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PHILOSOPHY of HOLY NAME SCHOOL

Holy Name School seeks to fulfill its commitment of Catholic Education according to the directives of the Second Vatican Council document, “The Church in the Modern World.” Our philosophy is rooted in the words of the document: “*The future of humanity lies in the hands of those who are strong enough to provide generations with reasons for living and hoping.*”

This ideal of Catholic Education is realized through a threefold ministry: teaching the gospel message, building a Catholic community, and rendering service. Gospel values are reflected in the school community through prayer, worship, and personal responsibility. Acts of Christian service reflect our concern for peace and justice.

Guided by our motto, “Specs MESSIS in Semine” (The hope of the harvest is in the sowing), we plant the seeds of hope as we “Teach as Jesus Did” didactically and by example, spreading the Gospel Message and radiating the goodness of our Lord and Savior, Jesus Christ.

MISSION STATEMENT:

Holy Name School, a Catholic elementary school serving children in grades Pre-K to eight, is an educational ministry of Holy Name Parish. Our community embodies the values and teachings of the Roman Catholic Church.

At Holy Name School, we nurture the spiritual, intellectual, social, emotional, and physical dimensions in all children. We encourage the high personal standards of Christian behavior and academic performance by implementing school-wide programs to teach the gospel message and promote faith in action throughout the greater community while, at the same time, incorporating value based curriculum ideologies and current instructional methods.

PARENT and STUDENT HANDBOOK:

This document, also known as the *Holy Name School Parent/Student Handbook*, defines school-wide policies that are listed in alphabetical order according to topics.

Parents are asked to:

- read these policies carefully,
- discuss them with their children (school policies will also be reviewed in class during the first week of school),
- sign and return the perforated section on the last page of the handbook by the deadline date to indicate that they promise to comply with these policies, and
- assist their children to do likewise in support of Holy Name School.

2004-2005 HOLY NAME SCHOOL CALENDAR

September 7	Tuesday	School begins - All students in Grades Pre-K to 8
October 7	Thursday	School Picture Day for grades Pre-K to 8. Formal uniforms must be worn.
October 11	Monday	School closed - Observance of Columbus Day
October 29	Friday	School closed - Diocesan Teachers In-service Day
November 11	Thursday	School closed - Observance of Veteran's Day
November 24	Wednesday	Early Dismissal* - Thanksgiving Vacation
November 29	Monday	School Re-opens following Thanksgiving Vacation
December 22	Wednesday	Early Dismissal* - Christmas Vacation
January 3	Monday	School Re-opens following Christmas Vacation
January 17	Monday	School closed - Martin King Luther, Jr.'s Day
February 21-25	Mon.-Friday	School closed for Midwinter Vacation
February 28	Monday	School Re-opens following Midwinter Vacation
March 25	Friday	School closed - Good Friday
April 4-15	Mon.-Friday	IOWA (ITBS) Testing for students in Grades 3, 5 and 7
April 18-22	Mon.-Friday	School closed for Spring Vacation
April 25	Monday	School Re-opens following Spring Vacation
May 30	Monday	School closed - Observance of Memorial Day
June 3	Friday	Eighth Grade Banquet and Dance
June 10	Friday	Eighth Grade Graduation, 7:00 p.m.
June 24	Friday	Early Dismissal* - End of School Year

***Early Dismissals: 10:30 AM (There will be NO Extended Day Program-(EDP) on these days.**

The school calendar includes five days for inclement weather and one Diocesan Teachers' In-Service Day. Schools close for Summer Vacation after 180 instructional days.

ACADEMIC POLICIES

ACADEMIC HONESTY POLICY: At Holy Name School, honesty and truthfulness are the foundation for acceptable moral behavior. Moral behavior is the responsibility of each student. Cheating is considered to be a voluntary act for which there may be a reason, but no acceptable excuse. At our school, cheating is considered to be - but not limited to:

1. Plagiarism: representing someone else's work or ideas as one's own without giving credit to the source -- such as taking information directly from the Internet or any computerized source or any other written source, and purchasing published reports from the INTERNET or any other source.

2. Receiving or knowingly supplying unauthorized information.
3. Copying the work of another student or permitting copying by another student during an exam or quiz.
4. Possession of any unauthorized materials during an exam or quiz.
5. Changing an answer after work has been graded and presenting the work as improperly graded.
6. Copying and submitting the homework, notebook, assignments or project of another student or person.
7. Permitting the copying of homework, notebook, assignments or project in or out of class.
8. Violating testing procedures as defined by a teacher in an individual classroom.

Academic dishonesty will have serious disciplinary and academic repercussions. A student who is caught cheating will receive a 0% on the assignment. In all cases, the student will be counseled by the teacher and/or principal and the parents will be informed of this transgression.

ACADEMIC GRADING SCALE and STANDARD REPORT INTERPRETATION: The school year is divided into four marking periods, or quarters, each lasting approximately 10 weeks. At the end of each marking period (November, February, April and June), academic report cards are issued to students in grades one through eight. Pre-school and Kindergarten students are issued a Progress Report twice a year - in February and June.

Report cards are handed to parents during the mandatory November Parent/Teacher conferences (first marking period) and are sent home with the students at the end of the second, third and fourth marking periods. For each marking period, parents/guardians must sign and return the report card stub to the appropriate homeroom teacher signifying that they have received this document and are aware of the child(ren)'s academic and behavioral status.

Report Card/Kindergarten Progress Report grades reflect each student's academic achievement, effort and behavior. The following keys are used to describe student achievement:

KINDERGARTEN EVALUATION KEY

1 = Most of the Time 2 = Some of the Time 3 = Not Yet

GRADES 1-8 EVALUATION KEY

<u>Explanation of Grades</u>		<u>Work Habits, Grades 1-3; <i>also</i></u>	<u>Work Habits, Grades 4-8</u>
A+ 97-99	C+ 77-79	<u>Computer, Library, Music, Art,</u>	1 = Outstanding
A 93-96	C 73-76	<u>Handwriting, Physical Education,</u>	2 = Very Good
A- 90-92	C- 70-72	<u>and Conduct for Grades 4-8:</u>	3 = Satisfactory
B+ 87-89	D+ 67-69	S = Satisfactory	4 = Lack of Effort
B 83-86	D 63-66	N = Needs Improvement	5 = Missing Assignments
B- 80-82	D- 60-62	U = Unsatisfactory	6 = Doesn't Use Time Wisely
	F Failure		

A grade of "A" is awarded to those students who perform outstandingly in tests, quizzes and class work, actively participate in class discussions, turn in their homework complete, correct, and when it is due; take the initiative in their studies to exceed requirements, and complete appropriate assignments and submit them in a timely fashion following absences.

A grade of "B" is based on test scores, daily work, homework, appropriate make-up work because of absence, and participation in class activities - all of which are done above average.

A grade of "C" reflects completion of the following minimal requirements. class assignments, tests and quizzes, homework, class participation, and make-up work after absences.

A grade of "D" indicates frequent failure to complete class assignments, poor test and quiz results, inattentiveness in class, and insufficient participation in class.

A grade of "F" is issued to students when there is absolute refusal - or strong lack of concern - to complete assignments, to participate in class work and activities, and for poor performance on tests and

quizzes.

ASSESSMENT: Holy Name School educates students to become self-directing, responsible, faith-filled adults. Our intent is to give students the tools necessary to help them achieve this goal.

One way to determine what the individual student needs is to create a system of assessment based on a network of many forms of evaluation and used in conjunction with the other aspects of the student's academic life

Holy Name School's assessment goals are met through the following:

1) **Standardized Testing -**

The Diocesan School Office, Diocese of Springfield, has determined that all Catholic schools use the IOWA Tests of Basic Skills as a comprehensive testing program to ensure a constant evaluation of pupil progress. Students in grades 3, 5, and 7 are administered this standardized test once a year in the spring of the school year.

2) **Curriculum Based Testing -**

The following evaluations are administered according to the rhythm of curriculum instruction as established by the classroom teacher in determining student achievement and ability levels on a consistent basis:

- a. Diagnostic tests
- b. Pre- and post-tests
- c. Chapter tests
- d. Unit tests/assessments
- e. Cumulative tests

Additional methodologies are implemented by the classroom teacher such as oral reports, projects, plays, etc., which aid in monitoring general student performance and progress. As stated above, maximum use of the information gained enables the teacher to focus attention on the areas needing emphasis.

Class tests and quizzes are sent home on a regular basis for parental review and are required to be returned to the classroom teacher within a specified amount of time. Standardized test results are sent home at the end of the school year. Parents wishing to discuss their child(ren)'s tests results are asked to make an appointment with the teacher.

CURRICULUM: The curriculum of Holy Name School is based on both state requirements and Diocesan policies. It consists of religion, language arts, mathematics, social studies, science, art, and physical education. In addition Holy Name School offers programs in computer science, library skills, health and family life.

Title One remedial services are offered in both mathematics and reading through the direction of Sylvan Learning.

Through each subject in the curriculum, especially reading and mathematics, sensitivity to the individual needs of each child will be emphasized. Children will be moved along a continuum as mastery of skills and concepts dictate. This will be accomplished through placement, groupings and diversity of materials and assignments.

