

HOLY NAME OF JESUS
SCHOOL

PARENT/STUDENT
HANDBOOK

2011-12

Parents,

*Please take notice of pages 41 and 42 which
need to be signed and returned.*

Thank you.

HOLY NAME OF JESUS MISSION STATEMENT

The mission of Holy Name of Jesus is to teach as Jesus did, with respect, dignity, and sensitivity for each student. In doing so, we seek to build life long learners and good Christian citizens.



Academic Policies

Academic Expectations

Holy Name of Jesus School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes and tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. **If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.**

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

The time allotments for homework (written and study) are as follows:

Grades PreK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework and it is expected that parents or guardians sign the completed homework.

***In case of an absence, parents may request HW to be sent to the office to be picked up at the end of the day.**

Lack of homework

1. ALL assignments must be made up! Accommodations may be met with the teacher if there are excessive absences.
2. After 3 MISSING assignments, a warning slip will be issued (grades 4-8). Any missed assignments after the warning notice will result in detention. **Recurring incidents may result in in-school/out of school suspension.**
3. To avoid a "zero" or no credit being given for a test/quiz/assignment, everything MUST be made up the next day.
4. Students who habitually miss homework WILL NOT be eligible to go on field trips or take part in special activities/sports program.

***Cooperation with this policy will facilitate the growth of responsible students and allow HW to become a proper tool for learning.**

Grades and Grading

Report cards are distributed four times a year for Grades 1 to 8. Pre-K and Kindergarten report cards are distributed **two** times a year. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

The achievement mark is based upon the demonstration of mastery of material covered in class such as:

1. class work → 15%
2. homework → 10%
3. quizzes/tests → 70%
4. special projects → 5%

The June grade on the report card is an average of the four previous record card grades. This grade will be recorded on the student's permanent record card.

- Numerical marks are recorded on report cards for Grades 1 - 8;
- Passing is any mark 70% or above
- Mid-terms and Final Exams will be given to grades 5-8 ONLY.
- Any child caught cheating on a quiz/test under the discretion of the teacher will automatically receive a ZERO and a detention.
- Suspicion of copying work from another classmate will result in NO CREDIT being given and a DETENTION to ALL students involved.

Character Development

The conduct/effort mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student:

1. follows class and school rules,
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately

Honor Roll

The criteria for inclusion in the Honor Roll vary for each Catholic school. As an acknowledgment of achievement in academics, a suggested model would be:

Grades 3 – 8	First Honors	90% average; no mark less than 90%
	Second Honors	85% average; no mark less than 85%

Grades 3-8 will receive Honors earned each quarter.

Good conduct is a requirement to receive First or Second Honors. Therefore, a student must receive an A (excellent) for First Honors and a B (good) in conduct or higher to be eligible for Second Honors.

** A student who does not receive an A or B in Conduct, will not receive First or Second Honors even though marks might warrant it.*

A Principal’s Award will be awarded at the end of the year to those students who have earned First Honors AND an “A” in conduct throughout all 4 quarters in grades 3-8.

Report Card Distribution

Report cards are distributed in November, February, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding.

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school’s regular program of sequential learning objectives. If the student successfully achieves the year’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school’s complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. ***Decision to retain a student is made by the principal after consultation with the teacher and parents.**

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan religion test, annual standardized tests, and New York State Education Department Assessments. These tests measure academic growth over a period of time.

Standardized Tests

<u>ITBS Testing – Administered in the Fall of each Academic Year</u>	
Grade K - <i>Optional</i>	
Grade 1-8	Core Battery (Math, Reading, and Lang. Arts)
	CogAT (Grades 2,4,5 and 7)

Archdiocesan Tests

Religion Test (counts as a Final Exam grade)	Grade 3 to 8	June
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NY State Tests (as of August 2011)

<u>New York State Testing</u>	
Grade	Tests
4	English Language Arts, Mathematics and Science
6	English Language Arts and Mathematics
8	English Language Arts, Mathematics, and Science

- The faculty of Holy Name of Jesus School reviews these test results regularly for the purpose of promotion, remediation or retention in conjunction with classroom performance and grouping for reading and math.

