

Holy Family Holy Name School



Student Handbook 2021-2022

Holy Family Holy Name School Student Handbook 2021 – 2022

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

Principal's Message

Dear Families and Students,

Welcome to the 2021-2022 school year at Holy Family Holy Name School. Our hopes for this year are to educate in the spirit of Christ through the expectations of excellence as a Catholic school.

This handbook for families and students has been prepared to provide information regarding the history, mission, policies, procedures, and practices of Holy Family Holy Name School. It is important that families and students become thoroughly familiar with the school, its activities, and this handbook.

Please keep this handbook readily available as a reference which answers numerous questions that many families and students often have. Families and students are responsible for knowing about and understanding the information provided in the handbook (See "Parent/ Student Handbook Acknowledgement Form" in the back of the handbook). This document will be available on our website as are all pertinent forms.

The Holy Family Holy Name learning experience involves students, families, teachers, staff and administrators working together so that all children may achieve their fullest potential. Everyone is encouraged to awaken the greatness within and believe! When this occurs, we are one step closer to fulfilling God's purpose for each individual, and to sharing in a successful year for all children in the tradition of Catholic Education.

Thank you for your continued support of our school.

God Bless,

Deacon Peter Schützler

Deacon Peter Schützler, Principal
Holy Family Holy Name School

MISSION

Holy Family Holy Name School is a Christ-centered academic community instilling Catholic beliefs and Gospel values; nurturing students' gifts of faith and intellect by surrounding them with a family of faculty, staff, and volunteers whose vocation is to serve.

PHILOSOPHY

Holy Family Holy Name School, as a Catholic school in the Fall River Diocese, views education as involving the whole person in an environment of faith, hope, and love which is centered on the values of the Gospel of Jesus Christ. We recognize each student as unique in gifts, interests and needs, as we strive to educate each child spiritually, morally, intellectually, socially, and emotionally.

Holy Family Holy Name School is a community of learners, teachers, families, staff, and resource persons who strive to make Christian Community not simply a concept to be taught, but a reality to be lived and experienced daily. We believe we are called to create an atmosphere where each child is encouraged to grow and develop to his/her greatest potential, empowered to go forth and meet the challenges and needs of an ever-changing world.

HOLY FAMILY HOLY NAME SCHOOL

CORE VALUES

Faith

- We express our faith and wisdom by living a life inspired by the Holy Spirit
- We believe and promote our Catholic Christian values
- We honor God's creations by being good stewards of the environment

Academic Development

- We respond to challenges and pursue continuous improvement
- We nurture a love of learning that will last a lifetime
- We foster academic achievement for all students

Integrity

- We affirm good judgment and trustworthy behavior
- We honor life and the dignity of every human person
- We continuously strive to be the very best version of ourselves

Teamwork

- We welcome, recognize and affirm each person as a member of God's family
- We communicate honestly, openly and consistently
- We honor the Holy Family Holy Name Catholic School tradition

Helping Others

- We prepare students for leadership and service in an ever changing world
- We celebrate integrity and seek fair choices
- We strive to build a community through works of charity, love and support

Theme for 2021-2022 School Year

"Doing Small Things with Great Love"

HOLY FAMILY HOLY NAME SCHOOL PRAYER

Today I promise to keep Jesus:

- + in my mind
- + on my lips
- + and in my heart

I promise to always do my best and to treat everyone with respect and kindness.

I promise to take good care of everything God has given me and to have the courage to always do what Jesus wants me to do. Today I promise to live what Holy Family Holy Name School teaches.

ABSENCES, TARDINESS, DISMISSALS

Absences

Proper attendance until a child's sixteenth birthday is mandatory under Chapter 76 of the Massachusetts General Laws. School administration will retain full authority to determine, for each student, the number of days that count toward the minimum requirement of 180 days and his/her grade placement. For a student to receive full credit for a year's work, regular attendance is necessary.

It is the parents/guardian and the student's responsibility to assure that the student attends class every day. On the day of absence, please call the main office by 8:00 a.m. It is a state requirement that a written excuse stating dates and reason for absence be brought to the homeroom teacher the day the child returns to school.

Absence due to student illness, death in the immediate family, or extenuating circumstances as approved by the administration, is considered an excused absence.

Make-Up Work Due to Excused Absence is the responsibility of the student and parent/guardian with school support. The general guideline is one make-up day for each day of absence. Students should consult with their teacher to create a timeline to complete missed work.

A letter indicating concern as to a student's attendance pattern will be sent after an accumulation of ten (10) days of absence. A doctor's excuse will be necessary after three (3) consecutive days of absence or an accumulation of eighteen (18) days of absence.

Excessive unexcused absences may result in non-promotion and/or non-graduation. An absence resulting from an illness, will only be excused when a signed parent's note is received within two days of the student's return to school. Absences related to a death in the family, religious holiday, and other extenuating circumstances may only be excused by school administration; all other absences or failure to provide a signed note after three days of a student's return will be recorded as unexcused.

Students will not be excused from participation in any class including physical education or dismissed early without a parent's note indicating the reason for the non-participation or absence. Students who are absent from school are precluded from participating in extracurricular activities both after school and in the evening.

Vacation Trips-- Parents/guardian are asked to plan family vacations during scheduled school breaks. Parents/guardian are also asked not to extend the school's scheduled breaks by leaving early or returning late. ***If parents/guardian choose to schedule a trip (three days or more) outside of scheduled breaks, they need to request, complete, and file an extended absence form with the principal one week prior to the absence.***

Make-Up Work Due To Vacation Absence is the responsibility of the student and parent/guardian. Work is to be completed within five (5) days of the return of the student to school provided an

approved request for extended absence is on file in the office. Otherwise, missed work must be completed the day after the student returns to school. Any work not completed by this time will be recorded as incomplete or missing. The faculty will not be responsible for academic failure due to vacation absence.

It is up to the teacher's discretion what, if any, assignments can/should be sent during vacations. Due to the additional pressure this places on children, these vacations are highly discouraged and those days missed are unexcused.

Tardiness

All students are expected to be ready for learning in their homeroom by 8:00 a.m. Students arriving after 8:00 a.m. must sign in at the main office. Tardiness is recorded on the report card. Repeated lateness will result in communication with the parent and/or a detention.

Early Dismissals

Students will not be released from school during the school day without the written request of a parent or guardian. Parents/guardian should try to avoid scheduling medical, dental, and personal appointments for children during school hours whenever possible.

If a student is to leave the building other than at normal dismissal times, the parent, guardian or responsible adult (indicated in writing by the parent or guardian) must sign for him/her out of school at the main office. The names of those people who are allowed to pick up the child must be on the emergency forms. Picture identification is required and is to be presented by everyone whenever a student is picked up early and/or signed out of school; this includes parents/guardian or responsible adult as noted by the parent.

ACADEMIC/CONDUCT REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES

Our extra-curricular activities exist to promote good sportsmanship, teach fair play, and allow for student participation outside the academic environment. Participation represents a position of recognition and often bestows the position of role model upon the student participants. For that reason, high standards of behavior are expected from students participating in these activities.

Academic Expectations:

Major subject: No average lower than 70%. If a student has an average below 70% but the teacher deems that the student is giving his/her best effort and is doing all homework assignments, he/she may be permitted to continue participating in the activity. However, the student's progress will be monitored.

If a student is failing a subject and/or does not consistently hand in homework assignments, the teacher will notify the administration who will issue a warning to the student. The administration and/or activity moderator will also notify the parent(s) of this warning.

The student will have one week to improve his/her academic standing and to establish that progress is being made. If after one week the student has not shown improvement, the administration will notify the activity moderator who will take the following actions:

- In an athletic activity, the student will be suspended from participating in practice and games for a calendar week. The administration will notify the students and parents of the suspension. The student will be reinstated when he/she shows a conscientious effort to improve grades.
- In a non-sport activity, the student will be suspended from the activity until he/she shows a conscientious effort to improve grades.

If a student fails a major subject, he/she may be suspended from an activity at the discretion of the pastor/administration with administration/faculty input. A noticed improvement in that subject may result in the reinstatement of the student upon approval of the teacher and administration.

Conduct Expectations:

The following expectations will be in effect for all students participating in any school activities. Parents will be notified if their child is not exhibiting these expectations.

- Appropriate behavior before, during, and after any school activity is expected.
- Respect for all peers and adults is expected, as is respect for the facilities.
- Satisfactory academic and conduct grades each trimester are required to participate in any school activity.
- If a student accumulates three detentions in a trimester, he/she will be suspended from all school activities for a period to be determined by administration with moderator/faculty input.
- Any serious breach of expected student conduct can result in suspension or expulsion of the student from the activity. Consequences will be determined by the pastor/administration with moderator/faculty input.
- Students on suspension may not participate or attend any school sponsored events.

ACCEPTABLE COMPUTER/TECHNOLOGY USE

Holy Family Holy Name School has full internet access in all classrooms with network safeguards to prevent access to inappropriate or non-educational domains/sites. All faculty and students are required to read and sign an Acceptable Computer/Technology Use contract provided by the Diocese of Fall River annually. Parents/guardian are encouraged to read and review the contents of this contract with their child.

Failure to follow the rules above and/or procedures given by the teacher will result in the suspension of computer use privileges as determined by school administration. Students/ Parents/Guardian are financially responsible for any equipment damaged or destroyed by a student.

ADMINISTRATION'S RIGHT TO AMEND HANDBOOK

The policies and procedures contained in this handbook represent the best judgment of the school staff at the time of publication. Circumstances can change over the period of the school year. The principal and pastor, therefore, have the right to add, delete, or make amendments to this handbook as needed to ensure the safe and effective operation of the school. Changes to the handbook will be done in writing and forwarded to the parents/guardian through normal distribution. The administration (Principal or Pastor) reserves the right to make new policies when necessary. Any situation not included in the handbook will be handled at the discretion of the principal.

AGE FOR SCHOOL ENTRANCE

School entrance age shall be determined by the district or local deanery. A child must be fully toilet trained by **August 31st** of that school year for entrance into Pre-School. A child must be five by **August 31st** of that school year to enter into the Kindergarten class.

ANONYMOUS THREATS TO SCHOOL SAFETY

In accordance with diocesan policy, any student proven to have made an anonymous threat to school safety shall be expelled without recourse or the possibility of re-admittance to any Catholic school in the diocese. Any instructional time lost in school evacuation resulting from a threat to school safety shall be made up.

BULLYING PREVENTION AND INTERVENTION POLICY FOR THE DIOCESE OF FALL RIVER

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

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

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

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, and school nurses.

Parents/guardian and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

I. Definitions

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

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. For the purposes of this section, bullying shall include cyber-bullying. (Massachusetts General Laws c. 71 § 37O)

“Cyber-bullying” is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include: the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“**Aggressor**” is a student, or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying, cyber-bullying, or retaliation.

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

“**Staff**” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, and bus drivers, and athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

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

II. Formal Procedure for Reporting

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

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

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

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

- Safety of the target

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

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

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

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

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

III. **Investigation**

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

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

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

IV. **Determinations**

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

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

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

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

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

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

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

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

(Summary)

Bullying

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Types of Bullying

Here are nine examples:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Harassment

Any pervasive or abusive actions, whether physical, verbal or written, which disrupt the normal or appropriate activities of a teacher, staff member, or student. Actions to be taken will occur on a case-by-case basis.

Whenever a student feels that they are the victim of bullying or harassment, they are strongly encouraged to report details to their parents or guardians and Holy Family Holy Name School. Reports to the school can be made to teachers, school counselors, or administration. Every reported act of bullying or harassment to the school will result in the involvement of the school administration. All members of the Holy Family Holy Name School community bear the responsibility of reporting any negative actions towards others including acts of meanness, bullying, and/or harassment to a member of the faculty or administration. This includes, most importantly students, but also includes parents, support staff, teachers, counselors, and administrators.

CAFETERIA RULES

To promote a family setting here at Holy Family Holy Name School:

- † School staff will supervise students as they eat their lunch.
- † For the safety of our students, quiet inside voices must be used at lunch time.
- † Use appropriate manners as you would in your home.
- † Clean your area when finished.
- † At the end of lunch, when called, line up quietly and wait for directions.

Cafeteria behavior is to reflect proper etiquette and Christian behavior. Unacceptable behavior will result in disciplinary action. No food or drinks are to be taken outside the cafeteria unless directed by the administration. All "forgotten" lunches must be delivered to the office. Parents/guardian may not bring lunch directly to students. **Students are required to bring their own lunch "accessories" - napkins, spoons, forks, straws, etc.** A monthly lunch menu is available online to assist with planning for lunch.

CALENDAR

A yearly calendar is available on the school website when school begins. A monthly calendar that identifies daily school events is also available on the school website. Changes made to the school calendar will be communicated to parents/guardian in a timely manner.

