/analysis.htm>

Archdiocese of Boston School Department – Technology Plan

Prepared by Garren Shay Associates

STUDENT HANDBOOK AGREEMENT

Please read and help your child to understand the concepts contained in this handbook. Discuss with your child our Anti-Bullying Policy, "Kindness Matters," to encourage proactive behavior. Detach and return the signed form to the homeroom teacher as soon as possible. Each child in your family is asked to sign an individual agreement and return it to his/her classroom teacher.

As the parent (guardian) of a child (children) attending Holy Name Parish School, I hereby acknowledge receipt of a copy of the Student/Parent Handbook. I have read and understand its contents. I agree to support the school in enforcing the policies and regulations as set out in the Handbook, or as later promulgated or modified by the school administration.

PARENT/GUARDIAN

STUDENT

HOMEROOM NUMBER

DATE

