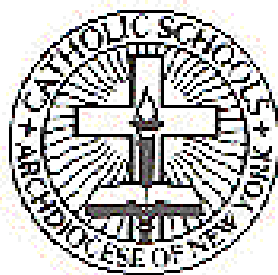


***HOLY NAME SCHOOL
PARENT-STUDENT HANDBOOK***

2008-2009



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2008-2009

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GRADE 1

BR. JOSEPH PAYNE 1ST

GRADE 2

MS. MICHELLE ROMEO 2-1
MS. INGRID CORREA 2-2

GRADE 3

MS. IRILIA ROLON 3RD

GRADE 4

MR. JEFFREY SMITH 4TH

GRADE 5

MS. MARILYN GARCIA 5-1
MS. MARIANA YEPEZ 5-2

GRADE 6

MS. ELENA PENA 6-1
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GRADE 7

MS. ALTHEA HICKSON 7-1 (BOYS)
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Academic Policies

Academic Expectations

Holy Name School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly.

Homework

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

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

Grades PreK & K	up to	30 minutes
Grades 1 & 2	up to	45 minutes
Grades 3 & 4	up to	60 minutes
Grades 5 & 6	up to	90 minutes
Grades 7 & 8	up to	120 minutes

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

Grades and Grading

Report cards are distributed four times a year for Grades K to 8. A Pre-K report is distributed twice a year in January and June. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects. In addition to the quarterly achievement grades, a mid-term and final exam grade are indicated on the report card.

The achievement grade is based upon the following weighting percentages:

1. class work	10%
2. homework	20%
3. tests and quizzes	60%
4. projects	10%

The final grade on the report card is determined by the following method. Each quarter is worth 20% with the mid-term and final exams worth 10% each. This totals 100%

- Numerical marks are recorded on report cards for Grades 1 – 8.
- Passing is any mark 70% or above for Grades 1 – 8.

Character Development

- The conduct mark is placed under Character Development as a "Conduct Grade". This mark indicates that the student 1) follows class and school rules, 2) shows care in the use of personal property, 3) treats teachers with respect, 4) treats other students with respect, 5) exercises self-control, and 6) listens attentively, uses technology appropriately. If a child has an x in a category, that indicates that the student needs improvement in that area. The conduct grade is determined by the number of x's in those categories.

Honor Roll

The criteria for the Honor Roll is as follows:

Grades 1-8	First Honors	90% average; no mark less than 85%
	Second Honors	85% average; no mark less than 80%

Good conduct is a requirement to receive First or Second Honors. Therefore, a

student must receive an A (excellent), B (good) or C (satisfactory) in conduct to be eligible for honors. A student who does not receive an A ,B or C in Conduct, will not receive First or Second Honors even though marks might warrant it.

Any student with more than 10 unexcused absences or 20 unexcused latenesses would be ineligible for First or Second Honors.

Any student with more than 20 unexcused latenesses would be ineligible for a Perfect Attendance Award.

Any student who has been suspended from school during the school year would be ineligible for First or Second Honors.

Report Card Distribution

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

Report cards may not be given before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the

student may give the teacher a self-addressed stamped envelope and the report card can be mailed the last day of school.

Promotion/Retention

See section on promotion and retention.

Graduation Requirements:

In order for an 8th grade student to graduate the following conditions must be met:

1. All tuition and other fees must be paid in full.
2. The graduation fee and all other outstanding fees must be paid in full. The graduation fee, \$250, will be billed on your October tuition statement and must be paid with the October tuition.
3. An 8th grade student cannot fail two or more major subjects or receive a "F" in conduct for the year.

Any eighth grade student failing one subject will be required to attend summer school in order to receive the diploma. The diploma will be given upon proof of summer school attendance at the end of July or the beginning of September.

