

# **PARENT-STUDENT HANDBOOK**

## **PHILOSOPHY**

Holy Family School is a Catholic community striving to impart Christian living and learning modeled in an atmosphere of mutual respect and concern. It is our intent for each student to move forward with values and tools necessary to approach all situations in a positive and productive manner.

## **MISSION STATEMENT**

Holy Family School is a Spirit-filled Catholic community celebrating **Christ** as the center of our lives, offering our students a comprehensive education, as they are learning to make a difference in an ever-changing society.

## **CORE BELIEFS of the FACULTY and STAFF of HOLY FAMILY SCHOOL**

Our school community celebrates, recognizes, and promotes the pursuit of excellence.

We believe our school community encourages a readiness, willingness, and acceptance of change and growth.

We believe that students learn best when learning is derived from a variety of disciplines.

We believe that our students will be able to think critically, to assess situations, to bring prior knowledge to situations, to generate alternatives, to make logical and reasonable judgments, to implement plans, and to evaluate results.

## **VISION STATEMENT**

**Holy Family School will continue to distinguish itself for:**

- An exceptional environment of mutual respect for teachers, parents, and students based on a strong emphasis on Gospel values and Christian doctrine
- Excellence through the efforts of faculty, parents, and students as we encourage a willingness and readiness for growth and change
- Curriculum and innovative teaching strategies which inspire and engage our students in their pursuit of life-long learning

- A strong financial base built on an effective tuition collection program and an Advancement program

### **SPIRITUAL GOALS**

- To teach the Gospel message.
- To build a community based on Jesus' command to love one another
- To serve the entire community through prayer, worship, and social action.
- To treat others as Jesus did, with kindness, compassion and respect for all

### **ACADEMIC GOALS**

- To prepare our students to compete on the highest levels academically with their peers both locally and nationally
- To instill in our students a love for learning and an understanding of the importance of education in their lives
- To offer meaningful experiences in the area of arts appreciation.
- To create a community of life-long learners.

### **CHARACTER DEVELOPMENT GOALS**

- To continue to offer education to all students in the areas of bullying, proper use of the internet and conflict resolution
- To empower our older students to serve as leaders and mentors for younger students

**2016/2017**

**BE A CHANNEL OF GOD'S PEACE!**

**ACCREDITATION:** Holy Family School is fully accredited by the New England Association of Schools and Colleges and the Archdiocese of Boston. Our current NEASC accreditation is good through the year 2023

**ADMISSION POLICY:** Holy Family School accepts students regardless of sex, race, religion, or nationality. In accordance with the general laws of Massachusetts, Rockland has set the mandatory minimum age for school attendance as follows:

- Children entering Pre-School must be three years old on or before August 31<sup>st</sup> of the year enrolled.
- Children entering Pre-K must be four years old on or before August 31<sup>st</sup> of the year enrolled.
- Children entering Kindergarten must be five years old on or before August 31<sup>st</sup> of the year enrolled.
- Children entering Grade one must be six years old on or before August 31<sup>st</sup> of the year enrolled.

Registration for incoming students in Pre-School through Grade 8 begins in the fall for the following school year.

All requests for admission to Pre-School through Grade eight must include the following:

- official birth certificate
- baptismal certificate
- application forms
- standardized testing results
- previous/present year's report card
- medical records
- tuition release form indicating there is no outstanding balance owed to the previous school

Holy Family School requests the presentation of all team evaluations and results of educational/psychological evaluations. All Individual Educational Plans and 504 accommodations must be presented to the school at the time of registration. The principal and staff reserve the right to request an interview with a child and parents. If a student is accepted, the school must have the parent's signature acknowledging that final acceptance is subject to a pre-determined date when progress will be evaluated.

Holy Family School reserves the right not to invite students back for the following year if the administration and staff consider that the students would be better served in another school setting.

Holy Family School follows the "Policy for Catholic Schools' Admission" as adopted by the Archdiocese of Boston on Jan. 12, 2011. It is as follows:

The goal of our Catholic Schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual, and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the gospel teachings. Catholic school students work together, build community and give service to others.

Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent on both academic qualifications and the desire to promote what is in the best interest of the student. Students are considered “academically qualified” if they meet a school’s written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

**ARRIVAL and DISMISSAL:** Students should not arrive earlier than 8:10 a.m. Faculty members will be on duty at 8:10 a.m. No student will be admitted into school before 8:10 a.m. unless they are enrolled in the extended day program. Parents must assume responsibility for unsupervised students who arrive before the designated time. Students are to report to their classes upon arrival at 8:10. Bus students are to exit the bus and come into the front parking lot with the other students who walk or arrive by car.

**PARKING LOT PROTOCOL: THESE RULES EXIST FOR THE SAFETY OF OUR CHILDREN – IT IS EXTREMELY IMPORTANT THAT EVERYONE RESPECTS THEM.**

- **Parents may not use the Rectory driveway to drop off or pick up children at any time. This is for the exclusive use of the priests and rectory staff and it is clearly marked.**
- **Parents may not park on DelPrete Avenue to drop off or pick up children in the spaces where the buses pull in.**
- **Students will not be permitted to cross Del Prete Avenue for carpool at arrival or dismissal. Students who are walking home must wait for the teacher on duty to cross the walking students after the buses leave.**
- No dogs permitted in the parking lot at dismissal.
- Pre-School, Pre-K and Kindergarten students will be dismissed five minutes early to ensure that parents return to their cars before the rest of the school is dismissed.