HOMEWORK POLICY: It is necessary that skills for good study habits be taught and strengthened. Homework is always assigned with great care for the purpose of fostering habits of independent study. Daily assignments will usually reinforce the day's lessons. However, home assignments frequently afford opportunities for diversified and challenging study. Consideration is made for deferment of homework due to situations in the home such as illness in the family **but a note of explanation to the teacher must accompany the work when the student returns to school.**

It is expected that parents/guardians will support the homework policy and take an active interest in insuring that their child(ren)'s homework assignments are taken seriously and promptly completed.

While there is not a defined frequency of homework assignments in each grade, the following is used

as a guideline:

Kindergarten: homework is at the discretion of the classroom teacher

Grades 1 and 2: Approximately 30 minutes of homework per night.

Grades 3 and 4: Approximately three-quarters to one hour per night.

Grades 5 and 6: Approximately one hour per night.

Grades 7 and 8: Approximately one hour to one and one-half hours per night.

Homework is usually assigned Monday through Thursday at all grade levels. However, as students advance through the grade levels, they may be assigned short- and long-term projects that will involve working over the weekend.

HOMEWORK and SCHOOL ABSENCES/LEAVE of ABSENCE: Students absent from school on half days without a valid written excuse due to illness or extenuating family circumstances will receive a 0% for any class work, quizzes or tests given on those days.

Leave of absence for students in grades kindergarten through eight taken during the school year outside of the designated school holidays is strongly discouraged by the Administration and Faculty of Holy Name School. Parents must assume the educational responsibility of their child(ren) should they choose to disregard this policy. TEACHERS WILL NOT DISTRIBUTE INDIVIDUALIZED ASSIGNMENTS/LESSONS PRIOR TO THE STUDENT(S) DEPARTURE.

Upon their return to school, it is the parent's responsibility to see that their child(ren) are instructionally current with their class in comprehension and written work within a period of one week. If, for whatever reason, work is not made up within this designated time, a 0% will be given for work due.

HONOR ROLL POLICY: The purpose of the Honor Roll is to recognize the efforts and outstanding academic abilities of students in grades 4 through 8. At the end of each marking period, students who have achieved Honor Roll status for that marking period are recognized at an Honors Awards assembly held in Holy Name Church just prior to school dismissal. Their names are also published in the school's weekly newsletter, *The Headliner*.

In order to receive a **High Honors Award**, a student must achieve:

- a. straight "A's", including minuses, for every subject graded;
- b. "S's" in all academic areas where letter grades are not issued except in Handwriting where an "N" is acceptable;
- c. a "1", "2", or "3" in work habits for each subject graded; and
- d. an "S" in the conduct grade for each class.

In order to receive an **Honors Award**, a student must achieve:

- a. all "A's" and "B's", including minuses, for every subject graded;
- b. "S's" in all academic areas where letter grades are not issued except in Handwriting where an "N" is acceptable;
- c. a "1", "2", or "3" in work habits for each subject graded; and
- d. an "S" in the conduct grade for each class.

INCOMPLETE REPORT CARD GRADES: If a student has been absent from school for fifteen or more days during a quarter marking period, it is virtually impossible that work in terms of comprehension and class work be completed during the remaining time in the marking period. The student is encouraged to make up as much missing work as he/she can but will receive an incomplete grade on the report card.

INTERNET POLICY: Parents and students must abide by the Internet policy that will be sent home to be read and signed at the beginning of each school year. NO STUDENT will be allowed access to the Internet until the policy is read and signed, dated and returned.

PARENT-TEACHER CONFERENCES: *Mandatory* formal Parent-Teacher Conferences are scheduled for the month of November for all grades (Grades K-8). These conference times are carefully scheduled according to family and parent work hours. Throughout the rest of the school year, parents are free to schedule conferences with the classroom teachers whenever the need arises. Parents who wish to schedule a conference are asked to call the school office for an appointment. **Impromptu conferences with teachers are discouraged.** Teachers are available daily until 2:30 p.m. for scheduled parent-teacher conferences.

PROCEDURE for RECOMMENDED TRANSFER for NON-DISCIPLINARY REASONS: Certain pupils may be given a recommendation to transfer for grounds other than class or school discipline. The following procedure is used for the pupil who is clearly unable to profit from schoolwork by reason of high ability, subnormal ability or serious emotional instability:

1. It has been determined that other schools or agencies have facilities to assist such a pupil;
2. There has been sufficient discussion with the parents concerning their child's condition and academic needs;
3. The final decision has been made by the principal, in consultation with the pastor.

The Attendance Department of the local public school district will be notified immediately of all recommended transfers. A copy of the Cumulative Pupil Record will be held until the public school requests it.

PROMOTION: Ordinarily, students who satisfactorily complete the prescribed course of studies are promoted to the next highest grade level at the end of the school year. Exceptions are made at the discretion of the teacher and with the approval of the principal.

RETENTION: *"The decision regarding promotion or retention of a student should be made by the teacher in consultation with the principal, parents, and guidance counselor - where appropriate. Such decisions should be based on the total evaluation of a student's growth in all areas of his/her development."* -- Policy 5120, Policies and Regulations Handbook, Diocesan Schools Office

At Holy Name School, the teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. If remedial help by the teacher proves to be inadequate for the pupil, the teacher will advise the parent(s)/guardian(s) to arrange for outside remedial help, i.e. , professional tutoring, summer school, etc. The teacher will inform the parents regularly during the second and third quarters of the pupil's progress or possibility of retention. An overall academic average of 59% or below in core subjects (religion, reading, spelling, English, mathematics, social studies and science) at the end of the first semester, as well as student attendance as it impacts scholastic achievement, are considered grounds for retention. Additionally, in our primary grades (K-2), student maturity is equally considered with academic achievement in the matter of retention.

In the event that retention is under consideration, parents/guardians must agree to complete the following steps before a final decision is made by the school administration:

- 1) The pupil needs to be tested by his/her physician as well as by the local school district at the parents' own personal request and with the cooperation of Holy Name School (See #3 below).
- 2) In some cases, parents/guardians will be requested to seek the opinion of a physician specialist and/or an outside professional testing agency.
- 3) A physical examination to determine if any speech, vision or hearing difficulties exist and/or diagnostic testing for possible learning disabilities must occur between the time that the recommendation for retention was made and before the end of the third quarter.
- 4) These test results must be shared with the principal and teacher no later than the third quarter of the year in question.
- 5) The pupil will be placed on *ACADEMIC PROBATION* for the remainder of that school year once academic difficulties are noted. Remedial help will continue to be offered by the school

- staff in conjunction with outside remedial sources (see above) supplied by the parent/ guardian.
- 6) During this probation period, the teacher and parent(s)/guardian(s) will communicate on a regular basis to discuss the pupil's progress. Communication may occur in the form of phone calls, notes home or conferences. The principal is free to join scheduled conferences.
 - 7) At the end of the probationary period (3rd quarter) parent(s)/guardian(s), teacher(s) and principal will meet to re-evaluate the pupil's progress, review his/her diagnostic test results, and discuss the child's future at Holy Name School.

If, after following these guidelines, retention is still recommended for a student enrolled in grades 3-8, the emotional and social factors must also be strongly considered in terms of the child's continued attendance at Holy Name School. A transfer of schools would, therefore, be recommended to the parents/guardians and would serve the best interest of the child.

If parents do not agree with the school's recommendation for retention, the principal may, in the best interest of the child, terminate enrollment. -- Policy 5120, Policies and Regulations Handbook, Diocesan Schools Office

STUDENT PROGRESS REPORT: The "Teacher's Report of Student Progress" is an official form used at Holy Name School to report pupils' academic progress, study skills, habits, development, and general behavior to parents/guardians. It is issued mid-way through each marking period to the parents/guardians of first through eighth grade students. This report serves as a notice to parents so that appropriate action may be taken as a follow-through.

The factors to be considered in measuring pupil progress are: class participation, satisfactory completion of class work and homework assignments, and success in oral and written tests and quizzes.

ADMISSIONS POLICIES

NOTICE of NONDISCRIMINATION POLICY: Holy Name School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Holy Name School does not discriminate on the basis of color and national and/or ethnic origin in administration of educational policies, scholarship and loan programs, and athletic and other school administered programs. Likewise, Holy Name School does not discriminate against any applicant for employment, on the basis of sex, age, handicap, race, color and national and/or ethnic origin.

ADMISSION PREFERENCES and PROCEDURES: At times, it may not be possible to accept all families who apply for entrance to Holy Name School. Therefore, an admissions policy, detailed below, has been established in considering applicants for entrance.

A. In all cases, applicants must be able to satisfactorily pass the entrance test or screening process in order to qualify or consideration. Following this,

1. First consideration is given to Catholic applicants who have a sibling presently attending Holy Name School and whose parents/ guardians are registered parishioners and support parish life by their regular attendance and participation at weekend Masses.
2. Consideration is next given to Catholic applicants with no sibling presently enrolled in the school but whose parents/guardians are registered parishioners and support parish life by their regular attendance and participation at weekend Masses.
3. Following this, consideration is given to Catholic applicants whose families are not registered in the parish.
4. If a vacancy is still available, non-Catholic applicants will be considered for entrance.

B. Age admission in regards to Kindergarten and First Grade applicants:

1. Due to the difference between ability vs. maturity levels and the corresponding relationship to school readiness, Kindergarten student applicants must have turned 5 years old on or before September 1st.
2. In conjunction with the policy outlined above, all First Grade applicants must be six years of age on or before September 1st.
3. All Kindergarten and First Grade applicants must successfully complete the entrance screening/ testing process in order to be considered for entrance.