Assessments

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

Standardized Tests

ITBS	Grades K to 8	April
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Archdiocesan Tests

Religion Test	Grade 3 to 8	June
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NY State Tests

English / Language Arts	Grade 4,6,8	January
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Math	Grades 4,6,8	March
Science (lab)	Grade 4 Grade 8	April April
Social Studies	Grade 5 Grade 8	November June
Science (written)	Grade 8	May

The faculty of Holy Name School reviews these test results regularly for the purpose of promotion or retention, academic intervention services (AIS) for those who need extra assistance, and grouping for Reading and Math.

Admission Policies

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

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

After School Program

A number of After School Programs are available to parents. The school has an After School Care program for students in Pre-K to Grade 4. This program entails homework time, recreation, art, music and computer activities. It goes from 2:35 pm to 6 pm. Come to the school office for a brochure or go to the school web site, www.holyname.com for more information.

The Holy Name Franciscan Community Center, located next to the school on 97th ST. runs a recreational program for students in grades 5 to 8. There is also a separate tutorial program for students in grades 4-8 held in the school from 3:15 PM to 4:45 PM.

Attendance

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

Lateness: A child should come to school even though he/she may be late. All lateness is recorded and marked on the report card. Parents will

be consulted about chronic lateness, and the child may be required to make up time missed.

Absences

Consistent attendance at school is necessary for developing good work, study and social habits. Excessive absences tend to cause the student to do poorly in school and disrupt the smooth running of the classroom. Therefore the following school policy will be put into effect:

1. Any student with absences of more than twenty school days will not be allowed to return to Holy Name school for the following school year. (An exception will be made for a hospital stay or other long term serious illness verified by a letter from a doctor)
2. Any 8th grade student with twenty or more days absent will not be allowed to take part in the graduation ceremony.
3. Any student who is truant from school will not be allowed to return to Holy Name for the following year.
4. Parents of students in grades 7 and 8 must call the school by 9:30 in the morning to let us know why your child is absent. Failure to call will result in the school assuming that your child is truant.
5. All children returning to school the day after an absence, must have a note signed by their parent.

Lateness

Any student in grades K to 6 who arrives after 8:45 AM will be considered late. Any 7th or 8th grade student who arrives after 8:30 AM will be considered late. This lateness will be recorded in the class register. Excessive latenesses will result in the child not being allowed to re-register for the following school year.

Birthdays, Birthday Parties and Nut Cards

Students do not have to wear their school uniforms on their birthdays or if they present a "no uniform today" (nut) card to their teacher. However, students must dress appropriately. For example: no dirty, faded or ripped jeans or shirts, no tank tops, or very short shorts, no shirts with inappropriate writing, no three quarter shirts, no tight fitting clothing.

Birthday parties are only permitted in grades Pre-K to 3. A class may have only one party per month for the students who have birthdays during that month. The teacher will

coordinate the refreshments. For safety reasons, no favor or "goodies" bags are permitted to be given out.

Books

All books must be properly covered. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

ASSIGNED TEXTBOOKS: When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:

- a. the pupil's name be placed in the space provided in each book
- b. the teacher make a record of the number of the book
- c. the teacher make a record of the condition of the book
- d. In September, each child will put a clean cover on each textbook received. In June, all textbooks are collected, extra materials and covers are removed.

Breakfast

Breakfast will be served between 8 am and 8:30 am. After the student is finished eating breakfast he/she must return to the auditorium.

Change of Address

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

Chewing Gum

No student will be permitted to bring any form of gum into the school. Repeated violations of this rule will result in the student being suspended from school until the parents come in for a conference with the principal.

Child Abuse Laws

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

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

proper agency.