The names and phone/email numbers of people with whom students may be dismissed must be on file in the school office by the first week of school. Parents planning to be out of town while their child is attending school must notify the principal with the name, address, and telephone number of the supervising adult.

No supervision is provided by the school after dismissal. Parents are responsible for their children. After 3:00 p.m. students are not permitted back in the building without permission from a staff member.

**ASBESTOS MANAGEMENT** A copy of the school’s Asbestos Management Plan is available in the school office during regular school hours. We continue to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos-containing materials in the school should be directed to Mr.

Corrieri, the AHERA Designated Person. Mr. Corrieri can be reached at Holy Family School during regular school hours

**ATTENDANCE: Parents must contact the school by 8:00 a.m. if a child is absent. All calls are to be made to 781- 878-1154.**

One of the most common causes of poor student achievement is excessive absence from school. Absenteeism must be considered a serious matter for all students at any grade level. The laws of the Commonwealth of Massachusetts clearly explain the responsibility of the parent and school administrators regarding pupil attendance and what the school must do to enforce the laws of student attendance.

**A note from the parent must accompany the student on his return to school providing the date of the absence, reason for the absence, and the signature of the parent/guardian.**

Students are expected to actively participate in school-sponsored events held after school hours. The school calendar posted on the website details these events so there is no conflict with family/sports commitments. **Students must be present in school on the day of the after-school activities in order to participate.**

**Massachusetts law requires a doctor's certificate if a child has been absent due to a contagious disease or is absent for five consecutive days.**

Excessive absenteeism will be reported to the proper authorities for legal action. Excessive absenteeism, without sufficient medical documentation, will be addressed by the principal and could result in the dismissal of the student.

**Students must be present in school a minimum of three hours to be counted present for the day.** After one day's absence students are required to make up any tests/quizzes after school on the day of return. If a student is absent for more than one day, the tests/quizzes will be made up after school on a date determined by the classroom teacher.

Truancy is a serious infraction of the school's policy and is considered grounds for suspension. No work may be collected for day(s) truant.

**Dismissal:** No students will be released from school without a written parental request. Students must be met in the office by a parent, legal guardian, or someone designated by the parents. It is important that there is someone on your child's emergency card who is available by phone during school hours in case of illness or accident. All medical appointments should be planned at times other than during school hours.

**Students must be present in school in order to participate in after-school activities.**

**Tardiness:** Students are considered tardy if they are not in the building by 8:20 a.m. All tardy students are to report to the office before going to class. It is important for all students to arrive on time to be prepared for the first class. Excessive tardiness may necessitate a parent conference and disciplinary action.

**Family Vacations:** Holy Family School discourages extended family trips during scheduled school days. If it is necessary for a student to be absent from school due to a family trip, please notify the student's teacher in writing one week prior to the departure. The student will be held responsible for all previously announced deadlines for projects, reports, etc. A note explaining the absence must accompany the student on the day of return. The student will receive missed assignments upon returning to school. The work will be distributed and collected at a date set by the teacher. **Make-up work is the sole responsibility of the student.**

**BEHAVIOR:** Holy Family School students are expected to reflect the Gospel values in word and deed and to uphold the reputation of Holy Family School. A student at Holy Family School:

- acts justly and fairly towards peers and others
- obeys school and community rules and laws regardless of supervision and consequences
- respects classroom, local, and global environments
- seeks to help others through community service, action, and education

**Cheating:** Integrity and honesty are virtues that Holy Family School values highly. Cheating in any form is contrary to Catholic tradition and will not be tolerated. Cheating includes, but is not limited to: plagiarism (copying from a written or technological source without giving proper credit); concealing notes for a quiz, test, or exam; copying another's homework; or passing verbal or written information about a quiz or test. Cheating undermines the basic relationship of trust between a student and a teacher. It prevents the proper evaluation of a student's work. It detracts from the achievement of all students in the class. Any student found cheating will receive a zero on that work. This applies to students who either give or receive information. No make-up work will be accepted.

## **BULLYING POLICY:**

# **BULLYING AND CYBERBULLYING PREVENTION AND INTERVENTION PLAN**

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## **A. INTRODUCTION**

Holy Family School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one

another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to bullying, cyberbullying, or retaliation. Bullying, cyberbullying, or retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, cyberbullying, and retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan as required by the Archdiocese of Boston Bullying Prevention Policy.

## **B. PROHIBITION AGAINST BULLYING, CYBERBULLYING, AND RETALIATION**

### 1. Acts of bullying are prohibited:

a. on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by Holy Family School; or through the use of technology or an electronic device owned, leased, or used by Holy Family School; and

b. at a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by Holy Family School, if the acts create a hostile environment at school for the target, infringe on his or her rights at school, or materially and substantially disrupt the education process or the orderly operation of the School.

## **C. PREVENTION ACTIONS FOR BULLYING, CYBERBULLYING, AND RETALIATION**

1. Holy Family School absolutely prohibits bullying, cyberbullying, and retaliation as defined above. We are committed to teaching our students the value of good decision-making and the consequences of poor decision-making. This education and use of consequences taken must balance the need for accountability with the need to teach appropriate behavior. It must also take into account the age and developmental needs of the students.

