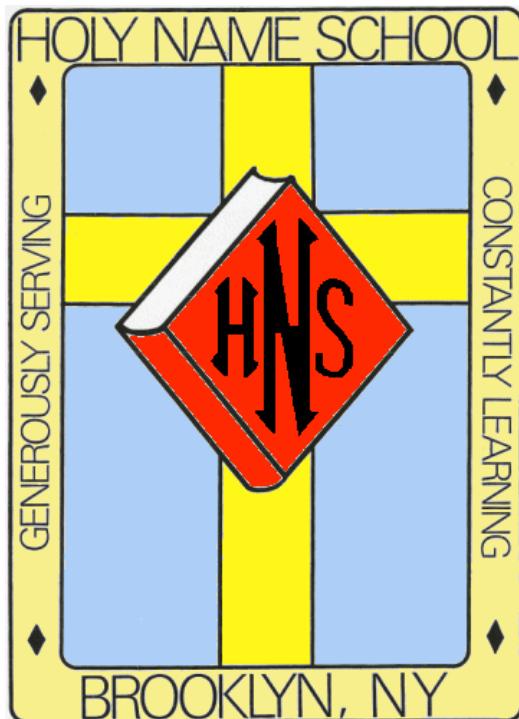


HOLY NAME OF JESUS SCHOOL

Accredited by Middle States Association of Colleges and Schools

2009 - 2010

STUDENT / PARENT HANDBOOK



~ 1885 - 2010 ~

“CELEBRATING 125 YEARS OF CATHOLIC EDUCATION”

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Holy Name of Jesus School Mission Statement

By the grace of God, and because of the foresight, ingenuity, and sacrifice of many generations of Holy Name of Jesus' pastors and parishioners, the school has stood with its doors opened wide since 1885.

We, who comprise Holy Name of Jesus School –its parents, educators, administrators, and benefactors, – understand the sole reason for its existence *the children.*

For the children:

- ✓ We continue the teaching ministry of Jesus and the Holy Roman Catholic Church, teaching with Love, Caring, Encouragement, and Respect so that the children will reach their highest individual potential.
- ✓ We prepare them to live their lives as members of the Roman Catholic Community through preparation for the sacraments, and participation in the liturgy and traditions of our church.
- ✓ We prepare them academically to be well rounded citizens of this great city, state, and nation, as we help them realize the importance of accepting their responsibility for maintaining all the blessing we have been given, and to serve others.

We pledge to continuously strengthen the Catholic identity of our school and our children. We are united in our commitment to build on the academic curriculum in an effort to achieve the highest standards of excellence. Our children's academic advancement and their spiritual well being are the hallmarks of our existence.

Holy Name of Jesus School:

Generously Serving,

Constantly Learning, and

Lighting New Fires for the 21st. Century



Holy Name of Jesus School Philosophy Statement

We, at Holy Name of Jesus, believe:

- ✓ Our central goal is to provide learning experiences that will instill the values, attitudes, knowledge, and skills necessary for our students to lead Christian lives in today's complex world.
- ✓ In the Catholic philosophy, parents are the primary educators of their children.
- ✓ The essential role of the Catholic school is to foster positive attitudes toward learning.
- ✓ As a Catholic school, we are defined through our words, worship, community and service.
- ✓ The faith that binds our school community together is, indeed, "living, conscious, and active".
- ✓ Our academic purpose is to foster the acquisition of basic reading, writing, and math skills, as well as essential cultural knowledge.
- ✓ There are objective truths; we teach students to reason from explicitly-stated first principles and to think logically and critically.
- ✓ The commitment to serve means helping students grow spiritually, intellectually, personally, socially and physically.
- ✓ Spiritual growth is an awareness of the sacred: the presence of Father, Son and Holy Spirit in all dimensions of human life.
- ✓ Students learn to approach sacraments and prayer with reverence and respect.
- ✓ Students learn how Scripture-based values of justice, mercy and love apply to everyday situations and world events.
- ✓ The foundation of our serving community is faculty collaboration. It is our goal to support one another professionally and personally.
- ✓ Teachers are positive influences, caring role models and define their relationship with students as that of a nurturing authority figure.
- ✓ Relationships among students are of fundamental importance. They are encouraged to support one another and participate in healthy forms of competition.
- ✓ It is important to maintain comfortable lines of communication with parents by explaining school goals carefully. We also listen and deal with parents' concerns with compassion.
- ✓ For students to succeed, teachers and parents must view their respective roles as mutually supportive and dependent.
- ✓ Teachers strive to incorporate the school's core Christian values into all aspects of the curriculum.

A Short History of Holy Name of Jesus School

In March of 1878, Fr. Thomas D. O'Reilly was charged by Bishop Loughlin to establish Holy Name of Jesus Parish. Seven years later, on June 24, 1885 our elementary school opened.

The young school thrived under the direction and guidance of the Sisters of St. Joseph – Brentwood. In September 1923, a dream was fulfilled and a new larger school was opened. In 1924, the Xaverian Brothers joined the sisters in educating the youth of the community. Under the direction and guidance of these religious men and women the school flourished for generations.

The 1970's were a time of change in the church and society. The Xaverian Brothers left the school, while the sisters continued to reach out to and instruct the children of the parish. As members of the religious communities decreased, lay people began to fill their roles. A competent and dedicated lay staff has long since replaced the sisters and brothers. In 1994, the school welcomed its first lay principal.

The last twenty years have witnessed dramatic changes in our society and our community. The number of children attending Catholic Elementary School has declined significantly over the years, and the demographics of Brooklyn have likewise changed. Gone are the days when families had multiple children and then made sure the children attended a Catholic School.

As we embrace this new century, Holy Name of Jesus School continues to be committed to the educational ministry of the Church. We have dedicated ourselves anew to the youth of the community and to spreading the Gospel Message of Jesus.



Federal Compliance Statement

- ❖ Holy Name of Jesus School admits students of any race, color, national / ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school.

- ❖ Holy Name of Jesus School does not discriminate on the basis of race, color, national / ethnic origin in the administration of educational policies, admission policies, loan programs, and athletic or school administered programs.

Holy Name of Jesus School Personnel

Rev. Gary P. Rogers	Pastor
Ms. Joan E. Caccamo	Principal
Mrs. Virginia Gorman	Assistant Principal
Mrs. Louise Witthohn	School Secretary
Mrs. Laura Pynn	Financial Secretary and CCD Administrative Assistant
Mrs. Patricia McHale	Toddlers
Mrs. Barbara Donovan	Toddlers
Mrs. Marie McCarthy	Pre-K
Ms. Zaniffa Khan	Pre-K Aide
Mrs. Robin Bermudez	Pre-K Aide
Ms. Kathleen Kenny	Kindergarten
Ms. Lauren Finley	1 st Grade
Ms. Louise Veneroni	2 nd Grade
Ms. Dawn DeBatt	3 rd Grade
Ms. Eileen Nelson	4 th Grade
Mr. Craig Mercado	5 th Grade
Mr. Richard Laconi	6 th Grade (ELA Grades 6-8)
Mr. Thomas Callahan	7 th Grade (Social Studies and Religion Grades 6-8)
Ms. Rosita Cirullo	8 th Grade (Math and Science Grades 6-8)
Mr. Brian O'Connor	Physical Education and Resource
Mr. Henry Diaz	Music & Spanish
Mrs. Angela Inguaggiato	Art
Dr. Yuriy Safarov	Computer
Mrs. Ann Vasquez	Math 9
Mrs. Gloria Kreth	Coordinator of Religious Education
Mr. Luis Mateo	Custodian

Section I

General Information

Admissions: All children must have all the completed health forms and inoculations required by the N.Y.C. Department of Health before starting school. No child can be accepted into school without the required inoculations.