Child Custody

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

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

Communication

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

If you receive a letter from the teacher or principal requiring you to attend a mandatory parent teacher conference, this is not optional. In many cases the teacher will coordinate the individual conference with the regular report card "parent teacher conference day". If, before the regularly scheduled "report card day", you receive such a letter, you must come in and speak to the teacher. Failure to do so without arranging for another meeting time, will result in your child not being admitted back into class.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Parents are not permitted to visit the classroom without a prior appointment. Also, parents are not allowed to stand outside the classroom doorway when class is in session.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- if there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal

- under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

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

Crisis Plan

Should a crisis require evacuation from Holy Name School building, students will be brought to either Holy Name Church on 96th and Amsterdam Ave. or the Holy Name Franciscan Community Center on 97th St. between Broadway and Amsterdam Ave and parents can meet them there.

For further information concerning the crisis, parents can refer to the school web site at www.holyname.com or listen to your local radio stations.

Daily Schedule

The official school day for grades Montessori to 6 begins at 8:30 AM.
The school day for grades 7 and 8 begins at 8:20 AM.

The children must report to the auditorium when they come to school in the morning. Assigned seating sections will be given to students in grades 1-7. Kindergarten and Montessori students should report to class K-1 for morning care. (See section on Morning Care) No student in Pre-K to grade 4 should be left unattended prior to 8:00 AM.

Students are not allowed to stay outside in the morning. Once a student enters the school after 8 am, he or she is not permitted to leave without the permission of his or her parent, the principal, assistant principal or teacher.

Dismissal:

Grades will be dismissed at the following times:

Montessori and Kindergarten - Between 2:30 and 2:45 PM - parents should come to the classrooms to pick up their children.

For grades 1 to 8 the children are brought down to the 97th St. Door.

Grade 1 - 2:35 PM

Grade 2 - 8 between 2:40 and 3:00 PM

Parents should wait on the play street for their children. Parents are not allowed to stand outside of the classroom and take their child off the line.

Parents have an obligation to pick up their children by 3 PM. Students are not permitted to wait in the lobby of the school or on the front steps. If parents are going to be late they **MUST** call the school office. Parents who repeatedly pick up their children late, will have their children placed in the After School Care Program and charged a fee.

Discipline Codes

Discipline is a necessary condition in the learning process. Its purpose is to help students develop self-control, self-respect and respect for others. In addition to behavioral consequences and punishment, discipline includes positive reinforcement including friendly, tactful, extolling reminders that shape acceptable behavior. Discipline serves learning least when it becomes a goal in itself.

At no time is corporal punishment permitted. At no time is verbal abuse permitted; this includes name calling, sarcasm, profanity, and any language that is intimidating or threatens physical violence.

Teachers will discipline students directly for behavior judged to be infractions of acceptable behavior. Some examples of unacceptable behavior:

- * disrupting class such as talking out, throwing objects, unnecessary movements, etc.
- * not meeting the requirements for homework preparation and submission
- * wearing inappropriate clothing or accessories
- * using profane language
- * returning graded papers unsigned by parent

After several attempts to modify or eliminate inappropriate behavior, teachers will inform the principal when student behavior continues to be judged as a major infraction or acceptable behavior. This infraction could result in a suspension.

Suspensions may result for the following infractions:

1. Physical, antagonistic behavior during the school day will be punishable by a three day suspension.
2. Any student found carrying a weapon or fire producing article will be punished by a three day suspension and be subject to criminal prosecution.
3. A student who is sent to the office for rude behavior or abusive language in the school will be punished by a three day suspension.

4. Willful destruction of school property will be punished by a three day suspension. The student will also have to make restitution for the defaced property.

5. Spray paint cans and magic markers are not permitted inside the school building. Any student who is caught carrying a magic marker or a spray paint can inside the school or on school property will be subject to a one day suspension.

6. Any student caught in the act of writing graffiti on school property will be subject to a three day suspension and possible criminal prosecution. The student will also have to make restitution for the defaced property.

7. Any student who is caught stealing will be subject to a three day suspension. Upon re-entry to the school the student will have to make full restitution.

8. Any student who is found to have sexually harassed another student will be suspended from school for a period of three days.

9. Any student who brings a laser pointer to school will be suspended from school for one day. Light from a laser pointer can cause eye damage.