APPLICANTS QUALIFY for ENTRANCE by SUCCESSFULLY COMPLETING the FOLLOWING POROCEDURE:

- a. A test administered by the incoming homeroom teacher.
- b. All required application forms.
- c. All health forms and procedures as required by the State of Massachusetts.

APPEARANCE of STUDENTS

PERSONAL APPEARANCE of STUDENTS: All Holy Name School students are expected to be neatly dressed during the school day. Emphasis should be placed on good taste, neatness, cleanliness, and modesty. *We place the responsibility on parents to check their children for grooming and hygiene. Lack of improvement in personal hygiene IS GROUNDS FOR CALLING A PARENT/GUARDIAN AND SENDING A STUDENT HOME DURING THE SCHOOL DAY.*

HAIR CODE for BOYS and GIRLS:

Boys - Hair must be maintained in a natural, traditional boys' or men's style. Haircuts should never include extreme multi-layered cuts, ridges, steps, individual spikes, corn rows or sculpting. Any type of step hair cut or layering must be subtle and may not be extreme. Heads cannot be shaved.

Hair should be maintained at a moderate length (above the collar, trimmed around the ears, and cut so that the bangs are above the eyes) and must include tapering. Hair blended from short sides to longer on top is allowed, **but sides and back may not be shorter than a #2 clip**. Boys may NOT wear their hair styled with individual spikes that exceed 1 inch in length and require extreme amounts of gel or hairspray to keep hair in place.

Facial hair on boys in grades 6, 7 and eight is also **not** permissible.

Girls - Extreme hairstyles or fads are not permissible (e.g.: ridges, shaved scalp, corn rows or sculpturing, etc.)

Boys and Girls – Hair must be maintained in a natural style and color, and must be worn neat, clean, and combed away from the face and eyes.

Hair may not be dyed, tinted or bleached and must always be arranged appropriately for the student's age.

Violations of these requirements anytime during the school year will result in the student being issued a "Hair Code Violation" form, which the parent/guardian must sign and return to the teacher issuing the notice. The student will be given a reasonable period of time to rectify the situation. If the violation is not properly attended to during the specified period of time, the student will be sent home and will not be able to return to school until the hair code for Holy Name School is met.

UNIFORM POLICY: School uniforms are to be worn in grades kindergarten through eight starting with the first day of school; uniforms must always be neat and clean in appearance and in good repair (no holes, rips or patches, or faded), and appropriate fit and size.

Boys, Grades K-8: Boys must wear navy blue dress or corduroy slacks, light blue or white oxford dress

shirts, or light blue or white polo shirts with no logos. Shirts **may not be worn layered and MUST BE WORN TUCKED IN TO THE SLACKS.**

Baggy slacks are not permissible; slacks MUST BE WORN WITH A PLAIN BLACK OR NAVY BLUE BELT AT WAIST LEVEL. The belt should be no more than 4 inches longer than the waist measurement.

Girls, Grades K-4: Girls at these grade levels wear the uniform jumper, plain white oxford blouses, white or red polo shirts with no logos, with white ankle socks, navy blue knee socks or navy tights.

Girls, Grades 5-8: The same policy detailed above for “*Girls, Grades K-4*” applies for our young ladies in grades 5-8. The only difference is that instead of wearing a uniform jumper, girls at these grade levels wear a uniform skirt.

From November 1st until April 1st, navy blue uniform slacks purchased at Blake’s may be worn instead of the uniform skirt.

Uniform skirts, slacks, and walking shorts must be worn at the waist, and shirts **may not be worn layered and MUST BE WORN TUCKED IN TO THE SKIRT.** A small shoulder strap purse is allowed.

Boys and Girls, Grades K-8: Pullover navy blue sweatshirts with our school’s initials silk screened on the front are permitted. No other sweatshirt may be worn.

Navy blue walking shorts are permitted during the months of September, October, May and June.

Walking shorts must be worn no more than three inches ABOVE the knee. If the shorts are worn above this length or below the knee and appear to be too tight or too baggy, students will be required to wear their uniform trousers (boys) or jumpers/skirts (girls) until the appropriate size may be purchased.

Ankle socks must be plain white; no colored or stripes are permissible. ***Half, quarter, or below the ankle socks are not allowed.*** Only full socks may be worn.

PLEASE NOTE: Walking shorts may **NOT** be worn on school Mass days.

Physical Education Uniform for Boys and Girls: The P.E. uniform is comprised of a t-shirt and gym shorts, each bearing our school’s initial or logo silk screened on the front.

During the colder months, the P.E. uniform consists of the Holy Name sweatshirt and sweatpants. These uniforms may be worn to school on any P.E. day unless there is a scheduled school Mass. Then, the uniforms are to be carried to school and changing time will be allowed.

Sneakers for P.E. class may be worn to school during the period of time when the weather is pleasant. During the winter months or inclement weather, a second pair of sneakers must be carried to school in order to preserve the gym floor. This rule will be strictly enforced and no child will be allowed to participate in physical education class with wet sneakers.

Blake’s is the exclusive outfitter of our Holy Name School uniform. The entire uniform for both boys and girls may be purchased at:

Blake’s School Uniform Company
1205 Parker Street, Springfield, MA 01129
(413) 782-4123

Hours: Monday Tuesday Wednesday, Friday: 10:00 a.m.-5:30 p.m.
Thursday: 10:00 a.m.-8:00 p.m.
Saturday: 10:00 a.m.-4:00 p.m.

SHOES for BOYS and GIRLS: An oxford style (leather) low heeled shoe (laced or buckled) is required to be worn. For safety reasons, platform or slip-on shoes such as loafers are not permissible.

Sneakers may also be worn year-round and must be primarily all white or all black in color. High- or mid-top sneakers are not acceptable unless a written permission request is submitted by the student’s

doctor. Sneakers must not have extended or platform-type heels. The sole of the sneaker is not to exceed 1 inch in height. For the safety of all girls, platform leather shoes or sneakers are not allowed.

JEWELRY for BOYS and GIRLS: Neck chains are permissible for boys and girls ONLY if a cross or holy medal is hanging from the chain. The chain can be no thicker than 3-4 mm.

Bracelets are not allowed to be worn unless the student is required to wear a medical bracelet.

Rings are not considered to be a part of Holy Name School's Uniform Policy and so may not be worn to school.

ONLY girls may wear pierced earrings to school. ONLY one earring per ear may be worn at any time. For safety reasons, girls are not allowed to wear dangling earrings to school. ONLY stud earrings may be worn by our female students.

MAKE-UP: Make-up is not allowed to be worn by any student attending Holy Name School nor is the wearing of false nails or nail polish.

The exception to this rule is during graduation week for our eighth grade girls. This week, and this week only, the eighth grade young ladies may wear subtle make-up and fingernail polish to school.

UNIFORM FREE DAYS: On occasion, non-uniform days are allowed. These days are usually associated with a special celebration (Catholic Schools Week) or a seasonal holiday such as Christmas (Red, Green and/or White Day), St. Valentine's Day (Red, Pink and/or White Day), St. Patrick's Day (Green and White Day), etc. Parents/Guardians will be notified of these "Uniform Free" days via the weekly newsletter. Appropriate clothing for a Uniform Free Day would consist of the following:

1. Sneakers or flat heeled shoes – but no sandals, slip-ons, or platform shoes – may be worn.
2. T-shirts may be worn but not if they have inappropriate language or promote advertising, especially of alcoholic products.
3. Shorts of modest length may be worn; however, running, bike shorts, and dancing tights may not be worn.
4. Jeans may be worn but they may not be overly baggy, overly tight, ripped, razor slashed or torn.

ATTENDANCE

ABSENCES: Students who are absent from school due to illness are asked to report to the homeroom teacher the day they return to school with a **written note** explaining the reason for their absence before being readmitted to class. Parents are asked to call the main office in the morning if their child is sick and unable to attend school. **Call Mrs. Hurley @ 736-4235.**

Students who are absent from school five (5) or more consecutive days must present a note from their family doctor permitting them to be re-admitted to class. Without a note from the doctor or parent, the student will not be permitted to return to class.

MEDICAL APPOINTMENTS: Early dismissal or tardiness due to medical or dental appointments will be granted but are strongly discouraged from taking place during the school day. If at all possible, we suggest that such appointments be made after school hours. Please bring a form, signed by the doctor's office, when bringing the child back to school.

TARDINESS: It is vitally important for all students to be at school on time for the first bell (7:45 am.). A student is considered tardy if he/she arrives on campus after the first bell has rung at 7:45 am.

Tardy students in grades Pre-K-8 are to report to the main school office in the Alderman Street building to receive a late slip before being admitted to class. They must present a note from their parents explaining the reason for their tardiness either that morning or at the beginning of the next school day. Please note that the entrance driveway will be closed at 7:45 a.m. **IF YOU ARRIVE AFTER THIS**

TIME, for safety reasons please park on Alderman Street in front of the main school office building and kindly walk your child to the school office. If your child's homeroom is in the Dickinson Street building, he/she will be escorted to that building by two other students.

DISCIPLINE POLICIES

DISCIPLINE PHILOSOPHY: Discipline at Holy Name School is considered an important aspect of moral guidance and not a form of punishment. The purpose of discipline is to:

1. provide a classroom environment conducive to learning;
2. promote character training;
3. cultivate virtues that insure right living and
4. redirect disorderly tendencies.