CANCELLATIONS, DELAYED OPENINGS, EARLY DISMISSALS, EMERGENCY CLOSINGS

Holy Family Holy Name School follows the decision for inclement weather school cancellation/early dismissal based upon the decision made by the New Bedford Public School System. If the weather is inclement, please listen to local radio and television stations (WFHN, WBSM, WMYS, or WNBH or WPRI Channel 12 TV) for "NO SCHOOL" announcements. Please do not call the school, teachers, or principal. Once a cancellation decision is made, and if possible, a text or phone blast will be made to the addresses listed on file through FACTS. **PLEASE be sure your parent contact information is current and correct.**

Early dismissal notification will occur as soon as possible via email or phone call. During an early dismissal, students riding a bus home will be dismissed according to the transportation plan of the bus company. All other students will be dismissed according to Holy Family Holy Name School dismissal procedures. Please have an early dismissal plan in place for your child and refrain from calling the school so that the telephone lines can remain open.

CARE OF BOOKS AND SCHOOL PROPERTY

School hardcover books are to be covered and well cared for. Students may NOT write in any textbooks. Negligence will result in a fine, which will be used for the replacement of damaged books.

Students who lose their books will be charged for the lost text.

Students writing on walls or damaging property will be required to do clean-up work and pay for the repairs.

All school property, such as computers and other technology, are to be used for the benefit of all students. Damage to any school property, equipment, computer or software through improper use or vandalism will be subject to a fine for damage or replacement. Students are only permitted to access their own saved work on computers - accessing, copying, tampering with or destroying another student's saved work is subject to detention or other disciplinary actions, including suspension of computer privileges.

CELL PHONE POLICY

Personal use of mobile devices including cell phones on school property or at school-related activities is prohibited. **A student possessing a mobile device, including smart watches, must keep that device turned off and in the bottom of their backpack at all times during the school day or during school-related activities after school.** If a student is ill, he or she may not use the cell phone to contact parents. The student is to obtain permission to visit the nurse. When necessary, the school nurse will contact a parent or guardian.

Exceptions to this policy may include:

- Cell phone use in case of emergency. In all cases, permission to use a cell phone must be granted by a faculty or staff member.
- Instructional use under the direct supervision of a classroom teacher with specific permission to use the device, as sanctioned by the administration. Device is to be used only in the manner directed by the classroom or supervising teacher.
- Additionally, the use of devices for instructional support of individual students can be recommended by the administration. These devices may only be used in the manner directed by the teacher.

Misuse of Cell Phone Policy

Any immodest/inappropriate use of a cell phone, mobile device, camera phone, or other device which violates another's privacy is a serious offense. Such inappropriate use of a cell phone/mobile device, including the transmitting of any photo or texting material, will result in immediate disciplinary action. The consequences of such violations may include, but are not limited to, detention, suspension, or expulsion and will be determined by the seriousness of the violation.

First Offense

- Confiscation of the cell phone/mobile device
- Given to administration
- Return to student as the end of the day

Second Offense

- Confiscation of the cell phone/mobile device
- Parent conference to pick up
- Detention

Third Offense

- Administrative decision
- Cell phone/mobile device possession is banned for the remainder of the school year

IF A CELL PHONE/MOBILE DEVICE OR ANY OTHER ELECTRONIC DEVICE IS LOST, DAMAGED, OR STOLEN, HOLY FAMILY HOLY NAME SCHOOL WILL NOT ASSUME RESPONSIBILITY

CHEATING

Cheating or copying the work of another (plagiarism) is a serious offense. Any work in which a student has cheated or copied, or given their work to be copied, will be subject to a grade reduction and requirement to redo the work. Students are expected to do their own work in their own handwriting unless instructed by their teacher to work cooperatively. Any work not done by the student will NOT be accepted.

Parents/guardian will be notified of the cheating infraction and any appropriate disciplinary action issued at the discretion of the school administration.

CHANGE OF INFORMATION

In order for us to seamlessly communicate with you, please notify the school immediately of any changes in address, telephone number, email or additional information.

CONTACTING STUDENTS

Please contact the Main Office at 508-993-3547. We will relay any messages to your child.

CRITERIA OF ACCEPTANCE

Application to Holy Family Holy Name School implies a willingness by all students and their parents/guardian to adhere to the school policies and philosophy. Priority for admission is given to families with siblings already enrolled at our school and parishioners.

Students will not be accepted to HFHN until all paperwork (report cards, testing, IEP/504 etc.) are received and verified. Transfer students must submit a letter of recommendation from their present teacher/principal and a copy of their latest report card.

CURRICULUM

The curriculum, designed to be challenging, is intended to help promote self-worth through accomplishment. It requires cooperation among teachers, families, and students to reach its full potential for individual students. Academic expectations at Holy Family Holy Name School are rigorous and intended to prepare students as life-long learners through high school and beyond.

Religious Education

Holy Family Holy Name School recognizes religious education as a lifelong process. The school's program involves ongoing spiritual experience and formation, both individual and communal, for each stage of the student's development. We educate for the heart, mind, and soul. The religion program

includes doctrine, scripture, sacraments, and morality. Faith experiences include liturgies at school and at church. We follow the guidelines of the Catechism of the Catholic Church. Students in Grades Preschool through 8 attend Mass once a month.

Preschool (P3 & P4)

The Preschool Program at Holy Family Holy Name School incorporates the areas of language arts, math, art, music, science and discovery, social studies, self-help and gross motor skill development. The emphasis is on language, activity, and movement with major emphasis on large muscle activity. Appropriate activities make use of dramatic play, toys, puzzles, and blocks. Opportunities are provided for students to listen to simple stories and verbalize their knowledge, comprehension, and feelings related to each story. The focus of this program is to encourage oral language development and provide learning experiences that enhance emotional and social growth. Skills are practiced and enhanced through thematic-based units offering a variety of learning activities.

Preschool students should have good bathroom habits and be able to take care of his/her own lavatory/toileting needs (i.e. wiping, re-dressing, etc.). In the event that your child has an “accident,” faculty and staff are not authorized to re-dress your child. Your child may ask to use the lavatory at any time. Children will be accompanied by the teacher/aide when using the lavatory. Please note that you will ALWAYS be called in the event that your child has an accident with a bowel movement. In the event that your child has an accident while at school, be sure to return an extra set of clothes to the school the following day! Please dress your child in elastic waist pants, to facilitate their independence in the lavatory. NO belts, suspenders, etc. please! Children may ask for assistance with clothing. Please make sure your child has a spare set of clothing in the classroom (i.e.: pants, shirt, underwear, socks.)

Additional information can be found in Appendix A of this handbook.

Kindergarten

The Kindergarten Program is for children five years old on or before **August 31st**. The classroom is organized into learning centers designed to develop a love of learning. Time and space are organized to encourage active exploration, self-directed play, and freedom of choice at various learning centers, as well as to provide teacher-directed and structured group activities. The curriculum provides instruction in math and reading readiness skills. It also fulfills the need for different learning styles, multilevel activities in a child-oriented environment where children are given the opportunity to grow in a variety of ways. Please note Kindergarten students are required to wear school uniform. Check handbook for dress code requirements.

Grades 1-8

Reading

The school’s reading program is multidimensional. It is expected to be a balanced literacy approach that makes use of many kinds of literature to promote reading, writing, listening, and speaking. Phonics instruction is provided at appropriate grade levels. Through reading motivational programs

and activities, students are encouraged to read for pleasure as well as for instructional purposes. Parents/guardian are encouraged to read with their children at least 30 minutes each day. Students in middle school grade levels are expected to read daily outside the classroom. It is recommended that they read at least 40-50 minutes each day.

English/ Language Arts and Writing

English instruction focuses on the study of grammar, composition, oral language, listening skills, spelling, and penmanship, and includes the acquisition of information literacy skills. It is an integrated program that uses whole language, phonics, and literature-based instructional techniques/strategies. The reading program focuses on traditional and respected literature supplemented with expected independent reading. The use of leveled reading material assists students in building confidence with reading skills involving decoding, fluency, and comprehension. Additionally, middle school grade levels will emphasize literacy skills through long and short fiction, poetry, speeches, drama, and other assorted non-fiction approaches to understanding.

Writing is an essential skill that benefits students for the rest of their lives. Introducing and practicing writing with engaging activities in elementary school fosters confidence and a lifelong love of writing. Providing adequate time for students to write is one essential element of an effective writing instruction program. Daily writing opportunities and instructional time will focus the necessary skills/strategies to become effective writers. Holy Family Holy Name School students will experience the four main types of writing styles: expository, descriptive, persuasive, and narrative, while understanding that each of these writing styles is used for a specific purpose.

Mathematics

The math program offered is based on the development of age-level appropriate concepts and knowledge that helps the student reason and problem solve concrete problems. Emphasis in the early years is placed on developing numbers and number sense through understanding of the basic concepts of math computation and estimation. Students gain an understanding and knowledge of specific mathematical fundamentals at each grade level, students are expected to have complete mastery of their times tables and other mathematical processes that are applied to the problem solving processes. Students advance their knowledge and application ability as they continue on through the grades. In the middle school, pre-algebra is taught as well as a heavy concentration on geometry in 6th through 8th grades.

Science

Students are taught a balanced content and application of the scientific principle of discovery to process skills in the areas of earth, physical, and life sciences. The program provides experiences that stimulate curiosity and imagination, develop thinking and logic skills, and nurture an appreciation and concern for our environment.

Social Studies

Social Studies provide students with the background necessary for becoming knowledgeable, productive, and responsible citizens. Students are given opportunities to practice thinking, problem solving, decision-making, and social skills. The social studies curriculum in grades 5-8 elaborates on

the skills begun in the primary grades. The courses include world geography, ancient civilization, Massachusetts history, and United States history. The middle school history program will be heavily supported with lectures, notes, learning centers, and numerous approaches to understanding the importance of historical study.

Computer/Technology

Students are exposed to computer/technology use while completing assignments throughout the curriculum when necessary. Assignments are aligned with the learning objectives specified by the Fall River Diocese curriculum. Objectives include reinforcement of terminology and skills development while using basic word processing, PowerPoint, and spreadsheet applications.

Physical Education

All students (Preschool - Grade 8) will receive weekly instruction that is age appropriate and/or tailored to their personal abilities. The P.E. program should:

1. attain maximum motor development, physical fitness, and well-being;
2. attain desirable social growth; and
3. utilize acquired movement and motor skills in worthwhile leisure activities.

Art

All students (Preschool - Grade 8) will receive weekly instruction. Art develops awareness and sensitivity to natural and human-made environments, increases imaginative expression through the use of art materials, promotes an understanding and appreciation of self and others, and furthers aesthetic growth through visual discrimination.

Extracurricular Activities

Students who are interested in participating in these activities are encouraged to do so. Most extracurricular activities meet after school and vary depending upon interest and availability of a volunteer sponsor. Some activities may incur a fee to cover supplies related to the extracurricular activity.

CUSTODY DOCUMENTATION

Information regarding custody and visitation rights must be communicated in writing to the school office. Divorced or separated legal parents/guardians are responsible for providing the school office with the most recent complete copy of the court certified divorce decree section concerning custody and visitation of the child(ren) enrolled at Holy Family Holy Name School.

DISCIPLINE POLICY

Holy Family Holy Name School is a Catholic Christian school dedicated to the high quality education of every young person enrolled as a student. In order to create a positive learning environment, it is the responsibility of all to help create and maintain this environment. This includes students, parents, volunteers, staff, teachers, and the school administration.

Should a student have difficulty in following the Holy Family Holy Name School behavioral expectations, a variety of strategies may be employed to assist the young person in learning from his/her mistakes. This discipline policy is a guideline, not a definitive course of action, and provides for flexibility in administrative decision making. The Holy Family Holy Name School administration reserves the right to use its professional discretion in adjusting/modifying identified disciplinary interventions on an individual basis. Listed are examples of probable disciplinary interventions:

- Verbal warning
- Student completion of a “think sheet”
- Loss of recess and/or cafeteria privileges
- Loss of field trip or special activity privileges
- Student offers a verbal apology
- Student offers a written apology
- Individual conference with teacher, counselor, or administrator
- Conference with teacher, counselor, or administrator with another student(s)
- Conference with parents
- Conference with student and parents
- Phone call home by student
- Phone call home by teacher
- Phone call home by administration
- Assigned seat on the bus
- Loss of bus privileges
- Parental awareness
- Lunch detention
- School-based Community Service
- Warning
- Detention
- In-school suspension
- Out-of-school suspension
- Contact the police
- Expulsion

Types of Minor Infractions

- Chewing gum, eating or drinking at unauthorized times, or in unauthorized places
- Running in classrooms, halls, or other areas
- Excessive noise in halls
- Minor disruption of class
- Inappropriate behavior or conduct on playground during class recess or lunch recess
- Being unprepared for class (no pencils, pens, books, notebooks, gym clothes, iPad charged, etc.)
- Failure to return forms to school including absentee notes
- Dress Code violation
- Tardiness to class and/or school
- Minor Bus Violation (minor disruption, excessive noise, not seated properly, chewing gum, eating/drinking)

These constitute typical minor offenses. Certain types of behavior not listed above may be categorized as minor infractions at the discretion of the faculty and administration.

Occurrences will accumulate during each trimester. At the conclusion of the trimester, all infractions will be erased.