10. Any student who is found using the internet in an inappropriate manner or logs on to an inappropriate site will be suspended for a period of one day.

11. Holy Name students are expected to behave in a manner that reflects both Christian and social values. Therefore, disrespectful, destructive or reckless behavior in the immediate school neighborhood will be subject to disciplinary actions ranging from a one to three day suspension from school. This applies to both before and after school.

12. Any student who posts negative or defamatory messages about other Holy Name students, staff or the School in general on internet sites such as myspace.com will be suspended for a period of one day.

13. Any student who sends inappropriate or defamatory e-mail to other students or staff members will be suspended for a period of one day.

Suspension procedures

Only the principal or assistant principal has the authority to suspend a student.

When a student is suspended the parent will be notified either by a phone call or in writing. The parent must accompany the student back to school at the end of the suspension period for a conference with the principal or assistant principal.

Any student who is suspended two or more times during the academic school year will not be allowed to return to Holy Name School the following year

Dress Code

The uniform dress code will be for grades 1 to 8. Each teacher has the authority to demand enforcement of the rules listed below.

Girls

Skirts: Uniform skirts and jumpers only. Skorts may not be worn.

Blouses: Uniform blouses only. White turtle neck or white tee shirts may be worn under the blouse. No colored tees or tees with writing are permitted. Blouses must be tucked in at all times.

Blazers- School blazers are required for students in grades 5 to 8. They must be worn during the entire school day. They are optional for students in grades 1 to 4.

Pants: (Permitted to be worn from October until the first day of Spring) Gray dress slacks which must be ordered through the uniform company.

Spring Uniform: Polo shirts and gray shorts- The school polo shirt and/or shorts may be worn during September and beginning May 1st. The polo shirt must be tucked in at all times.

Shoes: black or brown loafer or tied shoes. Shoes with heels greater than one inch are not permitted. Boots are only permitted during inclement weather. No sneakers, clogs, flip flops or sandals are permitted.

Socks (girls) White or Maroon socks. Leggings are not permitted to be worn. Only maroon, white or gray colored tights are permitted during the cold weather.

Makeup: no makeup is permitted to be worn. The coloring of nails and nail extensions are not permitted

Jewelry.- No excessive jewelry is permitted to be worn. Specifically this includes any type of gold chains and excessively large earrings!

Jeans: jeans are not permitted.

Boys

Pants: Gray dress pants. Pants must be worn at belt level

Spring Uniform: Polo shirts and gray shorts- The school polo shirt and/or shorts may be worn during September and beginning May 1st. The polo shirt must be tucked in at all times.

Shirts: White dress shirt or school polo shirt. Colored tee shirts or tee shirts with writing are not permitted to be worn under the dress shirt or polo shirt.

Ties: Maroon colored striped tie. The tie is purchased in the office.

Jeans: Gray colored jeans (lee/wrangler, etc..) are not permitted to be worn

Shoes: brown or black loafer or tied shoes only. No boots, sneakers or sneaker type shoes. (Boots are permitted during inclement weather)

Jewelry.- An earring(s) is not permitted to be worn.

School blazers: Blazers are required for students in grades 5 to 8. They must be worn during the entire school day. They are optional for students in grades 1 to 4.

Sweaters (grades 1-4)

The only sweater that a student will be allowed to wear during the school day, in the school building, is the Holy Name School sweater. The sweater is purchased through the uniform company.

No student will be permitted to wear sweatshirts or any other colored sweater in the school.

All children should dress neatly for school. It is the responsibility of the parent to see to it that his or her child follows the previous directives.

Personal Appearance

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

Uniforms should be neat and clean.

Hair should be clean and well groomed.

Parents will be notified if a child comes to school consistently in an unkempt manner. If no improvement is noticed within a reasonable amount of time, an appointment with the parents and with the guidance office will be made by school officials.

