

Parent/Student Handbook



2018 – 2019  Green Edition
Please see inside for details!

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 it is to serve.

Accredited by New England Association of Schools and Colleges

***Holy Family – Holy Name School
91 Summer Street, New Bedford, MA 02740
508-993-3547 + FAX 508-993-8277 + www.hfhn.org***

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A complete annual copy of these publications will always be available on the HFHN website and/or Facts (previously Renweb).



HOLY FAMILY - HOLY NAME SCHOOL

91 Summer Street • New Bedford, MA 02740-5240
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August 2018

Dear Parent/Guardian,

If our school is to succeed in its goal to impart genuine knowledge, it needs generous assistance and broad understanding from every parent and the cooperation of every student. This handbook will explain the established policies by which we expect students to abide. It should be helpful in bringing parents to a better understanding of the aims and efforts of the school and their role as parents in the education of their children at Holy Family-Holy Name School.

Parents have innumerable obligations encompassing a broad range of areas. The most important is the spiritual support given to their children at home that reinforces the basic concepts and philosophies taught during classes at HFHN. For the children to apply and practice the spiritual lessons learned in school, parents must set the example for them at home by sharing their faith and joining them in worship.

The educational objectives established by our school can only be achieved through the cooperative efforts of teachers and parents working together. Work-study habits, homework assignments, and other educational pursuits require parental guidance at home so that children may achieve their potential.

Parents are encouraged to become aware of the various needs of our educational facility by fully supporting the activities of our school. Parent-teacher conferences, a Parent Teacher Organization, fund-raisers, and committees are a few ways parents can be involved. Parents are encouraged to make appointments to speak to the teacher about their child.

The greatest confidence builder children can receive is the support of their parents. Children must be reminded that they are loved and needed. Set a good example by respecting other parents, teachers, and students. Encourage them to be the best they can be!

This handbook deals with school issues that may arise, so it is advisable that frequent reference be made to it. Please note important updates to the dress code and to your financial responsibilities! Students and parents are urged to read this handbook carefully and to ask the Administration about matters needing clarification.

A monthly calendar of events is available on the HFHN website (www.hfhn.org) and on RENWEB to remind parents of early dismissal days, vacation, school Masses, and other pertinent events. You may want to print this calendar and put it in a visible place in your home so that it may be referred to as needed.

It is of utmost importance that the students in our school who come from Catholic families attend and support the Church. Religious principles must be fostered in both the home and school. All children take part in the religious education at HFHN and attend Masses or any para-liturgical services that occur during the school day.

Thank you for your support of our school. We look forward to a successful year of nurturing your children in the tradition of Catholic Education.

Sincerely,

Principal
Holy Family-Holy Name School

Marianne McGlynn, Vice-Principal
Holy Family-Holy Name School

OUR 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 it is to serve.



OUR 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, physically and esthetically.

Holy Family-Holy Name School is a community of learners, teachers, parents, 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 Creed

We believe that learning is a lifelong journey rooted in the teachings of Jesus Christ.

We will face each day with hearts and souls trusting in the Lord
and with minds open to grow in the knowledge of His world.

We believe that success means doing our best and being our best.

We will wonder, we will ask, we will imagine, we will create, and
we will strive to grow in the image and likeness of God.

We will feel proud of our efforts to do our best and we will encourage others to do their best.

*We believe God has given each of us special gifts in order for us to serve as Jesus did
and to share with others the gifts of the Holy Spirit.*

We will discover our talents and use them to help others.

We will be gentle with others as they grow to know their strengths and weaknesses.

We will thank God for our specialness!

We believe in the freedom to pray and worship Our Lord.

We will pray with our hearts and hands, in our words and in our actions.

We will grow closer to Jesus through His church.

We will be happy to share our faith with our family, our friends, and our community.

We believe in ourselves, in each other, and in Our Lord, Jesus Christ.

We believe, we hope, we love, and, by our choices today, we will light the way to the future.

HFHN 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.**



INTRODUCTION

Because your children are most important to us at HF-HN School, we, the faculty and administration, propose to comment on our commitment as educators who strive to meet the needs of our students.

HF-HN School has been established to provide its students with a comprehensive education that offers the means whereby the goals of life may be realized. The Catholic philosophy embraces principles and norms that govern the entire scope of education - spiritual, social, cultural and intellectual.

Moreover, the Catholic concept of education regards the teacher as seriously responsible for transmitting to the students a definite plan of study that requires the children's adherence to it. Mature guidance demands that proper means be used so that the students acquire initiative, knowledge, self-reliance, and self-realization. To attain these goals, obedience to school rules, cooperation, and self-discipline are necessary.

We recognize each child as an individual created with his/her own gifts, feelings, interests, and needs; and we intend to treat each one with consideration. Therefore, we ask that the students exhibit daily responsibility in preparation for class and good conduct during school and at all school functions. We also expect that our students respect the rights of everyone and display manners that are socially acceptable.

The following policies and guidelines presented in this handbook will contribute to a harmonious educational environment in which each individual can strive to realize her/his potential.

CRITERIA OF ACCEPTANCE

Application to HFHN implies a willingness by all students and their parents to adhere to the HFHN philosophy and all school policies. If we find that there is a disagreement on philosophy or you, as parent, cannot support school policies, we reserve the right to ask you to have your child(ren) transferred to another school. Priority for admission is given to siblings of current students and parishioners of St. Lawrence, Martyr and Holy Name of the Sacred Heart of Jesus churches.

Transfer students must submit a letter of recommendation from their present teacher or principal and a copy of their most recent report card.

Children entering Kindergarten must be five (5) years of age by August 31.

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 other school-administered programs."

NOTICE OF SUBORDINANCE

"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 in any handbook or manual prepared by any school in the Diocese of Fall River."

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

PERSONNEL

The staff of Holy Family - Holy Name School is comprised of qualified and Diocesan approved lay teachers, religious and a trained and qualified support staff including World Language, art, music, and physical education teachers, all of whom teach students from Preschool through Grade 8. A variety of additional programs are offered to our students throughout the year by qualified instructors from the local community under the supervision of the Administration. Title I, a federally funded program, offers remedial reading and provides services to eligible students.

A registered nurse is available on a rotating schedule to meet the standards required under state law. The nurse is hired by the school with funding coming directly from the school budget or, when available, through public health grants and is available on a very limited basis. Any health concerns should be discussed with your doctor.

We have been extended the opportunity to be part of the *McLean School Nurse Liaison Project*. It is in conjunction with McLean Hospital located in Belmont, MA. They are willing to do phone consultations with the school staff or school nurse to address any mental health issues. They will work as partners with parents and families as well.

We will continue to work with Riverside Trauma school-wide and with the SOS Program in Grade 7 and 8.

The administration of the school is available by appointment during the school day from 8:00am until 3:00pm. Teachers are available by appointment before 7:30am or after 2:30pm.

Parents and students are asked to respect the administration, teachers and staff as professionals. Contact with teachers and staff concerning student or school matters must be through school phone (508-993-3547) or school e-mail only. Please do not contact administration, teachers or staff using their home numbers, cell phone numbers, personal e-mail addresses, or other media forms.

PARENTS / VISITORS

Anyone visiting the school (including parents) **MUST** report to the Main Office and state the purpose of the visit. Visitors and parents may not proceed beyond the Main Office without prior permission from the administration. There will be a sign-in book at the Main Office for anyone entering the building. This is for the safety and protection of all students and personnel. All items brought for students, teachers, or staff must be delivered to the administration or secretaries in the Main Office first. The Main Office will not interrupt instruction to deliver “forgotten” items to students. Our office staff will use discretion when delivering items. Parents are asked to be prudent in dropping off “forgotten” items as it goes against our policy of teaching responsibility. Should you need to deliver something to school for your child, be sure to label it with your child’s name and grade. When parents/visitors are in the building for meetings, helping at Holiday Fair, helping with fundraising events, etc. they will be given a visible badge to wear. No parents/guardians are allowed in the cafeteria due to safety concerns.

Parents are not permitted to proceed directly to the classrooms at any time. If your child needs to leave school earlier than the 2:30 dismissal, a note needs to come with him/her that day. If there are unforeseen circumstances that a note cannot be sent, please call to let the office know you are on your way. **You MUST report to the office to sign your child out.** The child will be called out of the classroom **when you arrive.**

PARENT COOPERATION

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

PARENTS AS PARTNERS

Once you have chosen to enter into a partnership with us at Holy Family-Holy Name School, we trust you will be loyal to this commitment. During these formative years (Preschool to Gr. 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents, must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your

child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that children take responsibility for the grades they have earned and be accountable for homework, long term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together parents and teachers commit to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

How Parents Can Assist Their Child and the School

As partners in the educational process at Holy Family-Holy Name School, we ask parents:

- to set rules, times, and limits so that your child:
 - gets to bed early on school nights
 - eats breakfast
 - **arrives at school on time** and is picked up on time at the end of the day
 - is dressed according to the school dress code (clean and pressed)
 - completes assignments on time
 - has ordered free school lunch or brings a nutritional bag lunch every day
- to actively participate in school activities such as Parent-Teacher Conferences
- to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- to notify the school with a written note when the student has been absent or tardy
- to notify the school office of any change of address, important phone numbers, email, or emergency information
- to meet all financial obligations to the school by due date
- to inform the school of any special situation regarding the student's well-being, safety, and health
- to complete and return to school any requested information promptly
- to read school notes, newsletters, and emails and to show interest in the student's total education
- to support the religious and educational goals of the school
- to support and cooperate with the discipline policy of the school
- to treat teachers/staff with respect and courtesy in any discussions/conferences/**emails**
- to notify school of any medical issues including medications your child may need
- to notify school of any changes in home life, for example: death of family member or pet, homelessness, parent situations (separation, divorce, illness, etc.)
- **to notify school of any OTC medications for allergies, cold, etc.**

Parent – Teacher Organization / Social Events

This organization works to support and enhance the educational ministry of the school. Some goals of the PTO are to provide opportunities for parent education, to build school community, and organize fun, family-centered events.

Parents are urged to join the PTO and attend school social events such as Holiday Fair, Christmas Pageant, Educational Fair, Penny Sale, Cabaret, Spring Fling, Golf Tournament, etc. to foster school pride, spirit, and support.

FINANCIAL INFORMATION

Tuition: All tuition payments are non-refundable.

Tuition is determined each year by the pastors and the administration and assists with the per pupil cost of maintaining the school. Tuition is payable to the school in one of two ways: (1) payment in full made directly to school by June 1, or (2) monthly payments through FACTS Tuition Management over a period of 12 months starting in May. 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, and a \$20 annual fee for a one-time payment. **All families MUST join FACTS.**

FACE (Foundation to Advance Catholic Education)

Financial aid is available through the generosity of the Diocese of Fall River to all families who apply to FACE by the deadline and provide all the necessary paperwork showing financial need. **This financial aid will be revealed and then credited to a family's tuition account only when all outstanding financial obligations from the previous year are met.** Parents and students who receive this funding are expected to express their gratitude in writing at least twice during the year and when possible, should be volunteering and engaging in school activities.

Subsidy

The Diocese of Fall River extends the opportunity for parishioners to apply for subsidy from their pastor. The pastor decides if the subsidy will be awarded and how much it will be. Parents must make an appointment with their pastor to apply for this financial aid. If you have other outside sources, please feel free to apply. Be sure to watch the deadlines and inform the Business Office and administration.

Fundraising Assessment (FRA)

This FRA may be met by participating in fundraisers of your choice throughout the year. Each fundraising activity that you participate in contributes a specific percentage toward your assessment. The Fundraising Assessment may also be paid to the school without fundraising involvement if a family desires. It may also be budgeted monthly along with your monthly tuition payment. **The Fundraising Assessment is due in full by the night of the Ed Fair. A \$10 late fee per week will be charged on any unpaid FRA balances.**

When families exceed their required Fundraising Assessment, the extra amount will be credited to the general deficit fund.

School Fees

The Re-enrollment Fee for each current student in Grades P – 8 is \$175 per student. It is payable in January when re-enrollment takes place. If it is not received by the due date, an additional \$25 charge will be added. **All fees are non-refundable.**

Any new students coming in for the **2018-2019** school year will have an Enrollment Fee of \$175 which is payable upon registration.