- 1) Toddler students must be 3 years of age prior to December 31st of the year in which they are enrolling. The child must be completely toilet trained before he / she begins school. There are no exceptions to this requirement.
- 2) Pre-K students must be 4 years of age prior to December 31st of the year in which they are enrolling. The child must be completely toilet trained before he / she begins school. There are no exceptions to this requirement.
- 3) New Kdgn children must be 5 years of age on or before December 31st of the school year in which they are enrolling. The child must be completely toilet trained before he / she begins school. There are no exceptions to this requirement.
- 4) New 1st Grade students must be 6 years of age or older before December 31st of the school year in which they are applying, and must meet the same requirements as younger children.
- 5) Students transferring in from another school must bring copies of the following material at the time of registration: a copy of the most recent report card, a copy of the most recent Standardized Test results the child participated in, a copy of any I.E.P. that the child might have. If you intentionally withhold information regarding an I.E.P. it can constitute grounds for dismissal of the child from school. If the student is transferring from another Catholic school, they must bring a letter from the school attesting that there are no outstanding financial obligations to the former school / parish. If you are applying for the “Catholic” tuition rate, you must produce proof that your child has been baptized.
- 6) All children, regardless of grade, must bring: a copy of the child’s birth certificate, a copy of the Baptismal / Communion / Confirmation Certificate, an updated copy of the child’s Immunization Record, social security card, proof of address.

We reserve the right to make the testing and evaluation of a child, either by a local city agency or a private agency, a mandatory part of either the admission or re-admission process. This right will likewise be invoked in instances where a child’s behavior is determined to be dangerous to either the child or others, or when a child is not progressing academically, emotionally, or socially. If the parent / guardian refuses to comply with the request for testing / evaluation, then the child will not be admitted to school. If the testing / evaluation reveals a need in the child that we are not equipped to meet, the child will not be permitted to register or re-register. This is being instituted for the well being of the child and his/ her academic, emotional, and social progress.

Holy Name of Jesus School admits students of any race, color, national / ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to the students of the school. We do not discriminate on the basis of race, color, national / ethnic origins in the administration of educational policies, admission policies, loan programs, and athletic or school administered programs.

Arrival & Dismissal:

- 1) Students in Grades 1 – 8 should be dropped off in the school yard on Howard Place. Children should be on their lines by 7:55 AM and will then proceed directly to the classrooms with a teacher. All children, with the exception of Pre-K and Kdgn. will be dismissed into the schoolyard at the end of the school day. Pre-K and Kdgn. children will assemble in the passageway between

the old convent and the school on Windsor Place every morning. The children will be dismissed in the same area every day.

- 2) A teacher will be assigned to “Bus Duty” every morning. Those children who use school bus service will come immediately into the school building after being dropped off and report to Room 103 IMMEDIATELY. For children in grades 5 –8 parents may elect to let the bus child wait in the schoolyard until 7:55 AM. If you select that option you must sign a release form from the school. The teacher on Bus Duty will bring the bus students to the school yard by 7:50 AM.
- 3) The school does not assume any responsibility for children who are dropped off prior to 7:55 AM, with the exception of those children traveling on yellow school buses. If the parent of a school bus child elects to give permission for a child to remain in the yard until 7:55 AM, the school is not responsible for the safety of the child. General population children, who arrive before 7:55 AM can congregate in the school yard, but there is no adult supervision for the children prior to 7:50 AM. and the school / parish cannot assume responsibility for the children.
- 4) On Mondays, Tuesday, Thursdays, and Fridays dismissal is at 2:42 PM. On Wednesdays dismissal is at 12:30 PM. It is crucial that children be picked-up on time. Any child not picked up within 15 minutes of dismissal time will be sent to the After School Program, and you will be charged the appropriate fee.
- 5) Periodically throughout the school year there will be some changes in the dismissal schedules. Please watch the school calendar for noted changes.
- 6) **Cancellation of School:** The school will be closed on all national holidays, on all Holy Days of Obligation, during Christmas Recess, Presidents Week, and Easter Recess. Cancellation of school, without some form of prior notice, only occurs during periods of extraordinary circumstances such as: extreme weather conditions, national/local emergencies, public crisis, or major equipment failure. Every practical means will be used to notify parents of school closings including TV / Radio Advisories, and our phone relay system. Parent and guardians should listen to the following TV / radio stations: ABC, NBC, News 12 and 1010 WINS. If there is some doubt, either call the school, or use common sense in making a judgment call.
- 7) **Transportation:** We currently receive yellow school bus service from the N.Y.C. Dept. of Ed. for all qualified students. Qualification is based on grade level, legal address of the child, distance from school, and existing bus routes. Older children may be eligible for Bus / Train Passes from the city if they meet the necessary qualifications. Please contact the school office for further details. Students can be denied school bus service if it is determined that their behavior is unruly or it constitutes a threat to the safe operation of the bus or other children.

Section II

School Procedures / Mandates / Requirements

A) Attendance:

- 1) Regular attendance **IS** essential for a students’ success in school. Academic subjects tend to be taught in sequences thus requiring understanding and mastery before moving on to new material. Persistent / chronic absence or tardiness creates a wide variety of problems not only for the individual student, but for classmates and the teacher as well. Chronic absenteeism and tardiness negatively impact the student’s grades and overall performance. These are serious issues.
- 2) **Parents / guardians ARE required to call the school to report a child’s absence by 10 AM. The school’s telephone number is (718) 768-7629. If the student is absent for more than three days, the child MUST have a doctor’s note when he / she returns to school. Absences under three days require a note from the parents / guardians that explains the**

absence. All absences not accompanied by a note are recorded as illegal absences in the register. Chronic absenteeism and tardiness can be grounds for retention.

- 3) **All chronic absenteeism and tardiness will be reported to the appropriate authorities, and might be construed as a form of educational neglect.**

B) Communications

- 1) We use a system which we call the “TUESDAY FOLDER” for purposes of communication with parent and guardians. Every Tuesday your child will bring home this Tuesday Folder with important information for the week, i.e., letters from the school, tests taken for signature purposes, fund raising events, progress reports, etc. Of course if something of importance must go home on a day other than Tuesday it will be sent.
- 2) Homework e-mails: Every Sunday or Monday morning you should receive an e-mail from your child’s teacher with their daily homework for the week. This homework should not be done until the day it is assigned. Also note that teachers may give your child additional homework during the week. Thus, they are required to do this additional homework. The additional homework may not necessarily be sent home via an e-mail. Students will write the homework down in their Assignment Books.
- 3) E-mail: Teachers will sometimes use this avenue to communicate with you about your child. Please check your e-mail regularly. Likewise, you can correspond concerns to your child’s teacher.
- 4) The newsletter usually comes out every month. The children receive a copy in school with instructions to bring it home to you. The newsletter provides you with updates on specific topics, and provides you with school-related information.
- 5) Student Assignment Books – this is a second avenue of communication between the classroom teacher and you. Please check the assignment book for daily study/assignments and notes from your child’s teacher.
- 6) Keep your eyes open for possible Progress reports from the teachers. The monthly calendar will advise you when they will be distributed.
- 7) Each month a school calendar is sent home with each child. Please make sure you keep it in a safe place so you will be aware of what is going on during any given month.
- 8) If you wish to see your child’s teacher please communicate directly with the teacher through a note, through the teacher’s e-mail, or call / visit the school and complete an Appointment Request Form. If you do not receive a response from the teacher, in a reasonable amount of time, please call the school.

C) Dress Code

- 1) All students must wear the traditional uniform. This includes the regular school uniform, the gym uniform, and the warm weather uniform. There are no exceptions. The only acceptable shoes for girls are black or navy tied/buckled shoes and for the boys black tied shoes. Sneakers can **ONLY** be worn for Physical Education classes or on dress down days.
- 2) Students and parents share the responsibility to make sure that the correct uniform is worn on all occasions. ***If a student reports to school improperly attired the parent will be called.*** The parent will then have to bring the correct clothing to school for the child. Children will not be admitted to class without the correct uniform.
- 3) **Dress Down Day:** this is an optional day, once a month, when the student can dress down (example: wearing jeans.) Under no circumstances can the following ever be worn: shirts with obscene / vulgar language or symbols on them, clothes that are torn or dirty, midriff blouses, mini-skirts, sandals etc. The only shorts / skorts that are permitted are the summer uniform ones – **NOTHING ELSE**. There is a fee to participate in this event.