2. The range of disciplinary actions includes, but is not limited to, the following: verbal warning, written warning, reprimand, detention, school suspension or expulsion as determined by the school administrator subject to applicable due process.

## **D. DEFINITIONS**

For purposes of this Plan, the following definitions shall apply:

**Aggressor** - a student who engages in bullying or retaliation.

**Bullying** - the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the Target or damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at School for the Target;
- infringes on the rights of the Target at the School; or
- materially and substantially disrupts the education process or the orderly operation of the school

By way of example only, bullying may involve, but is **not** limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

**Cyberbullying** - bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetics



- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

**Hostile Environment** - a situation in which bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Retaliation** - any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**School Grounds** - property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

**Staff** - includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

**Target** - a student against whom bullying or retaliation has been perpetrated.

#### **E. REPORTING OBLIGATIONS**

1. **Reporting by staff** – Members of the school staff (as listed above) shall immediately report an instance of bullying or retaliation against a student to the school principal or designee. This can be done verbally or on the Holy Family School Bullying Incident Report.
2. **Reporting by students, parents, and others** – Holy Family School expects students, parents, and others who have witnessed or become aware of an instance of bullying or retaliation against a student to report the incidents to the principal or designee. The reporter may make an anonymous report; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.
3. **Reporting to parents** – Upon determining that bullying or retaliation has occurred, the school principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedure for responding to it.

4. **Reporting to the police** – At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee may notify the Rockland Police Department.

## **F. INVESTIGATION**

1. The principal or designee will promptly investigate all reports of bullying or retaliation and will consider all available information known, including the nature of the allegation(s) and the age(s) of the student(s) involved.
2. During the investigation, the principal or designee will, among other things, interview students, staff, witnesses, parents, and others as necessary. The interviewer will remind the alleged aggressor, target, and witness(es) that retaliation is strictly prohibited and will result in disciplinary action.
3. To the extent possible, and given his/her obligation to investigate and address the matter, the interviewer will maintain confidentiality during the investigative process. The interviewer will maintain a written record of the investigation.
4. Procedures for investigating reports of bullying and retaliation will be consistent with School and Archdiocese policies and procedures for investigations and will be made available in the main office.

## **G. DETERMINATIONS**

1. The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in School or in benefiting from School activities. The principal or designee will: a) determine what remedial action is required, if any, and b) determine what responsive actions and/or disciplinary actions are necessary.
2. Depending upon the circumstances, the principal or designee may choose to consult with teacher(s) and/or the school guidance counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.
3. The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Any notices to parents

must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a court order or other directive that the target must be aware of in order to report violations.

## H. RESPONSES TO BULLYING

1. **Teaching Appropriate Behavior Through Skills-building** - When the principal or designee determines that bullying or retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the principal or designee may consider include: offering individualized skill-building sessions based on the school's anti-bullying curricula; providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel; implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals; meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home; adopting behavioral plans to include a focus on developing specific social skills; and making a referral for an evaluation.
2. **Taking Disciplinary Action** - If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined according to facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the School's code of conduct. If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student will be subject to disciplinary action.
3. **Promoting Safety for the Target and Others** - The principal or designee will consider what adjustments, if any, are needed in the School environment to enhance the safety of the target and others. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate School staff to implement them immediately..

**COMMUNICATIONS:** If a parent wishes to confer with school personnel please use their school email address which may be found on the Staff page of the website.

We are using **Blackboard Connect** to communicate relevant information to parents.

**CONFERENCES:** Parent Teacher Conferences are scheduled in late November. If you require a conference before that, please email the teacher.

**DISCIPLINE:** Conduct, whether inside or outside school, which is detrimental to the reputation of the school, is prohibited. Electronic devices (with the exception of calculators) are not to be used on school property, on field trips, or at school sponsored events during instructional hours. The school may confiscate such devices. The school administration will determine the appropriate disciplinary measure to be taken concerning the presence of these items in the school. Items that are taken away from students may be returned to the parents/guardians. The school will not assume any responsibility for any item lost or broken. Any student bringing, attempting to bring, or using weapons or drugs of any kind on school property or to any school-related activities held off site is immediately subject to expulsion. Students are not permitted to bring any weapon-like toys to school. Cards or comics depicting violence are not permitted on school property. Other toys may be excluded at the discretion of the classroom/ supervising teacher.

Bullying and harassment are defined as unwelcome, demeaning, or harmful behavior towards another student. This can take the form of, but is not limited to, verbal and/or written remarks, gestures, innuendos, gossip, symbols, or physical contact. A student who feels he/she is a victim of harassment or bullying should bring the matter to the attention of the teacher, principal and/or his/her parents who should notify the school at once. All allegations of sexual harassment will be taken seriously and promptly investigated.

Gum chewing is not permitted on school property, on field trips, or during school sponsored events.

**Disciplinary actions:**

Inappropriate behavior may necessitate a parental conference.

The following is a list of infractions which may result in detention. This list is not intended to be all-inclusive.