Gym Uniform

All students must purchase a gym uniform in order to take part in gym classes. The gym uniform consists of a Holy Name tee shirt, shorts, sweat pants and sweat shirt. The student must wear the complete gym uniform to school on the day of his or her gym class. The regular school uniform is not to be worn on that day. The gym uniforms are purchased through the uniform company. If the student does not have the gym uniform, he or she may not substitute for it. The student must come in his or her regular uniform. The student will not be permitted to take gym on that day. Repeated failures to wear the gym uniform will result in your child failing Physical Education.

Electronic Devices

Any electronic device such as cell phones, hand held games and MP3 players must be turned off during the school day. Any device that rings or "goes off" during the school day will be taken and sent to the Principal.

In grades 6 to 8, student cell phones and other electronic devices must be kept in their lockers during the day. Any phone or electronic device not kept in the locker will be sent to the Principal. Any phone or electronic device sent to the Principal will be held until an adult comes to pick it up.

In grades 1 to 5 all cell phones and other electronic devices must be kept in the classroom. Any phone or electronic device not kept in the classroom will be sent to the Principal. Any phone or electronic device sent to the Principal will be held until an adult comes to pick it up.

For all grades, electronic devices are not permitted in the lunch room or on the play street during lunch time.

It is highly recommended that electronic devices, other than cell phones, not be brought to school. The school is not responsible for the loss or theft of such devices.

Emergency Closings/Delayed Openings

For updated information on emergency closings please check the school website at www.holyname.com

Expectations and Responsibilities for Students

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

- try to do their best work at all times.

- treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- obey all school regulations.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing, and dress).
- greet all adults with "good morning" or "good afternoon".
- say "please" or "thank you" as well as "excuse me" in the appropriate situations.
- observe the school dress code, including standards on no-uniform days.
- not bully, neither express gender bias, nor harass students with comments about a person's physical attributes
- help care for school property and keep the school free from damage and defacement.
- see Discipline section on behavior in the neighborhood

Faculty Meetings

Faculty meetings are scheduled on the first Friday of each month, unless parents are otherwise notified. All children will be dismissed at 12 noon on these days. The After School Program for students in Pre-K through 4th grade will be in session on these days.

Field Trips

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

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

Financial Policies

Tuition must be paid by the 15th of the month. A \$25 late fee will be added to your next month's tuition on payments that are more than 10 days late (counting from the 15th of each month). Outstanding tuition of more than one month will result in your child not being allowed to attend class until it is paid in full. ** There is a \$25 penalty fee for bounced checks. **

2008-2009 TUITION RATES AND OTHER FEES

Montessori	\$ 3800 + \$250 materials fee	\$4050
Grades K - 8	\$ 3000 + \$250 materials fee	\$3250

OTHER FEES

Graduation Fee (8 th grade only)	\$250
Graduation Fee (Kindergarten only)	\$25
ITBS Fee for standardized testing (K to 8 students)	\$30
Fundraising Fee	\$300 – see Fundraising Section

All May and June tuition payments must be made by cash, money order or credit card for Montessori, Kindergarten and Eighth grade students, plus any student not re-registered for the next year. Personal checks will not be accepted. Due to the fact that Montessori, Kindergarten and Eighth grade classes end a week before the rest of the school all tuition for students in these grades must be paid by the end of the last week of May.

Parents may apply for financial aid by obtaining an application from the school office. The deadline for applying for financial aid for the following school year is July 30th. Financial aid must be re-applied for each year.

FUNDRAISING POLICY

The school does not have various fundraising sales throughout the year. In place of these each family will be charged a \$300 fundraising fee. This fee is payable in \$100 installments spaced over three quarters (November, February and May). Payments must be paid during those month.