Returned Checks

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 office upon notification. Returned checks CANNOT be re-deposited. **Personal checks will NOT be accepted from families after the second returned check.**

Payment Conditions/Recommendations

All payments made to school must be made by check or by web payments for receipt and security purposes. Cash payments are highly discouraged and are at your own risk. Checks are to be made out to Holy Family-Holy Name and must be remitted in a sealed envelope with family name, grade, amount enclosed and purpose of payment. **Please send all payments in the plastic payment bag in your child's THT envelope. All tuition payments and all fees are nonrefundable.**

Fiscal Responsibilities

We, as a school, need to be responsible. Parents/Guardians need to be as well. All tuition payments and all fees are not refundable. Any families in serious arrears will be taken to collection.

Extended Care

Extended Care Before School: 6:30am – 7:30am. The current charge is **\$2.50 per half hour per child. Fee subject to change.**

Extended Care After School: 2:30pm – 5:30pm. The current charge is **\$2.50 per half hour per child. Fee subject to change. Please remember that anyone not picked up by 5:30pm will be charged \$5 per child for every 15 minutes they are late. Also, anyone who does not sign out will be charged to 5:30pm.**

Extended Care charges are e-mailed **each week** on Monday and payments are due on **Wednesday of that week**. Extended Care charges are available on FACTS and payments can be at any time through FACTS. Payments may also be sent in directly to school. All balances are due **in full** weekly. **A \$10 late fee, per week, will automatically be charged on all outstanding balances.** Any family with more than two weeks unpaid charges **may** be denied Extended Care services.

After School Activities/Clubs

Holy Family-Holy Name School provides after school clubs and activities through our Extended Care Program. The Extended Care fee is \$2.50 per half hour per child. **The fee is subject to change by administration.**

STUDENT RECORDS

Any changes to the student's mailing address, email, telephone number, or emergency contact information **MUST** be communicated to the school immediately **through your RENWEB account**. If you do not have web access, RENWEB access will be made available to you at the school by appointment between the hours of 8:00am and 3:00pm.

Parental Access to Records

Separated or divorced parents must submit a notarized copy of their custody agreement to the administration to be kept on file. HFHN will adhere to the legal terms of any custody agreement. HFHN abides by the provisions of the **Buckley Amendment** with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, HFHN will, upon request, 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 responsibility of the custodial parent to provide HFHN with a court-certified copy of the court order. A two-day notice will be required if copies of these documents are needed. It is the responsibility of the custodial parent to relay the contents of the weekly THT envelope and/or other school related documents to the other parent.

Transfer Students

Parents who wish to transfer a child to another school are required to sign a release form in the office for records to be released. Please see Appendix A for the withdrawal policies set forth by the Diocese of Fall River Department of Education. **All financial obligations are to be paid in full before any records are released.**

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 Preschool or Kindergarten.
2. Hearing: all children in grades K through 8; referrals when necessary.
3. Vision: annually in grades K through 8; once in Grade 6, 7, or 8 (middle school); referrals when necessary.
4. 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.
5. Td – booster when entering Grade 7.

Please see Appendix B for regulations on immunization.

Insurance

School accident insurance is available to all families at the beginning of the year. If you are in need of this insurance, please contact the Main Office within the first month of school. It is highly recommended that the minimal school insurance be obtained for a child whether or not already covered by family insurance.

MEDICAL RULES

The role of the nurse is to provide screenings of hearing, vision, height, weight, BMI screening (for Grades 1, 4, & 7), etc. If parents wish to opt out of a BMI screening for their child, they must notify the school nurse in writing. The nurse is also to perform dental, scoliosis, and pediculosis (head lice) screenings in accordance with state law. Notification of scoliosis screening will be sent home so proper attire (girls) can be worn. It will usually be scheduled on gym days and is for Grades 5 – 8 only. If a student fails any of these screenings, notification will go home requesting a doctor's evaluation. Parents need to return the forms that show the doctor's evaluation and any recommendation(s) he/she makes for school.

A copy of a physical exam, a current up-to-date list of immunizations, and the student health history forms sent from school (unexpected changes may develop at any time) must be provided by the parent/guardian **each year**. Please ask for two copies of the physical exam and the immunizations. Keep one at home; send the other to school.

If a student is ill and sent to the nurse/principal and it is deemed necessary to send the student home, a phone call to the parent by the nurse, principal, or secretary 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. Students with medical conditions requiring specific monitoring must call parents with daily test results.

It is crucial that parents keep the school updated concerning medical issues of students (allergies, injuries, diagnoses, medications) which affect the safety, well-being, and/or performance of the student at school.

In order to be excused from gym over an extended period, a student must have a **doctor's order**. In order to be excused from gym on a single occasion, a parental note stating a specific reason for the exclusion must be provided.

Massachusetts law prohibits the administration of medication in school without a written physician's/practitioner's order and a signed parental/guardian consent form. Medications must be sent to the office by parent.

If a student must take medication during the school day, the parent/guardian must obtain the required paperwork from school, have it completed by a physician, and return it to the school before any medication will be accepted.

All medications must be in the pharmacy container with a label that includes (1) the student's name (2) name of the medication (3) date the prescription was written (4) directions for administration (5) physician's name and (6) the expiration date.

Over-the-counter medications are not allowed in school. However, if it is necessary for a student to take over-the-counter medication in school, a physician's/practitioner's written order and a signed parent/guardian consent must be on file in the nurse's office. Over-the-counter medication will be accepted from the parent/guardian with a note indicating the amount of medication sent. A parent/guardian permission form is required. All medication must be in the original labeled container. No cough drops, lozenges, etc. without doctor's order!

MEDICATIONS, (including inhalers), EITHER PRESCRIPTION OR OVER-THE-COUNTER, CANNOT BE ADMINISTERED BY SCHOOL PERSONNEL.

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.

STUDENTS WHO HAVE POTENTIALLY LIFE THREATENING CONDITIONS REQUIRING MEDICATIONS SUCH AS AN EPIPEN, INHALER, OR INSULIN, MAY SELF-ADMINISTER, UPON SUCCESSFUL DEMONSTRATION OF THE ABILITY TO DO SO AND COMPLETION OF A PERMISSION FORM BY THE STUDENT'S PARENT. THESE MEDICATIONS MUST BE KEPT IN THE OFFICE. PLEASE ASK FOR A COPY OF NECESSARY PAPERWORK FROM SCHOOL NURSE.

IF A STUDENT HAS A PAST HISTORY OF ALLERGIES WITH EPI-PEN ORDERED, HIS/HER DOCTOR MUST SEND IN STATEMENT THAT EPI-PEN IS NO LONGER REQUIRED FOR STUDENT'S USE.

YOUNGER STUDENTS AND THOSE WHO DO NOT HAVE THE ABILITY TO SELF-ADMINISTER WILL STILL REQUIRE A PARENT/FAMILY MEMBER TO COME TO SCHOOL TO ADMINISTER TIMED MEDICATIONS.

Medication may be retrieved from the school by a parent/guardian at any time. All medication will be destroyed if not picked up within one week following termination of the order or by the last day of the school year.

Please note: In the case of a life threatening allergic reaction, a trained staff member is able to administer an Epi-Pen injection.

In the event of medication emergency, i.e., reaction or condition related to the administration of medication that poses an immediate threat to the health and well-being of the student, the following procedure will be employed:

1. summon the school nurse, if available.
2. notify the school administrator
3. call ambulance and call parents of the student
4. as needed, make the following calls:
Poison Control at 1-800-682-9211
local emergency room - St. Luke's at 508-997-1515
contact licensed prescriber

HOLY FAMILY-HOLY NAME SCHOOL DRESS CODE

We take pride in the appearance of our students here at HFHN School. Please be sure your child is following all dress code regulations! Please refer to [page 49](#).

ABSENCES, TARDINESS, DISMISSALS

Absences

When a child is absent from school, a parent or guardian is to call the office (508-993-3547) before 9:00am. Your call will be considered an excused absence. A written note still must be submitted when your child returns to school. The answering machine is on through the night. Staff reports at 6:30am. Failure to notify the office in a timely manner may result in the Truant Officer being notified. Excessive absences may result in non-promotion and/or non-graduation.

Please call if you want a homework bag prepared for your child. It will be available for pick-up after 2:30pm at the office. After 3pm it can be picked up in Extended Care.

Please keep your child home from school if your child:

- has a contagious illness such as strep throat, flu or chicken pox
- has had a fever of 100° or higher within the past 24 hours
- 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.

Students and parents are advised that extended pleasure trips can only hinder a student's academic progress and such trips should be avoided. If you must remove your child(ren) during the school year for such reasons, they are responsible for making-up any missed work and/or tests within 3 days of return. **No work will be provided before these trips. It is advisable for a child to journal their trip and upon returning to be prepared to meet with the teacher about making up missed work.**

Upon returning to school, the child is required to present a written excuse, signed by a parent or guardian, stating reason for the absence. Please use the absentee forms provided with this booklet or download them from our website/RENWEB. **For the safety and protection of your child, this procedure must be followed.** An absence due to sickness or a death in the family is excused; all other absences are unexcused. A student who has been absent due to illness for **three** or more successive days is required to present a doctor's certificate attesting to the reason for the absence. Failure to present a parent note explaining absence will result in a parent conference.

Attendance

Proper attendance until a child's sixteenth birthday is mandatory under Chapter 76 of the Massachusetts General Laws. The administration will retain full authority to determine, for each student, the number of days that count toward the 171 days minimum requirement and his/her grade placement.

Tardiness

Children are expected to be in school on time. If they are not seated in their homeroom by **8:00am**, they are marked tardy. All tardies are recorded on student report cards and official student office records. Chronic tardiness (3 or more) will result in a parent conference. Promptness helps to develop good work and organizational habits. If a student has excessive tardiness in a trimester, a meeting will take place between the administration and the parents to determine a proper discipline course of action. When students enter after 8:00am, they are to sign in, get a tardy slip, sit on the bench and participate in prayer and pledge as if they were already in their classrooms.

- Doctor/Dentist appointment will be excused **ONLY** with a note from the doctor's office.
- Court Appointment will be excused **ONLY** with appropriate court documents.
- Situations completely out of control of the parents and students, such as car accidents, may allow for an excused tardy. Please call when your child(ren) is going to be tardy.
- Promptness helps to develop good work and organizational habits. It is to the child's benefit to be seated in homeroom by **7:50am** in order to prepare him/herself for the beginning of school at **8:00am**. This is critical at ALL GRADE LEVELS including Pre-school and Gr K. It is an important time for them to socialize and to get ready for their school day. Keep in mind that our Pre Schools are academically driven. They are not day care programs.

Early Dismissals

Students will not be released from school during the school day without the written request of a parent or guardian. Please try to avoid early dismissals for things such as dental or medical appointments as they are disruptive for both the class and the child. If a child is to leave the building other than at normal dismissal times, the parent, guardian or a responsible adult (indicated in writing by the parent or guardian) must come to the office to sign the child out. Picture identification may be required. **Upon arrival, your child will be called to the office, NOT BEFORE.** Time on learning is valuable.

SCHOOL CANCELLATION

Holy Family-Holy Name School follows the decision of the New Bedford Public School System. School cancellations/delayed openings/early dismissals are announced through **Renweb Parent Alert** (phone call), on the HFHN website and on local radio and television stations (WFHN, WBSM, WNBH or Channel 12 TV). Please do not call the school, the administration, or the teachers.

Renweb Parent Alert uses the contact information listed by parents through their Renweb accounts. Please be sure to designate the phone numbers you wish to be reached at through Renweb. (Go to Family Info - Parent Alert Preference)

DISMISSAL PROCEDURES

The following procedures are to be followed by all students and parents to ensure the safety of your child. Students will be dismissed from the following doors:

Preschool 3 & 4	Exit Chestnut Street door
Kindergarten	Exit Summer Street door
Grades 1 – 3	Exit North Street door. Students in grades 1 – 3 are walked with their classes to the Church parking lot to be picked up by parents.
Grades 4 – 8	Students will be lined up on the second floor by the teacher. Students walking north of the school or picked up by car in the church lot are dismissed through the North Street door. They are required to use the crosswalk at North and Summer Street. Students walking south of the school, or who are picked up by car on Mill Street will be dismissed on Mill Street and are permitted to cross at the Summer and Mill Street crosswalk only.
Bus Students	Exit Mill Street door
Service Workers	Report to P3 at 3pm and dismiss from Chestnut St. door (closest to North Street)

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 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, nor are they allowed to make arrangements with friends without parents' 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.**

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. Due to fire and safety rules, students cannot be dismissed when cars are parked illegally. Illegally parked cars **will be reported to proper authorities**.