Discipline is accomplished in the classroom or school when pupils work cooperatively with the principal, the teachers, and their companions towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond school hours.

GENERAL SCHOOL-WIDE RULES: General school rules are on permanent display in each classroom. All teachers review these rules with their students and periodically revisit them throughout the school year.

Rules for Student Behavior and Appearance - Students are expected to behave in a Christian manner towards all at all times and take pride in their appearance. Any violation of the following rules must be explained with a written letter from the parent or guardian.

1. The complete uniform must be worn at all times. (Please refer to the Uniform Policy).
2. Hair code will be enforced. (Please refer to Hair Code for Boys and Girls). No jewelry or makeup may be worn; fingernail polish is not permissible.
3. Chewing gum is never permitted on school grounds. Should this occur, a gum fine (\$1 for 1st offense, \$2 for 2nd offense, etc.) will be charged and the money collected will be donated to the Missions.

Rules for School Buildings and Classrooms -

1. Students are not allowed in the classrooms or the Social Center unless an adult is present, whether before, after, or during the school day.
2. Any destruction of school property including writing on desks, walls, etc., is forbidden. Repairs or cost of repairs will be assumed by the parent/guardian of the student.
3. Students are not permitted near a teacher's desk unless requested to do so by the teacher.
4. Running, yelling or loitering in the school building (hallways, classrooms) is forbidden.
5. Students are forbidden to go into other students' desks, lockers or other personal property.
6. Students may not use vending machines during their scheduled lunch period.
7. Food is never allowed to be thrown in the cafeteria or anywhere on school grounds.

Rules for Playground and Lunch Room - To ensure the safety of all students and provide for a clean and safe outdoor environment, the following rules apply to all children:

1. Students are not allowed to wander off-campus (away from the playground) at any time during school hours.
2. Students are not permitted to go onto the roof of any school building.
3. If a ball has to be retrieved, students are to notify the yard supervisor.
4. Bike riding and skate boarding are forbidden at all times on our school campus.
5. All food is to be eaten in the cafeteria. Trash must be put in the trash containers. Food is not allowed on the playground at any time.

6. At lunchtime, students are not to leave their lunch tables until the lunch supervisor has inspected the area and dismissed the students.
7. Lunch tables are not to be defaced in any way (writing or carving). Any damage must be repaired. Repairs or cost of repairs will be assumed by the parent/guardian of the student.
8. No one is allowed to use the vending machines during their assigned lunch period.
9. Running recklessly or playing too aggressively is not allowed.
10. During the snowy months, students are not allowed to throw snowballs, kick snow or ice on others, play with or eat snow.
11. Sliding on ice is also not permissible.

LUNCH ROOM DISCIPLINE POLICY: In order to comfortably accommodate all students in the Social Center's cafeteria, Holy Name School has three scheduled lunch periods. Students are not permitted to leave the school grounds at any time during their lunch period without a written request from their parent/guardian and/or an authorized permission from the principal.

In the cafeteria, as everywhere else on school grounds, courtesy and consideration for others is a must. All food is to be eaten in the cafeteria - and only in the cafeteria - at the assigned lunch tables. Students will not be allowed to get up while eating - including visits to the bathrooms - unless they have the permission of the lunch supervisor. Students will also not be allowed to take food out of the cafeteria area. Following lunch, students must wait to be directed to dispose of their trash and proceed to the playground.

In order to teach and develop the aspects of service, school pride, and spirit of cooperation, students **must** leave their tables clean and dispose of rubbish in the proper receptacles provided. Parents are asked to cooperate with the efforts of Holy Name School in teaching good eating habits and respectable table manners at home.

Students are also encouraged to eat a healthy nutritious lunch. No one will be allowed to use the vending machines during their lunch period. Failure to follow this rule will result in a detention.

Students whose cafeteria or playground behavior is deemed inappropriate by the lunch room or yard supervisors will be immediately referred to the principal.

DETENTION: Detention is a means of discipline given for the violation of school rules. Parents/Guardians will be notified of the student's misbehavior and resulting detention in advance. A detention slip will be sent home for the parent's signature and must be returned to school no later than the following day.

Failure to return a signed detention slip on the following day or to attend a detention may result in a "double-detention, meaning that double the initially specified time will be served by the student.

Detention will be given to students at the discretion of the teacher. Detentions are given for - but not limited to - the following reasons:

1. Disregard for playground, classroom, and lunch room rules (posted in all classrooms).
2. Disrespect to playground supervisors.
3. Disrespect to teachers and staff.
4. Incomplete uniform.
5. Verbal or physical abuse of others.
6. Willful damage to school property or the property of a teacher, staff member or another student.
7. Consistent failure to complete class assignments and/or homework.
8. Forging another person's name/signature, whether an adult's or child's.

As representatives of Catholic education, students are expected to conduct themselves with Christian love and charity. All teachers, staff members, volunteers, and custodians are to be treated in a courteous and respectful manner. Failure to do this is extremely serious. Repeated offenses in this area will lead to further disciplinary action.

SUSPENSION: The following offenses committed by pupils while under the jurisdiction of Holy Name School are reasons for suspension:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Habitual profanity or vulgarity.
3. Assault, battery or a threat of force or violence directed toward any personnel or pupil.
4. Open, persistent defiance of the authority of the teacher or principal.
5. Continued, willful disobedience.
6. Use, sale or possession of any type of illegal drug or narcotics.
7. Use, sale, distribution or possession of any alcohol for beverage purposes on or near school premises.
8. Smoking or having tobacco.
9. Stealing.
10. Willful cutting, defacing or otherwise damaging in any way property, real or personal, belonging to the school.
11. Habitual truancy.
12. Possession of harmful weapons or materials that can be used or construed as weapons.

Any student who is suspended will receive failure grades for the day(s) covering the suspension as well as lowering of the grade in behavior for that marking period. A student will be considered absent from school for the duration of the suspension. This policy also applies to "in-school" suspension.

IN-SCHOOL SUSPENSION: In-school suspension isolates the student and prohibits him/her from participating in any activity of the school program. The student is expected to complete all daily assignments. This suspension will be held in the school under supervision. This is within jurisdiction of the school principal.

BEHAVIORAL CONTRACTS: A student may be asked to sign a behavioral contract as an intermediate step before suspension. This contract will be determined by the principal, in consultation with any teacher(s) involved, the student, and the parent/guardian. A suitable monitoring time will be established and the consequences for failure to improve behavior will be determined.

PROCEDURE for EXPULSION: The expulsion of a student from a Catholic school of the Diocese is a serious matter, and is rarely invoked. The fact that a student presents serious problems to a school is usually not, in itself, sufficient reason to expel him or her. In most instances, the principal should use every means available to discover the cause of the problem, and should make a referral to the school's guidance counselor, if available, and/or to the Diocesan Schools Office, before a decision to expel the student is made.

There may be situations which demand expulsion of a student from the school. These situations may include, but are not limited to, the following:

1. a student's delinquency or immorality which warrants commitment to a correctional institution or which constitutes a definite threat to the health or safety of the student, other students, visitors or school employees;
2. a student's chronic and incorrigible misbehavior which undermines classroom discipline and impedes the academic progress of fellow students;
3. conduct by the student's parents or legal guardians which interferes with the normal operations of the school, or which places at risk the health or safety of the student, other students, visitors or school employees; and
4. circumstances which clearly indicate that it is neither to the student's nor to the school's advantage that the student continue attending the school.

Ordinarily, expulsion will not be the first disciplinary measure invoked against a student. The student's record will show that the student's teacher and the principal have met with the student's parents or legal guardians to discuss the student's problem, or have endeavored to do so. The record ordinarily

will also show that the student had previously been suspended, and that the student and his or her parents or legal guardians had been made fully aware of the consequences of subsequent inappropriate behavior. There may be circumstances, however, where expulsion is warranted even in the absence of earlier problems.

The decision to expel a student shall be within the jurisdiction of the pastor and the school principal. When expulsion is being considered, the following procedures are to be followed:

- A. The student shall first be suspended, and full particulars shall be given to the Diocesan Schools Office promptly by telephone.
- B. The parents of the student are to be granted a conference with the pastor and the principal to determine whether there may be a solution to the problem short of expulsion. If there is a guidance program at the school, a guidance counselor should also participate in this conference. The failure or refusal of the student's parents or legal guardians to attend such a conference shall constitute immediate grounds for expulsion.
- C. After granting a conference to the student's parents or legal guardians, the pastor and the principal may, within their sole discretion, decide whether to readmit the suspended student into the school, or expel the student. The pastor and the principal shall inform the Diocesan Schools Office by telephone of their decision to expel a student before implementing the expulsion.

Policies and Regulations Handbook, Diocese of Springfield, Regulation 5114

CODE of CHRISTIAN CONDUCT COVERING STUDENTS and PARENTS/GUARDIANS: The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that all **students** behave in a manner, both on and off campus, that is consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of the school.

It shall be an express condition of enrollment that the **parents/guardians** of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist students in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended day program, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in a disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an immediate step short of withdrawal.

CHILD ABUSE POLICY: Child abuse is a reality of our society. Child abuse includes physical injury, which is inflicted on a child by other than accidental means, sexual exploitation or assault and child

neglect.