Accidents

Should an accident occur at school, the school nurse, a staff member, the secretary, or principal will provide basic first aid. If additional attention is necessary, the parent and/or 911 will be notified. Thus, it is IMPERATIVE that we have updated emergency contact numbers on file in the school office.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

The process for admission to Holy Name of Jesus School is:

- Parents must set up an interview with the principal and provide all required documents (previous report card and standardized test scores). A screening is required for students entering PreK .
- The child must complete a placement test that will determine the skills he/she has acquired and whether or not remediation is needed.
- Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Holy Name of Jesus School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

After School Program

An after school program is available to parents. The rates are as follows:

- \$8.00/ one child **Hours→ 3-6:00 PM**
- \$10.00/ more than one child

*Balances must be paid in a timely manner or the student/s will be withdrawn from the program. There is a \$150 limit.

***A charge of \$25 will be posted for pick-ups after 6:00pm.**

Announcements

Informational student announcements are handled through the school P.A. Courteous attention is expected when any message is presented over the P.A. system, especially when prayers are said.

Attendance

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather conditions; all other absences are unexcused.

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will be consulted about chronic lateness, and the child may be required to make up time missed.

When the child returns to school, a completed absence form must be given to the teacher. (See page 38) . This form is distributed at the beginning of the school year and contains appropriate spaces for the child's name, date of absence, class, reason for absence, and the signature of a parent or guardian.

Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations are not to be planned for those days when school is in session. The school provides families with an annual calendar to insure that does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent MUST come to the school for the child. The school must be informed ahead of time about such occurrences.

When a child is absent, parents are required to phone the school by 9:00 A.M..
Absence notes are still required in addition to the phone call.

Birthday Parties

Birthday parties for Grades Pre K – 3 may be held monthly in each homeroom with the teacher's permission. Parents should notify the teacher in writing. Parents may bring small individual items such as cupcakes, brownies, etc. Parents may not bring in favors or "goodie" bags for the students.

Grades 4-8 may celebrate with treats during their lunch period.

Books

All books must be properly covered. Contact paper is NOT to be used to cover any books obtained under N.Y.S. Textbook Loan. These books are stamped on the inside front cover. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

1. ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. the pupil's name be placed in the space provided in each book

- b. the teacher make a record of the number of the book
 - c. the teacher make a record of the condition of the book
 - d. in September, each child will put a clean cover on each textbook received
 - e. in June, all textbooks are collected, extra materials and covers are removed.
2. SUPPLEMENTARY BOOKS: When books are handed out to the children for use during a specific period within the classroom, they will be immediately collected after they have been read. If the book is to remain with the children for any length of time, his/her name must appear in the book and the teacher should have a record of this.
3. LIBRARY BOOKS: Books may be borrowed for one to two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. If books are returned late, there will be a **twenty-five cents fine per day per book**, payable by the child. All lost library books must be paid for so that the school can purchase an additional copy. If the book is located after a new order is placed, the child will be allowed to keep the old book since he/she has paid for it.

Buses

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides this service. If a student is to take a different bus from school a note must be submitted to the principal at the beginning of the school day.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- students should obey the driver and monitors at all times.
- students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- in cases of extreme or persistent misbehavior, Holy Name of Jesus School will work in consultation with the public school district about possible consequences.

Change of Address

The office must be informed immediately if there is a change of home address or telephone number for purposes of mailing and/or emergency.

Child Abuse Laws

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special event notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency. Requests for records from any courts will also be followed.

Communication

[visit school website regularly: www.hnjschool.net]

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note or an email to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal. There is also an email address for each full-time teacher available on our website. **It is strongly recommended that communicating via email is for minor issues/questions involving your child alone. Incidents involving other children and/or serious matters should be confronted in-person or on the phone.**

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

Crisis Plan

Should a crisis require evacuation from Holy Name of Jesus School building, students will be brought to a safe place located at **Valhalla High School, 300 Columbus Avenue** and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

Radio	News	Phone/ Internet
		<u>Immediate Response System</u>
WFAS 103.9 FM	Channel 12 of Westchester	<u>(IRIS)—Parents will be contacted automatically by phone and/or email.</u>

***In case of a FIRE EVACUATION, students will be moved to the Kensico Dam Plaza and then to Valhalla High School.**

DAILY SCHEDULE

The following schedule will be observed by Grades PreK - 8:

8:15 AM	Enter Classroom
8:30 AM	School Begins
11:00 -12:00	First Lunch (PreK)
11:40 -12:20 PM	Second Lunch (Gr.K-3)
12:15-12:55 PM	Third Lunch (Gr. 4-8)
3:00 PM	DISMISSAL

Students should NOT be dropped off before 7:30 AM. They are to report to the cafeteria upon arriving before 8:15 and must get a late pass from the office after 8:30 AM. *PreK children may be dropped off in the classroom beginning at 8:00 AM.