PARENTS AND STUDENTS IN ALL GRADES ARE ASKED TO CROSS AT THE STREET CORNERS AT ALL TIMES, USING THE CROSSWALKS! Please do NOT call students out of lines. Parents of students in Grade 1- 3 are to park in the St. Lawrence Church parking lot. A teacher will be walking Grade 1- 3 students to the church yard. 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 of students in Preschool are to meet those students at the Chestnut Street door. **ONLY parents of Kindergarten students** are to meet those students at the Summer Street door. All other parents are to wait for their child in the St. Lawrence parking lot. Please DO NOT meet students at corners, across the street, or at the base of the stairs of the building. 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 must contact the office for bus services. 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 cooperate while waiting for the bus will be sent to the office to call for a ride home.

A second dismissal bell will ring at 3:00pm for students remaining with a teacher for extra help, detention, or Christian service. At this time a teacher will direct these students to the Extended Care door (Chestnut Street) to meet their rides. **Students whose parents are not present to pick them up at 3:00pm will be escorted to Extended Care and checked in.**

BEFORE AND AFTER SCHOOL CARE

Holy Family-Holy Name School provides extended supervision -- at an extra cost (**\$2.50/half hour/\$40 per day per child**) from 6:30am to the beginning of class, and from 2:30pm to 5:30pm. ***Students arriving before 7:30am are charged the \$2.50/half hour Extended Care fee. Fee is subject to change by Administration.*** For safety, any students not picked up promptly will be sent to Extended Care. **NO STUDENTS ARE TO BE IN THE HALLS, AT THE ENTRANCES, OR OUTSIDE UNATTENDED.** Please remember that anyone not picked up by 5:30pm will be charged \$5 per child for every 15 minutes they are late. Also, anyone who does not sign out will be charged to 5:30pm.

ALL STUDENTS (grades P through 8) who are not picked up at dismissal will be sent to Extended Care at 2:30pm and parents will be billed accordingly. Parents of all students (P-8) must enter the Chestnut Street lower level door (closest to North St.) to pick up students from Extended Care.

Unacceptable and/or un-Christian behavior will not be tolerated in ANY after school programs. Anyone who has difficulty complying will not be able to attend said programs.

Please see EXTENDED CARE information in Appendix F for complete information. (p35)

Holy Family-Holy Name School provides after school clubs and activities through our Extended Care Program. It is a privilege to participate in these programs. Student sign up in September with the knowledge that they are making a commitment for the year.

The club fees will be the cost of Extended Care (\$2.50/half hour; *subject to change by administration*) for length of time your child is in the club. This is due to safety and security of all students. If your child remains in Extended Care after club time, regular Extended Care charges will apply.

FIELD TRIPS

To provide students with additional opportunities and experiences, occasional trips or visits of an educational nature may be sponsored by Holy Family-Holy Name. Students will be properly supervised on field trips. A member of the faculty will be present on every trip. When students travel by bus, there will be at least one adult supervisor on each bus. Students must ride the bus to and from the field trip with their class.

Prior to a trip, each student will be given a Diocesan field trip permission slip which is to be filled out and returned by the parent/guardian. The form will include a description of the purpose and destination of the trip. Permission given over the telephone will NOT be accepted. However, a permission slip may be faxed to the school (508-993-8277). No student will be allowed on a school outing if the Diocesan permission slip is not completed. Nevertheless, school attendance is compulsory for the child on the day of the trip.

All payments and permission slips must be submitted together by due date indicated on slip. Field trip payments are non-refundable. If there is financial hardship, please contact the Administration immediately upon receipt of permission slip. Field trip contracts with agencies and transportation companies determine the fee for each trip and that fee is based on the number of students enrolled in a class. If payment is not received by due date, your child will not be able to participate. **Money and/or permissions slips given on the day of the field trip WILL NOT be accepted.**

RULES FOR CHAPERONES FOR HFHN FIELD TRIPS

In order to participate, all chaperones must have attended the Sexual Abuse Prevention Workshop by C.S.S. and have had a CORI check through HFHN (in time for processing). Teachers will serve as supervisors and coordinators making all the key decisions regarding field trips.

- **Chaperones shall follow all directives and realize the teacher's authority during any field trips.**
- Chaperones will follow all field trip instructions for students, especially those regarding lunch.
- Chaperones must sign up through the classroom teacher AT LEAST ONE WEEK BEFORE the field trip date. Due to limited number of seats available, teachers will confirm whether or not your help is needed. **Parents cannot just show up at school the day of the trip or at the destination of the trip.**
- Chaperones are responsible for their own field trip expenses.
- Non-student siblings are not allowed to accompany parents on field trips.
- Chaperones shall not buy food, gifts or give money to students. Visits to gift shops are usually determined ahead of time by the teacher. If one is scheduled, then chaperones may provide for their OWN child in this regard. Please follow the directive of the teacher. If a trip to the gift shop for the entire class is not scheduled, you may NOT take your child there on your own.
- Chaperones shall inform the teacher or another chaperone when leaving the larger group for bathroom needs. Two or more students shall be taken to the bathroom at the same time. (It is not a good idea to take only one child there on your own.) Remaining students from the small group must be left with the teacher or another chaperone.
- Chaperones shall follow set schedules and be prompt with all meeting times.
- Chaperones may not apply suntan lotion or give any medications, cough drops, food, or drink of any kind to any students due to allergies.
- All discipline issues are to be brought to the attention of the teacher.
- Please refrain from cell phone use while volunteering. It is considered a distraction.

Field trips, though valuable to the overall educational experience, are **privileges**. Students who have not met the requirements, both academically and behaviorally, are not dressed appropriately, or are not prepared with the necessary supplies will not participate in the field trip experience and will remain in school. **Students excluded from field trips are to report to school at regular starting time in full uniform. Absences will be considered unexcused unless a doctor's note is presented.**

Parents who choose to deny their child participation in a field trip for reasons other than financial are requested to notify the administration in writing and to send their child to school as it is a school day. The student will do work related to the field trip. Students who are not in school will be marked with an UNEXCUSED absence.

STUDENT PROGRESS AND SCHOOL/HOME COMMUNICATION

HFHN School encourages communication between parents and teachers. To that end:

- A. **Renweb** is the primary on-line communication tool through which parents and students may access the following:
- a. student grades for major academic subjects (Grades 3 – 8 only)
 - b. student attendance
 - c. student behavior reports
 - d. school calendar & announcements
 - e. Principal's Weekly Newsletter
 - f. School Resource Documents
 - g. class calendar, including field trip and club meeting dates and information
 - h. class announcements (usually found under Homeroom, except for classes taught by teachers other than the student's Homeroom teacher)

- i. homework assignments
 - j. Report Cards and Progress Reports
 - k. school and teacher contact information
 - l. on-line forms (webforms)
 - m. student / family contact and emergency information (please update as necessary!)
- B. Students (Grades 3 -8) and all parents access **Renweb** through their own personal accounts. All classes (Grade 3 – 8) are trained to access their student accounts in the fall of each year. Students may only access **Renweb** through their student accounts. **Please do not allow your child to access Renweb using your parent login.**
- C. For parents who do not have web access, **Renweb** access will be made available to you at the school by appointment between the hours of 8:00am – 3:00pm.
- D. E-mail from the administration, HFHN Office and/or teachers will be sent to parents via **Renweb**.
- E. Special announcements, school closing information and attendance notification will be sent to parents via **Renweb Parent Alert**. (phone call)
- F. The school website www.hfhn.org also provides much of the general information found on **Renweb**, as well as convenient access to download various forms and publications.
- G. Report Cards are sent home and are available on **Renweb** for all grades except Preschool and Kindergarten. Grades 1- 8 receive Report Cards at the end of each trimester. After careful inspection of the report card it should be signed by the parent and returned. The parent's signature means only the report card has been seen, not necessarily that the parent approves of it.
- H. Progress reports for grades 1 – 8 are available on **Renweb**. The verification form sent home with the student must be signed and returned to school the following day.
- I. Preschool/Kindergarten Progress Reports are sent home in January and June and are also available on **Renweb**.
- J. Student work, forms/notices requiring signatures and some important printed materials for all grades P through 8 are sent home weekly in a "Take Home Tuesday" envelope. "Take Home Tuesday" envelopes are sent home each Tuesday and are to be returned to school on Wednesday. Grades K -3 also use daily homework folders.
- K. One parent-teacher conference is required each year. This will be held in the fall/early winter.
- L. Preschool/Kindergarten parents are required to attend a parent-teacher conference in January/February.
- M. Further parent/teacher conferences can be arranged by the parent by calling the school office and scheduling a mutually convenient date and time.
- N. When a question or problem arises, the parent is strongly advised to contact the teacher or Administration immediately through the school office. Please do not rely on secondary sources or rumors.
- O. In the best interest of your child, it is anticipated that parents will access Renweb to review their student's progress regularly and will be attentive and responsive to email communications received from the school and your child's teacher(s).**

ACADEMIC STANDARDS

Academic honesty is an expected standard of behavior in any institution of learning. Students are expected to do their own work unless instructed to work co-operatively by their teacher. In addition, a student may be given an opportunity to re-do an assignment to show academic knowledge **and will receive a lower grade.**

Plagiarism, copying the work of other students, or using any form of notes during examinations without the approval of teachers are forms of cheating. Such incidents warrant a grade of zero. **Students who have cheated must inform their parents/guardians, who must in turn, contact the teacher within 24 hours. The principal and assistant principal will also be informed of all cases of academic dishonesty.** Appropriate disciplinary action will also be issued at the discretion of the administration and the teacher. It may also include a service project.

Forgery of signatures and computer tampering will not be allowed. These incidents warrant an in-house suspension. If a second incident of any act of dishonesty occurs, the student will be placed on an integrity contract for the remainder of the current year. **A third offense may result in expulsion.**

Examples of Academic Dishonesty:**

- Copying another student's work or sharing the answers to a homework assignment, report, research paper, project, etc.
- Allowing another student to copy your work
- Having another individual (friend, student, family member) complete part or all of an assignment for you
- Using any type of "cheat sheet"
- Using a word translator to assist in completing a world language assignment
- Accessing your teacher's gradebook to change your grade
- Plagiarizing in any way

**** And any other instance determined by the administration to be academically dishonest.**

The teachers use the following standards as guides in determining grades on report cards:

1. Test, quizzes, projects - Mastery Assessments
2. Homework and daily classroom assignments - Daily Assessments
3. Class participation and demonstrated effort to improve

The lowest passing grade in any academic subject is a 70. All work with a grade of 70 or below is required to be signed by a parent or guardian and returned in the Take-Home-Tuesday envelope on Wednesday.

Honor Roll

A student's Honor Roll status is determined by the average of all of their academic subject grades at the end of each trimester. However, students needing improvement in conduct or work habits in two or more areas may not be considered for honor roll. Students failing any subject are ineligible for honor roll status.

In Grades 3 - 8: Grades are numerical and an overall trimester average of:

- 85 - 89 = Honors
- 90 - 94 = High Honors
- 95+ = Highest Honors

ABBIT Club

The ABBIT (**A's and B's Because I Try**) Club recognizes students who have not achieved Honor Roll status, yet have demonstrated academic proficiency by passing all subjects and by earning an overall trimester average of 80 - 84.

End-of-Year Award Ceremony

This ceremony is held to recognize student Honor Roll achievement as well as those who participated in school clubs and activities.

Promotion/ 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 of students having academic difficulty should arrange for a parent / teacher conference at mid-year. Parents of students in danger of retention will be officially notified and a parent / teacher conference will be required at that time.

An average 69 or below in any subject will result in summer school attendance **or tutoring by an approved instructor**. If the summer session is not successfully completed, retention may be required. Discussion with administration will be necessary.

An average of 69 or below in three or more subjects will result in retention.

The following list indicates the areas in each grade level that may result in non-promotion:

- Kindergarten: readiness and/or achievement
- Grade 1 & 2: readiness and/or achievement
- Grades 3 – 8: failure in any two subjects
- All Grades: excessive absenteeism

National Junior Honor Society

To be considered for membership in the NJHS, students must have an 85% average in every subject. Students must exhibit qualities of scholarship, leadership, service, character, and citizenship. All members must continue to uphold these qualities throughout the school year.

If a student does not meet the above standards, **he/she will conference with NJHS mentor and administration**.