There are three reasons for doing this:

- The first is that the fundraising companies take at least 50% (some more) of all sales. So if you sell \$50 in candy, for example, the company will get \$25 of that \$50. In effect you are selling for the company, not the school.
- The second is that the school needs to increase its income in this area. By doing it this way, the school will double its income. As you know the cost of running the school is rising rapidly.
- The third reason is that not many families like to do fundraising. (Some don't do it at all.) It is difficult for both the parents and children to sell gift-wrap, candy, pies and raffle tickets. It also puts the children in a situation where they are asking strangers to buy these items. This is not always the safest option.

Hopefully, by spreading out the payments over the school year, it will make it a little bit easier to do this. Please note that this payment is per family, not per student.

In order for your child to qualify for the end of the year field day this fundraising fee must be paid in full by the day of the field day.

Guidance

A guidance program is a resource available to Holy Name School students. Service may include counseling, psychological intervention and support for families experiencing change.

Harassment Policies

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

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

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that

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

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

- * The student is not toilet-trained or is incontinent, or unable to control drooling.
- * The student is unusually physically aggressive, with a documented history of biting or harming others.

Illness

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

If a child becomes ill during the day or is injured, the child will be sent to the school nurse. The school nurse will determine the seriousness of the condition and contact the parent.

Immunization

Holy Name School requires all children to be fully immunized in accordance with all regulations from the New York City/State Departments of Health.

Lunch

If parents wish to have their children eat in the lunchroom, they must fill out the school lunch form when distributed in early September.

Children are allowed to bring their own bag lunches in the morning, however, parents may not bring special lunches (McDonalds, pizza, special hot lunches, etc...)to their children during the lunch period. If parents wish they may take their children out to lunch, provided that they return to school by the end of the lunch period.

Regular lunch schedule:

Grades Montessori & K : 10:30 to 11

Grades 1 to 4: 11:05 to 11:50

Grades 5 to 8: 12:05 to 12:50

Shortened lunch schedule on 12 noon dismissal days

Grades 1 to 4 11:00 to 11:30

Grades 5 to 8 11:45 to 12:00

Medications

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

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

Morning Care

Morning care is available for students in our Pre-K and Kindergarten classes between 7:45 AM and 8:15 AM. STUDENTS MAY NOT BE LEFT UNATTENDED PRIOR TO THE OPENING OF MORNING CARE.

All Kindergarten and Montessori parents who bring their children between 7:45 am and 8:15 am should bring them to the Kindergarten classroom on the first floor. Do not bring them to the auditorium.

The children will be brought from morning care to their classrooms at 8:30 AM.

If you come after 8:15 AM, please bring your child directly to his or her classroom and wait with your child. Due to the large numbers, we cannot accommodate children brought in after that time in morning care.

Breakfast will be provided in your child's regular classroom at 9 AM, not in the morning care classroom.

Non-custodial Parent

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

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

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

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made with the custodial parent. The school office must be provided with written notification or an appropriate court order giving the non-custodial parent permission to pick up the child.

Parents as Partners

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

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

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

- assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.

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

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

Philosophy and Mission Statement

Philosophy

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

The aim of Holy Name School is one of service to the children who attend the school and to the parish in which they live. This service involves primarily the education of both children and adults in Christian values and academic disciplines.

The school stresses the idea of respect on the part of the students for learning, respect for the adults with whom they come into contact, and respect for the material objects that surround them. The school also recognizes that this respect is reciprocal. The administration and staff show respect through their actions towards the students and their parents.

The school believes that it is essential to look at each child as an individual person. It realizes the responsibility it shares with parents to educate that child and to bring out his or her full potential. Holy Name School is willing to work with any child who is willing and able to learn within the framework of the school environment.

The school also recognizes that it cannot do the job alone. It must involve and rely on the cooperation of parents. For it is only with the parents support of both the child and the school that this goal of education can be achieved.