To avoid interruption during the school day, any messages, forgotten lunches, books and boots, etc., must be taken to the office and not to the classrooms while school is in session. The school office will see to it that the child receives these items.

If there is a change in a child's dismissal routine, a written note should be sent in to the homeroom teacher that morning. Phoning in changes of dismissal arrangements should only be done in emergency situations.

If a child is picked up by someone other than a parent, there should be a written note sent to the teacher. If a person arrives at the school to pick up a child without the school receiving previous notification, the child will NOT be released until a parent has been contacted for verification and ID is shown to confirm.

Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times according to Christian principles and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. **By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.**

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a **Progressive Discipline System** for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

Progressive Discipline System

1. Verbal warning
2. Disciplinary slip issued (to be signed by parent)
3. Parent-teacher Conference requested
4. Detention (during recess, mornings, and/or afternoons)
5. Suspension (in or out of school)
5. Expulsion

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child are reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use

of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like. (See also Telecommunications Policy) **Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.**

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code

Your school uniform confirms your attendance at Holy Name of Jesus School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform always remembering that by wearing it inside and outside the classroom and the school you are representing the school and your behavior should be a credit to both yourself and the school community.

Girls PreK and K: Navy blue jumper, skorts, or slacks with white blouse or cotton shirt.

Girls 1-4: Plaid jumper/skorts or navy blue slacks with white blouse with peter pan collar and cross-over plaid tie. *Skorts, V-neck jumpers and slacks MUST be accompanied with a tie or cardigan sweater.

Girls 5 - 8: Plaid skirt, skorts, or navy slacks with white blouse with pointed collar accompanied with navy blue vest or a cardigan sweater.

- **All girls MUST wear navy blue, black, or white knee high socks or tights with black or navy "fitted" rubber sole shoes NO HIGHER than an inch.**
- **Sneaker type shoes or heels are NOT permitted.**
- **High tops may be worn with knee high socks ONLY.**
- **NO jewelry is permitted that may be a safety hazard (Ex. Hoop earrings)**
- **NO makeup is allowed and only natural color nail polish is permitted.**
- **NO "spaghetti" strap tank tops allowed on dress down days.**

***PreK and K may wear ankle socks.**

Boys PreK-K: Navy blue slacks/dress shorts with white collar or cotton shirt.

Boys 1-4: Navy uniform trousers or dress shorts(no corduroys) with light blue or white shirt and a PLAID tie.

Boys 5 - 8: Navy uniform trousers (no corduroys) with light blue or white shirt with a solid NAVY blue tie.

- **All boys may wear a cardigan or vest sweater along with their tie.**
- **All boys MUST wear black dress shoes with navy blue or black socks.**
- **NO sneaker or boot type shoes.**

Gym Uniform:

- **Navy blue sweatpants/shorts.**
- **School tee-shirt or sweatshirt and sneakers.**
- **On the day the children have gym, they may wear their gym clothes to school.**
- **Upper grades may wear shorts as long as they are AT THE KNEE or capris.**

Girls and Boys: The presence of anything that proclaims a current fad is not permitted.

During the cold weather, students may wear the **navy blue/red uniform cardigan sweater or the uniform school sweatshirt. Other types of sweaters or sweatshirts may not be worn. *Please refer to Uniform Order List as a reference from Liebman's (available on the school website).**

Personal Appearance

A good personal hygiene routine should be followed daily: ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant. Uniforms should be neat and clean.