- 4) If a student does not pay the fee and participate, then he / she **IS** to be dressed in the traditional school uniform for that day. The monthly calendar will identify the Dress Down Day.
- 5) **Grooming:** each and every child in school is expected to be well groomed on a daily basis. They are to be neat and in a clean uniform. Neither male nor female student are permitted to come to and remain in school with color treated / dyed hair. This includes highlights. Hair should be neat, clean and checked regularly for lice. Boy's hair length should not be longer than shoulder length. Ponytails and long braids on boys are **NOT** permitted. Boy's uniform shirt **MUST** always be tucked in. The uniform company has been instructed about the hemline for the girls' jumpers / shirts. They can be at the top of the knee, but not higher than that. Girls with short skirts will not be permitted in the classroom.

D) Health Issues

- 1) We strongly urge you to make certain that your child / children visit a dentist at least twice each year.
- 2) **Medical Examination:** we strongly recommend that each year your child / children have a full medical examination by your family doctor.
- 3) **Immunization Records:** These must be kept up-to-date. Children cannot attend school in New York City without the mandated immunizations.
- 4) **N.Y.C. Dept. of Health – School Nurse:** we have a nurse available in school five days per week. The nurse will monitor Immunization Records, the students general / specific health issues, as well as over-all concern about the children's welfare. She will be consulted on issues that could involve either abuse or neglect of the child.
- 5) **Emergency Information:** this information must be kept up-to-date. It is imperative for your child's sake that we have your correct address and accurate emergency contact information. Accurate medical information and working telephone numbers must be on file in the school. You will receive an emergency sheet during the first week of school that must be completed immediately.

E) **Lunch Program** we currently have two 30 minute lunch periods on Mondays, Tuesdays, Thursdays, and Fridays. The first session is for children in grades Pre-K – 4th Grade. The second session is for students in grades 5 - 8. All children are welcomed to eat lunch in school. We offer a government sponsored Hot Lunch Program through the N.Y.C. Dept. of Ed. to all qualifying children. You will receive specific forms in September. The price of the lunch varies depending on economic status. **Whether or not you participate in the program, you must complete the required form.** It is our means of projecting possible funds we might be eligible for from the government.

F) Legal Issues

- 1) **Absence:** excessive absence negatively impacts a student's performance and grasp of subject matter. Excessive absence can result in failure and retention. All excessive instances of absence must be reported to the N.Y. City Dept. of Ed. Excessive absence can be viewed as a form of neglect.
- 2) **Weapons:** possessing, handling or transmitting any object or material that is ordinarily considered to be a weapon will result in immediate expulsion.
- 3) **Alcohol & Drug Use:** the possession, sale, use of, or distribution of any illegal or controlled substance on school premises is strictly forbidden. Violation of this rule will be grounds for immediate expulsion, and the incident will be reported to the appropriate Law Enforcement Agencies.
- 4) **Change of Address:** It is very important, for both emergency and administrative reasons, that every child maintains an up-to-date address. Valid telephone numbers and emergency

contact information must be on file in school. Please notify the school immediately if you have recently moved or changed your telephone number.

- 5) **Child Custody Issues:** We must have a copy of any custody agreement that involves your child on file in the school. This is to protect you and the child/children, as well as the school.
- 6) **Tardiness:** prompt arrival at school **IS** expected and is a responsibility of both the parent and the child. Late arrivals disrupt the entire class, and the teacher. They result in lost instructional time. Any student who arrives after 8:05 AM is late and must obtain a Late Pass at the door. The lateness will be recorded by the teacher, and chronic lateness will be reported to the appropriate city / state officials. Excessive lateness most definitely impacts student performance and can result in a student failing a particular subject.

G) Misc. - Birthday Parties

These are permissible for children in grades Pre-K – 2nd. If you elect to provide a class party then please make sure you arrange things with the teacher first. Please be careful what you provide for the party. Many children have allergies to specific foods (i.e. peanuts), so you must be vigilant; ask the teacher for guidance. Cake and juice are the acceptable food items **ONLY**. Elaborate decorations, balloons, entire meals (including pizza), etc, are not acceptable. Parties will only be held in the school cafeteria after the lunch periods are over. We don't want to develop any form of competition on who can provide a better party. If you want to provide drinks for the children, then please keep it to juice, fruit punch, or flavored water – not soda, and nothing high in sugar. Any beverage must be in a plastic bottle – not a glass one. Parties above 2nd Grade are not the norm.

Section III

Student Behavior

- 1) **An Acceptable Use Policy** is enforced for the children using the school computers. You will find a copy at the end of this handbook. (**See Page 28**). Please note that students are responsible for their actions. Students who use their computer at home inappropriately, i.e., posting things to websites such as Facebook, My Space, etc., about other Students, Faculty, Staff, Administration and Parents, will be subject to disciplinary actions including but not limited to: suspension and / or expulsion.
- 2) **Cell Phones & Electronic Devices:** students are **NOT** permitted to have a cell phone or other electronic device operating in the school building **AT ANY TIME**. If there is an emergency, you must contact the school office, and we in turn, will inform the child. A student using a cell phone or other electronic device runs the risk of it be confiscated or stolen – **LEAVE THEM HOME**. The first offense will result in the confiscation of the cell phone or electronic device and parent / guardian will be called. The second offense will result in a parent/guardian being called and asked to pick up the cell phone or electric device. If a third offense occurs a parent or guardian will be called and the cell phone will be confiscation and held in the school until the last day of school. The school takes no responsibility for stolen or lost cell phones / electronic devices.
- 3) **Earrings:** boys are not permitted to wear earrings in school. They will be told to remove them. Should a student refuse to do so they will not be permitted in the classroom and a parent/guardian will be called. Girl's wearing earrings must not wear long hanging ones, more than 1 inch, for safety concerns. Earrings or jewelry should **NOT** be worn on gym days.

- 4) **Entertainment Devices:** things such as: ipods, walkmans, pagers, disc players, game boys, radios etc. are not permitted in the school building. School personnel can confiscate them and a parent or guardian will be called. The school does not accept any liability for lost or stolen property.
- 5) **Fighting:** The use of any physical force against another student or adult **IS STRICTLY** forbidden. Any violation of this rule will result in immediate suspension and or expulsion of the child. A fight deemed extremely serious by the administration of the school can result in immediate expulsion of the student(s) involved. The first offense will involve an In-house Suspension for two days. Parents will be notified in writing, and a copy of this disciplinary action will be placed in the child's record. A second incident of violence will result in automatic at home suspension for three days. Any subsequent violence will lead to automatic dismissal from school. The school will not tolerate the use of physical, verbal or written threats or actions against either the children or the adults in this learning community.
- 6) **Food in Classrooms:** is **NOT** permitted in the classroom **AT ANY TIME**. Any food / drink will be taken and thrown away.
- 7) **Gum Chewing** is **NOT** permitted. While this might sound trivial, it has become unsanitary and costly. Unfortunately, students stick their gum on the bottom of the desk, on walls etc, or just drop it on the floor.
- 8) Unless otherwise stipulated, students are required to be in the School Uniform each day. When they have P.E. all students must have the required physical education uniform or they will not be permitted to participate in gym class. Students **MUST NOT** wear any jewelry.
- 9) Vulgar / Inappropriate Language / Gestures: are **NOT** acceptable in either communicating with school personnel or with other students. The first offense will result in a warning to the student, and the student will be required to apologize to the offended individual. Subsequent offenses will result in suspension, with a letter being placed in the student's record file, and when the situation becomes chronic – dismissal from school.

Consequences for Inappropriate Behavior & Dress Code Violations

- 1) **Counseling:** the school can require any student involved in fighting or abusive behavior with another individual to see the Guidance Counselor.
- 2) **Parent / Teacher Conferences:** the teacher can request a meeting with the parent in an effort to resolve academic / behavior / uniform issues, etc. The parent / guardian can likewise request a meeting with the teacher, and when that does not result in a resolution of the problem, the parent can request a meeting with the principal.
- 3) **Suspension:** we basically follow the diocesan rules regarding suspension. Any action, on the part of the student that endangers the life and / or well-being of another individual, or self, is subject to automatic suspension. The first incident will result in an "In-House" suspension. This means the child reports to school, but does not join his / her class. He / she will spend the stipulated amount of time near the school office doing regular class work. If a second suspension is warranted, it is an "At-Home" suspension. The child does not report to school, but is still responsible for any and all missed work / assignments. If a third incident of Suspension occurs, the child will be expelled. All incidents of suspension are recorded on the child's record. If a student violates the Acceptable Use Policy regarding the school computers he / she will be suspended from computer class and using the school computers for a period of one month. If another violation of the Acceptable Use Policy occurs the student will be suspended from computer class for the remainder of the school year.