Out of concern for abused children and their families, Massachusetts State Law requires that known or suspected incidents of child abuse must be reported immediately, or as soon as practically possible, by telephone to a child protective agency (DSS) by a child care custodian or health practitioner.

School officials, i.e. teachers, aides, nurses, and principals, are mandated reporters of suspected child abuse cases. DSS must be informed in the case of suspected child abuse.

If a member of the school community files the 51A report, DSS officials may interview the child on the school premises. No child should be interviewed without a parent, principal, teacher or school nurse present.

No information regarding a student may be released over the telephone. School personnel are required to check the credentials of anyone, including police, DSS, etc., who asks for student information.

The only information schools can give concerning a student without a court order or written parental permission is public information, ex.: name, address, and the fact that the student is enrolled in the school.

If DSS officials ask to interview a student on school premises as a result of a 51A report filed by someone not affiliated with school, the Diocesan Schools Office recommends that permission be denied. If however, it is necessary to interview the child, the principal must obtain parental permission.

Policies and Regulations Handbook, Diocese of Springfield, Regulation 5143

HARASSMENT POLICY for STUDENTS: Holy Name School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual;
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to

- a. Making unsolicited sexual advances and propositions;
- b. Using sexually degrading words to describe an individual or an individual's body;
- c. Displaying sexually suggestive objects or pictures;
- d. Telling inappropriate or sexually related jokes; and
- e. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Holy Name School to:

1. Implement this policy through regular meetings with all administrators, including the pastor - in the case of a parish school, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the student's responsibility to:

1. Conduct himself or herself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the principal;
5. If informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

COMPLAINT FILING and INVESTIGATION PROCEDURES:

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the principal or to a teacher who will report it to the principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator if he or she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be suspended during the course of the investigation.
4. Once the facts of the case have been gathered, the principal - in consultation with the Diocesan Schools Office - and in the case of a parish school, with the pastor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.
5. If the complaint is against a non-employee or non-student such as a parent, parishioner, volunteer or vendor, the school will take steps - within its power - to investigate and eliminate the problem.

EMERGENCY PROCEDURES

SAFE SCHOOL POLICY STATEMENT: In order to address a crisis in a professional and calm manner and to facilitate the recovery of our students, staff and school, our Safety Team has developed a crisis intervention plan. It is our hope that implementation of this plan is never necessary. However, we need to be prepared in the event of a tragedy or crisis. Our plan, if ever implemented, would allow Holy Name School to cope with disruptions that might affect the physical, psychological, emotional or spiritual well being of all.

BOMB THREAT: If a bomb threat is received, the primary concern of the principal and school staff is the safety of all students and volunteers in the buildings. Immediately upon receiving a bomb threat, the following procedures will be followed:

- 1) The police will be called. Police officers are instructed to respond to such calls without sirens or red

lights.

- 2) Fire drill procedures will be followed and all students will remain by the designated meeting area on the playground until the buildings are declared safe.
- 3) A search of the buildings will not take place until the police arrive and have initiated their own search. If a suspicious package, box or device is located and suspected of being the bomb, school personnel have been instructed to not touch it. The police or Bomb Squad are responsible to remove and/or deactivate it. After removal, students and staff may return to class.
- 4) If, after an excessive search, no suspected bomb is found, the Diocesan Schools Office will be contacted and the decision of whether or not to permit students to re-enter the building will be made by the principal, tempered by the advice of the police authorities.

FIRE DRILL: In compliance with state and local safety regulations, Holy Name School regularly practices evacuation procedures by conducting monthly fire drills in which all students and staff members evacuate the buildings and meet at the farthest corner of the school playground/parking lot. A “head count” is taken by each classroom teacher and attendance is reported to the principal. Once an “all clear” signal is received, the students and staff are now safe to re-enter the school buildings.

Periodic fire drills take place during class sessions as well as during recess times to provide students with the opportunity of practicing appropriate responses to any situation encountered throughout the school day.

Fire drill evacuation plans are permanently displayed in each classroom.

PSYCHO-SOCIAL EMERGENCY (Indecent Exposure):

- 1) If the situation arises outside, whoever is supervising the students will assemble the children and return them to their classrooms.
- 2) Teachers, support staff, and students will be notified through the public address system that they must remain indoors.
- 3) Police will be notified by calling 911.
- 4) If there is time, a letter of notification to parents will be sent by the principal or designated personnel.
- 5) Should there be no time to write a letter of notification to the parents, a telephone tree will be activated as soon as possible.
- 6) Children who walk home will be assembled in the school building and their parents will be notified of the need to pick them up from school. If this is an impossibility for the parent, the child(ren) will be enrolled in the Extended Day Program (EDP) for that day only - at the expense of the parent.

PROCEDURE FOR “LOCKDOWN”: Teachers will be notified of lockdown. They will secure their classroom doors, moving children away from doors and windows. With the exception of emergency personnel, **NO ONE** will be allowed in or out of the school buildings until the situation is resolved and we can issue an “all-clear.”

GENERAL INFORMATION

CHANGE OF ADDRESS/PHONE NUMBER: For emergency and administrative reasons, every student **must** maintain an up-to-date address and telephone record with the school office. Parents should notify the school office in writing ***immediately*** if you have a change of address or phone number during the school year.

EARLY DISMISSAL DAYS: Early dismissal days occur just prior to school vacations (Christmas, Spring vacation) and on the last day of school in June. Usually, early dismissal is at 10:30 a.m. unless otherwise noted. These days and times are noted on our school calendar (page 2) and will be noted in the school’s weekly newsletter *The Headliner*.

ELECTRONIC DEVICES: The possession and use of electronic devices such as, but not limited to gameboys, CDs, pagers, laser pointers, cell phones or other electronic devices not part of the instructional program. Bringing such devices to school can have a negative effect on the learning environment and, in the case of laser pointers, potentially may compromise student safety. Therefore, all electronic devices are banned from Holy Name School.

However, if a parent/guardian strongly feels that his/her child must have a cell phone at school (for example, to have the child “check in” at school dismissal) they may do so at their own risk - knowing that the school will not assume responsibility for securing the cell phone. A note must be submitted to the homeroom teacher explaining this need. The student must turn the phone off and give it to the homeroom teacher who will place the cell phone in a secure place during the school day. At the end of the school day, it is the student’s responsibility to request the cell phone from his/her teacher.

This policy also applies to the Extended Day Program (EDP).

HOURS OF THE SCHOOL DAY: Monday through Friday, grades Pre-K-8, **7:45 a.m. to 1:50 p.m.** STUDENTS ARE ASKED TO BE ON CAMPUS NO EARLIER THAN 7:30 a.m. Students arriving earlier than this time will not be supervised by school staff.

Students who are not enrolled in the EDP may not remain on campus following school dismissal. If a parent/guardian is aware that they are going to be late picking up their child(ren), they are to contact the school office and arrangements will be made for the supervision of the child(ren).

If the parent/ guardian is habitually late or the delay is over-long, the child(ren) will be enrolled in the Extended Day Program (EDP) at a cost to the parent/guardian.

INFORMATION GATHERING: Parents who wish to seek information regarding their child’s school life OR their responsibilities as school parents regarding fund raising, parental involvement, etc., are asked to either speak with their child’s homeroom teacher, call the school office, or speak with one of the representatives of the Holy Name Parent Association (HNPA) Board to seek direction.

A note of warning: idle talk in the parking lot can sometimes promote misinformation among parents -- especially new members to our school community. Please do not always be ready to believe what you first hear. Don’t ever hesitate to speak with the classroom teacher, the school principal or secretary, or a member of the HNPA Board to gain clarification on any issue you have heard which either concerns you or promotes questions in your mind. Remember: positive communication between the home and school develops a well-rounded faith community and is one of the strong foundations upon which Holy Name School is built.

LOST and FOUND: Articles that are found should be taken to the office in the building where they were found. Children who have lost an article should check both offices to see if it was found.

NEWSLETTER: Each week, all families receive a school newsletter (*The Headliner*) in the weekly family envelope. The purpose of this publication is to increase communication between the home and school by highlighting student accomplishments, announcing upcoming events/fund raisers, and updating parents on school-related activities/policies/procedures. If there is a change in calendar dates, *The Headliner* will be the vehicle used to communicate this information to all school families. Parents are asked to take the time to read each issue to become well informed regarding school-related functions. Each family’s oldest child is asked to return the empty weekly envelope to the school office the day after it is sent home.

ONLY/OLDEST CHILD: The only or oldest child of each school family (known as the “O.C.”) is the designated “liaison” between the school and home. This child will be receiving the weekly envelope with the school newsletter and flyers as well as any other type of written communication from the school to the family home. If the parent/guardian feels that the responsibility of family “liaison” would be better

served by a younger child, please let the school office know and the appropriate adjustments will be made.

SCHOOL CANCELLATIONS/DELAYS: Please listen to your radio (WHYN, WSPR, WMAS), etc., or TV (Channel 22 or 40) for the announcement of the cancellation or delay of school opening due to inclement weather. We follow the same closing/delay policy as the Springfield Public Schools. **PLEASE DO NOT CALL THE SCHOOL.**

It stands to reason that if the opening of all Springfield schools - including all Springfield Catholic schools - has been delayed by one or two hours because of weather, students *should not* be brought to school at the regular starting time. No one will be in either school building to provide shelter or supervise them.