Hair should be clean and well groomed. The boys' hair should not be below the shirt collar. Bangs should not be so long that they impede vision. **NO FACIAL HAIR** will be acceptable.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and principal and/or school nurse will be requested.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Holy Name of Jesus School will follow the policy as stated below:

- if a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately
- the principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately

- should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school
- any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, a party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

Electronic Devices

Any electronic device such as cell phones, beepers, hand-held and other personal electronic devices that may distract the student, other students, or the class as a whole during the course of the day is PROHIBITED. If parents give their child permission to have a cell phone for emergency purposes outside the school, it is to be shut off and kept in the student's school bag. Otherwise, the phone will be confiscated and kept in the office until it is picked up by a parent. (see Telecommunications Policy)

Emergency Closings/Delayed Openings

Holy Name of Jesus School is located within the Valhalla School District. Our instructions from the diocese are to follow our local school district. Should a secondary school district close (such as Greenburgh) while we remain open, it becomes the parents' responsibility to transport their child to school.

Delayed openings may be issued when the track of a storm is uncertain. School openings may be delayed one or two hours. Students are not to arrive at school before the rescheduled time. Since we normally open the doors at 7:30 AM, a one-hour delay would be until 8:30 AM and a two-hour delay would be until 9:30 AM. **No student should be dropped off at school before these times, as there will be no one present for supervision**

Expectations and Responsibilities for Students

Students attend Holy Name of Jesus School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes or disruptive behavior.

- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- speak in a well-modulated tone of voice.
- observe the school dress code, including standards on no-uniform days.
- help care for school property and keep the school free from damage and defacement.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Altar Server

Catholic students in grades 4-8 may become altar servers. They assist at Sunday Masses, school Mass, weddings, and funerals.

Band

The band program provides an opportunity for students in grades 3-8 to learn how to play an instrument. Individual and full band lessons are given during a scheduled school day. The band program is provided by an outside agency. All fees and questions are to go directly to the agency.

Scouts

Parents can elect to form a Girl or Boy Scout Troop for their child's grade level. The school facilities may be used with permission of the principal. These groups will follow the procedures of the scout organization.

Sports

The sports program consists of:

- CYO basketball for boys → Grades 3-8
- CYO basketball for girls → Grades 3-8

Catholic School League Volleyball for girls → Grades 4-8

The sports program will follow the rules of the sports league as well as the school. Any knowledge of inappropriate/competitive treatment by a coach, parent or team player to another individual involved in the particular sport activity should be addressed to the principal immediately.

Student Council

Students in grades 5-8 become candidates at their discretion. The purpose of this program is to promote LEADERSHIP, SCHOOL MORALE, RESPECT, and RESPONSIBILITY.

Faculty Meetings

Faculty meetings are scheduled on First Fridays on specific months throughout the school year. NOON DISMISSAL applies for those days with AfterCare.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' educational experiences. Field trips are privileges given to students; no student has a right to a field trip.

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips vary on each grade level.
- Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip.

Financial Policies

1. TUITION Schedule: Grades Pre-K - 8

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Failure to do so serves to rupture the contract that we make with parents and this could result in the suspension of a child for delinquent tuition or fees.

TUITION IS DUE THE 15th of EACH MONTH. Parents are expected to sign up with the tuition management company which allows the school to manage its finances in a more productive way. Tuition is an annual fee paid in 10-12 monthly installments.

	Parishioners	Out-of-Parish Catholic and Non-Catholics	
Pre-K (Half Day)	\$ 3500	\$4500	
Pre-K	\$ 6650	\$ 8350	*The higher tuition
Kindergarten	\$ 4850	\$ 5850	rate among siblings
1 Child	\$ 4750	\$ 5750	counts as 1st child.
2 Children	\$ 7125	\$ 8625	
3 Children	\$ 8695	\$ 10525	
4 children	\$ 9885	\$ 11965	

PARISHIONERS: parents and children who are registered members of Holy Name of Jesus parish, attend Sunday Mass, and contribute a minimum of \$500 per school year to the support of the parish OR those who attend Mass regularly in another CATHOLIC parish and who contribute to the support of that parish, as confirmed by a letter from their pastor.

OUT-OF-PARISH: families who belong to a NON-CATHOLIC church other than Holy Name.

NON-CATHOLIC: families other than Catholic.

2. FEES

All fees should be paid on time. If there are outstanding fees at the time of report card distribution, the report card will be withheld until fees are paid. Problems or difficulties involving finances must be taken up with the Pastor.