Section IV

Financial Issues

- 1) **Tuition:** all tuition and fees are subject to yearly review and change. Tuition is based on several factors: the cost to actually educate each student and if the family is Catholic or Non-Catholic (Catholic being defined as the student being Baptized). Tuition must be paid by the 10th of each month. If the 10th falls on a weekend or during a holiday then the date will be set by the school (see tuition schedule). In instances where a family is delinquent with tuition / fee payments the child / children will not be permitted to attend classes until the financial obligations have been cleared. All tuition payments **MUST** be made by check or money order. This is mandated by the Diocese of Brooklyn.
- 2) **All Fees Are Non-Refundable, and must be paid by everyone.** All registration fees must be paid before the start of school in September or at the time of final registration. When checks are returned from a family on multiple occasions, Holy Name of Jesus School reserves the right to require that all subsequent payments be made by certified check or money order. A \$25 late fee will automatically be charged for late payments and any bounced checks. In cases where there has been consistent difficulty in collecting tuition the child will not be re-registered for the next academic year.
- 3) Lost or Stolen Library Books or Textbooks – the children are responsible for any and all lost or stolen books. The student's name should be inside all textbooks as well as workbooks, Library books must be handled carefully. The student and or the family are responsible for replacing the book, and / or covering the actual cost of the replacement.
- 4) Lunch Program Fees – we must pay the N.Y.C. Dept. of Ed. on a timely basis for all children enrolled in the federally funded lunch program. Therefore, all lunch fees are due by the 15th day of each month.
- 5) All families are required to do \$300.00 worth of fund raising during the school year.
- 6) All families are required to do 30 hours of service during the school year or pay a fee of \$300.00 (see page 21).

Section V

Academics

A) Academic Programs

- 1) **Art:** there is a specialized teacher for Art in grades Pre-K - 8. The classes meet once a week and work on different projects throughout the year.
- 2) **Computer Science:**

Students in grades 3 - 8 will have computer instruction once a week from a special teacher, in addition to using the lab on a regular basis with their classroom teachers. This will include not only word processing skills, but Internet Access as well. We caution you to monitor your children's use of the Internet at home. We have taken necessary precautions that prohibit students from visiting undesirable sites, and the teachers are instructed to do likewise. Students in grades Pre-K – 2 will be utilizing the Imagine Tomorrow Computer Literacy Program that is sponsored and funded by the Holy Name Foundation.

Acceptable Use Policy: this applies to the students' use of school computers. Students are **NOT** permitted to explore / visit any web site that deals with pornography, sexually explicit material, violence against any group or any site that promotes violence or demeans any human

being. They are not allowed to post material to sites such as “My Space” etc. We are doing this in an attempt to safeguard your children. We urge you to discuss the inherent dangers associated with these sites, and to formulate a policy for safe computer use in your own home.

- 3) **Language Arts Program:** extends from Pre-K – 8th Grade. It is a major subject and offered on a daily basis. In grades Pre-K – 5 instructions is provided in a self-contained classroom. In grades 6 – 8 instruction is provided in a more specialized setting. The syllabus includes: Reading, Grammar, Phonics, Language Mechanics, Writing, Spelling, Vocabulary, Communication Skills, and Library Skills. New York State requires that students achieve a Level of III or above on both the 4th Grade Test, 6th Grade Test, and the 8th Grade Test. Students who fail to reach that level of performance must receive some form of remediation for a year and then be retested. Summer school might be mandated in an effort to bring the child up to required level, or if the student fails the course work in June. Any student who fails to reach Level III or IV on either the N.Y.S. Mandated tests or the Terra Nova test must receive remedial services for at least a year.
- 4) **Library Science:** the school has two libraries at the present time. The main library in room 203 is intended for the middle and junior high students, and room 210 is intended for the primary and early childhood students. All students utilize the facilities on a weekly basis. The librarian / teacher provide the children with periodic instruction in the correct use of the library and various aspects of Library Science. Children are encouraged to read often and read a wide variety of literature.
- 5) **Mathematics:** this is a major subject area, and instruction is provided on a daily basis. In grades Pre-K – 5 instructions occurs in a self-contained classroom. In grades 6 –8 instructions is provided in a more specialized setting. This subject requires a great deal of both practice and drill for mastery – if the material is not used on a regular basis it is often forgotten. N.Y. S. mandates that children in grades 4, 6, & 8 be tested each year. Any student who fails to score at Level III or Level VI must receive remediation for a year and then be retested. Students will remain in remediation until they can successfully score at Level III. Our school policy dictates that students who fail to score at Level III must receive remedial attention immediately. Failure to score at the appropriate level on these tests could likewise result in the child being required to attend a summer school program.
- 6) **Music:** all students in grades Pre-K – 8 have a music class once a week. The program covers a wide range of activities including: basic vocalization, music appreciation, note recognition, use of the recorder etc.
- 7) **Physical Education:** the development and maintenance of a healthy body is essential for an individual’s well being. In this program we attempt to develop an atmosphere in which leadership, sportsmanship, and congeniality can flourish. All children take part in the program. Classes are held once a week, and a complete HNS Gym Uniform is required.
- 8) **Reading:** this is a large component of the Language Arts Program, and is taught on a daily basis in all grades, and reinforced in each subject area. Children in grades Kdgn. – 5th grade receive instruction in a self-contained classroom, while children in grades 6 – 8 experience more of a departmental approach. All teachers are aware of the various levels that exist in their classes, and are always seeking new ways to reach each group.
- 9) **Religion:** this represents the heart and soul of who we are, and who we should be. It is a major subject area and is taught on a daily basis. **All children, regardless of creed, must take religion.**

This involves the study of the Roman Catholic Faith and the Bible. Children in Pre-K – 5th Grade receive instruction in self-contained classes, while children in Grades 6 – 8 receive departmentalized instruction. In addition to regular instruction, there are additional elements included in the program: School / Community Service, and participation in a wide range of liturgies and Para-liturgies throughout the school year. **There are no exceptions to this rule.** Non-Catholics are required to attend these services, but can be excused from full participation. However, they are expected to treat our beliefs with respect and reverence. If that is problematic, then another educational setting should be sought for the child. Each spring the students in both 5th & 8th Grades take the ACRE Test. This is a national NCEA sponsored Religion Test. The test is designed to give us more insight to what they have mastered and what still has to be done.

Sacraments: the children participate in First Friday liturgies, the Sacrament of Reconciliation at least twice a year, regularly scheduled masses during Lent, and special seasonal masses throughout the year. First Penance and First Communion are generally received during the spring of the 2nd Grade. Confirmation occurs in the spring of 7th Grade. Each candidate for these sacraments is required to have two consecutive years of documented religious instruction before reception of the sacrament.

10) **Science:** this is a major subject area and students receive instruction on a daily basis. Students in grades 4 and 8 must pass the N.Y.S. Mandated Test, or they are required to undergo remediation for one year. There are two Science Labs – one intended for the children in Grades 1-5 and the other for students in Grades 6-8.

11) **Social Studies:** this is a major subject area and all children receive instruction on a daily basis. Students in grades 5 and 8 must pass the N.Y.S. Mandated Test, or they are required to undergo remediation for one year. The following topics are included on each level in varying degrees; history, geography, civics, law etc.

12) **Spanish:** foreign language instruction is offered to all students in grades 2 – 8 by a specialized Teacher once a week.

B) **Departmentalized Instruction:** generally applies to grades 6 -8 for all subject areas, and to a lesser extent in grades Pre-K - 5. Students are either required to change classes for specific subjects or the specialized teacher will come to the students' room.

C) **Homework: There is always some form of homework!!**

Homework is an important part of the learning process. It is intended to reinforce the classroom material, help identify students' weaknesses, and help measure the acquisition of knowledge. **It is the students' work to do, not the parents'.** You are not helping your son / daughter by doing the work for him / her. Teachers are encouraged to give written assignments at least three times per week.