Mission Statement

Holy Name School believes that:

- The Catholic purpose of Holy Name School is foremost, and the message of love of God and love of one's neighbor is practiced by the student body and faculty of Holy Name.
- The educational process at Holy Name School integrates religious values throughout the curriculum .
- Life -serving knowledge includes the development of intellectual, social, personal and spiritual dimensions.
- Faculty and staff members have the responsibility to serve as role models for students.
- Teachers affirm and encourage positive self- awareness and self -expression in students.
- Care must be taken to identify special gifts and unique learning styles which students possess.
- Curriculum development is a dynamic rather than a static process; therefore, curricula and methods are frequently re-examined and updated.

- The diversity of the student body and staff at Holy Name School gives children the opportunity to learn the distinct cultures of others and to relate positively to people different from themselves.
- Creating a safe environment for children allows them to grow and develop into responsible adults.
- The full development of the child is fundamental to the philosophical values of Holy Name School.

Play Street

The Play Street is closed during the following times during the day:

Lunch time recess for grades 5 to 8 - 12:15 PM- 12:50 PM

Dismissal time - 2:30 PM to 3:15 PM

The play street substitutes for a school yard. However, since it is not an enclosed area certain precautions must be taken for the safety of the students. Therefore, the following rules will be observed between the hours of 9 AM and 3:15 PM when the Play Street is closed.

1. No ball playing
2. During lunch time recess no student may leave the play street for any reason whatsoever without approval of the principal or assistant principal. Any student breaking this rule will be immediately suspended from school until his or her parents come in for a conference.
2. No running.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. The actual decision to retain a child is based upon a total evaluation of the student's growth in all areas of development. A student will not be retained or denied a diploma for failure to pass any combination of the following subjects: music, art, physical education, foreign language, computers or other subjects which cannot be evaluated by standardized tests

The following are specific criteria which will assist teachers as they consider a recommendation for retention.

I. The student has failed to pass the major subjects on each grade level.

The following table indicates the specific failures by grade level that might result in retention at that grade level.

LEVEL	BEHAVIOR
Grade K	Evidence of developmental immaturity and lack of readiness skills
Grade 1	Evidence of developmental immaturity and failure in Reading or Mathematics
Grade 2	Failure in Reading or Mathematics
Grades 3 to 8	Failures in Reading and Mathematics, <i>Or</i> Failures in Reading or Mathematics and failures in two of the following subjects: Religion, Science, Social Studies, and Language Arts

II. The student has failed to achieve satisfactory scores on a standardized test in Reading, Mathematics, and Language Arts.

The following table indicates the cut-off levels for failure on the ITBS exam.

LEVEL	CRITICAL SCORES
Grade 2	5 months below grade level
Grades 3,4	1 year below grade level
Grades 5,6	1 year, 3 months below grade level
Grades 7,8	1 year, 5 months below grade level

III. Other Factors:

- the student has not demonstrated acceptable effort toward achieving academic success. The following types of behavior might indicate unacceptable effort:
- failure to complete school and homework assignments, and school projects
- pervasive inattention to classroom instruction
- lack of preparedness for school assignments

Generally, a student would be retained only once in the elementary grades (1-5), and only once in the upper grades (6 - 8).

Recommendation Letters

It is up to the personal preference of the teacher whether or not a request for a letter of recommendation should be written for a student. Under no circumstances is it appropriate to give that letter of recommendation to the parent. All letters of recommendation will be mailed to the particular school or organization for which they are intended.

Release of Students (*during school day*)

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

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

- in the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the secretary will contact the name listed on the child's emergency contact form. Emergency forms are completed in September and must be updated as necessary.
- when a student is released to a parent or guardian, that adult must sign the book which is located in the school office. The student will then receive an early dismissal pass. Parents are not permitted to go directly to the classroom to pick up their child.
- for a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the book. *[Please note: only the principal or assistant principal may approve the release of a student for a prearranged appointment.]*

School Calendar

Even though you receive a school calendar at the beginning of the school year, it is always a good idea to check the posted monthly calendar on the school web site for changes and updates. (www.holyname.com)

Security

All visitors to the school must sign in at the security desk in the lobby. Parents or visitors are not permitted to go to the classrooms. After signing in they must report to the school office on the second floor.