Please contact him at the rectory 914-948-1744.

IMPORTANT: In order for a family to qualify for the parishioner’s tuition rate, parents must contribute a minimum of \$ 500 in Sunday envelopes for the year. Each quarter, there will be a review of the Mass attendance and contributions of all parishioner families.

Families who have not been attending Mass and who have not contributed each Sunday will no longer be eligible for the parishioner rate and will be assigned a new tuition rate for non-participating families.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for your cooperation and support you give to Holy Name of Jesus School.

Registration:

A fee is due at the time of re-registration and is NON-REFUNDABLE. New families are expected to pay a fee that includes the Book and Activity fee as well.

Book and Activity Fee:

The purpose of this fee is to help defray the cost of books and supplies which are NOT provided for under the NYS textbook law.

PreK and K → \$200 (per child, per year)
Grades 1-8 → \$150

Computer Fee:

This fee aides in paying the computer teacher's salary.

K-8 → \$175 1st child 2nd child → \$275 3rd child → \$300

Lunchroom Fee:

\$100 per year → Parents who volunteer for lunch duty will have \$10 deducted from the fee for EACH day they serve. We ask that parents come in from 10:30-12:30. Timeliness is crucial. No amount will be deducted for showing up late and/or having to leave early. *Keep in mind, this fee does not include the cost of lunch itself. It goes towards supplies needed to maintain the cafeteria (cleaning supplies, paper towels, etc.)

FACTS Management tuition fees:

There is a \$40 processing fee for each new application.

A LATE FEE of \$30 is charged each time tuition is received after the 15th of the month.
(This fee is charged by the school through FACTS.)

Parent Council dues:

\$25 is asked of parents to help fund costs for Teacher Appreciation gifts, Cultural Enrichment assemblies, and school events such as Field Day.

3. FUND RAISING ACTIVITIES

Please note that 20 hours of service are EXPECTED to be completed by each family by the end of the school year in order to promote parental involvement. ***SEE PAGES 39-40.**

Increased support = a more successful event= added revenue for the school !

Otherwise, \$20.00 will be charged for each hour not served. Service logs need to be submitted for school records.

****ONLY parents/parental guardians, and grandparents can earn service hours for the family.**

MANDATORY: 2 Calendar Raffles

- Each family must participate in BOTH Calendar Raffles (fall and spring).
- Families are expected to SELL a minimum of 5 tickets at \$20 each for a total of \$100 for one child. Two or more children→10 tickets need to be sold. This is the requested amount per raffle event!
- Failure to participate will result in the requested amount being added to the family's tuition balance.

Fund-Raising Events

- Parish Festival
- Swedish Raffle
- Gold Party
- Open Houses
- Mid-Winter Ball
- Walk-a-thon
- Celebration of Faith Steak Dinner

Fire Drills

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Guidelines for the Education of Non-Catholics

Parents must be made aware of the intentional Catholic witness in our schools. Holy Name of Jesus School as a Catholic school within the Archdiocese of New York has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our schools are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Holy Name of Jesus School provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. **If you believe that your child is being harassed, please notify the principal immediately.**

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K –12. The Archdiocesan schools use an HIV/AIDS Handbook developed and approved by the Catholic Bishops of the State of New York.

Schools under the authority of the Office of the Superintendent of Schools of the **Archdiocese of New York do not discriminate on the basis of HIV or AIDS.** Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor.

The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.

- The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

Immunizations

Students are required to have all inoculations as suggested by the Department of Health before admission to the school, UNLESS a doctor's note is submitted stating that the child is medically exempt.

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City

Pre-K, Nursery, Daycare	4 DTP, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella, 3 Hib (or 1 Hib if administered \geq 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95
Kindergarten	4 DTP, 3 Polio, 2 Measles, 1 Mumps

	1 Rubella, and 3 Hepatitis B for children born on or after 01/01/93
1 – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
1 – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella
College (born on or after 1/1/57)	2 Measles, 1 Mumps, 1 Rubella

New York City Department of Health, Bureau of Immunization, 2 Lafayette Street, 19th Floor, New York, NY 10007 (212) 676-2273

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 and are entering kindergarten in September 2003
- children born on or after January 1, 2000 and are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Lateness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at school after the published opening time is considered late. If late, the student may be admitted to class only with a late pass, obtainable in the main office.