- disrespect toward teacher or fellow student
- disregard for school policy
- neglecting school assignments
- choosing not to participate in classroom activities: singing, recitation, group activity, physical education class, or any other school mandated activity
- truancy
- cheating
- tardiness

- vandalism/ damaging property (restitution may be required)

Notification will be sent home prior to the day of the detention. Parent's/guardian's signature is required on the detention form. Three detentions per marking period may result in suspension. Students who are given an in-school suspension will be required to report to school each day and work under the direct supervision of the principal. Transportation from the school at the completion of the detention is the responsibility of the parent.

**Suspension:** The following is a list of some infractions which may result in a suspension. This list is not intended to be all-inclusive.

- fighting
- use of inappropriate language
- disrespect of fellow students, teacher, staff
- use of controlled substances
- leaving the building, classroom, or controlled areas without permission
- stealing
- damaging property
- cheating
- truancy
- harassing other students
- any other behavior that reflects negatively on the school

Three suspensions in a school year are grounds for expulsion. If a student is suspended, the parents will be required to meet with the principal prior to the student's return to class. Students who receive an out-of-school suspension will not be allowed on the campus during the time of their suspension. Suspensions will range from 1 to 10 days at the discretion of the principal. The principal has the final recourse in all-disciplinary situations and may waive any disciplinary rules for just cause at her discretion. Suspended/expelled students are not to attend or participate in any school functions.

**Drugs, Alcohol and Weapons:** Guns, knives, dangerous weapons, drugs, alcohol, and tobacco are prohibited on school property and/or at any school sponsored function or activity. Violation of this policy is answerable to local police authorities and /or left to the discretion of the principal and pastor.

**EMERGENCY CODES:** In collaboration with the police and fire departments of the Town of Rockland, the following emergency codes are in place at Holy Family School:

**Code Blue:** This code call indicates that there is some type of medical emergency situation within the school building or on the school grounds.

**Code Red:** This code call indicates that there has been some type of unsafe intrusion or other situation that requires the school to be in a high security lock down.

**Code White:** This code call indicates that the building must be evacuated.

**Code Green:** This code call indicates that everything is all clear.

**EMERGENCY SCHOOL CLOSING:** In the event of bad weather, parents should listen to WRKO, WBZ, WHDH, WJDA, and WCAV, WBET, WATD, and WPLM for the announcement for the closing of the **Rockland Public Schools**. Whatever the Rockland schools do, determines what Holy Family School does. Please do not call the school or the rectory. If weather conditions are very poor, parents are requested to follow their own best judgment.

**EXTENDED DAY PROGRAM:** The Holy Family School Extended Day Program serves Holy Family School students in Pre-School – grade 8. The Before- School Program is open from 7:00 a.m. – 8:10 a.m. and the After- School Program is open from 3:00-6:00 P.M. Drop off is at the main door located in the parking lot of Holy Family School.

### **Registration**

There is a one-time per year registration fee of \$20.00 per student  
Checks are to be made payable to Holy Family School. **All accounts must be kept current to facilitate the operational needs of the program.**

### **Behavior**

Students are expected to be respectful of fellow students, staff and property including computers and mobile devices. Any student being destructive or disrespectful will have a note sent home. Parent/guardian will be required to sign and return the note. Three notices may result in suspension from the program for a period of three scheduled days. Any student harming another student may be subject to immediate suspension from the program without notice.

### **Snow Days**

When school is cancelled there is no Extended Day Program. If a one-hour delay is announced, the before- school program will begin at 8:00 a.m. If a two-hour delay is announced, the program will begin at 9:00 a.m.

### **Payment/Fees**

#### **Before School Program**

7:00 a.m. – 8:10 a.m.

\$160.00	fixed rate per month for 5 days
\$128.00	fixed rate per month for 4 days
\$ 96.00	fixed rate per month for 3 days
\$ 64.00	fixed rate per month for 2 days
\$ 32.00	fixed rate per month for 1 day

### **After School Program**

Dismissal – 6:00 p.m.

\$300.00	fixed rate per month for 5 days
\$240.00	fixed rate per month for 4 days
\$180.00	fixed rate per month for 3 days
\$120.00	fixed rate per month for 2 days
\$ 60.00	fixed rate per month for 1 day

Staff is hired based on the number of students. **Payment is required on the first day of the month for the entire month and no refunds are given if a child does not participate on days for which they have been enrolled. You cannot switch days-you cannot substitute days. You will not be charged for school vacation weeks. From time to time you may need to use the Extended Day Program as a Drop-in program. The rate for this is \$10 for morning program and \$20. for afternoon program. This is payable on the day you use the service.** If your child will not be attending on a day that he/she is scheduled to attend the After School Program or if means of transportation changes, you must send written notice to the office. All students are required to file emergency contact information with the Before/After-school program and the office.

Participation in the Extended Day Program is a privilege. Any student who interferes with the ability of others to enjoy the program may be dismissed from the program after consultation with the Principal, the director of the program and/or the Pastor. All rules and regulations as outlined in the Holy Family School Student/Parent Handbook are in effect.