For students with four or more occurrences in any one area, the administration reserves the authority to “carry over” the infractions to the following trimester.

Major Infractions

Major infractions are more serious offenses and will typically be addressed as specified for each infraction listed below.

Acts with the intent to be mean (verbal, written or gesture) (Authority-Faculty/Administration)

First Offense = Warning

Second Offense = Detention

Third Offense = Administrative Decision

Abusive or Obscene Behavior (verbal, written or gesture) (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = Suspension

Third Offense = Administrative Decision

Gross Misbehavior (Authority-Faculty/Administration)

First Offense = Suspension

Second Offense = Extended Suspension

Third Offense = Administrative Decision

Leaving class, visiting Nurse’s office or lavatory w/o permission (Authority-Faculty/Admin)

First Offense = Warning

Second Offense = Detention

Third Offense = Administrative Decision

Disrespect or disturbance during school or liturgical functions (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

Fighting; inflicting deliberate physical harm (Authority-Faculty/Administration)

First Offense = In-School Suspension

Second Offense = Suspension

Third Offense = Administrative Decision

Cheating/academic dishonesty, lying, forgery, plagiarism (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = 2 Detentions

Third Offense = Suspension

Harassment/Bullying (Authority-Faculty/Administration)

First Offense = Detention

Second Offense = Suspension

Third Offense = Administrative Decision

Insubordination (Authority-Faculty/Administration)

First Offense = Two Detentions

Second Offense = Suspension

Third Offense = Administrative Decision

Leaving the school without permission (Authority-Faculty/Administration)

First Offense = 2 Detentions

Second Offense = Suspension

Third Offense = Administrative Decision

Major Bus Violation (Authority-Administration)

(3 minor infractions throughout the school year or serious misconduct)

First Offense = Temporary Suspension of Bus Privileges

Second Offense = Detention and Extended Suspension of Bus Privileges

Third Offense = Permanent Suspension of Bus Privileges

Misuse of Internet/Network/Technology/ School issued equipment, etc.

(Authority-Faculty/Administration)

First Offense = Detention or Suspension (depending on situation)

Second Offense = Suspension

Third Offense = Administrative Decision

Misuse of Cell Phone or Electronic Devices (See Cell Phone Policy)

Pushing, tripping, or potentially dangerous behavior (Authority-Faculty/Administration)

First Offense = Warning

Second Offense = Detention

Third Offense = Administrative Decision

Stealing (Authority-Faculty/Administration)

First Offense = Detention/Restitution

Second Offense = Suspension/Restitution

Third Offense = Administrative Decision

Truancy (Authority-Administration)

First Offense = Suspension

Second Offense = Extended Suspension

Third Offense = Expulsion

Vandalism (Authority-Faculty/Administration)

First Offense = Detention/Restitution

Second Offense = Suspension/Restitution

Third Offense = Administrative Decision

Drugs, Alcohol, and Weapons

A student

- who possesses, uses, or is under the influence of alcohol, or other mood-altering substance
- is suspected of the same or is in possession of drug paraphernalia or “look alike” substances at school or any school-sponsored activity on or off school property
- is in possession and/or use of a weapon* on school property

will result in an immediate **Out of School Suspension** with the possibility of Expulsion. After review by administration and pastor, referral to school counselor, additional counseling services as well as local law enforcement agencies may be pursued as deemed necessary.

*Weapon shall include but not be limited to: any knife, cutting instrument, cutting tool, nunchaku, stick, brass knuckles, firearm, shotgun, rifle, BB or pellet gun, “look-alike gun,” chemical agent, explosive device or other implement capable of inflicting serious bodily injury.

Threats (verbal, written, or gesture)

A threat shall mean an act to commit violence communicated, directly or indirectly, with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

When an administrator has evidence that a student has made a threat or committed such an act, the following guidelines shall be applied:

- The principal may immediately suspend the student.
- The principal shall promptly report the incident to the Pastor and Diocesan Superintendent.
- Based on further investigation, the principal may report the student to law enforcement officials.
- The building principal may inform any person directly referenced or affected.
- If the student is deemed to have committed the threat, the student will be expelled from school.

Irresponsible Behavior

Infractions of the Holy Family Holy Name School Discipline Code/Policy are taken seriously and the following procedures will be followed:

Students in violation of the Discipline Code/ Policy will be assigned consequences in the sequence listed below. Certain acts require an immediate and more punitive consequence and details for this are outlined in the Holy Family Holy Name Discipline Code. (see previous pages) Warnings will be given for minor infractions. Authority for these infractions rests with faculty and administration.

- 1st and 2nd Occurrence = Warning
- 3rd Occurrence = 1 Detention (failure to return detention form after two days or failure to serve detention on the assigned date or tardiness will result in a second detention being assigned)
- 4th Occurrence = Discretion of Administration
- Three detentions result in a Suspension – conference with administration/pastor/parent
- Probationary period monitored by the administration
- Expulsion

Detentions are served by the students in Grades 4-8 at the discretion of the person assigning it. Lateness to detention will result in an additional detention. During detention, a student's time will be devoted to quiet reflection on decision-making and building a capacity to better reflect the mission of Holy Family Holy Name School.

Students in Grades K-3 will receive disciplinary consequences from their teachers in conjunction with the school administration. Private detentions may be given at the discretion of the administration or faculty. Parents will be informed through written or verbal communication.

Special Note on Information Regarding Consequences: Details about a student’s consequences will be discussed only with the family of that student. This decision is covered under the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

DISMISSAL PROCEDURES

The following procedures are to be followed by all students and parents/guardian to ensure the safety of all HFHN families, students, and staff.

Preschool 3 & 4	Exit Chestnut Street door (upper level...corner of Mill St.) at 2:15 p.m.
Kindergarten	Exit Summer Street door at 2:20 p.m.
Grades 1 – 2	Exit Chestnut Street door (upper level...corner of North St.) at 2:30 p.m.
Grade 3	Exit Summer Street door at 2:30 p.m.
Grades 4 - 5	Exit Mill Street door at 2:30 p.m. Escorted to the crosswalk at North and Summer Street and then over to the church lot
Grades 7 -8	Exit North Street door at 2:30 p.m. Escorted to the crosswalk at North and Summer Street and then over to the church lot.
Bus Students	Exit Mill Street door when bus arrives; approximately 2:30 p.m.

Safety is extremely important to us and as such, we do not have extra staffing to bring your children to a different place other than their dismissal doors or Extended Care. We appreciate your cooperation!

Orderly dismissals are necessary to insure the safety and well-being of all children. For your child(ren)'s safety it is required that only parents/guardian or guardians may pick up their own children unless other arrangements have been previously cleared through the administration. **NO STUDENT IN ANY GRADE is permitted to be picked up by another party without written permission from the student's parent/guardian. Students are not permitted to go to a friend's home after school without written permission from parents/guardian, nor are they allowed to make arrangements with friends without parents/guardian' written permission.**

Notes regarding these alternative arrangements must be brought to the office before the start of school on that day. If arrangements change during the school day, please call the office. **Picture identification may be required upon request.**

For your child's safety and the safety of others, please do NOT stop in the middle of the street to drop off or pick up your child. At dismissal, children will NOT BE ALLOWED to enter a car unless it is properly parked according to school and fire regulations. **Illegally parked cars will delay dismissal.** Due to fire and safety rules, students cannot be dismissed when cars are parked illegally. Illegally parked cars **will be reported to proper authorities.**

FOR THE SAFETY AND WELL-BEING OF YOUR CHILD, THERE IS NO PARKING ON THE SCHOOL SIDE OF ANY OF THE STREETS AROUND THE SCHOOL BUILDING.

PARENTS/GUARDIAN AND STUDENTS IN ALL GRADES ARE ASKED TO CROSS AT THE STREET CORNERS, USING THE CROSSWALKS, AT ALL TIMES!

Per fire and safety rules, please do not block sidewalks. In the church lot, cars may not be parked near or blocking the lot entrances/exits. Please park in marked spaces.

ONLY parents/guardian of students **in P3 and P4** are to meet those students at the Chestnut Street door. (upper level)

ONLY parents/guardian **of Kindergarten** students are to meet those students at the Summer Street door.

All other parents/guardian are to wait for their child in the church lot.

Please DO NOT meet students at corners, across the street, or at the base of the stairs of the building. Please do NOT call students out of lines. Your eagerness to pick up your child can create an unsafe dismissal for others!

At dismissal, our teachers' full attention needs to be directed to the safety and well-being of ALL students. Should you need to speak with your child's teacher, **PLEASE make an appointment.**

Bus transportation, for New Bedford residents, is available if you reside within the transportation parameters. Please be reminded that it **is a privilege.** Parents/guardian must contact the office for bus services. Students are expected to conduct themselves in a manner that does not endanger the safety or welfare of other students or the driver. Students who do not abide by the rules of the bus driver and/or bus company may be permanently dismissed from use of this transportation. Students who do not co-operate while waiting for the bus will be sent to the office to call for a ride home.

Students staying for extra help will be dismissed at 3:00 p.m. and brought down to the Extended Care door (Chestnut Street) to meet their rides.

A phone call will be made to the parent/guardian for any students who are not picked up by 3:00 p.m. If you need to use Extended Care, **you MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up. Pre-payment MUST be made online through FACTS.** No drop offs will be allowed. The Extended Care door is on Chestnut Street (lower level)

Once students are dismissed at the end of the day, they may not return into the building.

FOR THE SAFETY OF OUR STUDENTS, IT IS IMPERATIVE THAT ALL PARENTS ADHERE TO THESE RULES.

DRESS CODE

We take pride in the appearance of our students. Proper dress reflects and affects the quality of school conduct and school work. Students should be dressed in a manner that indicates cleanliness and Christian modesty. Students are expected to be in complete uniform at all times. School uniform items are to bear school logos as required. The school uniform is to be worn in a respectful manner with a sense of pride and dignity at all times on school and church property, and at designated school events.

Each student attending Holy Family Holy Name School in grades K-8 will be attired in the complete and school uniform as described in this Student Handbook. All staff members are expected to enforce the uniform code. No deviations in the uniform will be allowed, except in specific situations as approved by the school administration.

All prescribed articles of clothing must be worn all day or the student will be considered to be “out of uniform.” It is a parental responsibility to work with the staff of Holy Family Holy Name School to ensure that the child is in the proper uniform each day. The parent must notify the school, in writing, each time the child is not in complete uniform. The reason for non-compliance and when non-compliance will be corrected must be given in the notification. In the absence of this notification, the parents/guardian will be informed of the uniform infraction immediately, giving them the opportunity to remedy the situation by bringing the proper uniform item(s) to school. Repeated non-compliance to the established uniform code may result in an appropriate consequence. Whenever necessary, the appropriateness, cleanliness, and neatness of student attire and accessories will be determined at the sole discretion of school administration.

Occasionally, the administration may call for special dress days or make exceptions to the following required uniforms, in which students/parents/guardian will be notified in advance.

It is important to note the following uniform combinations have been simplified to assist with standardization of uniform policy. Students should wear uniform items that are seasonally appropriate. A seasonal uniform change announcement will be made on November 1st and May 1st noting the change for the wearing of khaki long pants (November) or khaki tan shorts (May).

August through October 31st and May 1st through June
Grade Kindergarten to Grade 8 may wear khaki tan shorts instead of khaki long pants.