1) Homework e-mails. Every Sunday or Monday morning you should receive an e-mail from your child's teacher with their daily homework for the week. This homework should not be done until the day it is assigned. Also note that teachers may give your child additional homework during the week. Thus, they are required to do this additional homework. The additional homework may not necessarily be sent home via an e-mail. Students will write the homework down in their Assignment Books.

2) Please check your child's Assignment Book **DAILY** to see what must be done. You are required to sign each page in the Assignment Book daily. If you see nothing written in the book, question the child and the teacher as to why.

3) Even if there is no written assignment, there is always studying or reading to be done.

4) All written assignments and tests must be signed and returned to school.

- 5) Help your child organize homework time.
- 6) Homework should consistently be done at the same time each day and in the same setting / work space – one free of distractions. The child should be comfortable and relaxed.

D) **Field Trips:** we do not believe that all learning has to take place between four walls. Field Trips within our community, and to nearby points of interest are encouraged as worthwhile learning experiences. These trips are intended to support and supplement the curriculum. They are intended to serve an educational purpose that foster new learning or encourage independent learning. Parents / guardians will be notified by the classroom teachers about pending trips. These trips usually involve modest fees to defray transportation costs or facility use.

- 1) All students are required to have a signed Permission Slip for each trip as a pre condition for their participation. If the parent is opposed to signing the Permission Slip then the child cannot participate in the field trip.
- 2) Any student who is on suspension, or who is considered to be a chronic behavior problem will **NOT** be permitted to participate. Students who are behind in tuition or fee payments will **NOT** be allowed to participate as well.
- 3) Parents and guardians are encouraged to volunteer their services to act as chaperones for these trips. Please keep in mind that volunteering to chaperone a trip does not necessarily guarantee you that you will be a chaperone. There may be a limited number of chaperones permitted for some excursions.

Section VI

Academic Awards, Failure, Grading, Promotion, Retention, Testing

Awards: Students receive special recognition through a variety of awards throughout the year. The awards are intended to recognize and promote academic skills and various aspects of good citizenship and living Gospel Values. Awards are not given to students receiving an “N” (Needs Improvement) OR a “U” (Unsatisfactory) on their report card for that trimester. Some of the awards are:

- 1) Principal’s list – student must achieve an average of 95% or above in every academic subject for the trimester.
- 2) 1st Honors – students must receive an average of 90 % or above in every academic subject for the trimester.
- 3) 2nd Honors – students must receive an average of 85% or above in every academic subject for the trimester.
- 4) Student of the Month – individual teachers set the specific criteria.
- 5) Outstanding Effort – intended for the students who consistently do their best.
- 6) Outstanding Attendance – given to students who have perfect attendance (no absenteeism or tardiness) in a given trimester.
- 7) Special participation awards for Academic fairs, Aquinas Club, or other school activities.

Academic Failure: any student who fails one or two major academic subjects in June **MUST** attend a summer school program and be able to produce a final passing grade report from that program. If a student fails three or more academic subjects he/ she **WILL BE** retained in their current grade.

Grading Policies: are the same on each grade level. The individual classroom teacher will advise you as to the specifics. All teachers assess the following when tabulating a student's grade: exam marks, quiz grades, participation, effort, completion of homework assignments, extra credit work, lab work, attendance and lateness, etc.

Progress Reports: these are monthly reports sent to the parents of children who are experiencing some form of problem – academic, behavioral, emotional, or social. Please watch the monthly school calendar for the date on which these reports will be distributed. Please contact the teacher regarding any Progress report that you receive, or if you believe there is a problem that requires attention. Progress reports **MUST** be signed and returned the day after receiving them.

Promotion & Retention: are based on an evaluation of the academic, physical, social, and emotional growth of the child. Excessive absence and chronic lateness likewise impact these decisions. Parents can usually assume that the child will be promoted unless the subject of retention has been previously discussed with them. The possibility of retention will be noted on Report Cards, Progress Reports, and various forms of correspondence with the school / teacher.

- 1) **The school reserves the right to require testing and evaluation of any child by either the N.Y.S. Dept. of Ed. or a qualified outside agency. This will occur when there are concerns about the child's lack of consistent performance, performance that is below level, when there are serious behavioral issues, or when the child appears to have problems that are prohibiting academic / skill mastery. The results of the testing / evaluation can be used in determining retention and promotion. All retention problems will be discussed with the parents / guardians.**
- 2) **Students who fail three major academic subject areas MUST BE retained.**
- 3) **Students who score below Level III on either the Terra Nova tests or the N.Y.S. Mandated Tests** can likewise be retained if additional factors indicate the need for retention.

Report Cards: are distributed to parents / guardians in December and March. June report cards are distributed to students. For the December and March report cards parents / guardians are required to sign the copy of the card and leave it at school. Report Cards will not be distributed to any family that is delinquent with tuition, fees, etc. As soon as any and all outstanding financial obligations are resolved the report card will be given to you. If a report card is held, please contact the child's teacher / teachers to check on the student's progress. Report Cards are distributed by appointment. The individual teacher will contact you regarding possible times. Please watch the monthly calendar for report card information. There should be no shocks on the report card. If you have not seen tests etc. coming home, or you never see your child doing homework etc, contact the teacher immediately. **REPORT CARDS WILL NOT BE DISTRIBUTED PRIOR TO THE DATE AND TIMES ANNOUNCED.**

Testing: all students are required to participate in ALL testing programs used by the school. There are no exceptions to this mandate. If a student has an accepted I.E.P., the school will do everything it can to follow any special stipulations that are contained within the I.E.P. If you have any questions regarding I.E.P. provisions please consult with your child's teacher.

Section VII

Enrichment Activities

- 1) **After School Program:** this program operates on Mondays, Tuesdays, Thursdays and Fridays from 2:45 PM until 6 PM, Wednesdays from 12:45 PM until 6 PM. The program is currently housed in the school building. There is a separate fee for this program. Please contact the school office for additional details.
- 2) **Aquinas Program:** the program is intended to serve as an enrichment program for self motivated students in grades 6 – 8. In order to be eligible students must have a 90% average on their report card; receive recommendations from two faculty members, and be willing to do the work of an independent learner. The individual must also be able to work well in a group and be articulate. If you have any questions regarding the program please speak to the classroom teacher.
- 3) **Chess Club:** meets each week and is open to students in grades 4 – 8.
- 4) **Fairs:** our students participate in various fairs throughout the academic year; an example is the Curriculum Fair. The children in grades 3 thru 8 are required to participate, and demonstrate their ability and their knowledge. While parents are encouraged to support the children's efforts, they are not encouraged to do the projects for the children. Help them to be self-motivated and independent learners – let them do it themselves.
- 5) **School Choir:** meets each week and is open to students in grades 2 – 8.
- 6) **Student Council:** each class elects two members who will serve for the entire school year unless the student experiences academic or discipline problems. The members of the student council participate in a variety of activities. They will assist in school and community functions when needed. Often times they will hold events where they will raise money for a needy cause. The members of the council have the responsibility of keeping their class mates up to date on issues brought before the council.
- 7) **Yearbook:** moderated by a faculty member and usually assisted by a parent. 8th graders work throughout the year with the moderators to produce the yearbook. The students assume the responsibility of selling advertising or boosters to generate the necessary funds for the expense of the yearbook.

Section VIII

Remediation

- 1) **Resource Room:** is staffed by a faculty member who will be working with children who score at Level I or II on the Terra Nova exams, and on the N.Y.S. Mandated Tests. The teacher will provide remediation in an effort to help the student overcome academic problems. The teacher will also be working with children who have current I.E.P's. This is a "Pull-Out" program where the child receives services once or twice a week.
- 2) **Summer School:** Any student who fails one or two academic subjects **MUST** attend a recognized summer school program. Upon completion of the summer school program the school must forward a report to us that outlines your child's work / achievement in the

program. This report must be signed by the local summer school administrator, and sent to us in a sealed envelope. Students who fail one or two subjects and do not attend summer school, will **NOT** be promoted.