**FIELD TRIPS:** All school rules and regulations remain in effect during field trips. Parents must sign the official school Field Trip Permission Form. Oral permission or written notes will not be accepted under any circumstances. Students may be denied the privilege because of tuition arrears, academic deficiencies, or less than satisfactory behavior. Permission forms/fees must be returned to school by the date due. Young children may not accompany the chaperones. Parents must realize that no liability is assumed by the school, by school employees, or by chaperones for possible injuries to students or damage to property while the field trip is in progress. Completed CORIs must be filed in the school office by June 2014, and volunteers must have attended the Protecting God’s Children Program. As stated, electronic devices are not permitted.

In the event that a student misses a field trip, the day will be counted as a day of absence. Fees for field trips are based on class size, and the cost of event/transportation. All students are responsible for the cost of the field trip whether in attendance or not.

**FIRE DRILLS:** All students are to walk in absolute silence to designated areas during fire drills. Students must be quiet while waiting and while returning to the building. Directions are posted in all classrooms. Any person tampering with or pulling the alarm system will be prosecuted.

**GRADING:** Teachers are using Gradelink, which is an electronic gradebook. Progress reports and report cards will be generated electronically through Gradelink.

**HEALTH SERVICES:** Nurses are at Holy Family School Monday-Friday from 8:30 a.m. to 1:30 p.m. Medications are administered by the nurse during this time.

For all medications administered at school, the following completed forms are required by the Massachusetts Department of Public Health. Forms may be obtained from the nurses' office:

1. signed medication order from licensed prescriber
2. signed parent consent for medication administration

No student may keep any type of medication on his person or in a book bag, desk or other location. Medication for students attending off-site physical education classes and field trips will be transported by either the teacher responsible for the class or the school nurse. All medications, prescription and non-prescription, must be kept in the office and taken in the office. Prescription medications must be delivered to the office in the prescription container and clearly marked with the student's name, physician's name, date, name of medicine, dosage, the number of doses to be given, and the time to be taken.

**In accordance with Massachusetts General Laws, c76 15 no child, shall be admitted to school except upon presentation of a physical certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles and poliomyelitis and such other communicable disease as may be specified from time to time by the Department of Public Health.**

Physical examinations from a physician are required for grades kindergarten, 4, and 7. According to Massachusetts state law, students may not be admitted to class unless they have complete health and immunization records. (Mass General Laws, Chapter 71, section 57 and Mass General Law, chapter 111, addendum 105.CMR220.000, 1983, 1990, 1994) **Non-compliance with this will result in exclusion from school until such records are received in the nurses' office.** All medical problems must be directed to the nurses' office.



First aid kits are available in the nurses' office and taken to all off-site functions. Should an illness or accident occur at school, personnel will administer first aid only and will notify emergency personnel and the parents if necessary. Any child with a communicable disease, skin rash, or other contagious condition may not return to class without a written note by the doctor or the nurse practitioner. Children who are absent due to illness and are on prescribed antibiotics must be on the medication for at least 24 hours from the first dose, as well as symptom and fever-free before returning to school.

State-mandated vision screenings are conducted annually for Kindergarten through Grade 6 students. Hearing screenings are conducted annually for students in Kindergarten through Grade 3 and 6<sup>th</sup> graders.

**HOMEWORK:** Homework is an integral part of the curriculum. Students are expected to complete assignments themselves. Our reasons for assigning homework are to assist students to:

- become more self-reliant
- learn to work independently
- improve the skills that have been taught
- complete certain projects that require individual and creative effort.

The amount of homework assigned is based upon what the average Holy Family School student will be able to accomplish in the time prescribed in the following table:

Grades kindergarten - 1	10-20 minutes
Grades 2-3	30-45 minutes
Grades 4 -5	40-75 minutes
Grades 6-8	90-120 minutes

**Extra-curricular activities are not an excuse for missing homework.**

Students who are absent are advised to call classmates for missed assignments. **After three consecutive days of absence, parents may request that work be collected for the student.** Assignments will be in the office at Dismissal, on the third day of absence. Any student who misses one day of school is responsible for missed assignments/tests/quizzes administered on day of return. All missed quizzes and tests will be made up after school on the day of return or a date determined by the classroom teacher. **It is the responsibility of the student to make arrangements with the teacher to make up missed assignments/tests/quizzes.**

**HONOR ROLL:** Any child who is in grades 6- 7-8 may attain honor roll.

**INTERNET ACCEPTABLE USE POLICY:** Holy Family School is pleased to offer students access to a computer network that will enhance teaching and educational discovery. Acceptable use of this network, and in particular, the Internet, is an extension of the Holy Family School code of conduct. **To gain access to the Internet all students must obtain parental permission as verified by a signature on the appropriate form.** Students are responsible for appropriate behavior while

using computers and mobile devices (iPads, smartphones etc) throughout the school and when on the network. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Access is a privilege, not a right and may be revoked if abused. Any infraction of network/computer/mobile device use rules may lead to discipline as well as suspension of the use of the network/computer/mobile device. Individual users of the school computer networks and mobile devices are responsible for their behavior and communications over the networks. All users will comply with school standards. Deliberate defamation of others is not consistent with Christian values, and students will be held accountable for intentional harm they cause to others. During school hours, teachers will guide students toward appropriate materials. Students are reminded that the administration reserves the right to discipline students for off-campus conduct.