In the event that a storm begins during the school day and poses a possible safety danger, the Springfield School Department will make the decision for early dismissal. Every effort will be made by Holy Name School to notify parents/guardians of this early release from school. On these rare occasions, the Extended Day Program (EDP) will be cancelled.

SUPERVISION BEFORE and AFTER SCHOOL HOURS: Morning supervision of students begins at 7::30 a.m. until the first bell at 7:45 a.m.

Students who have not yet been picked up by dismissal time -- and are not formally enrolled in our Extended Day Program (EDP) -- will be escorted to the EDP where they will remain under supervised care until their parents are able to pick them up. Parents will incur the cost of this supervision, payable to the EDP.

NO STUDENT WILL BE ALLOWED TO REMAIN ON CAMPUS UNSUPERVISED.

RELEASE of STUDENTS DURING SCHOOL DAY: No student will be released during the school day without authorization of the principal. If a pupil is to be sent home for any reason, he/she must be accompanied by an authorized adult whose name is written on the emergency form.

SCHOOL PICTURES: Individual and class pictures are taken once a year usually in the fall. Purchase of these pictures is optional. Notification regarding the dates for school pictures will be sent home at the appropriate time.

USE of SCHOOL'S OFFICE PHONE: Our office phones are business phones. Each call out costs the school. Therefore, students will only be allowed to use the phones for emergencies. Calling home for missing assignments is not an emergency. If you should notice that your child has left something at home that they might need in school, please feel free to drop it off at the main school office located in the Alderman Street building.

VISITORS in the SCHOOL BUILDINGS: We strongly encourage the active participation of parents in the school lives of their children, especially during school hours. However, in order to ensure the safety, security and privacy of all students and staff members -- **we insist that all visitors must first stop by the main school office to check in.** Each visitor will be issued a volunteer tag that must be worn for the duration of the visit and returned to the school office at the end of the visit.

Please be advised that in order to promote a safe school environment for all involved, all school doors are kept locked at all times. Parents and visitors who wish to conduct business with Holy Name School personnel must enter through the Alderman Street building entrance.

If a parent wishes to observe a class during the school day, he/she must call the school office to set up a mutually convenient time to do so. Parents are asked to give the teacher at least one day advanced notice.

GRADUATION AWARDS

The following lists a sample of the various academic and merit awards, as well as the criteria used for each award, that are presented to eighth graders at their Honors Awards Night.

Valedictorian: Presented to the student who achieves the **highest cumulative grade point average** in *all major subjects* during the eighth grade year.

Salutatorian: Presented to the student who achieves the **second highest cumulative grade point average** in *all major subjects* during the eighth grade year.

General Excellence Awards: Presented to students who achieved a **93%** or better **GPA** in *all major subjects* during the eighth grade year. Next to the Valedictorian and Salutatorian Awards, this is the third highest academic honor a graduate may achieve.

Honor Awards in Specific Subjects: Presented to students who achieved the highest GPA in religion, computer studies, English, literature, mathematics, music, physical education, science and social studies. A student may receive an Honor Award in more than one subject.

The President's Award for Outstanding Academic Excellence: Presented to students who achieved a **90%** average annually since the fourth grade, including the first semester of the graduating grade, and maintained a Standardized Achievement Test Battery Score at the **85th percentile** in either *verbal* or *mathematical* skills during the graduating grade.

The President's Award for Outstanding Academic Achievement: Presented to students who have demonstrated outstanding educational growth, improvement, commitment or intellectual development in their academic subjects.

The Principal's Award: Presented to a student who is an outstanding representative of Holy Name School and who possesses qualities that can be modeled as shining examples of today's Catholic Christian youth.

MEDICAL ISSUES

IMMUNIZATION for FIRST ADMISSION to SCHOOL: No student may be unconditionally admitted to school unless he/she has been immunized against smallpox, diphtheria, whooping cough, tetanus, measles, mumps, rubella and polio for first admission to school in Massachusetts.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his/her beliefs, or presents a written statement of a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

MEDICATION: *Medication will not be furnished by the school. No medications of any kind can be administered by school personnel at any time for any reason.*

If a child is required to be medicated during the school day and a school nurse is not available, the parent/guardian must make arrangements to come to school to dispense the medication.

An exception to this rule is when a student medication can be self-administered (such as an inhaler). In this case, the student's medication is to be brought to the main school office by the parent (never the child), appropriately sealed, labeled, and have the student's name attached. The student must come to the main school office to get the medicine will self-administer the medication under the supervision of an adult.

MEDICATION and ILLNESS: It is absolutely forbidden for students to bring medicine (including aspirin) to school. If a student has contacted a disease such as measles or mumps, the parent is to call the school's main office in order that parents of other students in the classroom may be alerted.

COMMUNICABLE DISEASES: The principal shall notify the Board of Health when a student is sent home because of a suspected communicable disease.

READMISSION AFTER a COMMUNICABLE DISEASE: A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Board of Health or a physician before he/she is readmitted to school. The principal, in consultation with the school secretary or the school nurse (if one has been assigned to HNS), will readmit a student who was absent because of non-reportable communicable disease such as chicken pox, rubella, etc.

AIDS/HIV: Students with HIV disease/AIDS have the same right to attend classes or to participate in school programs and activities as any other student. The identity of a student with HIV disease/AIDS is to be kept confidential and can be released only with specific, informed, written consent of the individual's parent(s) or guardian(s).

Policies and Regulations Handbook, Diocese of Springfield, Policy 5141.1

1. Parents of students diagnosed with HIV/AIDS must make the school administration aware of the diagnosis and provide updated medical information.
2. All school personnel having direct contact with the student must be aware of the diagnosis.
3. In the event of a medical emergency, procedures must be stated clearly as to the appropriate treatment.
4. Staff members should always follow Universal Precautions when caring for the student.
5. Students with HIV/AIDS may be excluded from school under the following circumstances:
 - a. student is not toilet trained, is incontinent, or is unable to control drooling
 - b. student is unusually physically aggressive with a documented history of biting or harming others
 - c. a student who is excluded shall be provided with appropriate educational programs
6. The identity of a student with HIV/AIDS and all health records and other pertinent files shall be kept confidential. Only those people with a need to know shall have access to the appropriate level of information.

Policies and Regulations Handbook, Diocese of Springfield, Regulation 5141.1

SPECIAL PROGRAMS

EXTENDED DAY PROGRAM (EDP): The EDP was designed specifically for children of working parents who do not have a suitable adult to care for them after school hours. Holy Name School recognized the need for a "safe harbor" for such children and so created the EDP to meet the needs of working parents and provide for the guided protection of their children.

The Holy Name School Extended Day Program begins on the first day of school. Parents may register their children for the EDP on that day in the EDP classroom in the Alderman Street building where the program is housed throughout the school year.

All students of Holy Name School are eligible to enroll in this program. Hours of operation are all school days, from dismissal time to 5:30 p.m. **The EDP, however, is not in operation during school holidays, vacation times, and early dismissal days.**

The program revolves around supervised play/games and homework/quiet time. Tuition for this program is separate from Holy Name School's monthly tuition. EDP fees are due and payable each Monday for the previous week. Fees are pro-rated so September, December and June are regarded as full months. There is a \$10.00 per 10 minute "late fee" for pick-ups after 5:30 pm., payable immediately. Please know that this late fee increases incrementally (e.g.: \$20 for 20 minutes late, \$30 for 30 minutes, etc.)

HOT LUNCH PROGRAM: Holy Name School offers a hot lunch program to all students who wish to participate. The Social Center's cafeteria serves as our school's lunchroom. A monthly menu is sent home via the weekly family envelope before the beginning of each month that lists the daily menu offerings.

Holy Name School participates in the National School Lunch Program. As such, parents may apply

for free or reduced lunch at any time during the school year. A token system is used so that parents, with their children, may select as many or as few meals as they wish for each week and purchase the tokens accordingly. Reduced lunch tokens can only be purchased on “Token Day” (**every Wednesday**). If the student is absent on Token Day, reduced lunch tokens may be purchased in the cafeteria the following day.

Token money is collected on Wednesdays and tokens are distributed to the homeroom teachers on Thursdays.

Hot lunch is \$2.25 per day. Children who bring their own lunch may purchase milk for .50 and juice for .35. Parents/guardians are asked to send in the exact amount of money for token purchases since change is not given back. You are advised to pay by check made out to *Diocese of Springfield Lunch Program* in order to avoid misplaced lunch money. Remember: no change is given, so checks must be exact or no tokens will be distributed to that child.

STUDENT ACTIVITIES

ALTAR SERVERS: Holy Name School students, boys and girls, are strongly encouraged to participate in the Altar Server program when they are first eligible to join in the fourth grade. Upon learning the rudiments of serving at the Lord’s Table, boys and girls will be regularly scheduled to serve at weekend Masses.

CULTURAL ACTIVITIES: Participation in cultural activities that enrich the instructional program is encouraged. Holy Name School and the HNSA Board will bring in appropriate programs (school-wide, individual class or mini-assemblies) to students. To guarantee the effectiveness of cultural programs as learning experiences, teachers will provide adequate preparation and follow-up review. Participation in cultural events away from school is governed by regulations for field trips.

FIELD TRIPS: Field trips are of educational and cultural value and are directly related to the curriculum. At Holy Name School, all students are eligible to participate in educational field trips during the academic year. These trips are supervised by teachers, support staff and parent chaperones. Students may travel by bus, private cars or, in some cases, they may walk. These trips outside the classroom walls are privileges and students may be denied participation if they fail to meet behavioral or academic requirements.