- a verbal warning will be issued for first offense
- a written warning will be issued for second offense
- student will forfeit membership for third offense
- **if a member of the NJHS does not follow school policy and school rules, he/she will forfeit membership**

Students will receive a separate handbook outlining the criteria of the National Junior Honor Society.

Student Ambassadors (Requirements)

- Holy Family-Holy Name School Student Ambassadors provide service to the administration as Ambassadors of our school.
- Holy Family-Holy Name School Ambassadors speak to prospective students and their families, giving them a clear picture of what it is like to be part of the HFHN Community from a student's perspective.
- Holy Family-Holy Name School Ambassadors will be called upon to serve in His Name at different school events.

- Holy Family-Holy Name School Ambassadors must be excellent role models to their peers, be active members of our school community, be comfortable speaking in front of small groups, have a friendly personality, and an ability to put others at ease.
- Holy Family-Holy Name School Ambassadors must exhibit good discipline and self-control and demonstrate respect for themselves, their peers, and teachers.
- Holy Family-Holy Name School Ambassadors will always demonstrate respect and integrity in all they say and do.
- Holy Family-Holy Name School Ambassadors will follow all school policy and be a model of its respect and honor to others.
- ***Sadly, if a Holy Family-Holy Name School Ambassador does not comply by following policy and school rules, he/she will be terminated of this honor!***

Academic Qualifications for Sports

In order to qualify for participation in athletics sponsored by the CYO, a student may be required to maintain an overall grade average of 70 or better. It is the student's responsibility to fulfill all academic requirements and maintain an overall grade average of 70 or better and to provide a copy of their report card to the team coach.

Assignments and Assignment Make-up Policy

Each student is responsible for classroom assignments and homework. If absence from class causes the child to fall behind in his/her work, the student should seek help before or after school. Daily homework assignments and the necessary books will be organized in a Homework Bag for the absentee. Parents may pick up the bag from the bench in front of the office until 3pm. After that time, the bag will be in Extended Care. Missed work will be required to be made up per directive of the teacher's classroom policy. **No work will be provided to take on any family trips.**

Written work should be completed and organized neatly. Homework time will fluctuate depending on the ability of the child and/or subject area. Homework should not be considered as busy work or punishment, but rather as a necessary tool in education. Studying for tests and reviewing class work are to be considered important homework assignments. Occasionally students in grades 5 -8 may have week-end assignments, subject to the discretion of the teachers.

All **daily** assignments are due on time. Work handed in late is subject to detention, grade reduction, and/or zero grade at the discretion of the teacher.

Should a student be unable to complete an assignment on time due to illness, a note written by the parent explaining the nature of the illness should be given to the teacher. **Teacher will determine the new due date and get it approved by administration.**

All students in grades 1-8 are provided with an HFHN Agenda to serve as a homework pad and organizational tool. **These MUST be used.** HFHN School Agendas must be with the student for all academic classes - no other type of agenda product may be substituted. Should a student lose their HFHN Agenda, a new one must be purchased from the school for \$10.

The discipline policy of Holy Family-Holy Name School is presented and discussed at the opening parent meeting in August. Please contact your child's teacher and/or administration with any questions you may have.

REFERRALS FOR STUDENT TESTING / EVALUATION / MEDICAL REPORTS

All requests for and communication about the process of outside evaluation, testing, and medical reports are to be routed through the administration. **Parents are asked not to give documents to be completed directly to teachers.**

Administration will make copies of any documents necessary for completion, will distribute them to the appropriate faculty/staff, and will mail completed documents to the appropriate school department office or medical office.

All meetings convened to discuss student evaluation findings and potential accommodations are scheduled through the administration.

During the 2018 – 2019 school year, the elementary/middle schools in the Diocese of Fall River will replace the IOWA standardized tests with MAP Suite Assessment system.

GRADUATION

Grade 8, the culmination of the student's grammar school days, is an important year. During this time, students are prepared for the upcoming high school program of study. Graduation is contingent upon the candidate's passing each major subject. Successful completion of the Christian Service Requirement in accordance with the policies of that program is also required for graduation. Please see HFHN JUNIOR HIGH BOOKLET and Trimester CHRIST IN ACTION SERVICE CARDS for details of this program.

Participation in the graduation ceremony and graduation activities is a **privilege**. Students who have not met academic graduation requirements and/or have demonstrated inappropriate behavioral problems or issues or are not financially up-to-date MAY NOT be allowed to participate in graduation activities at the administration's discretion. Students who have not met academic requirements will receive a blank diploma until such time requirements are completed.

High School Entrance Exams/ Visitations

In early fall, various high schools arrange for classroom presentations relating to their programs. **All eighth grade students will take** the placement exam in December. It is the parent's responsibility to acquire paperwork from the high school their child plans to attend. They also need to follow up the enrollment process to completion. This includes any online requirements requested by the receiving school.

Visits to high schools are highly recommended. The student's teacher/administration should receive notification before the desired visit. If administration is not notified ahead of time, the student's absence will be considered unexcused. Students are responsible to make up missed work.

It is to be noted that high schools seek well rounded students who do their best academically, participate in school oriented activities, have the spirit of service, exemplify good character and choices, are in school on time, and reflect a low absentee rate.

SEARCH

At any time, it is the right and responsibility of the administration to conduct a search of a student's desk or personal belongings if there is reasonable cause for such a search. Please be reminded that backpacks are not to be worn to class and should be kept zipped shut when hanging in the hallway.

SUBSTANCE ABUSE

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

WEAPONS

No weapons may be brought on school property at any time. Any child in possession of a weapon will have the weapon confiscated and his/her parents will be notified immediately. In situations where the individual, other students and/or faculty member are endangered, the police will be notified and the student may be expelled at the discretion of the administration. Any items that could be used as a weapon will also be confiscated.

SCHOOL SAFETY / HARASSMENT / HAZING / BULLYING/ THREATS

Video surveillance cameras are used at Holy Family-Holy Name School to promote a safe school environment for students, faculty, staff, and visitors.

Holy Family-Holy Name School provides a safe environment for all individuals. Bullying and/or cyber-bullying are intolerable. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. **The complete text of The Bullying Prevention and Intervention Policy as set forth by the Diocese of Fall River and Holy Family – Holy Name School is found in Appendix D of this handbook.**

Hazing is prohibited. Hazing is any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of a student or other person.

Written or verbal threats, suggesting use of a weapon or serious bodily harm to any student, faculty or staff member are considered serious offenses and are subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. Holy Family-Holy Name Parent Student Handbook 2018-2019

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 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.

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 instruction time lost in school evacuation resulting from a threat to school safety shall be made up.

OUT OF SCHOOL CONDUCT

In accordance with Diocese of Fall River Student Policy 5226, Catholic school students may be held responsible for conduct outside the school's jurisdiction. The school officials may hold students responsible for any conduct on or off school property that violates school rules, common decency, or civil laws, and therefore reflects negatively on their school community. Such student behavior may be a cause for student suspension and/or expulsion.

Holy Family-Holy Name School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (**for example, on a home computer**), may subject the student to consequences. **Parents should be aware that they are held legally responsible for the activities of their child on the computer. Inappropriate use of technology includes harassment, defamation, misuse or unapproved use of school name / logos / photos, remarks directed to or about teachers, offensive communications and safety threats.**

TELEPHONE and ELECTRONIC ACTIVITY

The school phone is intended for school business, but students may be allowed to use the phone in the office with permission. If a student needs to contact a parent during the school day, the school receptionist will make the initial contact. Students are not permitted to call home for forgotten book assignments, gym clothes, or to plan after school activities with their friends. Messages for children will be given to them by the secretary.

Cell phones may not be used by students in the school building or at any school event on or off the campus, before, during, or after school. **During the school day, cell phones must be turned off / silenced and handed in to homeroom teacher upon arrival at school.** Prohibited use of cell phones for students on school property/at school events includes, but is not limited to: taking pictures or videos, web access, text messaging - including texts to/from parents, alarm, calculator, datebook functions, game functions, calling student to student or to anyone other than parent/guardian, and use of Bluetooth or other earpiece devices. **Cell phones are not to be in possession of a student in Ex Care, after school help, detentions, clubs, or after school activities, to name a few. This list is inclusive but not limited to the previous items. Violation of this policy will result in confiscation of the cell phone /electronic equipment.**

Students may not engage in any electronic activities in or out of school that are a violation of HFHN student behavior policies. This includes, but is not limited to, sexting, cyberbullying, the sending of e-mail or creation of web postings or engaging in social media networks such as, but not limited to, Facebook, Instagram, Snapchat, Tumblr, Twitter, etc. that indicates or suggests pornography, unethical or illegal requests, racism, sexism, unsuitable language, real or implied threats to any student, faculty or staff member of HFHN or the parish; defamatory statements made concerning the parish, school or its students, faculty or staff; information that may breach the security of HFHN network, parish or school property; misuse of pictures of the parish, HFHN, its activities, students, faculty or staff. Disciplinary actions for these activities may include,

but are not limited to loss of computer privileges, in-school suspension, and/or referral to appropriate law enforcement agencies.

SUSPENSION

Suspension is invoked for serious infractions of school policy and shall be within the jurisdiction of the administration. Parents are notified and will meet with the administration. Suspension will be held in school in a supervised area with dismissal at a time to be arranged with the parent. Excessive behavioral disturbances or lack of co-operation from the student and/or parent may also result in an at-home suspension.

WITHDRAWAL / EXPULSION

Holy Family-Holy Name School follows the withdrawal / expulsion policies set forth by the Diocese of Fall River Department of Education.

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

Please see [Appendix A](#) for more information on these policies.

DETENTION POLICY/**ACADEMIC EXTENSION ROOM**

Detentions will be served anytime from 2:30pm to 5:30pm. Depending on the offense, detention may be longer in time or assigned for a Saturday or Sunday at the administration's discretion.

In grades 1 – 4, a detention notice is sent home the day before the detention is to be served. This must be signed and returned the day of the detention. At the administration's discretion, a detention may be assigned without a 24 hour notice.

In grades 5, 6, 7, & 8, a detention notice and an email is sent home the day before the detention is to be served. The notice must be signed by the parent or guardian and returned the day of the detention.

A teacher or staff member is assigned to supervise the **Academic Extension Room** for students who have not met daily academic responsibilities, who need to make up work, or who are getting extra help. Parents of Grade 3 and 4 students will be notified by their child's teacher(s) via Behavior Reports on Renweb each time their child has been required to go to the **Academic Extension Room**. Parents may also receive a written notification. Excessive participation in the **Academic Extension Room** will result in a parent conference.

FIRE DRILLS & CRISIS / EMERGENCY EVACUATIONS

During a fire drill, children are to exit in a quiet, orderly fashion. To insure your child's safety, running and talking are not allowed per order of the fire department. In the classroom, children are to follow their teacher through their assigned exit and line up outside the building in the assigned area. If the children **are not with their class** during a fire drill, they are to exit through the nearest door **and stand with the nearest adult**.

There are sixteen cameras and panic buttons in our building for added security. Each door has a "Stop Alert" alarm system to alert school personnel if a child is attempting to leave 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 St. Lawrence Church. Should the evacuation cause extended retention of students at the church, no student will be released from the church until:

- the regular dismissal time for that school day,
- or - the Administration has announced an early dismissal and parents have been contacted,
- or - the parent/guardian of the student comes to the church to sign the student out.

LAVATORY USE

Preschool through Grade 2 use the lavatory mid-morning and mid-afternoon. There is a sign out/sign in book **in the Grade 1 and Grade 2 classrooms**. All classes should make use of the lavatory facilities at lunch. Permission to use the lavatory at other times, including before and after school must be granted by the teacher. Running, loud talking or "horseplay" is NOT

ALLOWED in the lavatory. Students are to use student restrooms located on the lower level (near cafeteria) or the restroom located at the end of the main hallway on the first floor.

HUMAN SEXUALITY

The Diocese of Fall River requires that a course in Human Sexuality be implemented throughout all grades as part of the religion curriculum. HFHN teaches human sexuality via approved texts and audio-visual aids that are aligned with the teachings of the Catholic faith. Communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS) are also topics taught within this curriculum. Classes on pro-life/respect life issues will also be given in grades 4 - 8.

In accordance with the Policies and Regulations Diocese of Fall River Department of Education (5625) – “The School curriculum and faculty and staff shall represent the Catholic Church’s teaching on abortion in a clear and uncompromising manner.”