Kindergarten to Grade 6		
<p style="text-align: center;">Boys</p> <ul style="list-style-type: none"> • Navy blue HFHN embroidered logo shirt (must be tucked in) • Khaki pants (Donnelly's style) • Donnelly's navy crew neck sweater with logo • Plain white, gray, or navy crew; no sport socks • Dress shoes *see footwear policy • Solid black/brown belt (Gr. 1- 6 only) 	<p style="text-align: center;">Girls</p> <ul style="list-style-type: none"> • HFHN uniform plaid jumper • Modesty shorts should be worn under jumpers at all times • White, round "Peter Pan" collared blouse • Navy cardigan sweater • Plain gray or navy crew or knee socks or tights (no designs) • Dress shoes *see policy <p style="text-align: center;">~or~</p> <ul style="list-style-type: none"> • Navy blue HFHN embroidered logo shirt (must be tucked in) • Khaki pants (Donnelly's style) • Plain gray or navy crew or knee socks; no sport socks • Dress shoes *see policy • Solid black/brown belt • Navy cardigan sweater 	<p style="text-align: center;">Boys and Girls</p> <p style="text-align: center;">Gym</p> <ul style="list-style-type: none"> • HFHN t-shirt gray with logo from Donnelly's • HFHN navy blue KNEE length shorts or sweatpants (from Donnelly's) or solid navy blue KNEE length shorts or navy blue sweatpants • Plain gray or navy crew or knee socks; no sport socks • HFHN navy crew neck sweatshirt with logo from Donnelly's or Plain Navy blue crew neck sweatshirt no logos of any kind • Tied sneakers; may not light up <p style="text-align: center;">Spirit Wear</p> <ul style="list-style-type: none"> • Gym uniform *see above* <p style="text-align: center;">~or~</p> <ul style="list-style-type: none"> • Blue jeans or solid navy blue sweatpants or solid navy blue KNEE length shorts • NO leggings/jeggings/yoga pants, no ripped jeans • Plain gray or navy crew or knee socks; no sport socks • Tied sneakers; may not light up

Grade 7 and Grade 8

Boys	Girls	Boys and Girls
<ul style="list-style-type: none"> • Blue button-down Oxford shirt (must be tucked in) • Navy blue HFHN embroidered sweater • Navy blue tie (to be worn at all times to appropriate length); or bow tie (must be purchased from Donnelly's) • Khaki pants (Donnelly's style) • Plain Gray or navy crew socks; no sport socks • Dress shoes *see footwear policy • Solid black/brown belt 	<ul style="list-style-type: none"> • $\frac{3}{4}$ sleeve blue (with logo) fitted blouse (must be purchased from Donnelly's); can be worn with Navy blue HFHN V neck cardigan w/logo from Donnelly's (no vest with this blouse)*see attached picture • HFHN uniform plaid KNEE length skirt. <i>*Modesty shorts should be worn under skirts at all times*</i> • Plain gray or navy tights (no designs) • Dress shoes *see footwear policy <li align="center">~or~ • $\frac{3}{4}$ sleeve blue (with logo) fitted blouse (must be purchased from Donnelly's); can be worn with Navy blue HFHN V neck cardigan w/logo from Donnelly's (no vest with this blouse)*see attached picture • Khaki pants (Donnelly's only) • Plain gray or navy crew or knee socks; no sport socks • Dress shoes *see shoe policy • Solid black/ brown belt 	<ul style="list-style-type: none"> <li align="center">Gym • HFHN t-shirt gray with logo from Donnelly's • HFHN solid navy blue sweatpants with logo from Donnelly's or solid navy blue sweatpants (no stripes or logos) (Plain gray or navy crew or knee socks; no sport socks) • Tied sneakers; may not light up <li align="center">Spirit Wear • Gym uniform * see above* <li align="center">~or~ • Blue jeans or solid navy blue sweatpants • NO leggings/jeggings/yoga pants, no ripped jeans • Plain gray or navy crew or knee socks; no sport socks • Tied sneakers; may not light up

Regular warm weather uniform (Shirt is gray)



Grade 7-8 three quarter sleeve blouse
(only light blue)



Grade 7 & 8 Girls
alternate uniform



Grade 7 & 8 alternate ties
and striped bow tie



For All Students:

Footwear:

Solid black, brown or tan dress shoes with rubber soles. Shoes must be traditional low heel less than 1" in height, low cut, below ankle. *Additional option for girls:* Brown, tan, black or navy, single color, leather strap or tie shoe with safety non-skid soles or traditional black and white saddle shoes. Sperry shoes are acceptable (solid brown; no designs or colors).

For safety reasons: No ballet flats, No sling backs, No skimmers, No moccasins, No canvas shoes, No heelies, No open toed shoes, No flip flop or jelly type shoes are permitted. This includes on spirit and/or non-uniform days.

Shoes with laces are to be properly tied at all times and must fit properly; should not "flop off" as the student is walking or using the stairs.

- Winter/rain boots may be worn to school and changed before entering the classroom.
- Shoes/sneakers may not light up.
- Shoes and sneakers may not have platforms or built up heels.
- Traction or rugged soles are permissible as long as the soles are not built up.
- Sneakers may be worn only for PE or scheduled non-uniform day.

Hair Styles

The administration reserves the right to take appropriate action whenever it deems a hairstyle to be distracting from the learning environment. The student may be excluded from class and the student's parents/guardian will be notified. If not corrected within three days, the student may be suspended until natural hair color/appropriate style is restored.

An unusual/extreme hairstyle is considered to be, but not limited to:

Mohawks, faux- hawks, shaved lines/designs, braids on males, unusual/unnatural colors, hair that covers the eyes, excessively long hair (touching the shirt collar or longer), shaved heads, spikes, sculpting with gel, or pony tails on males.

For safety reasons, beads may not be worn with any hairstyle.

If highlighting or color is used, only 1 level lighter than natural color is acceptable.

Girls: Hairstyles must be combed and neat, and ribbons and barrettes should be simple.

- **No hair color (red, blue, purple, pink, green etc...)**

Boys: Hairstyle must be traditional, combed haircuts. No braiding, shaved or carvings, etc.

- Hair must be trimmed around ears and may not extend below natural hairline along sides of the head and at nape of neck.
- **No hair color (red, blue, purple, green etc...)**
- No facial hair (beards, goatees, mustaches, etc)

- May not wear earring or earrings.

Jewelry/Make-Up

A minimum of jewelry is allowed and no expensive jewelry should be worn at school. School administration may request the removal of any jewelry deemed excessive.

- One small appropriate necklace, bracelet, watch, or ring may be worn.
- Girls may have no more than two pairs of stud earrings in pierced ears (ear lobes only).
- No large hoops or dangle earrings (due to safety issues); no ear cuffs.
- Small earrings may be worn on pierced ears no larger than the size of a quarter.
- Girls may wear one color (please consider neutral subdued shades) nail polish.
- Makeup, glitter, or false eyelashes may NOT be worn.

General Appearance

It is expected that uniforms will fit the students properly. Uniform pants that are "baggy" or have the waist of the pants worn down at the hips will not be tolerated. Students will also wear a plain black or brown belt in a size appropriate to their waist. Boys' uniform shirts must be neatly tucked in with belt showing at all times. Other departures from policy that will not be tolerated are: temporary or permanent body tattoos, drawing on the skin with ballpoint pens or markers, stick-on body jewelry, body glitter, etc. Girls will wear their skirts in a modest fashion; never more than two inches above the knee while standing.

- NO OVERSIZED CLOTHING – shirts, pants, sweaters, and sweatshirts must be traditional fit.
- NO FORM-FITTING CLOTHING - tops or bottoms! No skinny jeans, pants, leggings, jeggings, yoga pants.
- NO COLORS OTHER THAN THOSE SPECIFIED are permissible.
- **NO HOODED sweatshirts (including HFHN) are allowed in classrooms.**
- **Hooded sweatshirts are outerwear only**
- NO body piercing (lip, nose, eyebrow, or tongue)
- Due to potential allergic reaction, cologne, perfume, hair products, etc. are to be used in moderation. These products may not be brought to school. Aerosol deodorant may not be brought to school as well.

On non-uniform days (**dress down days**), the students are expected to be dressed neatly and appropriately. Short skirts, torn jeans, shorts above mid-thigh, tank tops, and shirts with unacceptable pictures or inappropriate writing are not acceptable. Socks and appropriate footwear (**no flip flops, jelly shoes, ballet type, or sandals**) must be worn. Blouses must cover the mid-section of the torso.

Pre-School:

- Clothing should be neat, easy for preschoolers to wear, and allow for free movement.
- Layering works well as it is sometimes very warm in the classroom.
- Preschoolers may wear sneakers.

- Please provide proper clothing for each season. During the winter months your child must have a warm coat, hat, mittens and boots in order to take part in outside play.
- Students must have an extra set of clothes at school in case of restroom accidents.

EMERGENCY DRILLS

We will periodically hold drills to ensure that our students are properly instructed as to the procedures to use in case of an emergency. Examples include fire, threat, lockdown, and inclement weather (hurricane or tornado). Additionally, the local emergency responders (New Bedford Fire Department) may be involved several times a year. During any drill, children are to follow the directions provided such as exiting in a quiet, orderly fashion. Children are to follow their teacher through their assigned exit and line up outside the building in the assigned area. If the children are in the cafeteria during a fire drill, they are to exit through the nearest door and line up outside the building. In the event of an emergency evacuation, all faculty and students will exit the school building in a quiet orderly fashion and will report to designated assembly areas.

Should the evacuation cause an extended retention of students at the assembly area, no student will be released from the area until: - the regular dismissal time for that school day, or - the principal has announced an early dismissal and parents/guardian have been contacted, or - the parent/guardian of the student signs the student out of the assembly area.

Holy Family Holy Name will conduct these important safety drills periodically throughout the school year. While it is understood that conducting these drills may elevate some anxious responses in students and adults, the conduct of the drills remain as an important protocol in preparing everyone to maintain a safe school environment. Every effort will be made to prepare students and staff with these planned drills. Likewise, if a drill is in progress, entry into the school will be prevented and you may be required to wait until the drill has concluded. Anyone visiting the school during a drill will be required to follow the directions of school staff and/or administration. You may not be allowed to enter or leave the building until the drill is complete and/or it is safe to do so.

In the event an unplanned drill is initiated parents/guardian are reminded that notifications will be made as soon as it is safe to do so. Please follow the instructions provided by any notification received from the school and/or local emergency agency.

EXPULSION AND SUSPENSION

Expulsion, the permanent termination of a student's enrollment, is a most serious matter, and should be invoked only as a last resort. A student may be removed from class and expelled if he or she is involved in a serious offense or has established a pattern of unacceptable behavior. Students on academic or behavioral probation may be asked to leave if the issues which prompted probation are not addressed. Expulsion is determined by the Principal, after consultation with the Superintendent and the Pastor. Prior to expulsion, the student and his/her parents/guardian must be granted a hearing by the Principal. If expulsion is determined, the Principal shall notify the parents/guardian of the reasons in writing, and shall file a copy of this notification with the Superintendent. In judging the

justification for expulsion, the Superintendent will consider the extent of the school's previous efforts to remedy the problem and will look for, but is not limited to, such reasons as:

- Possession of a weapon
- Selling or possession of illegal drugs, alcohol, tobacco, controlled substances
- Chronic refusal to obey rules and regulations
- Chronic, willful absence or tardiness
- Immoral conduct
- Bullying
- Behavior consistently disruptive of another student's schooling

Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the Principal. Parents/guardian are notified and will meet with the Principal. In-school suspension will be held in school in a supervised area with dismissal at a time to be arranged with the parent. A student may also be suspended Out of School for persistent failure to correct behavior patterns or for serious infractions. Suspensions may last multiple days. A suspended student WILL NOT be allowed to return to school until a Parent-Administration conference is held. A student may not participate in extracurricular activities, directly or indirectly, while on suspension.

EXTENDED CARE PROGRAM

The Extended Care program will encourage your child to converse with their friends, explore their talents, exercise motor skills, and offer the opportunity to begin daily homework. This program is being offered as a necessary service to the parents/guardian of Holy Family Holy Name School. The current charge for Extended Care is \$6.00 per hour per child. The program hours are offered in the morning from 6:30 a.m. to 7:30 a.m. and in the afternoon from 2:30 p.m. to 5:30 p.m.

Students using Extended Care in the morning, (from 6:30 a.m. to 7:30 a.m.), must enter through the Chestnut St. entrance (lower level). All Extended Care students will be dismissed from the Chestnut St. entrance after 2:30 p.m. As a reminder, a photo I.D. is needed when picking up a child from Extended Care

If your child needs morning care, (arriving before 7:30 a.m.), you MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up. Pre-payment MUST be made online through FACTS. No drop offs will be allowed. The entrance to Extended Care is on Chestnut Street (lower level).

If your child needs afternoon care, (remaining at school after 2:30 p.m.), you MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up. Pre-payment MUST be made online through FACTS. No drop offs will be allowed. The Extended Care door is on Chestnut Street (lower level)

On early dismissal days, Extended Care charges will begin when early dismissal is scheduled to occur. Charges are applied on an hourly basis. **You MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up. Pre-payment**

MUST be made online through FACTS. No drop offs will be allowed. The Extended Care door is on Chestnut Street (lower level).

Please remember that anyone not picked up by 5:30 p.m. will be charged \$7.00 per student for the first fifteen minutes and then \$7.00 for every additional five minutes that you are late.

Invoices will be sent home on a weekly basis through FACTS. **Payments MUST be made online through FACTS.** The administration of Holy Family Holy Name School reserves the right to deny Extended Care services to anyone carrying an outstanding Extended Care balance exceeding 30 days.

Extended Care WILL NOT be available on designated NO SCHOOL days and on other days noted on the school calendar.

**NO STUDENTS WILL BE IN THE HALLS, ENTRANCES, OR SCHOOL YARD UNATTENDED.
YOUR CHILD'S SAFETY IS IMPORTANT TO US!**

FACE (FOUNDATION TO ADVANCE CATHOLIC EDUCATION)

Financial aid (FACE Fund) is available through the generosity of the Diocese of Fall River to families who apply and show financial need. This financial aid will be credited to a family's tuition account only when all outstanding financial obligations from the previous year are met.

FACTS LEARNING MANAGEMENT SYSTEM

FACTS is a valuable resource that provides parents with an opportunity to monitor student academic progress. We encourage you to check the system frequently throughout the upcoming school year. In addition, this system is used to manage *Parent Alert Notifications* in the event of severe weather or an emergency.

If necessary, please update your Parent Alert contact information in FACTS. If you are a current family and need access to your username and password please contact the Main Office.