Each student is required to have a permission slip signed by the parent/legal guardian in order to attend a scheduled field trip. **Only the school’s permission slip is acceptable and permission over the phone WILL NOT BE ACCEPTED.** If the signed slip is not presented to the classroom teacher prior to the trip, the student will remain at school on that day.

Parents who drive must present verification of current car insurance and a valid driver’s license, copies of which must be kept in the school office. When riding in a car, each student must wear a seat belt. If a child is under 6 years of age or 60 pounds, s/he must be in a booster seat. Parents are asked to cover the expense of these trips.

SCHOOL MASSES: Celebration of the Eucharist is an essential and integral part of the religious education of our students.

Holy Name School pupils actively participate in liturgies once a month as a united student body. The schedule of Masses is centered around special feast days or holidays. With the exception of our youngest students in the Pre-K, each class is scheduled to “host” a scheduled Mass or Prayer Service. Students help plan and participate in these liturgies by reading, ushering, singing, serving, etc. Parents are always invited and encouraged to attend whenever possible.

On days of a school Mass or Prayer Service, students are to wear their formal uniforms (boys =

trousers; girls = jumpers or skirts; walking shorts and P.E. uniforms will not be allowed) as a sign of respect to the Lord.

SCHOOL SHOW/ANNUAL PERFORMANCE: Every year, as part of the fine arts program, students of Holy Name School participate in a Winter/Christmas Show. Performing in such an event promotes both poise and stage presence within each child as part of their overall education. Therefore, every student is expected to participate in this annual variety show in order to gain experience in performing on stage in front of a live audience. The faculty, staff and administration feel that this type of experience and exposure is invaluable.

Students also perform the *Living Stations of the Cross*, an annual Lenten devotion, that reverently, powerfully, and prayerfully and brings to life the Lord's suffering and death by crucifixion.

STUDENT COUNCIL: Holy Name School's Student Council members operate through democratic procedures that guide their activities and breed a sense of intelligent leadership, school spirit, Christian conduct, scholarship, responsibility, and student-to-administration cooperation.

The goals of Holy Name School's Student Council are:

- 1) To serve the school.
- 2) To provide social activities to enhance the students' enjoyment of school life.
- 3) To develop leadership skills within the student body of the school.

All Student Council members must maintain a "C" or better grade average and a "B" average in behavior each quarter. Council members must provide proof of their continuing academic and behavior grade averages each marking period.

Students in grades 5-8 who meet the academic and citizenship requirements must also receive a recommendation from their homeroom teacher and the approval of the principal in order to qualify to run for any one of the elected positions. Class representatives for grades 3-8 are selected by their homeroom teachers. Grades Pre-K to second are assigned class representatives.

PARENT GROUPS, BOARDS and ISSUES

HOLY NAME SCHOOL BOARD: The Holy Name School Board is a consultative Board whose primary concern is the ministry of Catholic education: the spiritual, intellectual, physical, emotional and social development of its students. The Board operates under the guidance of the Diocesan School Board in conformity with the policies of the Diocesan Schools Office.

The School Board concerns itself with policy matters pertaining to the general excellence of the Catholic education offered at Holy Name School and, as such, is involved in studying all facets of the school: curriculum, development, enrollment, communications, marketing, and school plant and physical facilities.

SCHOOL BOARD MEMBERSHIP and MEETINGS: The Holy Name School Board consists of the pastor of the parish, the principal of the school, and a mix of dedicated people comprised of school parents, parishioners, alumni and members of the local community who share a deep interest in enhancing and improving school life. Membership is appointed by the pastor in consultation with the principal. The School Board elects a chairperson and vice-chairperson from within its ranks as stipulated by the constitution. Monthly meetings are announced and published in the school's weekly newsletter, *The Headliner*.

School Board policy and/or decisions are effective throughout the school community upon ratification by the pastor of Holy Name Parish. Please refer to page 31 for the listing of School Board members.

HOLY NAME PARENTS' ASSOCIATION: The Holy Name Parents' Association (HNPA) is designed as a support group formed to promote parent involvement with Holy Name School and serves as an important vehicle for increasing communication between the school and home, so essential in the educational process of children.

A parent's function is to assist the school's principal and staff, thus enabling them to provide our children with the best education possible. HNPA activities give the school community the opportunity to come together as a Christian family. This association supports the Catholic educational atmosphere of the school, fosters a spirit of loyalty for the school, assists in extra curricular/recreational programs, provides social activities, and assists in the financial support of the school through fund raising.

Funds raised by the HNPA provide for items not covered by tuition and registration. Holy Name School needs parent participation in order to have the necessary work force to meet the needs of its faculty and students. Please refer to page 31 for the HNPA Executive Board members.

HNPA MEMBERSHIP: Every family is invited to join the HNPA, attend the meetings, and become involved. Members' dues are \$5.00 per family per year and only one membership is required per family. Membership is open throughout the school year. The officers are elected by the membership and written bylaws are available to parents upon request.

Presently, membership in the HNPA is a choice; however, in the very near future we will move to membership being an obligatory commitment of all parents whose children are enrolled in the school.

HNPA REGULAR MEETINGS: Meetings are held once a month throughout the school year, October through June, on a night specified by the Executive Board. The meetings take place in the Social Center at 7:00 p.m. Refreshments are served and baby-sitters are provided.

LEVELS of SUPPORT by the HNPA: There are many ways the Holy Name Parents' Association supports the school through the countless activities, fundraisers, and events sponsored each year, such as:

Halloween party	Field Trip buses
Craft Fair	8 th Grade DJ (Graduation Banquet)
Raffles	ECOS
Uniform Swap	Book Fair
Skate Night	Golf Tournament
Teachers' appreciation gifts	D.A.R.E. T-shirts
There are many more and new ideas are always welcome.	

BACK-TO-SCHOOL NIGHT: This September evening provides school parents with the opportunity to meet their children(s) teachers, hear of the curricular program offered at each grade level, learn about classroom expectations regarding such issues as behavior, homework and grading, and have questions of a general nature answered.

ROOM PARENTS: Each school year, a "*Room Parent Application*" form is sent home with the weekly newsletter to each family. Moms, dads, legal guardians, or grandparents of children attending Holy Name School who are interested in serving the school in this capacity are asked to submit this completed application to the school office.

Room Parents are selected by the homeroom teachers and appointed by the principal. Duties include, but are not limited, to the following:

1. Keeping a running list of parents/guardians who volunteered to help for different class functions but were not needed at the time so that these parents/guardians may be asked for help at the next opportunity.
2. Assisting teachers with planning class parties and extracurricular activities (e.g.: annual school show, special class projects, etc.)
3. Helping teachers coordinate class field trips.

4. Being available to meet with the classroom teacher throughout the year to learn how to be of best service to the needs of that teacher and classroom program.

** Please refer to page 31 for a listing of this year's Room Parents.

RIGHTS of SEPARATED or DIVORCED PARENTS REGARDING ACCESS to THEIR CHILD in SCHOOL: In the case of a pending or actual divorce or separation, the following guidelines will apply:

1. A natural parent who is separated or divorced from the parent with custody of their child will have the same rights as custodial parents in the following areas:

UNLESS RIGHTS HAVE BEEN LIMITED BY COURT ACTION

- a) access to their child's records
- b) visitation to observe their child in accordance with the school's visiting policy
- c) conference with the teacher to discuss their child's educational progress

Custodial parents who request limitation of the above rights must provide the school with a copy of the relevant court document.

2. Non-custodial parents do not have the right to:

- a) meet privately with their child in school
- b) remove the child from school

The only exception to the above will be in the case of specific instructions in writing from the custodial parent or a relevant court document.

3. Prior to the awarding of legal custody by the court, schools will assume that both parents retain equal rights in all of the above areas, unless a legal temporary restraining order is presented to the school.

Policies and Regulations Handbook, Diocese of Springfield, Appendix

TRANSPORTATION and TRAFFIC SAFETY PROGRAMS

CARS on CAMPUS: No one is allowed to drive onto the playground anytime during school hours (7:45 a.m.-1:45 p.m.). Parents who arrive at school after 7:45 a.m. (first bell) are asked to park on Alderman Street in front of the school building that houses the main office. Parents who wish to visit the school office during the school day or need to drop off their child(ren)'s lunch(es) may park in the same location on Alderman Street.

DROP-OFF and PICK-UP PROCEDURES: If you drive your children to school, please remember that in the interest of safety, no children should be dropped off on Dickinson Street or Alderman Street.

Children should be dropped off in the morning in the parking lot area between the Social Center and the school buildings. If you are intending to walk your child to the building, please park your car in the parking lot and walk your child in.

Do not park in the fire lane. Never park in the circle driveway in front of the Dickinson Street building or behind the rectory.

At the end of the school day all students departing by car will be walked to the Courtyard between the church and school buildings. Parents will be meeting their child/children there.

Listed below are a few friendly reminders.....

Morning Drop-Off Line:

- 1 Do pull all the way up along side the church to drop off children. Don't stop at the entrance to the Alderman Street parking lot.
- 2 Do let children out from the passenger side of your car only. Don't allow them to get out of the back seat on the driver's side.
- 3 Do wait for the car ahead of you to go and follow straight out the Grenada Terrace exit. Don't pass

the cars ahead of you in the drop-off line.