The Diocese also requires that the Child Lures /Teen Lures Program be taught at all grade levels. The mission of the program is “to help ensure the personal safety of children and youth through increased awareness, education, advocacy and action. Our goal is to prevent all forms of child victimization by teaching families, professionals, and other community members how to recognize, interrupt, and report inappropriate behaviors and situations.”

PHOTOS / VIDEO / WEBPAGE /CONTACT INFORMATION

Your contact information (email, phone number, and home address) will be shared with the Diocese of Fall River Catholic Education Center for the purpose of contacting you about school related news. Your child’s (ren) pictures may be posted on the school website, Diocesan website, Facebook, other school related publications, and other social media outlets. Parent/Student signature acknowledging the policies in this handbook constitutes permission to use your child’s photo. **Parents who do not want photos, names, or contact information released must notify Holy Family-Holy Name School in writing by September 14.**

PARTY INVITATIONS / CLASS BIRTHDAY CELEBRATIONS / HOLIDAY TREATS

To avoid hurt feelings, invitations for student parties may be distributed in school ONLY if they are sent to the entire class, or all the boys, or all the girls. If you are using “school mail” (ie: Take Home Tuesday), they must be sent in to be filed by Tuesday of that week. If you are unable to invite the entire class, or all the boys, or all the girls, invitations may not be distributed on school property. Parents 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.

FOR ALL GRADES: DUE TO ALLERGIES AND FOOD SAFETY PRECAUTIONS, FOOD ITEMS MAY NOT BE SENT IN BY PARENTS.

In lieu of food items, the following can be accepted in honor of your child or in celebration of a particular holiday: a book with your child’s name on a nameplate for the classroom library, holiday oriented pencils, stickers, erasers, etc. If in doubt, please contact the teacher or the administration before purchasing any items to be given to the class.

The Early Childhood classrooms, (P3, P4 and K), will have a single, monthly celebration for all student birthdays in that month. Snacks/treats will be provided by the school.

CAFETERIA RULES

Breakfast and lunch are provided free for all students through the New Bedford Public Schools and are served daily. Breakfast is served as a complete meal with milk, juice and a cold breakfast item. Lunch menus are available in Renweb and on the NBPS website. The menus are emailed to each family prior to the start of each new month. HFHN has no control over the food items that are served for breakfast and lunch.

Lunch is ordered by the student in the morning. Students may choose the hot meal on the NBPS menu, a meat sandwich or a peanut butter sandwich. Lunch is served as a complete meal with milk. An extra portion may be purchased, price TBA. Milk may be purchased separately as well. Price TBA.

Students eat their lunches in shifts by grade level. Cafeteria behavior is to reflect proper etiquette and Christian behavior. Students are assigned cafeteria seats by homeroom teachers. Students may talk quietly during lunch and must display good eating habits. Students are expected to clean up after themselves. Unacceptable behavior will result in disciplinary

action. Excessive noise may result in silent lunch. No food or drinks are to be taken outside the cafeteria unless directed by the Administration. Running and horseplay are not allowed in the cafeteria. After lunch, students are expected to line up quietly and orderly. All "forgotten" lunches must be delivered to the office. Parents may not bring lunch directly to students. NO FAST FOOD MEALS (McDonalds, Burger King, KFC, etc.) may be delivered to school.

Students are welcomed to bring their own lunch from home if they don't want the free lunch.

At lunch, students MUST bring their own water bottle from home. If needed, water is for sale for one dollar.

Students are requested to bring their own lunch "accessories" - napkins, plastic spoons, plastic forks, straws, etc. Glass containers of any kind MAY NOT be brought to school. Microwaving of food items brought from home is not allowed. Please use "hot" thermos for those items.

SUPERVISION in the cafeteria will be Administration, teachers and staff ONLY for safety, security, and consistency. Parents are welcome to sign up to participate in fund-raising activities and chaperoning (see policy).

LOST AND FOUND

Any items in the school building or on the school grounds should be given to the school secretaries to be placed in the Lost and Found box near the front door. **Items placed in the Lost and Found remain there for 30 days.** After 30 days, items are donated to charity.

RESPONSIBILITIES OF STUDENTS

The following rules exist to make you aware of the respect you owe your teachers, any adults in school or on the playground, your parents, other students, as fellow Christians and yourself as a child of God.

Respect Your Clergy, Religious, Teachers, and Staff

You will show respect for Clergy, Religious, Teachers, and Staff by:

- a. the tone and manner in which you speak to them.
- b. the manner and way you speak about them to your friends.
- c. the care and work that you put into the assignments given to you.
- d. the faithful way in which you keep the classroom rules that are given to you.
- e. addressing them by their proper title at all times.

Respect Yourself And Your Fellow Students

Some ways you show this respect are:

- a. giving others your attention when it is their turn to speak. In class, or at an assembly, any student who cannot give that attention will be removed.
- b. honoring other's property by not borrowing or taking without permission, destroying, or defacing it.
- c. respecting your own and others' work and efforts by not copying assignments, class work or test materials.
- d. talking to or about others in a Christian way. Any student using unkind words or improper language must apologize.
- e. by helping others when they are having trouble instead of making fun of them.
- f. respecting your body and other students' bodies by treating them gently and in no way hurting them. Your hands and feet are to be kept to yourself.
 1. Rough play, hitting, bullying, or fighting will result in disciplinary action.
 2. Bringing anything to school that could bring harm, such as guns, knives (including jack knives / Swiss Army knives) or matches may result in immediate expulsion and notification of parents and police.
 3. Smoking materials, drugs (including prescription and over-the-counter medicines such as, but not limited to, cough syrup, aspirin, etc.) and alcohol are forbidden and may result in expulsion.
- g. walking in silence when on the stairs or in the hall and leaving the building in a single file following the posted directions.
- h. knowing and obeying the rules for bus safety and behavior. Bus drivers and monitors are to be obeyed. Infractions may result in losing the privilege of riding the bus.
- i. respecting and obeying safety patrols. Students MUST USE CROSSWALKS at all times. NO student may cross the street without the permission of the crossing guard or teacher.

Serious or repeated offenses will result in disciplinary action and/or the notification of parents. A conference may also be required.

Respect Property

As a Christian, the Lord expects you to be a good caretaker of all the property that you own or are allowed to use. You show this respect by:

- a. treating all school property and personal property as if it were a gift loaned by Jesus.
 1. School books are to be covered with the appropriate "Book Sock" 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.
 2. Students who lose their books will be charged for the lost text.
 3. Students writing on walls or damaging property will be required to do clean-up work. Defacing walls, fixtures, desks or school property of any kind may also result in fines used to repair damage.
 4. Computers and other technology are to be used for the benefit of all students. Damage to a 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 the 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.
- b. keeping your classrooms, desks, playground, bathrooms, and gym clean and orderly.
Gum may not be chewed on school or church property or at any school activity.
No food or candy is to be taken out on the playground.

Using Your Talent

Christ gave each of us different kinds and different amounts of talent. Some ways you can show Jesus and others that you are doing your best are:

- a. listening carefully when someone is speaking.
- b. writing down your assignments in your agenda and taking notices and letters home.
- c. making sure you have all the books, HFHN agenda, and materials you need for your next class and for your homework assignments
- d. doing your assignments carefully and neatly to the best of your ability.
- e. handing in your assignments on time and making up assignments promptly when you are absent.
- f. asking your teacher (or another student when allowed) in a polite way to help you when you do not understand.
- g. giving time, effort and care in trying to do all work before saying, "I can't do it."
- h. sharing with your class any special skills or talents you may have, such as: music, art, etc.
- i. getting yourself to school on time and remaining there until the end of the school day. A note is needed from the parent if there is a change from normal transportation.

Things That Hurt Us All

Jesus taught us that certain things we do are especially displeasing to Him. These are usually things that in some way hurt us and our brothers and sisters around us. Jesus showed us through His life and teachings that He disliked the following things:

- a. attacking, bullying or hurting someone, even if you feel that person hurt you. (If someone hurts you, go to the teacher for help.)
- b. hurting someone seriously and on purpose. (We believe that this is so wrong, we will remove a student from class for one or more days, the very first time it happens. If it happens more than once, a student may be dismissed from HF-HN School.)
- c. fighting beyond the point of self-defense. Although you have the right to protect yourself if attacked, if you continue, you are considered as wrong as the person who started the fight. Instead, report to the person in charge, and ask for help.
- d. cyber-bullying/snapchat/Instagram...Parents will be notified if there are incidents that occur at home and travel to school and interfere with our learning environment.
- e. Any student exhibiting signs (verbal or physical) of harming self or others will be reported to administration and services will be provided.

FIGHTING, USE OF INSOLENT OR FOUL LANGUAGE IS EXPRESSLY FORBIDDEN. Differences between students should be taken up with the presiding teacher(s), and as needed, Administration.

Consequences

The consequences for a poor choice made by a student depends upon how serious the wrong is and how often it has been done. Repeated offenses will always involve notifying the parents. The following are some consequences for poor choices:

1. taking privileges away from you.
2. keeping you after school (detention).
3. excluding you from upcoming field trips.
4. removing you from class or school for one or more days (In-school suspension).
5. expelling you permanently from Holy Family - Holy Name School.

A Student's Right and Teacher's Right

Teachers and students are human and will make mistakes. That is why teachers and students have the right to tell "their side of the story." **It must be done** in a respectful and courteous way, AFTER SCHOOL. **Students may not question or answer a teacher back at the time they are being corrected.**

Teachers and students will be invited to explain their side after school. The teacher, with administration present, will listen to you and do his/her best to judge fairly. Remember, the administration, your teacher, you, and your parents are also bound to follow Jesus' command to forgive. **If a student feels he/she was not treated fairly, further discussion will take place.**

ADDITIONAL SAFETY POLICIES FOR STUDENTS

STUDENTS ARE NOT PERMITTED IN THE TEACHER'S LOUNGE without permission.

STUDENTS ARE TO REMAIN ON CAMPUS ONCE THEY ARRIVE AT SCHOOL. Leaving the grounds, for any reason, must always be with permission of the administration.

Service orientated events will be made available to the students in middle school. Some examples (but not limited to): Extended Care, St. Lawrence, Holy Name of the Sacred Heart of Jesus, SL Food Pantry, Missionaries of Charity, etc.

PERSONAL ITEMS

Unless the teacher's or administration's permission is given, students are NOT ALLOWED to bring the following to school or to school activities:

- weapons of any kind
- liquid white out (tape white-out is ok)
- toys
- large amounts of money or other valuable items (jewelry, etc.)
- skateboards, roller blades, bicycles
- electronic games or "diaries"
- laser lights
- electronic audio/video equipment of any sort, including "iPod"/MP3 players/radio /cassette/CD players, recorders, boom boxes, handheld video/audio/game devices
 - any photographic equipment of any sort including still film or digital cameras / video recorders
- any items that may harm another student (due to allergies or asthma reactions) (this includes items such as hair spray, spray breath freshener, any kind of cologne, scented hand sanitizer, etc.)
- any items or clothing displaying immoral *and/or unchristian words, characters or logos (this includes any wrestling and rock group** characters, words and logos)
- trading cards of any variety, e.g. "sports cards", "Yu-gi-oh!", "Pokemon" etc.
- Widgets/Fidgets/cubes/stress balls
- American Girl dolls

A parent must come to the school to pick up any items confiscated from their child.

* The administration reserves the right to determine what words, characters or logos are inappropriate for young people in our Catholic Christian environment.

** While we acknowledge that many rock groups have excellent messages for today's world, many have clearly unchristian messages. It is difficult to "keep up" with what every band is doing. Rather than waste educational time determining case by case and allowing students to "test" the system, it is our policy that NO rock group characters or logos will be permitted.

The administration reserves the right to make new policies when necessary.

HFHN PUBLICATIONS

The following Holy Family - Holy Name publications further detail information and policies referred to in this handbook. These are available on Renweb and/or the HFHN website.

HFHN REGISTRATION OPENING PACKET

HFHN BACK-TO-SCHOOL OPENING PACKET

HFHN DRESS CODE

UNIFORM POLICY

EARLY CHILDHOOD APPENDIX

NATIONAL JUNIOR HONOR SOCIETY HANDBOOK

HFHN CIA SERVICE CARDS

EXTENDED CARE PACKET

HFHN TECH HANDBOOK

Please keep all of these available for reference throughout the school year. **Additional publications are added throughout the year.**

A FINAL NOTE

We need to work together to assist the children entrusted to our care to grow to be respectful adults, honest citizens and Christ-like human beings in today's society.

Parents are reminded not to allow their children to test the rules to see if they will be caught. Your cooperation with school rules will assist your children to have respect for themselves, their parents, and school personnel.

APPENDIX A

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Policies and Regulations Diocese of Fall River Department of Education *Student Policy*

Manual WITHDRAWAL AND TRANSFER - P5119

Withdrawal

Withdrawal is the voluntary termination of a student's enrollment by the parents 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.

The Principal should report each withdrawal to the Superintendent according to the established child accounting procedure.

Transfer

Transfer is the voluntary termination of a student's enrollment by the parents or 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.

Involuntary Termination of Enrollment

It should be noted that Withdrawal and Transfer are voluntary on the part of the parents or guardian. If the student's enrollment is terminated involuntarily, this must be considered Expulsion and is subject to Policy 5235.

WITHDRAWAL AND TRANSFER - R5119

Withdrawal

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.

Transfer

Although a student has the right to transfer at any time during the school year, transfers after the spring vacation are to be discouraged.

When a student transfers, the Massachusetts Transfer Card is to be filled out in triplicate. Two copies are to be sent to the Department of Education within five days of the transfer, and the third copy is to be sent to the new school or given to the student's parents. A notation of the transfer is to be made in the School Register with the reason for transfer. (At the end of the year the number of students transferring for each of the reasons specified in the Register should be totaled.)

A complete transcript of the student's grades, test scores, and health record is to be sent as soon as possible to the new school. Since these records will be necessary for classifying the student in the new school, they should not be delayed. If possible, the principal should call the principal of the new school to supply any further information that might be needed.

HOME SCHOOLING - 5140

A parent choosing home schooling as an educational alternative should contact the local public school district to receive the approval to educate a student at home. Public school districts have the authority to approve and monitor home-schooling programs. A student's record shall be sent to the public school district in which the student resides.

A student educated through home schooling may be admitted to a school in the Diocese of Fall River when parents have provided a written certification of the student's entry level readiness provided by the local public school district, which states that all of the requirements of the public school district have been met.

EXPULSION - 5235

Expulsion is the permanent termination of a student's enrollment. The decision to expel a student shall be within the discretion of the head of school, after consultation with the Superintendent, in a Diocesan school, or consultation with the pastor, in a parish school. Expulsion is a rare decision that should be taken reluctantly and as a last resort for a serious cause.

The school shall provide for an expulsion process. Both the parents and the Diocesan Schools Office shall be notified in advance of a potential decision to expel a student. Expulsions cannot take place before the parents and student are notified, and the student is allowed a hearing. Before the parents are notified about the expulsion, the Diocesan Schools Office will be informed. Attendance at expulsion hearings is limited to the student and the student's parents or legal guardian. Students or parents do not have the right to have an attorney or other types of representation at these hearings. If a student is to be expelled, the parents will be notified in writing by a letter, which must be approved by the Diocesan Schools Office.

The head of school may expel a student involved in any incident or circumstance that is deemed harmful or detrimental to any individual or to the school, especially when the incident or circumstance occurs on school property or at any school-sponsored or school-related event. Examples of incidents or circumstances that may subject a student to expulsion include but are not limited to, the following:

1. use, possession, giving or selling of illegal drugs or alcohol
2. possession of a dangerous weapon on school premises or at school-sponsored or school-related event
3. a physical assault on a faculty or staff member, or a student
4. chronic disregard for school rules and policies.

After the decision has been made, the head of school shall provide a written notice explaining the circumstances of the expulsion to the Superintendent, or his/her designee, as soon as possible under the circumstances. Expulsions shall be recorded in the student's record.

MANDATORY STUDENT MEETING – 5665

At the beginning of each academic year, the Head of School or his or her designee (who has been trained by Catholic Social Services) will conduct a meeting of the entire student body. The purpose of this meeting is to address the consequences for students who use threatening or violent language, or language perceived to be threatening or violent. The Head of School determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, "I am going to kill you," "I am going to blow up this building," or "I'm going to sabotage the school's computer system." Any person using such language shall be subject to discipline, including, but not limited to, suspension or expulsion.

APPENDIX B

Policies and Regulations Diocese of Fall River Department of Education *Student Policy Manual*

IMMUNIZATION REQUIREMENT Regulations of the Office for Children

Regulations established by the Office for Children in 1976 require:

- 1) licensees must maintain immunization records for all children, and
- 2) all children must be age-appropriately immunized to attend.

These regulations are designed to prevent the illness and disruptions caused by diseases. The Department of Public Health supports a "**NO SHOTS - NO ENTRY**" policy for children attending day care centers/ schools. The minimum immunization requirement for entry into day care, for children two years and older is 3 doses of hepatitis B, 4 doses of DTP/DTPaP, 4 doses of Hib, 1 dose of MMR, 3 doses of IPV, and 1 dose of varicella or proof of disease. Lead level screening is also required.

Effective August 1, 1998 one dose of varicella vaccine will be required for day care attendance for children 19 months of age or older without a history of chicken pox, who were born after January 1, 1997. Varicella vaccine is also strongly recommended for susceptible preschool children.

Section 102 CMR 7.09 (6) Age Appropriate Immunizations

The licensee shall require, at admission, a physician's certificate that each child has been successfully immunized in accordance with the current Department of Public Health's recommended schedules against diphtheria, tetanus, pertussis (whooping cough), poliomyelitis, measles and such other communicable diseases as may be specified from time to time by the Office. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) objects thereto, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contraindicated.

Since October 1992, three doses of hepatitis B vaccine are required for daycare entry for all children born after January 1, 1992; and age-appropriate immunization with Hib vaccine is required for all children born after January 1, 1991. The number of doses required varies depending on the age the child starts Hib immunization. Refer to the chart below and the Guidelines of the Immunization Program, MDPH, dated July 1997 for more information.

Interpretation

You are required to keep an immunization record on file for each child enrolled in your center. This record must contain the complete date of each immunization and be signed by the health care provider. Immunizations must be up-to-date for each child according to the attached State Immunization Schedule. No child shall be admitted to, or allowed to remain in, your center unless they can satisfy these requirements:

- a. A medical exemption is allowed if a health care provider submits documentation that an immunization is medically contraindicated.
- b. A religious exemption allowed if a parent submits a signed statement that immunizations are contrary to their religious beliefs.

Since 1991, school immunization regulations require a second dose of measles containing vaccine for all students entering seventh grade. All students in grades K – 8 must have a second dose of MMR vaccine.

In 2000, the Department of Public Health made Tetanus, Diphtheria and Measles, Mumps and Rubella vaccine available to all sixth graders.

As of September 1, 1999, all students entering grade 7 will be required to submit proof of the following: - Varicella – 1 or 2 doses (depending on the age of the recipient at first dose) or a Physician's Certification of Chicken Pox Disease.
- TD Booster – required if it has been 5 years since the last dose. Td will be offered to students in grade 6.

APPENDIX C

Policies and Regulations Diocese of Fall River Department of Education *Student Policy Manual*

NEW BEDFORD HEALTH DEPARTMENT PROTOCOL FOR SCHOOL HEALTH NURSING

I. Guidelines of the Immunization Program - Massachusetts Department of Public Health As

required by state regulations (102 CM 7.07 and CMR 220), nurses are responsible for maintaining records of minimally acceptable numbers of immunizations for school attendance. No child shall be admitted to, or allowed to remain in schools, unless they satisfy immunization requirements.

II. Physical Examinations - MGL Chapter 71, Section 57

The Board of Health shall provide the services to carry out health appraisals on children at required intervals, specifically in Grades 1, 4, and 7. Results of these appraisals shall be recorded on health record forms. The school nurse will provide the following services:

1. Screening in Grades 1, 4, and 7 to determine whether physical examinations will be performed by the family physician.
2. Maintenance of copies of family physician's examinations on the school health record.
3. Performance of height and weight assessment and BMI of children in Grades 1, 4, and 7, to be done by the school nurse.
4. Follow-up of all referrals.

III. Massachusetts Vision Testing

The nurse will test the vision of each child according to methods approved by the Massachusetts Department of Public Health. Notices will be sent to parents of all children who fail the second vision test. The nurse will provide follow-up on all referrals and record the results on the child's school health record.

IV. Massachusetts Hearing Testing

The nurse will test the hearing of each child by means of discrete frequency hearing tests. Notices will be sent to parents of all children who fail the second hearing test. The nurse will provide follow-up on all referrals and record the results on the child's school health record.

V. Scoliosis Screening

All children in grades 5-9 will be examined by a nurse who has been certified by the Massachusetts Department of Public Health. An initial letter will be sent to parents of children in these grades advising them of the postural screening examinations. The nurse will arrange scheduling with the principal / classroom teacher for the performance of the examinations. Follow-up letters will be sent to parents only in cases of positive findings. A letter with specific findings will be sent to the family physician. The nurse will provide the necessary follow-up on all referrals and record the findings on the school health record.

VI. Team Evaluations

The nurse will be available as a resource to attend full team evaluations. Team findings will be recorded on the school health record. First aid, sick visits, student counseling, exams for head lice, and educational classroom presentations may not be provided by the public health nurse. Schools are encouraged to make other arrangements for provision of these non-mandated services.

APPENDIX D

BULLYING PREVENTION AND INTERVENTION PLAN FOR THE DIOCESE OF FALL RIVER

Amended 12/16/13

“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/guardians 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 § 370)

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

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

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

“**Aggressor**” is a student, 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, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

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 § 370)

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.

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

- **Safety of the target**

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

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

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

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

a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.

d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. Investigation

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

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

Interviews may be conducted by the principal or designee, or 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 benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

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

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

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

APPENDIX E

HFHN COMPUTER TECHNOLOGY USAGE POLICY

For the safety of all students, the safety of the equipment and to insure that all students benefit from the technology provided for their use in computer labs and/or Chromebooks in classrooms including all HFHN Google Apps for Education Resources.

- Students must sit properly when using the computers and/or Chromebooks and must never sit on computer tables;
- Horseplay and loud talking are not allowed; food and drink are not allowed in labs / near computers;
- All parts of the computer and/or Chromebook are to be handled CAREFULLY AND GENTLY; DO NOT TOUCH THE SCREEN!
- Students should never be alone in the COMPUTER LAB and /or classroom with Chromebooks;
- Students must sign on to the computer and/or Chromebooks using only their OWN username and assigned password.
- No more than two students may use a computer and/or Chromebooks at a time unless instructed by the teacher;
- Only one student may control the mouse/keyboard and/or Chromebooks at a time - no grabbing/ pulling, wild clicking/pounding!
- All computer activity must be appropriate for young Christians - no inappropriate language, graphics, etc.!
- Students may turn on, off or reboot computers and/or Chromebooks only when instructed to do so.
- Students are to log off and reposition their keyboard, mouse pad, mouse and chair before leaving the lab.
- Students may only use software or websites designated by the instructor; (no music sites for entertainment purposes)
- Students may NOT install software from home, download programs, or "borrow" school software;
- Students are not allowed to share documents, ppt. etc. with other students unless designated by the instructor;
- Students are to save and or quit programs when instructed to by teacher;
- **STUDENT FLASH DRIVES ARE NOT ALLOWED. (PER TECH DIRECTOR)**
- Work found elsewhere or saved under inappropriate titles/ nicknames will be deleted without notice.
- Student folders are school property, therefore they may be accessed and reviewed by the student's teacher or administration at any time.
- Students may NOT access another student's folder at any time!
- Students MAY NOT assign or tamper with passwords on programs or individual work.
- Student MAY NOT password protect documents.
- Students may NEVER open or tamper with the system, settings, control panels or the file server.
- Students may never access, tamper with, copy, or delete another student's work / files.
- Students may only use a CD /DVD drive with permission of instructor.
- Students may only go on-line under the supervision of a teacher.
- Students may use the internet for browsing, research and teacher directed web activities ONLY.
- Students may not access areas of the web that are inappropriate for Christians or attempt to bypass the school's content filtering by accessing a proxy server or any other application designed for this purpose.
- **Personal E-Mail, Chat Groups and Instant Messaging MAY NOT be used by students** - this applies to school computers as well as all personal electronic media brought onto school property (cell phones, etc.)
- In unusual circumstances, email to/from a student's own /parent's account for the purpose of transferring a student's work from school/home or home/school may only be done under the **DIRECT SUPERVISION** of the supervising teacher. (must be standing next to you)
- **NEVER** give out personal information on-line, including participation in surveys or opinion polls.
- Only documents / pictures to be used as part of school related projects or assignments may be downloaded by students.
- **Products, services and subscriptions** MAY NEVER be ordered on-line by a student.
- **HFHN** is not responsible for system crashes, software errors or hardware failures that result in the loss of student work. In the event of computer error messages or system malfunction the student should immediately inform the teacher. Students MAY NOT try to troubleshoot a machine on their own!
- Use of computers at **ANY TIME** is subject to the availability and permission of a supervising teacher.