Holy Family School reserves the right to impose consequences for inappropriate use including but not limited to: harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Our filtering system establishes some parameters for appropriate use within our building; however, parents are primarily responsible for the appropriate and ethical use of technology in the home.

Unacceptable use of the Internet includes, but is not limited to:

- sending, displaying or downloading offensive messages or pictures
- using the network for non-school related activities
- using abusive or obscene language or profanity
- harassing, insulting, or threatening others
- damaging of computer systems, mobile devices, smartboards, projectors, sound equipment, computer networks etc.
- plagiarism, violating copyright laws
- submitting documents from the Internet as the student's personal work
- posting other's material
- violating the privacy of others; using another person's password
- trespassing in someone else's folder, work, or files
- using the network for commercial purposes
- revealing a personal phone number, name, or address of one's self or another; posting personal information that would jeopardize an individual's safety
- depleting resources intentionally, such as paper
- spreading computer viruses
- illegal use of software, freeware, or shareware without the approval of the school
- reproducing software or shareware
- sending or retrieving inappropriate material
- installing or uninstalling software programs without the express permission or direction of a faculty member
- failure to obtain permission prior to use of the computer/computer network or the Internet
- Visiting Internet sites not authorized by the school
- Installing any public email program such as AOL, Yahoo, Instant Messenger, etc
- Visiting Internet sites not authorized by the school

- Installing any public email program such as AOL, Yahoo, Instant Messenger, etc

**A responsible user may:**

- Use the Internet to research assigned classroom projects
- Use the Internet to explore other computer systems

**A responsible user may not:**

- Take pictures of students or teachers without permission
- Post pictures taken at school without permission from school staff
- Use the Internet for any illegal purpose
- Use instant messaging
- Sign onto social networks i.e., Facebook, Instagram, Snapchat, Twitter
- Randomly search the Internet without a teachers express consent
- Download images, files or music without a teacher's express consent
- Participate in or generate hate mail
- Use the network to access obscene or pornographic material
- Use impolite or abusive language
- Change computer files that do not belong to the user
- Receive copyrighted material without permission
- Change settings or download apps without a teacher's permission

## **INTERNET ADVICE**

**These are guidelines to follow while using the Internet. This list is not intended to be all-inclusive.**

- Do not use a computer or mobile device to harm other people or their work
- Do not damage the compute or mobile device in any way
- Do not interfere with the operation of the network by installing software of ANY type
- Do not trespass in another person's folder, work, or files
- Do notify an adult immediately, if by accident, you encounter materials that violate "appropriate use".

**Rules for on-line Safety**

- I will not give out personal information, which includes my address, telephone number, parent's work address or telephone number or the name and location of my school
- While I am online if I encounter any information or person that upsets me, I will let my teachers/parents know immediately so that they can contact the appropriate individual
- I will never agree to get together in **ANY WAY** with someone that I "meet" online
- I will follow the rules established by my teachers/parents for using the Internet, and I agree that if I break the rules, my privileges will be suspended or revoked.
- I will not give out other students' personal information

**Students will be required to sign an agreement agreeing to the above and acknowledging that they:**

- Understand the rules and regulation of Holy Family School Acceptable Use Policy.
- Realize that if the rules are violated their privileges will end.
- Understand there will be no second chances.

**LUNCH:** Lunch may be ordered through an online program called “Campus Cuisine” All ordering and payment processing is done online. Payment may be made by credit or debit card. Lunch may be ordered until Noon on the day before it is needed.

**LUNCH/RECESS:** At all times, students must obey the directions of the teacher in charge of the playground area. This set of rules applies at all times that students are on school property and using the playground area. No student may leave the playground without permission.

**PUBLICITY/PHOTO PERMISSION POLICY Newspaper rticles and internet (including school website):** If a parent/guardian does not want to have his child photographed, quoted, or featured in a newspaper article, the school website or anywhere on the Internet please notify the school in writing and indicate on the Handbook Contract.

**PHONE POLICY:** The school telephone is available to students who need to call home for a legitimate reason. **CELL PHONES:** The use of cell phones during the school day or on school property before or after school is strictly prohibited. Cell phones will be collected from all students in Grades 5,6,7, and 8 when they enter the classroom in the morning. Cell phones will be returned to students at dismissal. The school telephone is always available to students who need to call home.

**PROMOTION:** Holy Family School follows the guidelines of the Archdiocese of Boston concerning the academic requirements for promotion and retention. Any student who has not satisfactorily completed the requirement for a particular grade, who fails two major subjects, or who does not appear to have the readiness skills needed for the next grade will not be promoted.

All students who receive 65% or lower in any subject are required to address that deficiency with either tutoring or attending summer school in that subject or in an area recommended by the teacher. Grades from the summer program or a letter of satisfaction from the tutor must be sent to the school by the following August.

Admission to Holy Family School will be contingent on the successful completion of summer school/tutoring programs as required by classroom teachers

**RECORDS:** Holy Family School complies with the provisions in the Buckley Amendment of 1975. If a parent wishes to review the education record of his child, a

twenty-four hour notice must be given in writing. The school also respects the rights of the non-custodial parents to review the educational records of a child. If there is a court order specifying there is to be no information given, it is the non-custodial parent's responsibility to provide the school with a court-certified copy of the custody section of the divorce decree.