Repeated lateness affects your child's ability to be on the honor roll and could impede your child's re-registration for the coming year. **If a child has 6 or more latenesses per quarter, then he/she will not be awarded Honors.**

Liturgy

All students in Pre K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies.

Lunchroom

Holy Name of Jesus School provides a hot lunch program that includes salads and sandwiches as well.

The lunch menu needs to be completed on a monthly basis by the scheduled deadline AND sent in WITH PAYMENT.

- Each child is assigned a seat in the lunchroom and is expected to remain in it until dismissed.
- It is the responsibility of the individual child to keep the area clean.
- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- **In good weather, the children go directly from lunchroom to the playground.**
- **During inclement weather, children will report to either the gym or homeroom.**

Maternity/Paternity Policies

As members of the church committed to the preservation of life at all levels, the Catholic school must act in ways consistent with that commitment. Catholic schools, elementary as well as secondary, are faced sometimes with the situations of unwed mothers and fathers. The issue is certainly an emotionally charged one. School officials will consider carefully the consequences of any policies that are adopted. At the very minimum, students will be encouraged to finish their work and to receive grades and diplomas. The decision concerning a student's continued school attendance is made by the principal after consultation with his/her parents or guardians, and in consideration of the best interest of the student, the unborn child and the school's educational expectations.

Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

- severity of health care problem, particularly asthmatic or allergic conditions
- prescriber order directing the student be allowed to carry his/her medication
- written statement from parent requesting compliance with prescriber order
- student has been instructed in the procedure for self administration and can assume this responsibility
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Money

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis students may choose to bring in small amounts of money (less than \$5) for such purchases. If a student does bring money to school the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box, or desk. The school cannot be responsible for lost money.

Non-custodial Parent

Release of Copies of report cards, school notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents might be told to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.

- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund- raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, and on the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending all Parent-Teacher Conferences and Parent Council Association meetings
- by always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Organizations

A Parent Council provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community.

Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students

- to provide a means for keeping parents informed of school activities, programs, etc., and if any, parent service requirement
- to assist the school in meeting its financial obligations, primarily through fund-raising activities
- to provide adult education programs.

Philosophy and Goals

Holy Name of Jesus School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, *sometimes* indicates that some students *would benefit from the repetition of the school year*. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. The decision of the principal is final regarding promotion and retention.

Re-registration

At the time of re-registration parents will be notified if their child is being invited to return to the school in September or if the child is not being invited back.

Release of Students (during school day)

The school has a sign-out book located in the main office.

Occasions for the use of a sign-out book are:

- for liturgies and services when altar servers leave school, the students will sign out and in.
- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact slip. Emergency slips are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. **[Please note: only the principal may approve the release of a student for a prearranged appointment.]**

School's Right to Amend

Holy Name of Jesus School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, Holy Name of Jesus School strongly enforces its policy of requiring all visitors, even parents, to report to the office. To avoid interruption of the learning process, no one may enter a classroom without permission of the principal.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.

- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at

<http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Smoking

New York State Law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in the Holy Name of Jesus School building, on its parking lot and playing fields. This prohibition applies to faculty, staff, parents, and all visitors to the school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Holy Name of Jesus School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available the teacher and principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Remediation

As per the Handbook on Requirement for Elementary and Secondary School in Education Law, Rules of the Board of Regents, and Regulations of the Commissioner of Education, Sections 2.33 and 4.10, the criteria for remediation is as follows:

“For state tests, students scoring below the state reference point must be provided remedial instruction. For nationally standardized tests, students scoring below the 30th percentile must be provided remedial instruction. Remedial instruction shall be coordinated with and supplement regular classroom instruction. A student’s parent or guardian shall be notified in writing, by the principal, of a school’s intention to implement the provisions of this paragraph.” A copy of parent notification must be on file in the office of the administrator.

IEP and 504 Accommodations

There is a legal obligation to adhere to the provisions and mandates of a student’s IEP or 504 Accommodation Plan.