- 4 Do take a left down by the fence if you need to head out to Grenada Terrace (eastbound). Don't exit the parking lot by cutting through the lanes.

Morning Park and Escort Children:

1. Enter the lot through Ventura or Grenada Terrace.
2. After parking in a designated spot, please cross the drop-off line at the crosswalk by the church – NOT BY THE WALKWAY THAT LEADS FROM THE SOCIAL CENTER TO THE SCHOOL.

Afternoon Parking Lot Pick-Up:

- 1 Do not park in the street (Grenada, Dickinson, Alderman, or Ventura).
- 2 Do not park in the fire lane by the church.
- 3 Do not park in the HANDICAPPED parking spaces (the first ones in each row, nearest the church) unless you have the proper handicap permit. Please be considerate of the fact that many children are picked up by the grandparents who may arrive on the parking lot after you. These senior citizens need those designated spaces.

Come get your children from the teachers at the pick-up area (courtyard between the church and school buildings). Don't expect them to wander through the lot looking for you! Students will not be allowed to run to the parking lot without a parent/guardian to escort them. Please refer to page 29 for a map of school campus with directional arrows for arriving and departing.

SCHOOL BUSES: The Springfield Public Schools provide free transportation for students in Kindergarten through grade 5 who reside 1.5 miles or more from the school. Transportation for students in grades 6 through 12 is provided if their residence is two or more miles from the school. In all cases the transportation is between the student's legal residence and school, and not from any other location. In special circumstances where hazardous walking conditions exist, the School Committee may approve the provision of bus transportation.

Please be aware of the following:

- a. No child is allowed to board any school bus but his/her designated one.
- b. Because of insurance liability, no unauthorized personnel are permitted to ride the school buses to and from schools. This includes parents, teachers, or other personnel.
- c. Students who are provided transportation because of a medical reason must submit a note from their doctor each year that transportation is required.
- d. The Transportation Office, located at Springfield Schools' Central Office, 195 State Street, establishes all school bus stops. Requests for new bus stops must be made in writing and submitted to the principal of the school. These requests will be forwarded to the Transportation Office.
- e. No student will be allowed to leave school by other than his or her usual bus, car or walking route unless a note from a parent indicates otherwise. Remember, no child is allowed to ride any bus other than its designated one.
- f. Evacuation drills are conducted once each month.

BUS CONDUCT: The following rules, mandated by the Springfield Transportation Department, have been established in order to ensure the safety of all students who ride busses:

- 1) Use only the bus and bus stop assigned.
- 2) Orderly and respectful behavior is required.
- 3) Remain seated, facing front, when the bus is in motion.
- 4) Talk quietly and make no unnecessary noise.
- 5) Do not talk to the driver unless it is necessary.
- 6) Keep head and limbs inside the bus.
- 7) Do not litter, or throw anything, either inside or outside the bus.
- 8) Be quiet when the bus is crossing railroad tracks.
- 9) Any child, (K-1), who is not met at the bus stop, will be taken to the Homer Street

School Holding Unit where they will be held until a parent picks them up.

Infractions of the above rules will be brought to the attention of the principal and parents in writing from the Springfield Transportation Department. Repeated abuse of bus privileges will result in the denial of transportation.

It is the parent's responsibility to review the published procedures of the Springfield Transportation Department, which is up-dated annually.

TUITION CONSIDERATIONS

DIOCESAN TUITION POLICY 5115: Parent/legal guardians' share of school costs for elementary and secondary schools will be billed by the school or its tuition collecting agency and be payable to the school according to the school's payment plan (please see 27).

Students whose parents have not paid the tuition in full or made satisfactory arrangements for its payment may be denied enrollment.

Students who are in their last year of elementary school and whose tuition is not paid in full will be denied participation in the end of the year activities and graduation exercises. In such cases, early notification will be given to parents/legal guardians.

TUITION PAYMENT OPTIONS: Holy Name School families have two options to make their tuition payments to the school:

- Payment in full due before or by **August 27, 2004** OR
- Enroll in the FACTS Tuition Management Program. Enrollment costs \$35 per family per year and will involve automatic withdrawal from each member's checking account.

TUITION PAYMENT SCHEDULE: If choosing to use the FACTS Program, tuition is due on a monthly basis over a ten month period - from June, 2004 to March, 2005. Using the monthly payment plan, families are given the option to make their tuition payment on either the 5th or the 20th of each month.

FACTS Tuition Payment Schedule:

June 5th or 20th
July 5th or 20th
August 5th or 20th

September 5th or 20th
October 5th or 20th
November 5th or 20th
December 5th or 20th

January 5th or 20th
February 5th or 20th
March 5th or 20th

As soon as possible, please call Mrs. Nancy DeMars, Holy Name School's Finance Administrator, at 737-6353 to set up an appointment to discuss your tuition payment plan, and to learn more about — and apply for — the FACTS Tuition Management Program (if this is your preferred payment option).

FINANCIAL AID: The Diocese of Springfield allocates resources to be used to assist Roman Catholic families who are in good standing in their parishes and who struggle financially to send their children to the Catholic schools of the Diocese. Good standing means that a family attends church regularly and contributes to the financial support of the parish.

Parents needing assistance from the Diocese must request a Financial Aid application from their parishes and follow the diocesan process to apply for tuition aid. Allocations are based on need and the money available for assistance. *Please note: Consideration is given only to Catholic families.*

PARISH SPONSORSHIP: Students sponsored by their parishes receive some tuition assistance in an amount determined at the local level. Sponsorship is offered to those families who are practicing members and support their parish. The pastors of the students' parishes designate the students approved for sponsorship and are responsible to notify the parents of those students who will not receive assistance.

MAP of SCHOOL
(for morning drop-off and dismissal pick-up procedures)

FACULTY AND STAFF, 2004-2005

Holy Name School

Pastor: Fr. John Connors
Parochial Vicar: Fr. Quynh Tran

Principal: Miss Nelly de Carvalho
School Secretary/Director of Marketing and
Alumni Relations: Mrs. Donna Hurley
School Finance Administrator: Mrs. Nancy DeMars

Pre-Kindergarten: Mrs. Miriam Chaput, Teacher
Mrs. Donna Maloney, Teacher's Assistant

Kindergarten: Mrs. Carolyn Ruell, Teacher
Mrs. Emilia Cignoli, Teacher's Assistant

First Grade: Mrs. Christine Limoges

Second Grade: Mrs. Louise Dean

Third Grade: Mrs. Mary Taylor

Fourth Grade: Mrs. Ellen Ford

Fifth Grade: Miss Jennifer Carabetta, 5A
Miss Elise Alfano, 5B

Sixth Grade: Miss Christal Murphy

Seventh Grade: Miss Bree Smith
Miss Andrea Stephens

Eighth Grade: Miss Michelle Croze, 8A
Miss KatieAnne DeMars, 8B

Computer Studies: Mrs. Diane Laporte

Library Science: Mrs. Melissa Luxton

Physical Education: Miss Stephanie Scully

2004-2005 SCHOOL BOARD MEMBERSHIP**

Holy Name School

Fr. John Connors, Pastor.....	733-5823
Miss Nelly de Carvalho, Principal.....	736-4235
Mr. Tom Eckels.....	782-4996
Dr. Peter Lemaire.....	567-0332
Mr. Van Nguyen.....	221-7693
Mr. Bob O'Brien.....	783-2400

**Additional membership to be announced

2004-2005 HOLY NAME PARENTS' ASSOCIATION

Executive Board Membership

President:	Mrs. Erin Squires.....	737-2899
Vice-President:	Mrs. Karen Bys.....	782-0419
Secretary:	Mrs. Sue Bechum.....	525-2696
Treasurer:	Mrs. Liz Mulcahy.....	733-1474

2004-2005 ROOM PARENTS

Pre-Kindergarten:	Mrs. Karyn Guilmain.....	783-3613
Kindergarten:	Mrs. Erin Squires.....	737-2899
Grade 1:	Mrs. Elizabeth Mulcahy.....	733-1474
Grade 2:	Mrs. Joselie Joseph.....	746-0584
Grade 3:	Mrs. Cindy Brunton.....	782-3199
Grade 4:	Mrs. Deirdre Tougias.....	734-6179
Grade 5:	Mrs. Nancy Moriarty.....	781-2886
	Mrs. Lorie Nelson.....	783-7670
	Mrs. Judith Golon.....	733-6875
Grade 6:	Mrs. Mary Willard.....	737-5460
Grade 7:	Mrs. Linda Serrano.....	734-4514
Grade 8:	Mrs. Theresa Brodeur.....	783-3627
	Mrs. Lisa Cirelli.....	782-7453
	Mrs. Charlene Kocot.....	782-4286/ 535-5879

Holy Name School's 2004-2005 Parent/Student Handbook

RETURN ACKNOWLEDGEMENT

Please detach this page and return it to your only/oldest child's homeroom teacher
by
FRIDAY, September 17, 2004.

I/We have read and discussed with my/our child(ren) the Holy Name School Parent/Student Handbook. I/We are aware of the school policies and those of the Diocesan Schools Office, Diocese of Springfield detailed in the handbook. I/We agree to comply with these policies and regulations and to assist my/our child(ren) to do likewise in support of Holy Name School.

Parent/Guardian Signature	Parent/Guardian Signature	Date
Child(ren)'s Names		Grade
		Grade
		Grade
		Grade