**RELIGION:** Catholic values and attitudes are an integral part of our curriculum. All students, Catholic and non-Catholic, are expected to participate in religion classes, liturgies, and para-liturgical celebrations.

**RUBRIC:** In an effort to help students to develop good work habits, teachers may deduct points for the following reasons:

- Failure to put the correct heading on a paper
- Failure to follow directions
- Incorrect Spelling – If a word is a known word (on a list, a previous spelling word, in a word bank, printed on the test or part of the actual lesson ) points may be deducted for incorrect spelling

Grade 1	Heading, Directions and Spelling	2 points maximum per paper
Grade 2	Heading, Directions and Spelling	3 points maximum per paper
Grades 3-8	Heading, Directions and Spelling	5 points maximum per paper

**SCHOOL PROPERTY:** All students are required to treat school property with due respect and proper care. Restitution will be required of students who vandalize school property.

**SEARCHES:** The school reserves the right to search desks, clothes closets, bookbags, handbags and, mobile devices (phones, iPads, iPods, e-readers etc.)

**SPORTS:** All boys and girls in grades 5, 6, 7, 8 may participate in our basketball and cheerleading programs. These programs are managed and coached by volunteers. Each **student who wishes to participate must have passing grades and be present in school on the days of scheduled games and practices.** Behavior on-site, in other buildings, and traveling to/from games must be consistent with school rules and regulations. The school is not liable for any injury that may occur in conjunction with games, travel, and/or practice. The pastor and principal have final determination of students' eligibility to participate in extra-curricular events. Emergency contact information must be filed with the coach/office prior to the start of the program.

**TESTING:**

NWEA MAP testing is administered in September, January and May. This is a formative test which measures a child's progress and allows teachers to concentrate on areas where each child needs reinforcement.

New students entering Pre-K and Kindergarten are screened in the spring of the year before their admission.

**TEXTBOOKS:** Textbooks must be covered at all times. If a book is damaged or defaced, the school may require the student to pay for a new book. Books are the property of the school. A second set of books is available for medical reasons and a signed blank check must be sent in made out to Holy Family School before the second set of books is released. Checks will be returned to parents when the books are returned at the end of the school year. Textbooks may be purchased online if you wish.

**TRANSPORTATION:** Holy Family School uses the Rockland Public School buses. Bus riders must remain seated at all times and obey the rules and regulations of the bus company. **Due to insurance constraints, only Rockland children who are assigned to the buses may ride the buses. No other students are permitted on the town buses.**

**Carpool:** Adherence to state regulations regarding school buses and appropriate speed limits within school property will be required in order to insure safety within the school yard. Students should only be dropped off at the drop-off area. **Students may not be discharged from vehicles or picked up on DelPrete Avenue. Under no circumstances may any parent pull into a space on DelPrete Avenue reserved for school buses. Parents may not use the Rectory Driveway at any time.**

Upon arrival at school students should remain in vehicles until they reach the drop-off area in the parking lot. In consideration of the large number of students being dropped off each day, we ask the parents not to linger in the drop-off area.

No student is permitted to leave the parking lot once dropped off. No child may change his method of transportation unless a written request has been received from the parent. Parents must notify the school of the names of all people with whom the child regularly travels by the first week of school.

**TUITION:** A seat fee is required at the time of registration. This is a non-refundable fee that is applied to the coming school year's tuition. The balance of the tuition must be paid in one of the following options:

**Payment in full**

Parent/responsible party pays by cash or check for the full tuition amount. No credit cards are accepted. **Payment is due on or before June 1<sup>st</sup>.**

**FACTS Tuition Management Program:** This is an automatic tuition payment agreement which allows the parent/responsible party to make tuition payments in installments over a 10-month period starting in June and ending in March. Payments are

automatically withdrawn from your checking/or savings account. **The completed FACTS Agreement Form must be returned to the rectory by April 15<sup>th</sup> in order to meet the June withdrawal deadline.** There is a one-time enrollment fee.

**Note: In order for children to remain enrolled in good standing at the Holy Family School, FACTS payments must remain up to date.**

### **Tuition Subsidies:**

#### Holy Family Parishioners:

The rectory determines subsidy eligibility after you return the registration form to the school. This is the only acceptable verification. If you are not eligible for a subsidy, full tuition will be billed. Eligibility is determined by your yearly offertory amount and the number of children enrolled at Holy Family School.

Parishioners of other Parishes: The pastor of your parish determines subsidy eligibility. If you are eligible for a subsidy from your parish, the registration form must be brought to your pastor to be confirmed with his signature and parish seal. If your parish is unable to meet this obligation the parent/responsible party is responsible and will be billed for full tuition.

**Late fees: A late fee will be applied for FACTS commitments received after April 15<sup>th</sup> and for full tuition payments received after June 1<sup>st</sup>.**

**UNIFORMS:** All students in PreK through Grade 8 are expected to wear the official school uniform. On physical education day, the gym uniform may be worn all day. In the event that a student does not have the full gym uniform, he/she is to come to school in full school uniform.