Resource Room

Students who are requested to receive reinforcement in various skills will be referred to Sr. Barbara, the resource teacher. It is a request for parents to utilize this service so that their child may receive one-on-one attention to enhance his/her learning needs. Parents who choose NOT to have their child participate MUST seek outside tutoring and provide verification in writing. This is to ensure that the child’s needs are not being neglected. Failure to do so make affect re-registration for the following school year.

Summer School

Since most summer schools offer reading, mathematics, and language arts, a student who has failed in one or more of these subjects in three marking periods of the report card will be required to take a remedial course during the summer. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In May, a list of available summer schools in the archdiocese will be available upon request. Whenever the administration becomes aware of quality programs suited to the specific needs of a child, the principal will notify the parent directly.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention. It is the parent’s responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

Telecommunications Policy

Student Expectations in Use of the Internet

(please see below for complete policy requiring student's signature)

Use of School Grounds

Holy Name of Jesus School does not have staff available to supervise students present on the school grounds **before 7:30 AM and after 2:50 PM. Students must not arrive on the school grounds prior to 7:30 AM and parents must arrange to pick up at dismissal times, unless they are registered for AfterCare.**

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

Summary Statement

Once students have met the necessary admission requirements and have been accepted in Holy Name of Jesus School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Holy Name of Jesus School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Holy Name of Jesus School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Holy Name of Jesus School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Holy Name of Jesus School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Holy Name of Jesus School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook.

Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

Telecommunications Policy

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make-Unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others’ passwords. Do not copy, change, read or use another user’s files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.

- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

(please see below for the complete policy requiring students' signatures in grades 4-8)

Holy Name of Jesus School

Absent Note

STUDENT'S NAME _____

STUDENT'S CLASS _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

Doctor's note is attached. Yes _____ No _____

SERVICE HOURS

Dear Parents of HNJ,

As we all know, tuition and fees pay half the cost of maintaining the school. The remaining costs are covered through limited government funds, a parish subsidy, and FUND-RAISING.

To increase the success of our fund-raising events and to have an equitable participation of all families, each family is **STRONGLY** encouraged to partake in these events.

Each family will be requested to provide a minimum of 20 service hours for the school year. The hours will count for parents/guardians/grandparents who are physically present at an event. For hours that are not earned by the end of the school year, a monetary fee of \$20.00 per hour will accrue. Please understand that it is important for parents to take part in their child's school life because they want to help make a difference. This system is not meant to discourage parents from helping out as much as they would like.

Families are to submit the attached log sheets to the school office after EACH event. Extra copies can be printed from the website under Info./Updates.

Thank you for your support and cooperation,

Mrs. Corso-Stults

SERVICE EVENTS

- Service hours can be earned for the following events which are fund-raisers only:

1. Parish Festival
2. Walk-A-thon
3. Swedish Raffle
4. Gold Party
5. Mid-Winter Ball (obtaining journal ads)
6. Open Houses or any event that pertains to recruiting new families
7. Steak Dinner

****PLEASE NOTE that the school office can only account for hours stated on the Log Sheets handed in and it is CRUCIAL to keep your own record of hours as well.**

SERVICE LOG

PARENT NAME: _____

CHILD: _____ GRADE: _____

Event: _____

Date: _____ # of hours: _____ from _____ to _____

Date: _____ # of hours: _____ from _____ to _____

Date: _____ # of hours: _____ from _____ to _____

Signature: _____

SERVICE LOG

PARENT NAME: _____

CHILD: _____ GRADE: _____

Event: _____

Date: _____ # of hours: _____ from _____ to _____

Date: _____ # of hours: _____ from _____ to _____

Date: _____ # of hours: _____ from _____ to _____

Signature: _____

PARENT/STUDENT SIGNATURE PAGE

The Archdiocese requires that every parent acknowledge that they have read the Parent/Student Handbook and Summary statement.

- To fully support and abide by the policies of Holy Name of Jesus School, I affirm that I have read the Parent/Student Handbook with my child(ren).
- I agree to abide by the Handbook while my child(ren) is enrolled at Holy Name.

Parent Signature/s: _____

Technology Use/Telecommunications Policy
Agreement for 2011-12 School Year
for Holy Name of Jesus School

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997

User (Student) *for grades 4-8 ONLY

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense.

Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): _____

User Signature: _____ Date: _____

Parent/Guardian

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____