- **Student Lockers and Locks:** For Grades 6,7,8. Each student will be given a lock to use on his or her locker. The teachers in grades 6,7 and 8 will assign a locker and give a lock to each student. The school office has a master key for opening the school locks for locker inspection. Under no circumstances are students allowed to use their own locks. If a lock is lost the student will purchase a new one from the school.

Smoking

New York State Law prohibits smoking in a school building.

Special Learning Needs

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

Summer School

Any student failing one major subject will be required to go to summer school in order to be promoted.

The summer school Report Card must be submitted to the office in September. Failure to attend summer school will result in retention.

Technology

School Web Site

Holy Name school maintains a web site at <http://www.holyname.com>. On this web site we display samples of students' work and activities that students take part in, such as fairs, shows, student of the month assemblies, etc. We also display pictures of students who receive honors and who are involved in the above-mentioned activities. If for some reason

you do not wish your child's picture displayed, you must put that request in writing and give it to the school office. You are invited to visit our web site and offer your suggestions.

Acceptable use policy for internet access

Freedom of inquiry and access to information are fundamental to the development of our society, and are the right of all students and staff. On-line electronic resources provide an exceptional opportunity for the promotion of intellectual inquiry, comprehensive information gathering, and awareness of global diversity through worldwide communication and exploration.

On-line resources such as the internet can be used to educate, to inform, to communicate and to entertain. As a learning resource, they are similar to books, magazines, video, CD-ROM, and other information sources. Students and staff have access to other individuals, government documents, social and scientific data, library indexes, and many other types of information.

Student expectations in use of the internet

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in consequences laid down by the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action. (see Discipline section)
3. Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Standards of behavior

- be courteous and respectful in your messages to others.
- use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- do not reveal your home address or phone number, or that of other students.
- note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- proofread your message before you send it.
- never agree to get together with someone you "meet" on-line without first checking with your parents or a responsible adult at school.
- only public domain software ("shareware") can be downloaded. Copyright laws must be respected.
- do not post personal or negative messages towards the school or other students in the school on web sites such as myspace.com. Posting of such messages is

punishable by suspension from school. See the Discipline Codes Section of this handbook.

- do not use the network in such a way that you would disrupt the use of the network for other users.

Withdrawals and Transfers

All books must be returned in usable condition. All outstanding tuition and fees must be paid before records are transferred to another school.

ADDENDUM

SUMMARY STATEMENT

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

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

Students attending Holy Name School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Holy Name School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable

belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

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

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

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

Asbestos Statement

Although we may not realize it, asbestos is a common material found in almost every building in our society. It is a fireproofing material. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern.

The Holy Name School building has been inspected and a small amount of asbestos has been found in a few areas. This asbestos, according to federal regulations, has been sealed and encapsulated. The school monitors these areas with an inspection twice per

year. An inspection file is kept in the main school office with a report being sent to the federal government.

Sex Offender Policy

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

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

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

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

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

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

School's Right to Amend

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

PARENT TEAR OFF

*PLEASE SIGN THE STATEMENT BELOW
AND RETURN IT TO YOUR CHILD'S TEACHER TOMORROW.
EACH CHILD MUST HAVE THIS STATEMENT ON FILE IN ORDER TO ATTEND HOLY
NAME SCHOOL*

STUDENT'S NAME _____ CLASS _____

I have read the 2008-2009 Parent/Student handbook and Summary Statement.

I understand the policies, rules and regulations of Holy Name School. I agree to the above mentioned policies, rules and regulations and to have my child follow these policies, rules and regulations contained in the 2008-2009 Parent/Student handbook.

PARENT SIGNATURE: _____

DATE: _____

CURRENT ADDRESS:

STREET: _____ APT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE # _____

E-MAIL: _____