- 3) **Title I Services:** are provided by the NYC Dept. of Education, free of charge, to any qualified child. At the present time these services include: Remedial Reading, Remedial Math, School Psychologist, Guidance Counselor, and Testing and Evaluation Services. Our school policy is that any child in need of remediation in Math or Reading/Language Arts, who is qualified for the services, must be involved in the program. N.Y.S. mandates that any child who scores below Level III on any N.Y.S. Test must have remediation. In addition, the school can refer any child to the Guidance Counselor when warranted, or to the Psychologist if that is more appropriate.
- 4) **Tutors:** parents are free to secure professional “***OUTSIDE***” tutoring for their child at any time. The operative word is Professional. You should encourage the tutor to have ongoing contact with the regular classroom teacher, and to submit periodic reports / evaluations on the child. It is critical for everyone to be on the same page and working for the good of the child. The After-School Program offers homework assistance for the students who are registered in the program.

Section IX

Testing

- 1) **A.C.R.E. Test:** a nationwide religion test administered each spring to students in Grades 5 & 8.
- 2) **Diocesan Standardized Testing Program (Terra Nova Examinations):** all students in Grades 3 – 8 must take part in the diocesan-wide testing program administered each fall. The students are expected to score at Level III or IV on both testing instruments, or face a required year of remediation and then retesting.
- 3) **N.Y.S. Mandated Testing:** our state mandates that all schools participate in this testing program. The following areas are currently tested by the state:

English Language Arts in Grades 4, 6, & 8,
Mathematics in Grades 4, 6, & 8,
Social Studies in Grades 5 & 8, and
Science in Grades 4 & 8.

New York State will be introducing new mandated tests periodically, and our children will be obligated to take those exams. Students must score at either Level III or Level IV on these tests, or they are required to take remedial courses for at least a year and then be retested. The remediation phase lasts until the child can successfully score at Level III or above. In addition, we also require the students who are eligible for Title I Services to be enrolled in either that program, or in some form of Tutoring Service including but not limited to the Resource Room.

- 4) **Teacher Designed Measurements:** all teachers will be administering either their own designed testing instruments, or commercially prepared instruments as a means of providing insights into the student’s performance. Testing is a normal part of the learning experience. Teachers will likewise be using quizzes, reports, etc. as other measures of performance. If you do not see test material coming home to you on a regular basis, please contact the classroom teacher ASAP.

Section X

Communications

Conferences: In September parents have the opportunity to meet the teachers during “Meet the Teachers Night”. Parent-Teacher conferences occur in December and March and correspond to the issuance of report cards. Report Cards are distributed on an appointment basis, and you will receive notification directly from the classroom teacher. If you detect any problems / difficulties concerning your child please contact the teacher **IMMEDIATELY** and request an appointment to discuss your concerns. Appointment request forms are available in the General Office.

Counselors: We are fortunate to currently have access to a N.Y.C. Dept. of Ed. school psychologist and a guidance counselor. The school might suggest you use these services, or you may feel the need for the services. If you do feel the need for them please contact the school ASAP. The school reserves the right to mandate that a child use the services, and or be evaluated by either the N.Y.C. Dept. of Ed. or an outside agency. In addition, PDHP (Program for the Development of Human Potential) likewise offers services based on a sliding (payment) scale.

E-Mail: Each teacher at Holy Name has an email address. The teachers have been instructed to check their email on a regular basis. A complete teacher e-mail listing will be sent home the in the first “TUESDAY FOLDER”.

Meeting Request Forms: These forms are available in the office. They can be used to request a meeting with a teacher, the guidance counselor, or the school psychologist. If you wish to meet with the principal to discuss a matter related to a teacher, then please meet with the teacher first in an effort to resolve the difficulty. If that does not prove fruitful then by all means request a meeting with the principal.

Notes: Written communication between parents and teachers has been going on since schools first opened their doors. All teachers are instructed to inform parents as soon as something significant happens, or if a pattern of behavior makes its presence known. The same applies to parents. You are free to write to the teachers whenever you have a concern. You are free to request a meeting with the teacher to discuss any relevant issues that might be playing a part in your son’s / daughter’s performance.

Telephone Calls: If you have not been able to reach a teacher through any of the above methods, then please call the school and request an appointment with the teacher. The office will fill out an appointment request form for you, or you can come into the office and complete the form yourself. The teacher will respond to your request within twenty-four hours.

Section XI

Responsibilities

- A) **Rights & Responsibilities of Parents:** as a partner in education, and the primary educator, you have a right to know what is expected of your child in the educational program, and how that program is being presented. You have a right to know the progress or lack of progress that your child is making, and to be informed about issues that relate to you and your child on a timely basis. Like the teacher you are entitled to be treated with both respect and courtesy.
- B) **Rights & Responsibilities of Students:** you have the right to be educated in an environment that is conducive to learning, to be secure while you are in school, and to be treated fairly and with respect. You have the right to be an active participant in the learning process, to know and

understand what you are responsible for, and to know and understand the consequences of your actions / responses, or your lack of action / response.

- C) **Responsibilities & Duties of Teachers:** the primary responsibility is to guide the learning experience of the child within the child's capabilities. The teacher tries to develop the religious beliefs, the academic skills, knowledge, appreciation, ideals, and appropriate attitudes in the student that will enable the student to become a creative, problem-solving and productive member of the community. Teachers are entitled to be treated with both respect and courtesy by parents and children.
- D) **Student Study Skills:** a parent / guardian as well as a teacher can assist the child in the acquisition of important study skills. These skills make learning easier and more enjoyable. The following are some guidelines for achieving good study habits:
- ✓ Study on a daily basis
 - ✓ Always review the previous day's material
 - ✓ Come to class on time and prepared
 - ✓ Never skip doing required assignments
 - ✓ Ask questions
 - ✓ Be an active participant in classroom discussion
 - ✓ Schedule your time carefully
 - ✓ Do homework / studying at the same time and in the same place each day
 - ✓ Use what you learn and apply it to new situations
 - ✓ Strive to do your best and never be ashamed or embarrassed to admit you don't know / understand a concept.

Section XII

Parents Association

Parents Association: there is an active Parents Association in place at Holy Name School. The five officers of the organization are elected for two-year terms. The organization is primarily involved in fund raising events as well as special projects that help to foster school / community spirit. Please watch for communications from the organization throughout the school year. Class Rep. parents are likewise an important part of the organization and serve as liaisons with the teachers and the school. The Class Rep. helps the teacher with such things as Emergency Relay Chains, special collections, lining up volunteers etc. If you are interested in contacting any of the officers of the organization or your child's class rep parent please call the school and give the office your request.

Parent Volunteers: these individuals are a very special resource, and one that we are always looking to replenish. We encourage parents to help in a wide variety of areas, and in all fundraising and extracurricular activities. If a parents has any special talent / gift / interest and would like to share this with the school and its children they are asked to contact the office.

Service Hours: all parents **ARE** required to volunteer 30 hours of service during the school year, or pay a Service Fee of \$300. There are many ways by which parents or their surrogates can fulfill this obligation, i.e., assisting at lunch duty, being a greeter for visitors to the school, etc. Please contact the school office regarding all possibilities for service. All volunteers **MUST** be Virtus trained. Holy Name of Jesus School will make training sessions available at the beginning of the school year. Information will be sent home on the training sessions once they are formulated.

Section XIII

Toddler Program

The program operates three mornings a week, for two hours each morning, from September through May. There is a separate fee for this program. The child must be at least 3 years of age by December 31st, of the year in which they are enrolling and must be completely toilet trained before being accepted into the program

Class Schedule

The Toddler class meets Tuesday, Wednesday and Thursday from 9:00 – 11:00 AM September to May. In order to ease the children into a new setting, the class will meet the first week of school 9:00 – 10:00 AM, the second week 9:00 – 10:30 AM and the third week we will begin our 9:00 – 11:00 AM schedule. Parents will be allowed to stay with the children for the first week ONLY.

Arrival & Dismissal

Students should be brought to the Howard Place door. Miss Pat and Miss Barbara will come out to meet the children at 8:55 AM. To make the transition easier, we are asking that you hug and kiss your child goodbye at the back door (Howard Place) when they are coming into school and tell them you will be back to pick them up later. This will give them a sense of security knowing you will be outside waiting for them. If you are not picking them up please be specific as to who will pick them up. This helps prevent disappointment at dismissal. The children will be dismissed at 11:00 AM from the same door.