## **Holy Family School Uniform**

### **1.) Incoming Pre-School (age 3) Boys and Girls**

- Gym uniform
- Plain sneakers (no lights)
- 

### **2.) Incoming Pre- Kindergarten (age 4) Boys and Girls**

- Pull on Navy Pants
- Flocked light blue polo
- Plain sneakers (no lights)
- Gym uniform

- Warm weather option (start of school until Columbus Day and after April vacation) to wear navy **uniform** shorts, polo.

### **3.) Incoming Kindergarten Boys and Girls**

- Navy pull on pant
- Flocked light blue polo
- Leather dress shoes
- Gym uniform.
- Warm weather option (start of school until Columbus Day and after April vacation) to wear navy **uniform** shorts, light blue polo with leather dress shoes

### **4.) Incoming Grades 1-4**

#### **Girl's Uniform:**

- Plaid jumper with blouse
- Leather dress shoes
- Gym uniform
- Warm weather uniform option (start of school until Columbus Day and after April vacation) to wear skirt with white flocked polo.
- Cold weather option navy pants with blouse and sweater **starting December 1<sup>st</sup>.**\*

#### **Boys Uniform:**

- Navy pant
- Flocked light blue polo
- Leather dress shoes
- Gym uniform.
- Warm weather option (start of school until Columbus Day and after April vacation) to wear navy **uniform** shorts, light blue polo and leather dress shoes

### **5.) Incoming Grades 5-8**

#### **Girls Uniform Gr 5 - 8**

- Plaid **skirt**
- White or navy flocked polo
- Quarter Zip sweatshirt (optional)\*\*
- Leather dress shoes



- Gym uniform.
- Cold Weather option to wear **uniform** khaki pants with white or navy flocked polo and navy sweater **starting December 1<sup>st</sup>.**\*
- Warm weather option (start of school until Columbus Day and after April vacation) to wear khaki **uniform** shorts and a navy or white flocked polo with leather dress shoes

### **Boys New Uniform Gr 5-8**

- Khaki pants
- Navy or white flocked polo
- Quarter zip sweatshirt (optional)\*\*
- Leather dress shoes
- Gym uniform.
- Warm weather option (start of school until Columbus Day and after April vacation)to wear khaki **uniform** shorts and a navy or white flocked polo with leather dress shoes

**\*new start date for winter uniform**

**\*\*We are introducing a new blue quarter zip sweatshirt which can be worn as part of the uniform. No other sweatshirts will be allowed in school.**

## **School Uniform Policy/Dress Code**

Holy Family School has established a dress code policy for its students. Students who are not in compliance with the school’s dress code policy will be addressed by the faculty or staff. A uniform notice may be sent home. Parents, we count on you to ensure your sons and daughters are attired properly and are in compliance with school regulations.

All uniform clothing can be purchased through School Pride by JB Edwards Uniforms.

School Pride by JB Edwards  
 1471 Main Street  
 South Weymouth  
[www.jbedwarduniforms.com](http://www.jbedwarduniforms.com)  
 877-514-0357  
 School Code 019

### **Uniform reminders:**

- All polos worn should be flocked with the school logo. No embroidered polos are allowed
- Skirts and skorts must not exceed 2” from the top of the knee and may not be rolled

- Girls: No nail polish or make-up
- Boys: Hair should be neat and ending above the collar
- Pre-School students & Pre K students may wear plain sneakers. Students in grades 1-8 should wear dress shoes.. (navy, black, brown). No boots, Uggs , moccasin style shoes or heels.
- Only girls in Pre-K and K may wear pants year round. Girls in grades 1-8 are only allowed to wear pants December 1 until April vacation. (please note change in date)
- If needed for warmth, ONLY the regulation sweatshirt (PreSchool) or regulation sweater (PreK – Grade 4) from School Pride Uniforms may be worn. No non uniform sweatshirts or sweaters may be worn.
- No non uniform sweatshirts will be allowed in the classroom. Students in grades 5-8 have the option of purchasing the new ¼ zip pullover. This is available through School Pride Uniforms.
- On gym days, students are required to wear the official HFS gym uniform with logo. No spirit wear nor basketball uniforms.

### **Relaxed Dress Code**

On dress down days all clothing must demonstrate modesty and respect for all of the school community.

Parents are responsible for sending their children to school in the correct uniform. The principal is the final determiner as to what is/is not acceptable in terms of clothing, shoe styles, jewelry, haircuts, and styling.

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

- **on any social media site**
- to open up any bank account
- to solicit funds on behalf of the school
- to collect money on behalf of the school
- to sell products on behalf of the school
- to schedule any field trip, vacation, or other accommodations
- to post on any website for any purpose including, but not limited to, support of a particular social or political agenda.

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

Any such unauthorized use of the school's name or identifying logo, may result in legal action.

**VISITORS:** All visitors must report to the first floor office. Office personnel will escort classroom volunteers to the classroom. CORIs must be on file. Parents who wish to speak to a teacher must email the teacher to make an appointment.

**VOLUNTEERS:** A **Criminal History Record** is required annually for all adults who volunteer at Holy Family School in any capacity. **CORI** forms are completed by parents/guardians April – June. Volunteers must file CORIs by June in order to insure eligibility to volunteer at the school for the coming school year. All volunteers must also participate in the: **Protecting God's Children** program. This is required for **everyone** interested in volunteering for events at the school (Book Fairs, Christmas Fair, Carnival Day)

**The school/principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.**