Listed below is some general information that you will need to know about the system:

- Teachers in Grades 3-8 will post major assessments (tests, quizzes, major projects) at least one week prior to the assessment being given. At times, it may be necessary to revise a test date to give additional time for students to learn the material.
- Teachers will post grades within one week for quizzes, tests, and homework.
- All teachers will use the system to post final trimester grades.

If you have any questions or concerns regarding your child's progress, please contact his/her teacher.

FIELD TRIPS

Field trips are arranged by the teacher with the permission of the principal. Appropriate adult supervision will be provided by faculty members, parents, or a combination of both. Parents/guardians may act as chaperones if they have a current CORI form on file. Please check with the Main Office for help in getting CORI'd. Adults act as a representative of the school, so please follow the guidance provided by the teacher. Diocesan permission slips with information pertaining to the field trips will be given to parents in advance. Please follow the timeline provided when returning permission slips and fees. To participate in field trips, students must have a signed permission slip. **Permission given over the phone will NOT be accepted. Field trips are privileges and student participation may be disallowed if the student does not meet academic and behavioral standards.**

Chaperones are welcomed and will be invited as needed. In order to participate as a chaperone, you must have completed a CORI check and the on-line training.

FINANCIAL INFORMATION

Tuition is determined each year based upon the per pupil cost of maintaining the school. Tuition is payable to the school in one of two ways: (1) payment in full made through FACTS Tuition Management by August 1st, or (2) monthly payments through FACTS Tuition Management over a period of 10 or 12 months starting in June. You may choose automatic payments from either a checking or statement savings account. There is a \$50 annual fee payable to FACTS Tuition Management for the use of the monthly payment option. All tuition payments are non-refundable.

There is a \$30 charge for returned checks. Cash, bank check or money order payment is immediately required for all returned checks and must be remitted to the school business office upon notification. Returned checks CANNOT be re-deposited. Personal checks will NOT be accepted from families after the second returned check.

All payments made to school must be made by check for receipt and security purposes. Checks are to be made out to Holy Family Holy Name School, and must be remitted in a sealed envelope with family name, grade, amount enclosed and purpose of payment. Checks for amounts over \$1,000 must be made by money order or bank check.

Tuition must be paid in full for the current school year before the close of the school year.

HEALTH RECORDS

In accordance with Massachusetts Department of Public Health regulations, the following is required of school children:

1. Immunizations, lead levels, and physical: all students entering Pre-school or Kindergarten.
2. Vision and hearing: all children in grades K through 8; referrals when necessary.
3. Scoliosis testing: all children in grades 5 – 8, unless excused by family physician. We must receive a written report from the doctor that the screening has been completed.

- 4. Tetanus - Grade 7
- 5. Meningococcal

HOMEWORK

Homework is a valuable part of the learning process as it assists the student in his/her preparation for opportunities to demonstrate proficiency and to identify areas where more concentrated effort is needed. Homework may be assigned as reinforcement for material already introduced in the classroom, as completion of work started in the classroom, to enhance research and/or thinking skills, or to allow a student to express creativity in the subject matter assigned.

Homework must be done on time in order for it to be of the greatest value. Parents/guardian are encouraged to assist students to become responsible for their own homework by providing sufficient study time and space to enhance concentration on the work at hand.

Homework is due at the beginning of the class unless the teacher specifies that it will be completed in class. Generally, students who do not do homework do poorly on testing assessments. **Teachers are not required to accept, grade, or credit late homework. Students who are absent may make up missed homework. In all cases, students will be allowed a minimum of two days for each day missed to turn in late work due to an excused absence.**

Homework alerts/emails will be sent to parents/guardian to notify them of any missed assignments.

The recommended times for homework are as follows:

- Grades 1 and 2= 10 - 20 minutes
- Grades 3 and 4= 15 - 45 minutes
- Grades 5 and 6= 45 - 60 minutes
- Grades 7 and 8= 60 - 90 minutes

Kindergarten= sent on Monday; due on Friday

Preschool= assigned homework is optional, but highly encouraged.

EXTRA HELP FOR STUDENTS - Extra help is available to all students who desire it, provided the students have applied themselves in class and have shown effort. Every teacher is available after school, Monday through Thursday, until 3:00 p.m.

HONOR ROLL

At the end of a trimester, an honor roll will be issued based on the following guidelines for Grades 3-8 for Language Arts, Math, Social Studies, Science, and Religion:

- | | |
|-------------|-------------|
| All A's | High Honors |
| A's and B's | Honors |
| B's one C | Merit |

A's and B's I Tried ("ABBIT") Scholar Distinction- will include the criteria in the major subject areas of Language Arts, Math, Social Studies, and Science while achieving excellence (grades of A's and B's).

LOST AND FOUND

Lost articles are located in the Lost and Found bin near the North Street door. Students or parents can check in here for any lost item(s). Please claim any lost items in a timely manner, as unclaimed items will be donated to a selected charity periodically. Please clearly label all clothing and supplies with the student's name.

MEDICAL RULES

A nurse will check hearing, eyesight, weight, etc. and perform dental screenings in accordance with state law. If a student is ill and sent to the nurse/principal and it is deemed necessary to send the student home, a phone call by the nurse, principal or secretary to the parent will be made. The parent/guardian/caretaker is to report to the office to sign the child out and is responsible for taking the student home.

Please keep your child home from school if your child:

- has a contagious illness such as strep throat, flu, chicken pox, SARS/COVID
- has had a fever of 100° or higher within the past 24 hours or is vomiting or has diarrhea
- has red/pink eyes, or has drainage from the eyes
- has head lice which has not been treated
- has skin rashes, irritations or blisters that have not been cleared by a doctor

Please note that this list is a guideline. The school nurse/administration reserves the right to dismiss students deemed too ill to be in school.

In order to be excused from P.E. over an extended period, a student must have the written permission of a licensed medical professional. In order to be excused from P.E. on a single occasion, a parental note stating a specific reason for the exclusion must be provided.

Policy on Administration of Over-the-Counter Medication in School

(in accordance with policy issued by Board of Registration in Nursing)

- A. Students requiring any medication, including cough drops, during school hours must provide the nurse's office with medication.
- B. For administration of any over the counter medication, written parental consent must be obtained for each student and kept along with medication order sheet, completed and signed by a physician.
- C. Student's health record, including current medications and any known allergies, must be on file in the health office prior to administration of any medication.
- D. A record documenting name of student, date, time, dose and reason for administration of medication will be kept on file in the office.

E. If written consent is not on file for a student, the parent must come to school to administer the medication.

Policy on Administration of Prescription Medication in School:

The purpose of this policy is to ensure that students requiring prescription medication during school hours will be able to attend school, to provide minimum standards for safe and proper administration and storage of such medication, and to assure proper documentation of administration of prescription medication.

- ALL MEDICATIONS, PRESCRIPTION AS WELL AS OVER-THE-COUNTER CANNOT BE ADMINISTERED BY THE SCHOOL NURSE WITHOUT THE APPROPRIATE FORMS SIGNED BY BOTH PARENT/GUARDIAN AND PHYSICIAN.
- ALL MEDICATIONS MUST BE PROVIDED BY THE PARENT/GUARDIAN AND IT IS ABSOLUTELY IMPERATIVE THAT ALL MEDICATIONS BE BROUGHT TO THE OFFICE BY THE PARENT.
- MEDICATIONS ARE NOT TO BE BROUGHT TO SCHOOL BY THE STUDENT. IF THE SCHOOL NURSE IS NOT AVAILABLE, EITHER A PARENT OR FAMILY MEMBER, WHO IS DESIGNATED IN WRITING, MUST COME TO SCHOOL TO ADMINISTER MEDICATIONS.
 - For any prescription medication, i.e., inhalers, pain medications or emergency medication:
 1. The pharmacy -labeled container must be brought to the office by the parent for verification and recording prior to taking such medication.
 2. There is written authorization from the student's parent/guardian that the student may self-medicate, and information is provided as to the nature of the illness.
 3. The student will report to the office to take the necessary medication at the prescribed time.
 4. The student will not be permitted to keep the medication in his/her possession.
 5. A record will be kept in the office with the student's name, nature of illness, medication name, dose, frequency, and time to be taken. This record will include verification that the medication has been self-administered at the prescribed time. Also, the parent/guardian will be notified of any failure to take, or any side - effects of the medication.
 6. Whenever possible, a back-up supply of the medication will be kept in the office, and will be stored properly.
 7. Physician's Orders must be submitted with parental permission form.

CONCUSSION PROTOCOL

The Concussion Management Team (CMT)

School Nurse – Symptom Monitor
School Administration -- Planning Facilitator
Classroom Teacher – Academic Monitor

Sequence for Notification and Monitoring Symptoms

- Parents notify HFHN School Nurse that their child has a concussion.
- School Nurse shares the HFHN Concussion Protocol with the family.
- Family provides a doctor's plan for school as soon as possible.

- Nurse will share the doctor's plan with the administration.

Family Responsibility

The responsibility of providing this information rests with the parents/guardians along with family health care providers and subsequently with the school administration. Any medication must be provided to the school adhering to the Holy Family Holy Name School medication policy. Parents must provide medication in the original bottle directly to the main office. Students may not bring medication to school.

Responsibility rests with parents to inform the nurse of medical updates and changes. Parents and their health care providers are responsible to educate children on signs and symptoms associated with this medical condition. Children should notify an adult as symptoms present themselves so accommodations can be made.

Faculty Responsibility

The HFHN Nurse is a vital part of this protocol. It is imperative that the School Nurse is in possession of the necessary skills, training and sensitivity to assist the school administration in implementing this protocol. All teachers of this student will receive a plan for accommodations. Accommodations will be implemented as written.

Concussion orders less than two weeks in duration:

- Students will make up pertinent, missed assignments, tests and/or quizzes as determined by the classroom teachers.
- If work is not made up by a specific date, grades will be entered as Incomplete (INC).

Concussion orders beyond two weeks in duration:

- All grades will be entered as excused for the duration of the order.
- Necessary work will be made up as directed by the CMT based on symptoms.
- Make up work will be evaluated and not graded. It is made up to maintain academic progress and demonstrate adequate knowledge of skills/content missed.
- Grades obtained before the implementation of the academic support plan will be averaged and entered on the report card and are a sufficient basis for a grade.

Concussion orders beyond four weeks in duration:

- All grades will be entered as excused for the duration of the order.
- Necessary work will be made up as directed by the academic support plan.
- No make-up work will be graded. It is only made up to maintain academic progress and demonstrate adequate knowledge of skills/content missed.
- Grades on the report card will reflect a medical excuse (MDEX) for that rating period.

Teacher(s) and administration will coordinate the development of a plan detailing the essential assignments to be completed. The plan will be developed in collaboration with parents and the classroom teachers. **Each case will be different. It is imperative that the plan provides the necessary time and appropriate workload so that the child's brain can heal in a supportive environment.**

FOOD ALLERGY PROTOCOL:

Sequence for Notification

1. Parents notify Holy Family Holy Name School that their child has a food allergy.
2. Holy Family Holy Name School Food Allergy Protocol is shared with family.
3. Prior to the student beginning school, the family must provide a care plan to the school. This plan must be completed and signed by a PCP or other licensed health care professional.
4. The school nurse will notify all teachers who will be working with these students throughout the school year.
5. Parent meets with the teacher(s) as requested.

Family Responsibility

Prior to a student's first day of school at Holy Family Holy Name School, the individual needs of that student must be given to every teacher they encounter, including specials and cafeteria staff. The responsibility of providing this information rests originally with the parents/guardians along with family health care providers and subsequently with the school administration.

Any medication, including Epi-Pens, must be provided to the school adhering to the Holy Family Holy Name School Medication Policy. Parents must provide medication, in the original bottle, directly to the main office. Students may not bring medication to school.

Menus for school lunches are emailed each month to our families. Responsibility rests with parents/guardians to provide a lunch that reflects the unique needs of their child. Parents/guardians may also contact Mrs. Cabral (508-993-3547) for help with allergy free lunches.

Parents and their health care providers are responsible to educate children on signs and symptoms associated with this medical condition. In addition, parents are encouraged to educate their child on a personal food protocol.

Children should notify an adult if they suspect they have been exposed to an allergen or are experiencing symptoms that suggest they might have been exposed.

Faculty/Staff/Volunteer Responsibility

All faculty and staff should be trained in the management of food allergies. This would include an understanding of the disease, proper steps to be taken should a student be suspected of being exposed to an allergen, and proper steps to be taken in case of a life-threatening emergency, including the proper use of an Epi-Pen.

The Holy Family Holy Name School nurse is a vital part of this protocol. It is imperative that the school nurse is in possession of the necessary skills, training, and sensitivity to assist the school administration in implementing this protocol.

Lunchroom volunteers will receive information about this protocol. Volunteers need to have an understanding of the proper steps to take should a student be suspected of being exposed to an allergen.

Procedures when exposure to an allergen is suspected are:

1. School nurse is notified
2. If possible, student is escorted to the Nurse's Office/Main Office
3. School nurse will follow care plan and other necessary steps to ensure the health and safety of the student
4. School nurse notifies family

NOTICE OF NON-DISCRIMINATORY POLICY

"The non-public schools of the Diocese of Fall River 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 their educational policies, scholarship and loan programs, and athletic and all other school-administered programs."

PARENT-TEACHER COMMUNICATION

Our goal is to have an open line of communication between parents and teachers and to provide the best experience for your child. We value communication and welcome parents to call the school office and leave a message for the teacher and/or email the teacher. We will return your call and/or email within 24 hours. Administration may be available by appointment during the school day from 9:00 a.m. until 2:00 p.m. Teachers may be available by appointment from 7:30-8:00 a.m. or from 2:30-3:00 p.m.

A successful learning environment requires a three-way division of responsibilities among the student, teacher, and parent/guardian. When circumstances occur, whether academic or behavioral in nature, in which it is necessary for a parent to discuss a student's progress with the teacher(s), the parents/guardian and teacher(s) should first determine whether or not the student should be present for all or part of the conference. The administration is available for these conferences at the request of either party.

All parties to a conference should feel free to halt the proceedings if common courtesy and professional respect are not being demonstrated, or if the conference is being directed in a personal vein against any party instead of looking for resolutions to the student's situation.

Parents/guardian and teachers are cautioned not to engage in spontaneous, unscheduled conferences since mistaken impressions may be conveyed due to a lack of detailed information or haste on the part of either party.

NOTE: With departmental grades (grades with numerous teachers), it is recommended that all the student's teachers be involved in any summative conferences to give a more complete overview of the student's performance.

Parents/guardian are encouraged to contact the teacher if a problem arises. Conferences may be scheduled after 2:30 p.m. Please allow the teacher sufficient time to resolve the situation. If you are not satisfied with the resolution, then you should contact the principal. If the issue remains unresolved, the next step would be to contact the pastor.

PARENTS/GUARDIAN/VISITORS

Anyone visiting the school (including parents/guardian) **MUST** report to the office and state the purpose of the visit. Visitors and parents/guardian may not proceed beyond the office without prior permission from the main office or administration. There will be a sign-in book at the office for all entering the building. For safety purposes, all visitors are required to sign in and sign out at the office and must wear a visitor's pass while on school grounds.

All items brought for students must be delivered to the main office. Parents/guardian are not permitted to proceed directly to the classrooms at any time.

Parents/guardian are encouraged and welcomed to visit a classroom only after stating the purpose of the visit and receiving approval from school administration. It is recommended that classroom visits be scheduled beforehand after consultation with the teacher and/or administration. If a conference is needed, parents/guardian are asked to schedule in advance since teachers may not visit with adults if students are in the classroom. School-age children not enrolled in school are not normally permitted to visit classrooms. Exceptions must be cleared with Administration.

VOLUNTEER POLICY AND PROTOCOL

In June 2002, the Bishops of the United States adopted The Charter for the Protection of Children and Young People which is a comprehensive set of procedures, established by the USCCB, for addressing allegations of sexual abuse of minors by Catholic clergy. The charter also includes guidelines for reconciliation, healing, accountability, and prevention of future acts of abuse. The principal purpose of the charter is to provide the maximum protection for children. To implement the Charter, the Diocese of Fall River has taken a number of steps, one of which is a policy in regard to volunteers.

CORI REQUIREMENTS

ALL volunteers (age 18 and older) who come in contact with children, regardless of the number of hours, are MANDATED to:

- 1) Complete a CORI Acknowledgement Form and present a valid driver's license or valid government photo ID to verify their identification. A clear copy of the photo ID must be attached to the form after it is verified and signed by an administrator. If the volunteer lives or lived outside of Massachusetts, the applicant must be CORI'ed in the respective state(s).

2) Complete a safe environment training session. It is available online at <https://fallriver.cmgconnect.org/>. The volunteer must register as an individual (no group viewings are available) and complete the online Safe Environment Training.

The training is as follows:

- a) Complete all segments of Safe Haven Videos and questions;
- b) Mandatory Reporting Guide and acknowledgement;
- c) Code of Conduct;
- d) Answer acknowledgement of the responsibilities of the Code of Conduct;
- e) Individual Mandated Reporter Training;
- f) Have fingerprints on file.

After completion of the online training, the volunteer must download and printout the training certificates which will display their name and date of training. Please note that the name on the certificate must be consistent with the photo ID of the volunteer. All CORI completed documents must be turned in to the school's main office.

Any parents/guardian planning to have involvement within our school, including field trips, must submit to a CORI and training. Volunteers must submit to a CORI check each year.

PARTIES/STUDENT GIFTS

Class parties may be held each year in grades preschool through grade 8. Birthday parties are not allowed during class time. Balloons, flowers, and all other types of student gifts disrupt the class environment and are not allowed in classrooms during the school day. In order to avoid hurt feelings, party invitations may be sent to school and distributed to your child's classmates only if every child is invited. For another option: a parent may choose to invite only girls or only boys in their child's class. Parents/guardian are reminded that by law, they are responsible for any minor attending a party at their home. Teachers are not allowed to chaperone non-school sponsored student parties.

PERSONNEL

The staff at Holy Family Holy Name School is comprised of qualified and Diocesan approved lay teachers, religious and a trained/qualified support staff. A variety of additional programs are offered to our students throughout the year by qualified instructors from the local community under the supervision of administration. The S.E.A.L. Foundation offers remedial reading, provides services to eligible students in Kindergarten – Grade 8. A registered nurse is on-site to meet the health care standards required under State Law.

PHOTO RELEASE

Throughout the school year photographs of special events, project, classes, and plays to be used for publication in newspapers, brochures, etc. may occur, and sometimes names may be required.

Parents/guardian must sign and return a photo release stating whether their child's photo and name may or may not be used.

Individual student photographs are taken in September or October. Purchase of these is voluntary. Students have the option of wearing their regular uniform or dress clothes.

PLAGIARISM/ACADEMIC CODE OF INTEGRITY

Holy Family Holy Name School promotes academic integrity by encouraging everyone in the school community to demonstrate high standards of personal honesty in academic work, interpersonal relationships, and all school activities. By promoting academic integrity, the school lays a foundation where students do not demean their character, damage their credibility, or jeopardize their future.

Any form of dishonesty, plagiarism, or cheating violates the expectation of academic integrity at Holy Family Holy Name School and will result in a student receiving a zero (0) if it is determined that a violation of the academic code of integrity occurred. Repeated violations may also result in additional consequences following school administration review of the reported infraction.

PROHIBITED ITEMS

Personal items brought to school for educational purposes should be by request of a teacher. Students are not to bring or to use on school premises such things as: radios, tape players or recorders, cameras, CD, DVD, fidgets (unless approved by the administration), cigarette lighters, JULE/Vape devices, matches, laser pointers, video games or devices, skate boards, inline skates, Heelies, or other items determined by school officials as distracting to the learning process. This list provides examples of items that are prohibited and is not all-inclusive. The possession, furnishing, trading, or selling of unauthorized items and materials on school property, on the bus, or at school-related activities is prohibited. Any items displaying immoral or unchristian words, characters, or logos (as determined by the administration) will not be allowed on school property or at any activity sponsored by HFHN. Any student not in full compliance with this policy may be excluded from class until the parent/guardian of that student has come to school to pick up the item in question. Parents/guardian are reminded not to allow their child to test the rules. Your cooperation with school rules will assist your child to have respect for themselves, you, and school personnel.

PROMOTION AND RETENTION

If a student is performing unsuccessfully at his/her present grade level it may prove beneficial for him/her to repeat the grade. Retention provides students with the time to grow socially and intellectually, enabling them to succeed in following grades. Parents/guardian of students having academic difficulty should arrange for a parent / teacher conference when necessary and at least at mid-year. Parents/guardian of students in danger of retention will be officially notified and a parent/ teacher conference will be required at that time.

Students in grades 3-8 with a final average of a 69 or below in Language Arts-Reading and/or Math will result in summer school attendance. Students in grades 3-8 with a final average of a 65 or below in two or more subjects will result in retention consideration.

Students in grades K-2 receiving a “U-Unsatisfactory” in the subject areas of Language Arts-Reading and/or Math may be considered for summer school if offered. If the summer school session is not successfully completed at any grade level, retention consideration will be required.

There are no social promotions at Holy Family Holy Name School. Students are promoted to the next grade level based on their academic achievement and teacher recommendation. Students with extenuating circumstances will be considered for placement in the next grade level on a case by case basis. A determination of promotion to or placement in the next grade level will be made by the principal based upon a review of the student’s academic standing and/or student’s ability to handle the coursework for the grade level under consideration.

Note:

Eighth grade students who fail one or two subjects their eighth grade year will be permitted to participate in the graduation proceedings of his/her class but will not receive a diploma until the deficiencies are remedied through summer school. Failure of more than two subjects in the eighth grade year may forfeit the student’s presence at the graduation proceedings

REPORT CARDS AND PROGRESS REPORTS

Report Cards are issued to students in Pre-K through Grade 8. In Grades 1 through 8, these reports are sent home in December, March, and June. The purpose of a report card is to guide the student’s progress. Although, the lowest passing grade in any academic subject is a 65 the expectation for all students is to always achieve at the highest level possible. All work with a grade of 64 or below is required to be signed by a parent or guardian and returned the next school day. A student whose yearly average is an average of a 64 or below may be considered for non-promotion/retention. We encourage communication between parents/guardian and teachers. For this reason, we require one parent-teacher conference which will be held in the fall/early winter.

The parent's signature on progress reports/report cards means only the progress report or report card has been seen, not necessarily that the parent approves of it. If necessary further parent/teacher conferences can be arranged by the parent by calling the school office and scheduling a mutually convenient date and time. Progress reports are available 24 hours a day through the FACTS website for students in grades K-8.

Parents/guardian using a unique user name and password provided at the beginning of the school year may access the FACTS website to review missed assignments, grades, and the progress of their child.

For students in PK and Kindergarten, a progress report will be sent home each trimester at the midpoint. These reports should be carefully reviewed by parents/guardian, signed and returned to school the following day. Progress reports provide a mid-point indication of the student's academic status. The report cards and progress reports will be to your home via email. If a question or problem arises, the parent is strongly advised to contact the teacher or principal immediately through the school office.

REPORTING CHILD ABUSE/MANDATED REPORTING

Holy Family Holy Name School abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Families and Children (DCF). The administration, faculty, and staff of Holy Family Holy Name School are mandated reporters.

RESPONSIBILITIES OF PARENTS/GUARDIAN/GUARDIANS

- Ensure their child's compliance with school attendance requirements and promptly report and explain absences and tardiness to the school.
- Assist their child in being properly dressed in her/his uniform.
- Take an active interest in the overall school program.
- Communicate regularly with the school concerning their child's conduct and progress.
- Discuss report cards and assignments with their child.
- Bring to the attention of the school any problem or condition which affects their child.
- Maintain current home, work, and emergency telephone numbers at the school.
- Cooperate with the administration, teachers, and staff in their efforts to achieve and maintain a quality school.

RESPONSIBILITIES OF SCHOOL PERSONNEL

- Maintain an atmosphere conducive to good behavior.
- Be in regular attendance and on time; be prepared to perform their duties with appropriate working materials.
- Exhibit an attitude of respect toward individuals and property; conduct themselves in a responsible manner at all times.
- Plan a flexible curriculum to meet the needs of all students.
- Promote positive behavior practices and restorative discipline based upon fair and impartial treatment of all students.
- Encourage parents/guardian/guardians to keep in regular communication with the school.
- Encourage parental participation in school affairs.
- Model task organization and management skills to ensure classroom time-on-task.
- Serve as appropriate Christian role models.
- Develop a cooperative working relationship among staff, students, and parents/guardian.

SCHOOL HOURS

Our school day begins at 8:00 a.m. and ends at 2:30 p.m. The school main entrance (North Street) will not open for students until 7:30 a.m. Students should not be in the schoolyard alone before 7:30 a.m. The school assumes no responsibility for your child before school hours if they remain alone in the schoolyard. Student should be accompanied to the school entrance at all times.

If your child needs morning care, (arriving before 7:30 a.m.), you MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up. Pre-payment MUST be made online through FACTS. No drop offs will be allowed. The entrance to Extended Care is on Chestnut Street.

Dismissal on regular school days is at 2:30 p.m. Any child remaining at school after 2:40 p.m. will be escorted to the Main Office and a phone call will be made to parent/guardian for pick-up.

If Extended Care is needed after 2:30 p.m., be reminded that you need to sign up the week before and pre-pay to reserve a spot. Pre-payment MUST be made online through FACTS. No drop offs will be allowed

Dismissal on professional half days is at 11:30 a.m. Any child remaining at school after 11:40 a.m. will be escorted to Main Office and a phone call will be made to parent/guardian for pick-up. The same Extended Care procedure applies as noted above.

SCHOOL PROPERTY

Textbooks, workbooks, desks, technology, and furniture represent a substantial investment for the school and must be treated with respect. Damage to any school property will merit a meeting with parents/guardian, teacher, principal, and pastor and further action may be taken.

SEARCHES

At any time and in order to maintain a safe school environment, it is the responsibility of administration to conduct a search of a student's desk or personal property (e.g. backpack) where a reasonable cause/expectation is present to do so. The parents/guardian of the student who is searched will be notified accordingly.

SEX OFFENDER

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events.

If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent/guardian will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

SEXTING

Sexting is defined by the State of Massachusetts as “sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices.” This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram.

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.

SMOKING/VAPING

Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed.

This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems.

STANDARDIZED TESTING

The MAP testing is administered to Grades 2-8 three times a year. The results of these tests will help us analyze each child's performance and to identify their strengths and weaknesses. In this way, we

will be able to improve the quality of the programs being offered. Score reports are sent home to parents/guardian and are also included in the student's permanent cumulative record.

The implementation of the Map Suite Assessments is part of a larger Diocesan-wide initiative on Data Driven Instruction designed to gain a deeper understanding of our students' learning needs. The data derived from these assessments will allow administrators and teachers to measure student growth and proficiency, categorize strengths and weaknesses at the school, identify class and individual student levels, target instruction, and personalize learning. Data driven instruction provides school leaders and teachers with the information needed to make strategic and intentional decisions in real time about teaching and learning so that all children can succeed.

STUDENT RECORDS

In the event of change of address or change in your phone number, please contact the office. Any changes to the students' address, telephone number, or emergency contact information **MUST** be communicated to the school office immediately.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardian. In the absence of a court order to the contrary, HFHN will provide the non-custodial parent access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide HFHN with a court-certified copy of the court order.

Detailed information about student records and the right of the parent/guardian to restrict access to student directory information is included on student information forms. Questions about or additional copies of student record information may be obtained from the school office. In the event that more than one copy of a record is required, advance notice and the appropriate legal documentation if applicable are required.

Parents/guardian, either custodial or non-custodial, are encouraged to resolve issues outside of/away from the school house whenever possible to avoid disruptions at school and maintain the privacy of information of all parties involved.

STUDENT SAFETY AND HEALTH

Holy Family Holy Name School is a smoke-free and drug-free community. The Smoking Restrictions in School Act prohibits the use of any substance or items which contain tobacco substances on school grounds. The following is the school's substance abuse and weapons policy for students:

Drugs consist of anything considered illegal by the Commonwealth of Massachusetts (**alcohol and tobacco are included**) and therefore, are not permitted at HFHN or field trips. Any child in possession of or under the influence of any drug will have the drug confiscated and their parents/guardian and the police will be notified immediately. Disciplinary action will be at the discretion of the principal and proper legal authorities.

The following list of infractions will result in contact with the parents/guardian and pastor with a possible suspension or expulsion.

- † Possession of tobacco or alcohol
- † Smoking and other use of tobacco products.
- † Sale of alcohol
- † “Under the Influence”
- † use of inhalants
- † sale, possession, use of drugs
- † possession of a weapon
- † assault on a staff member or student

TELEPHONE USE

The office telephone is for school business. Students will use the telephone only when absolutely necessary and must have teacher/office permission. Calls for forgotten homework or to make afternoon plans will generally not be permitted. For emergency purposes, the school office must be notified immediately if there is a change in the home and/or work telephone number. In the case when telephone numbers and addresses are changed without school notification, and when the administration must make a decision regarding the health, welfare, or treatment of a student without parental contact, the parent waives his/her right to address the school at a later date for decisions made in their absence.

TRANSFER AND WITHDRAWAL

Transfer is the voluntary termination of a student's enrollment by the parents/guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason, but transfers for frivolous reasons should be discouraged. The principal should report each transfer to the superintendent according to the established child accounting procedure, and should forward the student's records to the new school as soon as possible. Parents/guardian who wish to transfer a child to another school are required to sign a release form in the office for records to be released. All financial commitments are to be in order before records will be released.

Withdrawal is the voluntary termination of a student's enrollment by the parents/guardian or guardian without provision for enrollment in another school. This action may be taken only in cases where the student is exempt by the reason of age or other cause from the compulsory education law. A parent or guardian may withdraw a student at any time, but students should be encouraged to complete their education if at all possible.

When a student withdraws permanently from school, a Massachusetts Transfer Card is to be sent to the Department of Education with a notation that the student is withdrawing and not transferring to another school. A notation is to be made in the school register with the reason for withdrawal. The principal should report each withdrawal to the superintendent according to the established child accounting procedure.

It should be noted that Withdrawal and Transfer are voluntary on the part of the parents/guardian or guardian. If the student's enrollment is terminated involuntarily, this must be considered as an expulsion.

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

VIRTUAL LEARNER EXPECTATIONS

Virtual learning is a partnership between teacher, student and caregiver. Only students with specific COVID-related medical issues or who are compromised may be allowed to be a virtual learner. Virtual learning may be offered for students who need to quarantine because of contraction of or exposure to COVID-19. **A doctor's note will be required to be sent to the nurse prior to virtual learning.** Please contact the school nurse if your child tests positive for COVID, you suspect they may be positive or they are close contact.

WEBSITE

The Holy Family Holy Name School website (www.hfhn.org) provides parents and students with information about our school. The Parents Corner provides access to policies, forms, general school information, lunch menus, and a listing of upcoming events.



STUDENT AND PARENT HANDBOOK ACKNOWLEDGEMENT FORM

The school handbook has been compiled to acquaint both students and parents/guardian of the expectations, procedures, policies, and rules while attending Holy Family Holy Name School. After reading the Handbook, please sign below to indicate that you understand and are willing to comply with the expectations, procedures, policies, and rules included herein including the HFHN Dress Code, and in any HFHN publication referred to in this document. The Principal and Pastor have the right to make changes to this handbook when necessary.

Please sign and return this form to your child's teacher as soon as possible.

Student's Name _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____



EARLY CHILDHOOD PROGRAM (P3-K)

Allergies:

Please inform us ahead of time if your child has any food allergies! Strongly discourage your child from sharing foods. This is very important as there may be other children in the classroom with allergies you're unaware of.

Appointments

Feel free to make an appointment with the teacher anytime you wish. Scheduled appointments are encouraged as teachers need to be available for their students between 7:45am and 2:30pm. Appointments should be made before school or after 2:30pm.

Attendance & Absences:

Promptness is important! It fosters social skills and good school habits. Prayer begins promptly at 8am. It is one of the basic tenets of our faith, so please be sure your child begins the day in prayer with us. A child who is tardy misses important announcements, explanations of the day's activities and socialization. If your child is going to be tardy or absent **please call school by 8:00 am.** (508-993-3547)

Regular attendance is recorded and helps to develop good habits and attitudes. Your child's attendance *each day* will help ensure success in the Early Childhood program. Please help your child **attend school regularly**. Of course, if illness occurs, your child is expected to remain home. (see "HEALTH" section for further policies)

Our preschool doors open at **7:30 a.m.** If your child arrives before this time, **you MUST sign up and pay (the week before) to reserve a spot for morning care.** No drop offs are allowed. **All students must be settled in their classrooms NO LATER than 8:00am.**

- A written excuse is required from you each time your child is absent. If arriving late, please report to the office for a tardy slip and be sure to turn this in to your child's teacher upon arrival to the classroom.
- Be sure you also place your child's lunch order from the Main Office.
- All early dismissals must be cleared through the **Main Office** with a written request.
- **Children attending Extended Care MUST have signed up and paid for a spot the week before.**
- A note must be sent if there is a change in the person picking up your child.

Arriving and Departing

After the first few days of school your child should be familiar with the routine and able to complete the task of hanging belongings and getting settled in the classroom. Kindergarten parents/guardian/guardians: **Please allow your child to gain independence and**

responsibility by attending to these needs on his or her own. P3 and P4 parents/guardian/guardians: Please assist your child in taking all items out of their backpacks (*i.e. lunch boxes, Take Home Tuesday Envelopes, Homework and **any notes for the teacher***).

We **do not** check individual backpacks daily. Please leave any messages in the classroom log/message board outside the door.

Please see **Backpacks, Drop off** and **Dismissal** for more information



Bathroom

Your child should have good bathroom habits and be able to take care of his/ her own lavatory needs. (ie: wiping, re-dressing, etc.). In the event that your child has an “accident”, **faculty and staff are not authorized to redress your child.**

Your child may ask to use the lavatory at any time. Children in P3, P4 and K will be accompanied by the teacher/aide when using the lavatory.

Please note that you will be called in the event that your child has an accident with a bowel movement to come change your child, as the teachers and staff are not authorized to assist in changing children. They will supervise if the child is capable of changing themselves independently.

(Preschool Parents/guardian, please note)

Please dress your child in elastic waist pants or clothes which will help to facilitate their independence in the lavatory. **NO belts, suspenders, etc...please!** Children may ask for assistance with clothing. You will be given a release form to sign which will give teachers permission to assist.

Kindergarten Parents/guardian, please note: NO belts, suspenders, etc...

Birthdays

Invitations may be distributed in the class, ***only* if there is an invitation for each student** (or if it is all boys/girls).

Each class will be celebrating **ONE birthday party each month** for all of the children who have birthdays in that month. Snacks will be provided by the classroom only. **Due to allergies, we cannot accept food from outside of the school (including from home or the store).**

Backpacks

Please check your child's backpack daily, as this will be one of the main vehicles of communication between home and school. **Children must have a backpack with NO wheels or hard plastic parts. Lunchboxes (cannot be metal or light up) & ALL accessories must be able to fit inside. Kindergarten children should have a place to put their water bottle which is easily accessible.** Backpacks should PROMOTE self-sufficiency and be easy for your child to zip and put on. Please avoid multiple adornments on backpacks. ONE keychain/zipper-pull is acceptable.

Book Orders

We MAY choose to send home flyers periodically for those who wish to order books for their child. **Please do what you can to support these clubs as every order benefits the class by allowing your child's class to earn points towards purchasing new books and classroom supplies.**

Breakfast

Free breakfast is supplied by the New Bedford Public School System every day. Monthly menus are emailed to families and can also be found on our website.

Clothing

Clothing should be neat and clean and allow for free movement. Layering works well in the preschool classrooms. Children should know how to/attempt to; tie, button, zip, and snap. Boots should be large enough so that they can be put on without help. Please send shoes for your child to change into, as **boots are not to be worn in the classroom. Umbrellas are not permitted**, due to safety issues. **No** flip flops, clogs, crocs, sandals or high heels are permitted. Children must wear **appropriate footwear with socks at all times!**

Please be aware of our ever-changing climate and provide proper clothing for each season. During the winter months your child must have a warm coat, hat, mittens in order to take part in outside play.

Kindergarten is required to wear school uniform. Please check school handbook for requirements. School policy WILL be enforced!

Curriculum

As a Catholic school we follow the Diocesan Curriculum Standards which are based on the Mass Frameworks with other components added in. These can be found on our website at www.hfhn.org. You should know that our curriculum is comprised of activities and experiences to help develop and expand your child's personal, social, physical, and academic capabilities and skills. It covers the areas of reading and math readiness, writing, health, science, social studies, and religion. Students participate in music, art, and physical education classes, some of which are taught by other specialized teachers.

Some of what your child will learn to do include:

1. love God and His family
2. get along with others and be polite
3. eat with others, practicing good table manners
4. be respectful of others
5. share toys, experiences, and games
6. explore new ideas
7. express him or herself with words
8. listen to stories
9. look at books and learn how to use them
10. improve observational skills
11. use new words learned from books, pictures, and life experiences
12. spot differences in size, shape, color, and sounds
13. care for self, tend to bathroom and personal needs, hang up clothes, participate readily at clean up time
14. begin printing upper and lower case letters and own name
15. count by relating numbers to a specific group of object
16. beginning Math and Reading concepts
17. learn beginning skills necessary to become good writers

(Obviously skill levels and curriculum levels increase as children progress through Pre3, Pre4 and K.)

Communication

It is very important that there is consistent ongoing communication between home and school. Please feel free to contact your child's teacher whenever you have a question or concern. You may do this by:

- calling the school (508) 993-3547
- e-mailing through the HFHN site (www.hfhn.org) or your teacher's school email address.
- written notes
- the communication log/message board outside the door
- verbally

****If there have been any recent (or past) events (ie: new sibling, death, moving, change of housing, construction, wedding, new pet, loss of pet, separation, divorce etc...) that may affect your child emotionally or behaviorally, please speak to the teacher. This information is important as it may affect your child's behavior and/or ability to learn in the classroom.***



Discipline

Our goal is to provide your child with a safe environment that they enjoy coming to each day. In the same regard, they are required to do their part so everyone else feels the same. We feel that positive reinforcement is the best way to handle discipline.

General School Rules

1. We are **kind** to others.
2. We **listen** when it is someone else's turn to speak.
3. We **keep our hands and feet to ourselves** at all times.
4. We **put our things away** when we finish using them.
5. We use a **quiet voice** in the classroom and throughout the school.
6. We walk, **not run**, from one place to another.
7. We are **respectful** to our teachers and friends.

Rewards

Students who follow our classroom rules will receive:

- praise
- stickers
- small rewards from treasure chest
- positive note to parents/guardian, etc...

Consequences

Particular behaviors will not be tolerated. Some of these include biting, kicking, hitting, etc... **Please review these rules with your child!**

Drop Off

We will assist your children in taking their coat off, hanging it up & putting their backpack away. **Children are strongly encouraged to go to the bathroom one last time before heading to the classroom.** In particular for preschool, this is a good last comfort, establishes routine, & reinforces potty training skills.

P3 and P4 students enter through the Chestnut Street door (upper level).

Kindergarten students enter through the Summer Street door.

Students in Grades 1 through 8 enter through the North Street door.

Dismissal

P3 and P4 dismissal time is 2:15pm. from the Chestnut Street door (upper level).

Safety is extremely important to us and as such, we do not have extra staffing to bring your children to a different place other than their dismissal doors or Extended Care. We appreciate your cooperation!

Kindergarten students are dismissed from Summer Street door at 2:20pm.

Safety is a priority at this time! Parents/guardian/Caregivers should park their cars on the opposite side of the street from the school building and meet their child(ren) as they are being dismissed. **If any car parked illegally, NO child will be dismissed until it is moved. Please make sure whoever is picking up your child has an ID with them at all times as we will not hesitate to check them.**

Please be consistent in picking your child up where and when you have assured them you will be. In the event that your dismissal plans change, please call the office at 508-993-3547 to inform us or send in a note in the morning stating the change.



Early Dismissal

All early dismissals of school children **must** be cleared through the **main office** with a written note. Upon pickup, parents/guardian/caregivers must **sign their child out** in the main office. The office will then call the classroom to have the child dismissed to you.

Extended Care

Extended Care is available for children **before school from 6:30am until 7:45am** as well as after school **until 5:30pm**. **If your child need to use our Extended Care program for morning or afternoon care, you MUST sign up the week before and reserve a spot in Extended Care. Payment for this spot MUST be made when you sign up.** Once again, please inform the school in writing if there is a change in your child's dismissal procedure.



Field Trips

Several trips will take place throughout the year. You will be notified in advance and a permission slip will be sent with the details about each outing. When and if chaperones are needed, teachers will ask for volunteers. Please review the **school policy regarding ALL chaperones**.

See also **Volunteers** for more information.



Gospel Values

“Holy Family-Holy Name School is a **Christ centered**, academic community, instilling Catholic beliefs and **Gospel Values** and nurturing student’s gifts of faith and intellect, by surrounding students with a family of Faculty, Staff & Volunteers, whose vocation it is **to serve.**”



Health

Good health habits are very important! Teach your children good manners when coughing or sneezing. They should **cough into their sleeve or arm** to keep from getting germs on their hands. After blowing their nose, teach them to wash their hands thoroughly.

Check hair, body, and teeth for daily cleanliness. If your child should contact head lice or **any other contagious illness**, please report this immediately to the administration or teacher in order to prevent this from spreading to other children. **Your child will need a doctor’s note to return to school. (ie: lice, pink eye, or rashes)**

An absentee note is required from you when your child returns to school stating the date and reason for the absence. If your child is absent three consecutive days, a doctor’s note is required.

If your child is ill, please keep them home to prevent spreading of germs. **All medication MUST be administered at home**, however, if your child needs to take medication over an extended period of time, please refer to the *school handbook* regarding the medication policy. **If your child should become ill at school**, the office will contact you to come and pick up your child.

PLEASE NOTE!!! CHILDREN SHOULD BE FREE FROM VOMITING AND FEVER FOR A FULL 24 HOURS FROM THE LAST EPISODE BEFORE RETURNING TO SCHOOL.

Please do not send them to school if they have vomited as stomach illnesses spread quickly throughout the class and school. We appreciate your cooperation in allowing your child to have plenty of time to recuperate

Homework

P3 & P4: Your child will be receiving regular “homework” assignments. The purpose of this is to keep parents/guardian up to date on materials covered in class, review skills, and allow parents/guardian to actively participate in your child’s academic learning. **Your cooperation is essential!** Homework assignments may be posted via FACTS and/or sent in your child’s backpack. You will need to check this regularly and inform your child’s teacher if you have difficulty accessing homework information.

Kindergarten students will have their weekly assignments sent every Monday in their

Homework Pouch. The students have until Friday to complete all the assignments. The Homework Pouch **MUST** be brought to school **EVERY DAY** even if the homework is not yet completed.

Home Habits

Help your child to develop independence and a sense of responsibility. Give directions one at a time and check to see that what you ask is done. Allow your child to pick up his or her own toys. Allow your child to help with household chores. There should be a definite time to go to bed, to get up, to play, and to rest. **PLEASE BE CONSISTENT!** Your child should be able to attend to bathroom needs without assistance. Be sure your child has a healthy breakfast, brushed teeth, and a clean face and hands. Please keep in mind that preschool children should have 12-14 hours of sleep and Kindergarten students require 10-12 hours per night.

****If your child's home/bedtime routine changes, please communicate this to your child's teacher as this sometimes may change a child's behavior or performance in school and is helpful for us to know.***



Internet

Please access FACTS to see what we have been up to, check schedules, read notes, or look at pictures.



Jesus is the center of all that we do here at Holy Family Holy Name School. As a Catholic school, we are **proud** to recognize **our faith** as our **identity** and work to incorporate prayer into every part of our day. With your continued support (i.e. practicing Our Father, Hail Mary, and Glory Be and other prayers) we can work together to build a strong faith based environment

Kindness

We recognize that physical affection is a crucial part of your child's healthy development and try to create a loving and comfortable environment for each of the children here. Be assured that your child will be loved and comforted when the need arises.



Lunch

Free lunch is offered to all students at Holy Family Holy Name School. Monthly menus are emailed to each family and can also be found on our website www.hfhn.org. During lunch, children are expected to have good table manners. i.e. remaining seated properly on their chair for the duration of lunch, keeping hands to themselves, quiet voices, etc. Please practice these manners at home. Due to allergy concerns, NO food can be shared.



Money

If you must send money to school with your child, please put it in a sealed envelope and write your child's name, grade, and purpose for the money (i.e. lunch, snack, book orders, etc.). Please don't tuck it in your child's pocket. If you are sending in a check, please do not combine payments. Each item should have its own separate check.



Naps & Nap Mats (applies to P3 & P4 only)

Children will each receive a "Nap Mat."

Preschool children will **be required** to "nap" (or rest quietly) each day. Please **encourage your child** to rest during this time. Your child may bring a small stuffed animal or blanket to sleep with, but keep in mind that these should be washed regularly and are to be taken out only at nap time (unless given permission by the teacher). These must be labeled with your child's name. No noisemaking, hard plastic or light up toys allowed during naptime.



Orientation/Open House

There will be opportunities throughout the year for you to come and view your child's work, have questions answered, meet with your child's teacher, meet your child's classmates, and meet other parents/guardians.



Progress Reports

Progress Reports are sent home at the end of (January and June). Together we can provide a rewarding school experience for your child.

Parent Teacher Conferences

During the first couple of months, your child will be adjusting to new teachers, staff, school life and routines, and being with a large group of children. We would appreciate your postponing conferences until this period of adjustment is over. Formal conferences will be held in January.

However, if you find that your child is having difficulty at school, or you have any questions pertaining to your child's progress, or you feel that we should be informed of a home situation, please make an appointment. This will allow us to be sensitive to your child's needs and make modifications if necessary. A conference may be initiated at any time during the year by either the parent or the teacher.



Quick Good-byes

School is an exciting and inviting place which most children grow to eagerly attend each day. However, for the child who has never attended any formalized daycare or "school", or perhaps tends to be shy, going to school may be a time of uncertainty. It may be difficult to take that first step. *Sometimes it's harder for the PARENT to let go.* A good method to help alleviate this concern is to plan ahead in preparing your child for the big day. Then with a quick good-bye, leave him/her with the teacher and try not to linger. Leave your child with a promise to hear about all the fun they had in school when you meet again later in the day.



Readiness Skills (For Preschool 3 & 4)

While preschool is a place to grow & interact socially, it is also a time of academic growth. Children will be introduced to letters, numbers, shapes, colors and beginning reading readiness concepts. You are strongly encouraged to read regularly with your child. Some readiness skills to look for and promote in your child follow:

Listening/Safety skills

- follows directions
- tells full name when asked
- can tell street address
- can tell telephone number

- can call 911 in case of emergency
- speaks in sentences
- listens to stories with interest

Motor Skills

- begins to trace & draw lines with control/purpose
- uses correct pencil grip
- can cut with scissors
- can dress him/herself with minimal assistance (including attempts at snaps, zippers, belts, buckles, buttons, socks and shoes)
- can use a fork and utensils properly
- can catch a medium sized ball
- can hop

Reading Readiness

- recognizes first name by sight
- orally identifies letters in name
- begins to identify letter sounds
- begins to recognize rhyming words
- shows interest in books
- enters into symbolic play (uses objects to symbolize real tools, such as: a block represents a camera, a stick represents a microphone or a pencil)

Math Readiness Skills

- identifies basic colors
- identifies basic shapes
- counts by rote to 10 (P3) and to 25 for (P4)
- counts objects

Other

- finishes one activity before starting another
- works independently
- identifies likenesses & differences in pictures
- bless themselves properly using their RIGHT hand



Readiness Skills (For Kindergarten)

Kindergarten Students should have MASTERED the skills listed above as well as those listed below upon entering Kindergarten.

Social/Listening/Safety skills

- recites birthday

- listens attentively
- demonstrates physical self-control
- cares for own belongings
- participates in cooperative activities

Motor Skills

- can skip
- can write both first and last name freehand with proper letter formation (see <http://www.handwritingworksheets.com/> for help practicing)
- can manipulate and use a glue stick independently
- can manipulate scissors appropriately
- holds pencil, marker, crayon correctly
- copies shapes, designs, letters and numbers

Reading Readiness

- recognizes first name and last name by sight
- orally identifies letters in name
- identifies with mastery ALL letters
- recognizes rhyming words

Math Readiness Skills

- identifies colors in **10pk** of crayons or markers
- in addition to basic shapes, also identifies, diamond, heart, oval, star, octagon,
- counts by rote to 50
- counts up to 25 objects
- identifies with mastery numbers 1-25

Faith Development

- knows how to recite Our Father, Hail Mary, and Glory Be prayers
- demonstrates reverence during prayer



Snack

We have snack time each morning. Please send a small healthy snack and water for your child to enjoy. If needed, water bottles are \$1.00.



Tardiness

Students who arrive after 8:00am are considered tardy and will need to go to the office to obtain a tardy slip before entering the classroom. Children will then be held at the office area until prayers are **completed**. Please try to arrive on time as not to disrupt the rest of the class' morning schedule.



Umbrellas

Once again, **Umbrellas are NOT permitted in Early Childhood.**

Uniforms

Required for Kindergarten students. Please refer to Uniform Policy in this handbook or online.



Volunteers

We may contact parents/guardian who are willing to volunteer to help with special activities in our class, such as cooking, cutting, sorting, field trip chaperones, projects, etc. We hope to utilize all the wonderful resources and talents provided by our parents/guardians. **As you know, ALL volunteers must be CORI'd.**

Visitors

Parents/guardian, as well as other visitors to the school, need to check in at the main office before going to classrooms. This includes parents/guardian volunteering for a field trip, picking up their children early, or those who have appointments with a teacher.



Water Bottles

Students are allowed to bring a small refillable sports water bottle for personal use throughout the school day.

Weather

As you know, New England weather is always changing and very unpredictable. There's nothing worse than being caught off guard when bad weather hits! Please be aware that we do attempt to go out each day unless we're having inclement weather. The children need to be prepared with sweaters or jackets on mild days, and of course, coats, hats and mittens in the winter.

When boots are necessary due to the weather, they must be large enough so that they can be put on without assistance. Please remember to send shoes for your child to change into as boots are not permitted to be worn in school. On rainy days, a hood is a must.

In the case of snowy weather please listen to the radio or watch your local TV channel to find out about cancellations and delays.

An email/phone blast will be made in the event school is cancelled or early dismissal is called.



eXtra clothes

Please make sure your child is always supplied with an extra set of clothes (including underwear, socks & footwear) that is **seasonally appropriate**. If your child is sent home with their set of clothes (or certain items) **please** remember to send in replacement items the following day!!!



You

Remember always that you are your child's first and most important teacher. No one will influence your child's life the way you will. Parents/guardians should be their child's best role models. Think about the messages you are sending to your child each day. Because our mission here at Holy Family Holy Name School is one of teaching Jesus to our children, we hope to work closely with all of our parents/guardians as we join together to spread to Good News and "Light the Way" for our children.



Zoom

It goes by so fast! They will be growing and developing at unbelievable speeds and their skills will just take off before your eyes. Your child will gain confidence and independence and you will be amazed at the changes that will take place. It is a truly magical year...and... *zoom*... before you know it, it will be gone. Enjoy it!

Note: The administration has the right to change policies at any point.