If you are late getting to school please use the Windsor Place entrance and walk your child to class. Please **DO NOT** ring the Imagine Tomorrow Computer bell.

Cancellation of School

The school will be closed on all national holidays, on all Holy Days of Obligation, during Christmas Recess, Presidents Week, and Easter Recess. Cancellation of school, without some form of prior notice, only occurs during periods of extraordinary circumstances such as: extreme weather conditions, national/local emergencies, public crisis, or major equipment failure. Every practical means will be used to notify parents of school closings including TV / Radio Advisories, and our phone relay system. Parent and Guardians should listen to the following TV / Radio stations: ABC, NBC, New 12 and 1010 WINS. Miss Pat, Miss Barbara or the class reps will call parents between the hours of 7:00 – 7:30 AM if school is cancelled. If there is some doubt, either call the school, or use common sense in making a judgment call.

Attendance

Regular attendance is essential for a students' success in school. If your child is going to be absent please call the school by 9:00 AM – 718-768-7629.

Communication

Each month a school calendar is sent home with each child. Please make sure you keep it in a safe place so you will be aware of what is going on during any given month.

If you wish to speak to Miss Pat or Miss Barbara please communicate directly with them via email or a note sent in with your child requesting time to talk.

Dress Code

Children should wear rubber soled shoes or sneakers. They should also wear clothes that they can manipulate themselves when going to the bathroom. Please send in a change of clothes (Fall/Spring and Winter) for the children to kept in their cubby.

Toileting

Children must wear clothes they can manipulate themselves (sweatpants seem to work best) when using the bathroom (i.e. **NO** belts, buttons, snaps or straps). Children should be completely toilet trained before beginning school (i.e. **NO** Pull ups or diapers).

Emergency Information

All information must be kept up to date. It is imperative for your child's sake that we have correct address and accurate emergency contact information. Accurate medical information and working telephone numbers (home, cell, and work) **MUST** be on file in the school office. You will receive an emergency sheet during the first week of school that **MUST** be completed immediately.

Legal Issues

Child Custody Issues – we **MUST** have a copy of any custody agreement that involves your child on file in the school. This is to protect you and the child/children as well as the school.

Birthday Parties

Birthdays are celebrated on or as close to the child's birthday as possible. Parents are invited to join us for this celebration beginning at 10:00 AM. Please be careful what you provide for the party. Many children have allergies to specific foods (i.e. peanuts), so you must be vigilant; ask the teacher for guidance. Cup cakes seem to be preferred snack. Please notify Miss Pat or Miss Barbara a week before scheduling the birthday party.

Snack Schedule

Each child will be provided with a snack schedule. On their assigned snack day they are expected to provide snack for the entire class (snack, juice, cups, napkins, etc.). Some favorite snacks are: pretzel rods, chocolate chip cookies and Oreos. Juice boxes are not suggested due to tendency to want to squirt them.

Allergies

Please advise the school, Miss Pat or Miss Barbara if your child has any allergies (i.e. chocolate, peanut butter, etc.).

Section XIV

Holy Name School of Religion

Release Time Classes: meet on Wednesdays from 2 to 3:15 PM, and are held in the school building. Religious instructions are provided for children in Grades 1 – 7 who attend local public schools. In order to receive the sacraments for the first time, the Diocese requires that a child be enrolled in a two-year (consecutive) preparation program.

If you require any additional information on these programs please contact the Coordinator of Religious Education through the CCD Secretary in the school office.

Section XV

Closing

Please read this handbook carefully and use it as a reference. All final decisions regarding the items covered or not covered in this booklet are at the discretion of administration.

Each family receives a copy of this handbook at the beginning of the new school year. There is a \$10 fee to replace the Handbook.

Parents are those wonderful people who want our lives to be happy and complete.

They laugh our laughter, cry our tears, and dream our dreams.

They are always ready to give us their encouragement and support.

No matter how grown up we may become, no matter where we go in life or what we do, we never outgrow our parents' love.

**HOLY NAME OF JESUS SCHOOL
2009 - 2010 CALENDAR**

SEPTEMBER 2009

8 th (Tues)	School Opens – Faculty and Staff Only
9 th (Wed)	School Opens – All Students K-8 th Grade – 11:30 AM Dismissal
10 th (Thur)	Tuition Due, 11:30 AM Dismissal
11 th (Fri)	First Friday Mass, 11:30 AM Dismissal
14 th (Mon)	Buses Begin, Pre-K Begins, After School Begins
15 th (Tues)	Gift Catalog Sale Begins
16 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
21 st (Mon)	Meet the Faculty Night – 6:30 PM – Shepherds Hall
22 nd (Tues)	Toddler Program Begins
23 rd (Wed)	12:30 PM Dismissal, CCD Begins
27 th (Sun)	School Family Mass 12 Noon followed by the PA Welcome Back BBQ
28 th (Mon)	Terranova Testing Begins, Gift Catalog Sale Ends
30 th (Wed)	Dress Down Day, 12:30 PM Dismissal

OCTOBER 2009

2 nd (Fri)	First Friday Mass, Foundation Dinner-Dance
6 th (Tue)	Progress Reports
7 th (Wed)	8 th Grade Bake Sale, 12:30 PM Dismissal
9 th (Fri)	Tuition Due
12 th (Mon)	Columbus Day – School Closed
16 th (Fri)	Parent’s Association Card Party 7 PM
20 th (Tue)	Magazine and Cookie Dough Sale Begins, 11:30 AM Dismissal – Book Exhibit
21 st (Wed)	Frank and Soda Day, 12:30 PM Dismissal
28 th (Wed)	Dress Down Day, 12:30 PM Dismissal

NOVEMBER 2009

1 st (Sun)	All Saints Day
2 nd (Mon)	Magazine and Cookie Dough Sale Ends
4 th (Wed)	Individual Picture Day, 7 th Grade Bake Sale, 12:30 PM Dismissal
5 th (Thur)	Class Pictures and Graduation Picture Day
6 th (Fri)	First Friday Mass
10 th (Tues)	Tuition Due, Progress Reports
11 th (Wed)	School Closed – Veterans Day
14 th (Sat)	TACH Exam
16 th (Mon)	NYS Social Studies Test Grade 5 Begins
17 th (Tues)	Parent’s Association Meeting – 7 PM Shepherds Hall
18 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
25 th (Wed)	Grandparents Day, Dress Down Day, 12:30 PM Dismissal, No CCD
26 th (Thur)	School Closed – Thanksgiving
27 th (Fri)	School Closed

DECEMBER 2008

2 nd (Wed)	6 th Grade Bake Sale, 12:30 PM Dismissal
4 th (Fri)	First Friday Mass, 1 st Trimester Ends
6 th (Sun)	Parent’s Association Christmas Brunch – 1 PM
7 th (Mon)	Report Card Day, 12:30 PM Dismissal, 2 nd Trimester Begins, Pre-Registration for Pre-K and Kindergarten Begins
8 th (Tues)	School Closed – Feast of the Immaculate Conception
9 th (Wed)	12:30 PM Dismissal
10 th (Thur)	Tuition Due
15 th (Tues)	Progress Reports, Christmas Show - 7 PM Shepherds Hall
16 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
22 nd (Tues)	8 th Grade Ring Day
23 rd (Wed)	Dress Down Day, 12:30 PM Dismissal, No CCD
24 th (Thur) – Jan 1 st , 2010(Fri)	School Closed – Christmas Recess

JANUARY 2010

4 th (Mon)	School Resumes
6 th (Wed)	5 th Grade Bake Sale, 12:30 PM Dismissal
11 th (Mon)	Tuition Due, Re-Registration Begins
12 th (Tues)	Progress Reports
13 th (Wed)	12:30 Dismissal
18 th (Mon)	School Closed – Martin Luther King, Jr. Day
20 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
27 th (Wed)	Dress Down, 12:30 PM Dismissal
31 st (Sun)	Catholic School Week Begins, Mass 10:30 AM, Open House 11:30 AM – 1:00 PM