**All Students must read and sign the Diocese of Fall River Acceptable Use Policy annually.
See also the Telephone and Electronic Activities Policies in the Parent and Student Handbook
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 the principal.
Students/Parents are financially responsible for any equipment damaged or destroyed by a student.**

APPENDIX F

HOLY FAMILY-HOLY NAME EXTENDED CARE PROGRAM

Goals of Extended Care

After school care allows your child to converse with their friends, explore their talents, exercise motor skills, and offer the opportunity to begin daily homework.

Finances

Extended Care Before School: 6:30am – 7:30am. The current charge is **\$2.50 per half hour per child**. Fee is subject to change.

Extended Care After School: 2:30pm – 5:30pm. The current charge is **\$2.50 per half hour per child**. Fee is subject to change. Please remember that anyone not picked up by 5:30pm will be charged \$5 per child for every 15 minutes they are late. Also, anyone who does not sign out will be charged to 5:30pm.

Extended Care charges are e-mailed **each week** on Monday and payments are due on **Wednesday of that week**. Extended Care charges are available in FACTS and payments can be made at any time through FACTS. Payments may also be sent in directly to school. All balances are due **in full** weekly. **A \$10 late fee will automatically be charged on all outstanding balances**. Any family with more than two weeks unpaid charges will be denied Extended Care services.

Homework

All students in grades 1 through 8 will begin homework under the supervision of a staff member from 3pm to 4pm, Monday through Thursday in a designated “homework area”. This homework area will be a quiet study room. Students **MUST** have an appropriate book to read after their homework is completed.

Homework Bags

Homework bags will be prepared **ONLY** if requested by phone and/or email. They will be available for pick-up on the bench outside the Main Office after 2:30pm. At 3pm it will then be taken down to Extended Care.

Snacks

Snack time is between 2:30pm and 3:00pm. Snacks and juice are available at a cost from 25¢ - \$1.00 each. Please send water with your child or you may purchase a bottle for \$1.00

Communications

If you have any questions or concerns, please make an appointment to speak with the Administration at 8:00 – 3:00PM. If your child is going to be picked up by someone who does not usually pick him or her up, a signed and dated note must be sent to the school addressed to Administration or Ex Care. The person picking up your child will be asked for **photo identification**. Please inform them of this so that they are prepared. If you are running late, please give us a courtesy call to inform us. Also, if plans change during the day as to who will be picking up your child, please call the school.

Daily Routine

Then daily routine of the Extended Care Program will include snack time, lavatory time, outdoor/indoor playtime, homework room and group activities. Each child will be encouraged to participate in a daily activity that may include: arts & crafts, music, games, exercise or other such organized projects.

Daily Release

Please be aware that the Extended Care door is located on Chestnut Street on the lower level nearest North Street.

When your child is at outdoor recess, **please alert the caretaker that your child is leaving her/his care**, then proceed inside to get the child’s belongings and sign out with the Extended Care Supervisor.

If your child is somewhere else in the building, the caretaker in the Extended Care room will telephone the appropriate extension to have your child released. Please wait at Extended Care. Due to safety and privacy issues, please do not go past the Main Desk. Please be respectful of all children and do not discuss happenings of the day.

Vacation / Summer Camp

Students are to pre-register to attend these Vacation Summer Camp Extended Care days. Payments are to be received on time. Students may be denied attendance due to improper behavior, lack of respect or finances in arrears. Students who register on the day of attendance will be charged a \$5 late registration fee.

Clothing

When picking up your child, please check the coat hooks for all outerwear, backpacks, and lunch boxes. We strongly encourage Extended Care students to bring a change of clothes. If girls do not want to bring a complete change, they may want to slip on a pair of shorts under their jumper so they may comfortably engage in physical activities. Please have students dress appropriately for the weather. (hats, gloves, etc.) We do play outdoors in all seasons. Students participating in Run Fit/Track Club must wear HFHN gym attire in order identify them as a team and get them prepared for the Track Meet.

Discipline

Students in Extended Care will be allowed various time periods to socialize. However, they are expected to remain quiet in hallways, especially to and from the lavatory. Students not adhering to this request will receive one warning and on the second offense, will forfeit the opportunity for outdoor play, and perhaps the planned activity of the day. Students unable to control their behavior will be asked to visit the principal. A log will be kept of those children not cooperating with the Extended Care staff. The administration of HFHN reserves the right to deny Extended Care services to uncooperative students.

Safety / Health

If your child incurs an injury you will be contacted at home/work, or your emergency contacts will be called. An injury report will be recorded for any injury, no matter the degree of that injury. Please inform the administration or the staff-in-charge of any food allergies, health problems, or special fears your child may have. Please let us know if and when your child has suffered a concussion.

Miscellaneous

These items are not allowed in Extended Care: fidget spinners; American Girl dolls; any electronics. (subject to change)

After School Activities/Clubs

Holy Family-Holy Name School provides after school clubs and activities through our Extended Care Program. The Extended Care fee (\$2.50 per half hour per child) is for the length of time your child is in the club. If your child remains in school beyond the club time, the Extended Care charges will continue to apply. Please call the office to have your child excused from Junior Choir or any other club. The office will direct the call downstairs.

General Information

For security reasons, parents/guardians/caregivers are not allowed to go past the Extended Care desk. Yellow chains are hung between each doorway for safety.

Please be advised that for your child's safety, he/she will be sent to Extended Care should you fail to pick up him/her at the regular dismissal time, at the close of Christian service, extra help, detention, a school activity or you are unexpectedly late. All students will be picked up at the Chestnut Street door. STUDENTS ARE NOT PERMITTED TO BE IN DOORWAYS, HALLWAYS, THE OFFICE BENCH AREA, OR OUTSIDE THE BUILDING WHILE WAITING FOR THEIR RIDES. Please DO NOT use Extended Care as a more convenient pick-up option for your child unless you plan to use the Extended Care service.

PLEASE NOTE: Even if your child checks in for a few minutes, you will be charged for the half hour.

Cell phones will be returned to the student by the Extended Care Supervisor when he/she is dismissed to go home.

APPENDIX G

revised 6.13.17

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 to their students between 7:45am and 2:30pm. Appointments should be made before school or after 2:30pm.

See **Orientation, Open House & Parent Teacher Conference** sections for more

information. **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 **7:30am**. If your child must arrive before this time, he/she will need to report to the Extended Care Area in the P3 classroom. Kindergarten students go right to their own classroom. **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 on a regular basis require a note if dismissal procedures should change. By the same token, if your child usually goes home at the end of the day and you need them to go to Extended Care you must also send in a note.
- 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/guardians: **Please allow your child to gain independence and responsibility by attending to these needs on his or her own.** P3 and P4 parents/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



Birthdays

Invitations may be distributed in the class, **only if there is an invitation for each student** (or if it is all boys/girls). Addresses are available when a written request is put in writing to the office ahead of time.

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. These will usually be sent home in your child's Take Home Tuesday Envelope (THTE). **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. The office emails the lunch menu each month to all the families; you can also check 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/attemp 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!

See **eXtra clothes (under X)** for more information.

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

Please reinforce these concepts at home!

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 objects
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
- Take Home Tuesday (see "T")

****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. Our classroom discipline plan follows the "1,2,3, Magic" program developed by Thomas Phelan, PhD.

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, etc...

Consequences

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

In Kindergarten, a child who reaches “3” will be given a refocus form to fill out (with teacher’s assistance). The form will be sent home for a parent/guardian signature and then it is to be returned the next school day.

Drop Off

Please 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.** There is a bathroom located down the kindergarten hallway (near the large brown statue of Mary and through the double doors on the left) as well as on the lower level of the building. In particular for preschool, this is a good last comfort, establishes routine, & reinforces potty training skills.

All Students enter the school building through the **North Street Door**

Pre-3 Students will enter class through the door located at the end of the “K” hallway

Pre-4 Students, upon entering, will go down the stairs and proceed to their classroom

K students will take a right at the 2nd hallway and drop off at the first doorway.

Dismissal

Pre 3 and Pre 4 dismissal time is 2:15pm to enable parents who have children in other grades to pick them up on time. 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!

- **Pre 3 children are dismissed from the Chestnut St. door** (near where they enter the classroom). Parents are to come up the staircase on the left side and then walk with your child down the right side.
- **Pre 4 children are dismissed from the other Chestnut St. door** on the lower level. (aka: Extended Care door)
- **Kindergarten students are dismissed from Summer Street at 2:20pm.**

Safety is a priority at this time! Parents/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.

If the weather is bad, dismissal procedures may change (please see “**Weather**”)



Early Dismissal

All early dismissals of school children **must** be cleared through the **main office** with a written note. Upon pickup, parents/caregivers must **sign their child out** in the main office for all early dismissals. 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** when doors close. Please inform the teacher if your child will be attending Extended Care on a regular basis. 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 students 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 up to date on materials covered in class, review skills, and allow parents to actively participate in your child's academic learning. **Your cooperation is essential!** Homework assignments may be posted via Renweb and/or sent in your child's THT envelope. 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 refer to the Web site sheet included in your packet for just a few of the wonderful resources available to help children and parents learn. Please access Renweb 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

See **Snack & Lunch**



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. There is a summer 'Meet-N-Greet' in August and an Open House opportunity in October. Please make every effort to attend.



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.

see also **Appointments**

PTO

Holy Family Holy Name School has a Parent-Teacher Organization which you may be interested in joining. PTO meets monthly. You will be receiving more information.



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 in the classroom. 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 a small snack each morning which is **provided through the school**. It would be *helpful* to encourage your child to try new food items. If your child attends extended care, **please send an additional snack and drink**. (Or you may purchase something from the snack counter -25 cents to \$1.00-and/or water-\$1.00 per bottle) This snack should be **CLEARLY LABELED** so that there is no confusion at lunch time. Please try to limit number of snacks included. 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.

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 morning announcements and prayers are **completed**. Please try to arrive on time as not to disrupt the rest of the class' morning schedule.

Toileting

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, 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, please note: NO belts, suspenders, etc.

See **eXtra Clothes (under X)** for change of clothes requirements



Umbrellas

Once again, **Umbrellas are NOT permitted in Early Childhood**. Please **do not** leave them in your child's cubby!

Uniforms

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

Volunteers



We may contact parents 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 & talents provided by our parents. **As you know, ALL volunteers must be CORI'd.**

Visitors

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



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.

At dismissal, if the stairs are unsafe, we may dismiss from a lower door so that the children can exit safely.

You should receive an email/phone call blast in the event of school cancellations or early



Dismissals. 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 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 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 & *zoom...* before you know it, it will be gone. Enjoy it!

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

Massachusetts School Immunization Requirements 2018-2019

Childcare/Preschool^{††}

Attendees <2 years should be immunized for their age according to the [ACIP Recommended Immunization Schedule](#). Requirements listed in the table below apply to all attendees ≥2 years. These requirements also apply to children in preschool classes called K0 or K1.

Hib	1-4 doses; the number of doses is determined by vaccine product and age the series begins
DTaP	4 doses
Polio	3 doses
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	1 dose; must be given on or after the 1 st birthday; laboratory evidence of immunity acceptable
Varicella	1 dose; must be given on or after the 1 st birthday; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades Kindergarten – 6th

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. In ungraded classrooms, Kindergarten requirements apply to all students ≥5 years.

DTaP	5 doses; 4 doses are acceptable if the 4 th dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

* A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

† Meningococcal vaccine requirements (see Grades 7-12 table) also apply to residential students in grade pre-K through 8, but only if the school combines these grades in the same school with students in the grades 9-12.

†† Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year.

See page 2 for Grades 7-12 and College (Postsecondary Institutions)

Massachusetts School Immunization Requirements 2018-2019

Grades 7 – 12†

Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. In ungraded classrooms, grade 7 requirements apply to all students ≥12 years. Requirements apply to all students, even if over 18 years of age.

Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥10 years since Tdap.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable
Meningococcal	1 dose; 1 dose MenACWY (formerly MCV4) required for newly enrolled full-time students attending a secondary school with grades 9-12 (in ungraded classrooms, those with students ≥13 years) who live in a congregate living arrangement approved by the secondary school (e.g., dormitory). Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement.

College (Postsecondary Institutions)†

Requirements apply to all full-time undergraduate and graduate students, all full and part-time health science students and any full or part-time students attending any postsecondary institution while on a student or other visa, including foreign exchange students attending or visiting classes as part of an academic visitation or exchange program. Meningococcal requirements apply to the group specified in the table below.

Tdap	1 dose; and history of a DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥10 years since Tdap.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥28 days after dose 1; laboratory evidence of immunity acceptable. Birth in the U.S. before 1957 is acceptable only for non-health science students.
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable. Birth in the U.S. before 1980 is acceptable only for non-health science students.
Meningococcal	1 dose; 1 dose MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger. The dose of MenACWY vaccine must have been received on or after the student's 16 th birthday. Doses received at younger ages do not count towards this requirement. Students may decline MenACWY vaccine after they have read and signed the MDPH Meningococcal Information and Waiver Form provided by their institution. Meningococcal B vaccine is not required and does not meet this requirement.

* A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

†Medical exemptions (dated statement signed by a physician stating that a vaccine(s) are medically contraindicated for a student) and religious exemptions (dated statement signed by a student or parent/guardian, if the student is <18 years of age, stating that a vaccine(s) are against sincerely held religious beliefs) must be renewed annually, at the start of the school year.

Holy Family-Holy Name School Uniform Policy 2018-2019

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.

Personal Appearance and Personal Items (ALL STUDENTS)

Footwear Policy

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. No boat shoes or "sneaker type" shoes. **Please note: Sperry shoes are NOT acceptable.**

- For safety reasons, NO ballet flats, sling backs, flip flops, skimmers, jellies, moccasins, or canvas shoes can be worn at any time. This includes on Spirit and/or Non-Uniform days.
- **Shoes with laces are to be properly tied at all times.**
- Shoes must fit properly and must not "flop off" as the student is walking or using the stairs.
- NO boots
- Winter/rain boots may not be worn in the classroom, but may be worn to school and changed before entering the classroom.
- Shoes may not light up.

Hair Styles

The Administration reserves the right to take appropriate action whenever it deems a hairstyle to be unusual. Any student whose hairstyle is deemed unacceptable and distracting from the learning environment may be excluded from class and the student's parents 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 constituted by, 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

- Simple ribbons, headbands, or barrettes only; no oversized bows
- No feathers, flowers, head wraps, bandanas, and/or hair pieces
- Girls may wear (one color) nail polish
- NO false nails, nail art, nail jewelry
- No makeup, glitter, or false eyelashes

Boys

- No facial hair (beards, goatees, mustaches, etc.)
- May not wear an earring or earrings.

Jewelry

- A minimum of jewelry is allowed.
- 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. (no hoops or dangle earrings due to safety issues); no ear cuffs

General

- 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), body art, permanent or temporary tattoos. Students may not write or draw on skin.
- 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.
- School administration may request the removal of any jewelry deemed excessive.

**August through October 31st and May 1st through June
Kindergarten to Grade 6**

Boys	Girls	Boys and Girls Gym
<ul style="list-style-type: none"> • Navy blue HFHN embroidered logo shirt (must be tucked in) • Khaki shorts or pants (Donnelly's style) • Donnelly's navy crew neck sweater with logo • Plain white, gray, or navy crew or knee socks; no sport socks • Dress shoes *see footwear policy • Solid black or brown belt (optional) 	<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 • Plain white, gray, or navy crew or knee socks or tights (no designs) • Dress shoes *see policy ~or~ • Navy blue HFHN embroidered logo shirt (must be tucked in) • Khaki shorts/pants (Donnelly's style) • Plain white, gray, or navy crew or knee socks; no sport socks • Dress shoes *see policy • Solid black or brown belt (optional) • Navy cardigan sweater 	<ul style="list-style-type: none"> • HFHN t-shirt such as those from a club or activity; (no autographed shirts) • HFHN navy blue KNEE length shorts or sweatpants (from Donnelly's) or solid navy blue KNEE length shorts or navy blue sweatpants or warm up pants (may have no more than 2 white stripes on sides) (Optional gym wear on form may be used in place of gym uniform if purchased from Donnelly's) • Plain white, gray, or navy crew or knee socks; no sport socks • Tied sneakers; may not light up <p style="text-align: center;">Spirit Wear</p> <p style="text-align: center;">~or~</p> <ul style="list-style-type: none"> • Gym uniform *see above* • HFHN t-shirt such as those from a club or activity; (no autographed shirts) • Blue jeans or solid navy blue sweatpants or warm up pants or solid navy blue KNEE length shorts • NO leggings/jeggings/yoga pants • Plain white, gray, or navy crew or knee socks; no sport socks • Tied sneakers; may not light up

**August through October 31st and May 1st through June
Grade 7 and Grade 8**

Boys	Girls	Boys and Girls Gym
<ul style="list-style-type: none"> • Blue button-down Oxford shirt (must be tucked in) • Navy blue HFHN embroidered vest or sweater • Navy blue, plaid or stripe tie (to be worn at all times to appropriate length); or bow tie (must be purchased from Donnelly's) • Khaki shorts or pants (Donnelly's style) • Plain white, gray, or navy crew socks; no sport socks • Dress shoes *see footwear policy • Solid black or brown belt (optional) 	<ul style="list-style-type: none"> • White button-down oxford shirt (to be tucked in and worn with Navy blue HFHN embroidered vest or V neck sweater with logo) • ¾ sleeve fitted blue or white blouse with logo (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. Modesty shorts should be worn under skirts at all times • HFHN "skort" from Donnelly's • Plain white, gray, or navy tights (no designs) • Dress shoes *see shoe policy ~or~ • White button-down oxford shirt (must be tucked in) • Navy blue HFHN embroidered vest or sweater • Khaki shorts/pants (Donnelly's only) • Plain white, gray, or navy crew or knee socks; no sport socks • Dress shoes *see shoe policy 	<ul style="list-style-type: none"> • HFHN t-shirt such as those from a club or activity; (no autographed shirts) • HFHN solid navy blue KNEE length shorts or sweatpants; or solid navy blue KNEE length shorts or sweatpants; or warm up pants (may have no more than 2 white stripes on sides) (Optional gym-wear on form may be used in place of gym uniform if purchased from Donnelly's) • NO leggings/jeggings/yoga pants • Plain white or navy crew or knee socks; no sport socks • Tied sneakers; may not light up • Gym uniform *see above* ~or~ • HFHN t-shirt such as those from a club or activity; (no autographed shirts) • Blue jeans or solid navy blue sweatpants or warm up pants (may have no more than 2 white stripes on sides) or solid navy blue KNEE length shorts • NO leggings/jeggings/yoga pants • Plain white or navy crew or knee socks; no sport socks • Tied sneakers; may not light up

**November 1st through April 30th
Kindergarten to Grade 6**

Boys	Girls	Boys and Girls Gym
<ul style="list-style-type: none"> Navy blue HFHN embroidered logo shirt (must be tucked in) Khaki pants (Donnelly's style) Plain white or navy crew socks Dress shoes *see footwear policy Solid black or brown belt (optional) Donnelly's navy crew neck sweater with logo 	<ul style="list-style-type: none"> HFHN uniform plaid jumper <i>*Modesty shorts should be worn under jumpers at all times*</i> White round collared "Peter Pan" blouse or white or navy blue turtleneck Plain white, gray, or navy tights (no designs) Dress shoes *see footwear policy ~or~ Navy blue HFHN embroidered logo shirt (must be tucked in) Khaki pants (Donnelly's style) Plain white, gray, or navy crew or knee socks; no sport socks Dress shoes *see footwear policy Solid black or brown belt (optional) Navy blue cardigan 	<ul style="list-style-type: none"> HFHN t-shirt such as those from a club or activity (no autographed shirts) HFHN solid navy blue sweatpants or solid navy blue sweatpants or warm up pants, (may have no more than 2 white stripes on sides) (Optional gym-wear on form may be used in place of gym uniform if purchased from Donnelly's) Plain white, gray, or navy crew or knee socks; no sport socks Tied sneakers; may not light up Spirit Wear Gym uniform * see above* ~or~ HFHN t-shirt such as those from a club or activity; (no autographed shirts) Blue jeans or solid navy blue sweatpants or warm up pants, (may have no more than 2 white stripes on sides) NO leggings/jeggings/yoga pants Plain white, gray, or navy crew or knee socks; no sport socks Tied sneakers; may not light up

**November 1st through April 30th
Grade 7 and Grade 8**

Boys	Girls	Boys and Girls Gym
<ul style="list-style-type: none"> Blue button-down Oxford shirt (must be tucked in) Navy blue HFHN embroidered vest or sweater Navy blue, plaid or stripe 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 white or navy crew socks; no sport socks Dress shoes *see footwear policy Solid black or brown belt (optional) 	<ul style="list-style-type: none"> White button-down oxford shirt (to be tucked in and to be worn with Navy blue HFHN embroidered vest or V neck sweater with logo) ¾ sleeve blue or white (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> HFHN "skort" from Donnelly's Plain white, gray, or navy tights (no designs) Dress shoes *see footwear policy ~or~ White button-down oxford shirt or white turtleneck (must be tucked in) Navy blue HFHN embroidered vest or sweater Khaki pants (Donnelly's only) Plain white, gray, or navy crew or knee socks; no sport socks Dress shoes *see shoe policy Solid black or brown belt (optional) 	<ul style="list-style-type: none"> HFHN t-shirt such as those from a club or activity; (no autographed shirts) HFHN solid navy blue sweatpants or solid navy blue sweatpants or warm up pants, (may have no more than 2 white stripes on sides) (Optional gym-wear on form may be used in place of gym uniform if purchased from Donnelly's) Plain white, gray, or navy crew or knee socks; no sport socks Tied sneakers; may not light up Spirit Wear Gym uniform * see above* ~or~ HFHN t-shirt such as those from a club or activity; (no autographed shirts) Blue jeans or solid navy blue sweatpants or warm up pants (may have no more than 2 white stripes on sides) NO leggings/jeggings/yoga pants Plain white, gray, or navy crew or knee socks; no sport socks Tied sneakers; may not light up

Preschool (Optional)
Toddler sizes available in 2T-4T unless otherwise noted on form

- Navy Sweatshirt MW Fleece w/Logo
 - Navy Sweatshirt w/Logo
 - *Smallest Size is Y2XS*
- Navy Sweatpants MW Fleece w/Logo
- Navy Sweatpants Hem Bottom w/Logo
 - White Tee Shirt w/Logo
 - White Tee Shirt w/Logo
 - *Spirit wear Tee*
- White Tee Long Sleeve w/Logo



Regular warm weather uniform



Winter gym uniform



Girls' alternate gym uniform



Boys' alternate gym uniform



Grade 7-8 three quarter sleeve blouse comes in white and light blue; can be worn with or without V neck sweater purchased from Donnelly's. These blouses run small.



Grade 7 & 8 girls alternate uniform



Grade 7-8 alternate ties; also striped bow tie

PARENT AND STUDENT SIGNATURE FORM

The 2018-2019 Student-Parent Handbook is available for viewing on RenWeb under “Resource Documents” and on www.hfhn.org under “Downloadable Forms.”

The school handbook has been compiled to acquaint both students and parents of the rules of HFHN.

Please review the Handbook, sign this document, and return by

September 14, 2018

After reading the Handbook, please sign below to indicate that you and your child(ren) understand and are willing to comply with the rules and policies included in this Handbook, in the HFHN Dress Code, and in any HFHN publication referred to in this document.

Your signature below also indicates that you and your child understand that Renweb and email are among the primary means of communication of school information and of your child’s progress. It is anticipated that parents and students will access Renweb to review the student’s progress regularly and will be attentive to and responsive to email communications received from the school and your child’s teacher(s).

TEACHERS and the PRINCIPAL have the right to make new policies when necessary.

Please have each student sign and at least one parent sign before returning.

Student’s Signature _____ Grade _____

Parent Signature _____ Date _____

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