FEBRUARY 2010

1 st (Mon)	Registration for New Students, Volunteer Appreciation Day
2 nd (Tues)	Open House 9:00 AM – 11:00 AM
3 rd (Wed)	Student Appreciation Day, 12:30 PM Dismissal
4 th (Thur)	Open House 9:00 AM – 11:00 AM
5 th (Fri)	First Friday Mass, Faculty Appreciation Day
7 th (Sun)	School Family Mass 12 Noon followed by Heritage Celebration in Shepherd's Hall
9 th (Tues)	Progress Reports, Sacraments Meeting 7 PM – Shepherds Hall
10 th (Wed)	Tuition Due, 4 th Grade Bake Sale, 12:30 PM Dismissal
15 th (Mon) – 19 th (Fri)	Mid-Winter Recess - School Closed
17 th (Wed)	Ash Wednesday
24 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
26 th (Fri)	Dress Down Day

MARCH 2010

3 rd (Wed)	3 rd Grade Bake Sale, 12:30 PM Dismissal
5 th (Fri)	First Friday Mass
9 th (Tues)	Progress Reports, Parent's Association Meeting – 7 PM Shepherds Hall
10 th (Wed)	Tuition Due, 12:30 PM Dismissal
12 th (Fri)	Career Day
16 th (Tue)	Candy Sale Begins
17 th (Wed)	St. Patrick's Day Raffle, Frank and Soda Day, 12:30 PM Dismissal
18 th (Thur)	Spring Pictures
19 th (Fri)	2 nd Trimester Ends
21 st (Sun)	Easter Brunch
22 nd (Mon)	3 rd Trimester Begins, Report Card Day – 12:30 PM Dismissal
24 th (Wed)	12:30 PM Dismissal
25 th (Thur)	Culture Day
28 th (Sun)	Palm Sunday
30 th (Tue)	Candy Sale Ends
31 st (Wed)	Dress Down Day, 12:30 PM Dismissal, No CCD

APRIL 2010

1 st (Thur) – 9 th (Fri)	School Closed – Easter Recess
12 th (Mon)	Tuition Due
13 th (Tues)	Progress Reports, Yankee Candle Sale Begins
14 th (Wed)	2 nd Grade Bake Sale, 12:30 PM Dismissal
21 st (Wed)	Frank and Soda Day, 12:30 PM Dismissal
23 rd (Fri)	Yankee Candle Sale Ends
26 th (Mon)	NYS ELA Test Grade 4, 6 and 8 Begins, Curriculum Fair – 6:30 PM Shepherds Hall
28 th (Wed)	Dress Down Day, 12:30 PM Dismissal

MAY 2010

5 th (Wed)	NYS Math Test Grade 4, 6 and 8, Bake Sale 1 st Grade, 12:30 PM Dismissal
10 th (Mon)	Tuition Due
11 th (Tues)	Progress Reports, Parent's Association Meeting – 7 PM Shepherds Hall
12 th (Wed)	12:30 PM Dismissal
13 th (Thur)	School Closed – Ascension Thursday
14 th (Fri)	School Closed
18 th (Tues)	Spring Show
19 th (Wed)	Frank and Soda Day, 12:30 PM Dismissal
24 th (Mon)	NYS Science Performance Test Grades 4 and 8 Begins
25 th (Tues)	Toddlers Graduation
26 th (Wed)	ACRE Test Grades 5 and 8, Dress Down
31 st (Mon)	School Closed – Memorial Day

JUNE 2010

2 nd (Wed)	Bake Sale Pre-K and Kindergarten, 12:30 PM Dismissal
4 th (Fri)	First Friday Mass – 8:30 AM, Graduation Dance
7 th (Mon)	NYS Science Written Test Grades 4 and 8 Begins
8 th (Tues)	Graduation Mass
9 th (Wed)	12:30 PM Dismissal
10 th (Thur)	Tuition Due
11 th (Fri)	Graduation 7 PM
14 th (Mon)	NYS Social Studies Test Grade 8 Begins
15 th (Tues)	Pre-K Graduation Day
16 th (Wed)	Dress Down Day, 12:30 PM Dismissal
17 th (Thur)	Kindergarten Graduation Day, 11:30 PM Dismissal
18 th (Fri)	11:30 AM Dismissal
21 st (Mon)	11:30 AM Dismissal
22 nd (Tues)	Last Day Of School, 10 AM Dismissal

NOTE:

- 1) THE LAST DAY OF SCHOOL IS SCHEDULED FOR TUESDAY, JUNE 22ND, 2010. SHOULD WE HAVE AN EMERGENCY OR SNOW DAY(S) THE LAST DAY OF SCHOOL WILL BE EXTENDED.**
- 2) SACRAMENT DATES TO BE ANNOUNCED.**
- 3) ANY AND ALL NYS TESTING DATES MAY BE SUBJECT TO CHANGE.**

**CALENDAR IS SUBJECT TO CHANGE.
A MONTHLY CALENDAR WILL BE SENT HOME EACH MONTH.**

Holy Name of Jesus School

Accredited by the Middle States Association of Colleges & Schools

Acceptable Use Policy for Students/Parents

(School's Computer Network/the Internet)

The global network (the Internet) and the school's local computer network are intended to be used for educational purposes only. They are intended to provide students with the newest academic learning experience, further enrichment opportunities, and for remedial work when necessary. Classes have access to this learning environment on a regular basis and under teacher supervision.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school's philosophy and curriculum. Our school has taken precautions to restrict access to controversial materials by installing filtering software and hardware that is used by the school's network. It is intended to block access to undesirable material on the Internet, and is for both the adults and the children. In addition to the active filter, the children are under supervision, and never alone in the computer lab, the library, the resource room, or in the classrooms. We do our very best to monitor what they are doing. However, no filtering method is perfect and on a global network it is impossible to filter and guarantee that no controversial information that is not consistent with the educational goals of our school can be accessed. On the other hand, some legitimate sites might be blocked by the rules invoked by the filtering system. It could be concluded that **the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.** These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. In general this requires **efficient, ethical and legal utilization of the local and global network resources.**

Not permitted:

- Any type of vandalism to hardware, software, furniture, etc; this includes the uploading or creation of computer viruses.
- Sending inappropriate, obscene, discriminatory, offensive, or harassing e-mail.
- Visiting chat rooms, music sites, and network blogs.
- Accessing or using any of web based e-mail accounts.
- Excessive printing, including printing of large downloaded files.
- Visiting inappropriate web sites (pornographic, music, email.)
- Plagiarism or violation of copyright.
- Loading software of any kind, whether from the Internet, floppy disk, CD-Rom. Etc.
- Downloading programs of any kind to the computer hard drive or external disk.
- Removing technology hardware or software from the school without permission.
- Transmitting personal information about other students including but not limited to student/ teacher/ staff names, addresses, and phone numbers.

If any of users violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Any student who ignores the above-mentioned rules, or defies the prohibitions on acceptable usage will be denied Internet access for at least a month. If the individual continually defies the prohibitions, or engages in activities that are inappropriate, he or she will be denied accessibility for either the fall or spring semester. Repeated warnings will result in the individual being denied all access to the Internet for at least one year.

We are taking these steps to protect your children. We want them to experience the wonder of this effective learning tool, but also to recognize the Internet problems associated with its use. We hope you will support these policies and discuss these issues with your son/daughter.

When you sign the bottom of this you acknowledge your acceptance of these terms and conditions. If this page is not returned to us, your child will not be permitted to use the Internet in school.

Parent's/Guardian Signature

Date

Student's Signature

Date

Section XV

Acknowledgement

This form must be signed and returned to the school office no later than the end of the second full week of school in September (September 18th).



Please detach this portion and return it to your child's teacher during the second week of school.

Acknowledgement:

I have read the handbook and understand the content. I agree to the terms and conditions established in this manual.

Parent's / Guardian's Names Printed: _____

Parent's / Guardian's Signature: _____

Student's Name Printed: _____

Student's Signature: _____

Grade: _____ **Date:** _____

Home Phone Number: _____

Mother's Work Phone Number: _____

Father's Work Phone Number: _____

Mother's Cell Phone Number: _____

Father's Cell Phone Number: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Mother's E-Mail Address: _____

Father's E-Mail Address: _____

Names of Students, other than the above, who attend HNS and Grade:
