

# Holy Name of Mary School

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Msgr. Romualdo Sosing, Pastor

Mrs. Pamela Sanders, Principal



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# Student Handbook

## Grades Six through Eight

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**Right to Amend:**

**THE PRINCIPAL HAS THE RIGHT TO AMEND THIS BOOKLET AT ANY TIME.**



**Holy Name of Mary School**  
**A Ministry of Holy Name of Mary Parish**

**"To Teach as Jesus Did"**

Holy Name of Mary School, established in 1938, reinforces the values of the Christian home and endeavors to provide the students with the religious, personal, educational, social and cultural values that will enable them to take their place in society, the Church and to effect a positive change in them.

Following the spirit of "To Teach As Jesus Did", the faculty and staff strive to instill within students a knowledge of their Catholic faith, to experience forms of worship, most especially the Holy Eucharist, to develop respect for all peoples and cultures, to become aware of the needs of those around them and to respond to these needs in service. Independence, responsibility and self-discipline are nurtured through our teaching of Gospel values. Striving for excellence is encouraged through cooperation and recognition of our different gifts and talents.

All students are welcomed as individuals of priceless value and nurtured to grow to their full potential at Holy Name of Mary.

**Holy Name of Mary Grammar School is operated in full accord with the teachings of the Roman Catholic Church (the "Church"), subject first and foremost and at all times to the Church's moral, ethical, canonical and religious precepts as interpreted by the parish pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop") and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.**

## School Faculty and Staff

Reverend Monsignor Romualdo Sosing, Pastor  
 Mrs. Pamela Sanders, Principal  
 Miss Andrea Ciminelli, Assistant Principal

Nursery	Mrs. Marcia Lara	Art	Mrs. Kathleen Parker
Pre-Kindergarten	Mrs. Noreen Onorato	Library	Mrs. Catherine O'Connor
Pre-Kindergarten	Mrs. Kathleen Casazza	Music	Miss Emily Hahl
Kindergarten	Mrs. Patricia Gallo	Physical Education	Mr. Chris Patti
		Technology	Mrs. Cassandra Powell
First Grade	Miss Kaitlyn Nowicki		
Second Grade	Miss Emily David		
Third Grade	Miss Michaela Conway		
Fourth Grade	Miss Andrea Ciminelli		
Fifth Grade	Miss Eileen McEnaney		

### Grade 6-8 Teachers:

Homeroom	Teacher's Name	Subject	e-mail address
Sixth Grade	Miss Jaclyn Brown	ELA (6, 7, 8)	jbrown5578@hnomschool.org
Seventh Grade	Mrs. Kellie DeRosa	(6,7,8)Math (8) Algebra	kderosa5578@hnomschool.org
Eighth Grade	Mr. Alec Botsch	Social Studies (6, 7, 8) Science (7,8)	abotsch5578@hnomschool.org
	Miss Eileen McEnaney	Religion (6, 7,8)	e.mcenaney5578@ hnomschool.org
	Mrs. Cassandra Powell	S.T.E.M (6)	cpowell5578@hnomschool.org

Mrs. Linda Baxter, R.N., Health Office  
 Miss Carol-Ann Ohlandt, Administrative Assistant  
 Karen Bagwandeem, School Secretary  
 Cathy Schroeder, School Secretary

## Tuition and Fees

### Holy Name of Mary 2018-2019

Our tuition goals are:

- A. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
- B. To foster a trusting, community relationship between the parish, the school and the family.
- C. To generate funds so the school has a solid financial base that can allow for innovation.

**PLEASE SEE THE TUITION SCHEDULE FOR 2018 - 2019**

#### **Financial Tuition Assistance**

##### **The Tomorrow's Hope Foundation**

To obtain a tuition assistance grant at a participating Catholic school in the diocese, any current or prospective family may print from the link on our website and complete a confidential application form in January . Submit the forms with copies of the required documentation to the Tomorrow's Hope Foundation. Both you and the school will be notified of awardees in the spring.

##### **Emergency Financial Aid**

Life status changes do occur and Holy Name of Mary School tries to respond to the call. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastor to assess the need and respond accordingly.

**All tuition obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. No student is allowed to attend a field trip if the family is in arrears. If special arrangements are necessary, please, contact the principal.**

## **Registration**

Re-registration is held each year on the first Monday of Catholic Schools Week for families currently enrolled at Holy Name of Mary School. Registration begins the first Monday of February for new families. The registration process is complete when the school has received:

- A. The Holy Name of Mary School Tuition Form
- B. The Holy Name of Mary New Student Registration Application along with the new student registration fee.
- C. Records: Baptismal and birth certificates, immunization, health records and transcripts from any previous school.

## **New Student Registration Fee – K Through 8**

Families of new students pay a \$250.00 fee per family to secure the student's placement at Holy Name of Mary School. All registration fees are non-refundable. This registration fee is due with the Holy Name of Mary School New Student Registration Application.

## **Family Re-Registration Fee**

Families that are re-registering pay a \$100.00 fee per family to secure the student's placement at Holy Name of Mary School.

## **Class Fees**

Beyond registration and tuition, there are additional fees charged:

- A. Eighth Grade Graduation Fee of \$350.00 which covers cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies
- B. Field Trips- Prices vary due to field trip destination and costs
- C. Parent Teacher League Fee of \$60.00 per student from Nursery – Grade 7

## **Fund Raising**

There will be fund raising activities throughout the year.

The Chocolate Sale and the Fall and Winter Raffle are the only mandatory fundraisers.

## **Tuition Payment Policy**

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, our School follows the following policy regarding tuition payment:

Tuition is due on or before **the tenth day** of every month. Should a situation arise that a payment will be late; the parent is responsible to notify the School as soon as possible. In the event that a family fails to pay tuition on time, the School Principal will initiate the following procedures:

- 1.** If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified of the past due amount. A late fee of \$40 will be added to the total tuition balance, and additional late fees of \$40 each month will continue to be added until the account is current.
- 2.** If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified and the account must be brought current.
- 3.** If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.

Holy Name of Mary School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The School will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

Families that are experiencing financial difficulties should contact the principal immediately.

## **Withdrawal Policy Regarding Financial Matters**

Holy Name of Mary School hires faculty and staff and purchases materials for the entire school year. For Holy Name of Mary School to provide for these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition in full.

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by July 31st, if the student will be withdrawing. Registration fee is non-refundable under any circumstances.

- If student is withdrawn by the first day of school, 10% of the tuition is non-refundable
- If student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is non-refundable
- If student is withdrawn after the end of the first trimester, 100% of the tuition is non-refundable.

### Arrival

Students are to arrive between 8:00 A.M. and 8:15 A.M through the front door on South Grove Street. ***{Prayers and our Pledge of Allegiance occur promptly at 8:15 A.M. daily}*** Parents are invited to join us at our morning gathering.

Students may arrive after 7:30 through 8:00 A.M. and enter through the main entrance on South Grove Street. For their safety, children should not be dropped off prior to 7:30 A.M.

Note: Late passes are issued to students who arrive after 8:15 A.M. It is very important for the students to be part of our morning prayers and announcements. It is the building block of the day and strengthens our sense of faith and community. If a student is late, they should obtain a late pass from the Monitor's Desk. Three latenesses in one trimester will result in a student receiving a demerit slip. If there are two additional latenesses after a demerit slip, the student will serve detention.

### Attendance

If a student will be absent, parents are required to telephone the school before 8:00 A.M. Please indicate your child's name, grade, reason for absence and projected date of return. ***If your child does not arrive to school and we have not heard from you, we will telephone your home. Your message confirms to us that your child is safe.***

***A written note from the parent/guardian explaining the student's absence is required by New York State and must be brought in the day your child returns to class.*** A written doctor's note is required if a student has been absent in excess of 3 or more consecutive days.

New York State Educational Law states that absence from school for the following reasons are excusable: personal sickness, death or sickness in the family, impassable roads or weather making travel unsafe, religious observance, quarantine, approved educational trips, required presence in court, attendance at organized clinics, health treatment, and approved cooperative work programs. Absence for any other reason is held illegal and must be marked so on the pupil's official record.

Students are responsible for all schoolwork missed due to absence. For absences of more than one day, schoolwork may be requested. Contact the school before 11:00 A.M. and the materials will be ready to be picked up after 3 P.M. In addition, homework assignments can be accessed on each teacher's class page on the school website: [www.hnomschool.org](http://www.hnomschool.org). If a family takes a vacation during school time, children are expected to make up missed work prior to their return to classes. **School work will not be prepared in advance.**





## Electronic Devices

Holy Name of Mary School is NOT responsible for any electronic devices brought to school, including, but not limited to: iPods, digital cameras, PSP's, and tablets. The use of Electronic Devices is at the teacher's discretion and permitted during instructional time ONLY. Electronic Devices are not permitted during morning prayer, lunch, recess and dismissal. If they have Internet access, this feature MUST be turned off while at school. The unauthorized use of any aforementioned items, incur the same disciplinary actions applied to cell phone use.

## Dress Code (Uniforms)

The proper adherence to our uniform code is an essential part of creating a school climate and it is our goal to continue to raise the standard throughout our 2013-2014 school year.

**Parents must purchase all uniform items from our uniform supplier:**

***IT IS EXPECTED THAT ALL UNIFORM ITEMS WILL BE WORN***

***CLEAN, IN GOOD REPAIR, AND WELL FITTED.***

***FAILURE TO ADHERE TO THE UNIFORM POLICY WILL RESULT IN A DEMERIT SLIP.***

### ***BOYS (Grades 6-8) Uniform***

- Navy Twill Pants
- Blue Broadcloth short/long sleeve shirt
- Uniform Tie
- Black Shoes (Oxford or Loafers)
- Navy Dress Socks

Optional: can be worn over dress uniform from October 15<sup>th</sup> to May 1<sup>st</sup>

- Navy blue V neck slip over vest with emblem
- Navy blue V neck slip over sweater with emblem

### ***GIRLS (Grades 6-8) Uniform***

- Box Pleated skirt - fingertip length. No short skirts permitted.
- Blue Short/Long Sleeve pointed collar
- Navy Blue Bolero with pocket and emblem
- Navy blue knee socks or Navy nylon tights
- Black or Blue Shoes – No heel (Mary Jane's, Oxfords or Loafers)

Optional: can be worn in place of bolero from October 15<sup>th</sup> to May 1<sup>st</sup>

- Navy blue V neck slip over vest with emblem
- Navy blue V neck slip over sweater with emblem

**GYM Uniform- All Students:**

- Short sleeve white polo with printed school logo
- Navy mesh gym shorts with printed school logo
- Navy gym sweatshirt with printed school logo
- **\*\*Sweatshirt can ONLY be worn with gym uniform and not with the dress uniform\*\***
- Navy gym sweatpants with pocket and printed school logo
- **Gym Sneakers- White sneakers and white laces, only**
- White socks, must be ankle height and visible

**Hair-** should be clean and neat. Students' eyes must be visible. Dyed hair is not permitted. No lines or sharp demarcations may be inserted into the hair. No Mohawks are permitted. Boys' hair may not be worn below the top of their collar.

**Make-up-**is not permitted.

**Nails** should be trim and neat. No nail tips are permitted. Clear or light nail polish is permitted.

**Jewelry-** Earrings should be simple and it is recommended that the earrings be post. Jewelry should NOT be worn on gym days. No more than one simple necklace and/or bracelet is permitted.

Boys are not permitted to wear earrings. Only school affiliated buttons are permitted on school dress uniform.

**Dress-Up Days-** Occasionally, the students have an opportunity to dress up. Jeans and sneakers are not permitted on dress-up days. Students, who choose not to dress up, may wear their school dress uniform.

**Dress-Down Days-** Occasionally, the students have the opportunity to dress down. Jeans and sneakers are permitted. Students wearing inappropriate outfits will be sent to the office to call home for their uniform. Students, who choose not to dress down, may wear their uniform without a tie. Dress-down days are held to raise money for the missions. A \$1 minimum donation is required to participate. Students who do not bring in a donation will be sent to the office to call home for their uniform.

**High School Sweatshirt Week-** We will be establishing a designated week for all 8<sup>th</sup> Graders to wear the sweatshirt of the high school they will attend next year. During this week, students may wear this sweatshirt over their school uniform. These sweatshirts may not be worn at any other time during the school year.

Failure to adhere to the dress code will result in a demerit slip. A student who has two offenses will receive an automatic detention.

### **ACADEMIC EXPECTATIONS and POLICIES**

Our curriculum follows the Common Core Standards and the guidelines set forth by the Diocese of Rockville Centre. Our religion curriculum focuses on the four pillars of the Catholic Church, as outlined in the Catechism of the Church and the Diocese of Rockville Centre.

The Middle Teaching Grades include **Grades Six, Seven, and Eight**. Students in these grades participate in a full academic curriculum. The student's curriculum includes Religion, Language Arts, Literature, Math, Science, Social Studies. They attend Art, Music, Physical Education, Technology, Library, and Spanish classes. This provides the students with an introduction into the high school experience of differentiated classes and separate responsibilities for each subject and teacher. To assist students to be successful in a departmental setting, we have 6, 7, and 8<sup>th</sup> Grade Team teaching meetings to plan our curriculum cohesively.

### **THE MARKING CODE**

**(5):** Student work is *outstanding*; demonstrates thorough and consistent understanding of grade level standards and objectives. Student exhibits an ability to think critically in new situations; produces work that integrates and applies learned skills in creative and complex ways.

**(4):** Student work is *above average*; demonstrates a majority of understanding grade level standards and objectives. Student completes work independently and integrates learned concepts and skills.

**(3):** Student work is *average*; demonstrates moderate understanding of grade level standards and objectives. Student completes most work independently and is capable of integrating concepts and skills.

**(2):** Student work demonstrates a *partial understanding* of grade level standards and objectives. Student completes work inconsistently and needs assistance when applying expected skills to work.

**(1):** Student work demonstrates a *lack of understanding the content* of grade level standards and objectives. Student exhibits a deficit in understanding and applying concepts and skills.

### **EFFORT, CONDUCT, AND PERSONAL GROWTH CODE**

The effort and conduct code is applied to each of the subject areas on the card. Evaluation of the student involves how much the student participates in his/her own learning. Parental attention is essential here since student effort and conduct can indicate an attitude toward learning which may greatly affect achievement throughout his/her school life. (Diocese of Rockville Centre Education Department, 2009)

### **EVALUATION**

To assist communication between the teachers and the parents/guardian, the following is a timeline of reports that will be sent home:

- **December:** Assessment Reports (Report Cards) distributed prior to Parent/Teacher Conferences
- **March:** Assessment Reports (Report Cards) Parent/Teacher Conferences, as requested by the faculty- students must attend conference in their uniform.
- **June:** Final Assessment Reports (Report Cards)

Parent/Teacher Conferences are held twice a year. All parents/guardians need to attend the first conference to discuss their student's progress. The second conference is only **for students and parents identified by the 6, 7, and 8th Grade Teaching Team**. If any additional conferences are necessary, the teacher will contact the individual parent.

**PLEASE NOTE: ALL PARENTS ARE REQUIRED TO SIGN UP FOR THE PARENT PORTAL TO ACCESS THEIR CHILD'S PROGRESS.**

**All parents are encouraged to contact faculty with any concerns at any time.**

Student evaluation will be ongoing and continuous. Assessment is based upon: tests, quizzes, projects, class work, homework, and class participation.

#### **Honor Roll**

- **Honors:** **First Honors:** 23-25 (in 5 core subjects) **Second Honors:** 20-22 (in 5 core subjects).
- Students must achieve at least a 3 in Art, Music, Physical Education, Technology, and Spanish
- Additionally, Good Effort and Conduct in both major and minor subjects must be maintained.

#### **Retention**

Retaining a student is a serious matter. The Diocesan regulation states that: "All promotions should be decided upon by the principal and the teacher. Plans for retention should be made in conference with the parents at least by the beginning of the third trimester. Although the principal should always act in consultation with the student's teachers, the final responsibility for a student's promotion or retention rests with the principal."

In any major subject, a final grade of 1, requires attendance at a summer school program or 15 hours of tutoring by a certified teacher. A certificate of successful completion must be presented to the principal in order to proceed to the next grade level. If a student is experiencing difficulty in many areas, retention might be suggested to the parents for the child's benefit. The failure of 3 (three) major subjects will require retention.

Students must fulfill required objectives in each subject in order to progress to the next grade: **IN PARTICULAR, PLEASE NOTE THAT ANY CHILD WHO FAILS TWO SUBJECTS OR**

**MORE AS A SEVENTH GRADER MAY NOT MOVE ON TO EIGHTH GRADE UNLESS THEY ATTEND AN APPROVED SUMMER SCHOOL PROGRAM- THIS APPROVAL IS ARRANGED THROUGH THE PRINCIPAL'S OFFICE ONLY.**



## **HOMEWORK**

### **Purpose of Homework**

1. Serves as an application and review of what was taught in a day's lesson.
2. Reinforces basic skills through drill and practice.
3. Keeps parents informed of what is being taught and serves as a communication vehicle between the home and the school.
4. Provides an opportunity for students to be responsible for their learning

Students are responsible to plan their studying. Even if there is no written homework, students should be reading and reviewing for future exams. All homework is to be written down in a school supplied planner by all 6, 7, and 8<sup>th</sup> grade students. Parents can verify homework assignments and upcoming tests, quizzes or project deadlines on the homeroom or subject teacher's webpage.

### **Communication Folders**

Students will be supplied a Parent Communication Folder. This folder is to be used to carry home any documents from the school office to the parents. Parents are asked to check it nightly and clean out the folder weekly. Teachers and students are encouraged to send home tests, quizzes and projects in these folders for parent signatures or for the parents to review and to file them properly, once they have been signed.

### **Academic Dishonesty**

If a teacher witnesses students cheating on a test or determines through examination of a test paper that cheating has occurred, the principal will be notified. Students will be allowed to express their positions and parents will be notified of the situation. A grade of "1" will be issued for academic dishonesty to all parties involved. The quiz/test will not be re-administered.

## **School Schedule**

<b>Time</b>	<b>Period</b>
8:15 A.M.	Arrival Prayer & Pledge {8:15 sharp}
8:20 - 8:40 A.M.	Homeroom
8:40 – 9:20 A.M.	Period 1
9:20 – 10:00 A.M.	Period 2
10:00 – 10:40 A.M.	Period 3
10:40 – 11:20 A.M.	Period 4
11:25 – 11:55 A.M.	RECESS
11:55 A.M. – 12:25 P.M.	LUNCH
12:25 – 12:40 P.M.	Homeroom/ D.E.A.R
12:40 - 1:20 P.M.	Period 6
1:20 – 2:00 P.M.	Period 7
2:00 – 2:40 P.M.	Period 8
2:45 P.M.	DISMISSAL

During school wide testing days, mass days and half days, we will operate on a modified schedule.

### **Appointments**

An appointment is necessary in order to see any teacher or the principal. An appointment may be requested in writing or by phone and will be honored as soon as possible. Only after the classroom teacher speaks with the parent should the principal be contacted.

### **School Service**

All students in Grades 7 and 8 are required to do a minimum of fifteen (15) hours service. This will be discussed with the classes at the beginning of the school year and appropriate forms for signatures will be distributed at that time. Any student who exceeds the service hours and exemplifies Christian Service will be recognized at the end of year ceremony. Service may be in school.

### **Field Trips**

Field Trips are scheduled several times during the year. These trips are planned for their educational value. Parents are encouraged to permit their children to attend to provide for continuity in the program. Official school permission slip and required fees MUST be submitted to the teacher prior to the trip. If the trip needs parent chaperones, they must have completed a BACKGROUND CHECK AND BE VIRTUS trained.

All field trips are dependent upon acceptable behavior and fulfillment of class requirements by the student. Participation will be at the discretion of the Teachers and Principal.

### **National Junior Honor Society**

**The Holy Name of Mary National Junior Honor Society (NJHS) was established in 2010.**

The NJHS is a student-run organization that is an honor and a responsibility for each member. It is required that each member:

- 1) Must achieve 4s and 5s in Religion, ELA, Math, Social Studies, and Science. (This is based on all trimesters of the previous school year.).
- 2) Must achieve at least a 3 in Art, Music, Physical Education, Technology, and Spanish.
- 3) Must consistently achieve Satisfactory in Effort and Conduct.
- 4) Must show character, citizenship and leadership at school and in the community.
- 5) Must provide service at school and in the community.

If these requirements are not maintained, a student will be under review during the next marking period by the NJHS advisor and a faculty staff of advisors.

### **Student Council**

Student Council is **open to all students in grades 6 to 8** who are in good academic standing and have no disciplinary problems in any subject. Officers must be good role models as defined by their homeroom teacher, subject teachers, and the principal. Anyone who does not meet these standards may be prevented from running for any Student Council position.

### **Textbooks**

Textbooks are on loan from the school district in which the child resides. Holy Name of Mary through Nassau BOCES and New York City's Board of Education will arrange for all books to be ordered and delivered for your child, once they have registered for the upcoming school year. Students are to take good care of the books they have been issued. All textbooks are to be covered and protected for future use. Parents are responsible for damaged or lost books. Books that are damaged, reducing its minimum of five-year expectancy will pay a damage charge of \$20.00 at the time the books are returned.

### **Graduation Requirements**



All students in Grade 8 must achieve a passing grade in all subjects in order to receive a diploma at graduation. If a student should fail one or more major subjects, the diploma will be awarded upon successful completion of a principal approved tutorial or summer school experience in the failed subject(s). Exception will be made at the discretion of the Principal and 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Teachers for those students whose academic achievement indicates one's best effort.

Our students are also very fortunate and have the opportunity for several awards graciously donated by our parishioners. The decision on all awards, academic and service, will be based on the students' academic and service record for both 7<sup>th</sup> and 8<sup>th</sup> grade. The 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Grade Teachers will review these records and will determine award recipients based on this information.

### **CLASSROOM (DURING CLASS TIME)**

Students are to come to class prepared with a pen/pencil, notebook, textbook, workbook, folder and any other necessary supply requested by the teacher. Students will not be allowed back to their homeroom once class has started. Students are not allowed to call home for forgotten items. Each student must learn to be diligent and organized, as we are preparing him or her for high school.

### **Cafeteria**

Students are gathered in the cafeteria for 30 minutes each day to eat their lunch. Students are expected to:

- Stand and pray before the meal
- Stay seated throughout the lunch period
- Request permission from Faculty or Adult Lunch Monitor to leave their seat
- Speak respectfully to classmates, Adult Lunch Monitors and Faculty supervisors,
- Eat only at lunch table
- Place all garbage and recyclables in proper receptacles
- Clean up after themselves
- Listen for directions at dismissal

### **School Yard**

Students have the opportunity for recess for 30 minutes each day. Classes play in the school yard in designated areas. Adult Lunch Monitors and a Faculty Member supervise the students in the school yard. For the safety of all students, the following regulations are to be observed:

- Students are not to re-enter the building without teacher's consent.
- Students are to treat each other with respect.
- Students are to include all who wish to play.
- Students are NOT permitted to go past the closed school gates.
- There is NO pushing, pulling, fighting or chasing. Contact sports are not permitted.
- When the bell rings, students are expected to stop playing and walk in an orderly manner to their line-up places.

Students who fail to obey the school yard rules will be deprived of recess.

#### **Classroom (during recess)**

Throughout the year, we will have many days where we have to have recess in the classroom. During this time, students MUST remain in a seat. They may play board games, cards, talk, draw or other teacher approved activities. Students are to follow the directions of the Adult Lunch Monitors.

#### **DISCIPLINE POLICY**

**PLEASE NOTE:** TEACHERS and PRINCIPAL RESERVE THE RIGHT TO EXCLUDE A STUDENT FROM A CLASS TRIP AND/OR A SPECIAL ACTIVITY FOR EXHIBITING CONTINUOUS INAPPROPRIATE BEHAVIOR.

**MINOR OFFENSES** include but are not limited to the following:

- being out of school uniform and/or gym uniform
- wearing inappropriate jewelry, make-up, nail polish other than clear or light pink
- being unprepared for class or inattentive in class
- failure to observe school, class, or lunch rules and regulations
- failure to respect the property of others
- having no homework and/or incomplete homework
- drawing or writing on hands, arms, or clothing
- tardiness (missing morning prayer)

These minor offenses will receive a demerit slip or possible detention based on the frequency of the behavior. Demerit and detention forms will need to be printed, signed by a parent/guardian, and returned the next day. The forms will be emailed to the parent/guardian directly. Teachers reserve the right to hold recess detention when homework is not done or conduct is not acceptable. Three Demerits automatically equal an after-school detention.

**MAJOR OFFENSES** include but are not limited to the following:

- physical contact (fighting, punching, hitting, etc.)
- failure to complete projects or long-term assignments
- cheating
- disrespect to others [teachers, staff, parents, peers]
- cell phone offense
- defacing school property

These major offenses will result in an automatic after-school detention. In some cases, students who exhibit consistent behavioral issues, will be referred to Administration. Any child referred to the Principal or Assistant Principal will be asked to have a Parent Conference with the student, Administrator, and referring teacher to discuss the situation. If the misbehavior continues, the Principal will suspend the student for a day, 2 days, or 3 days accordingly. Any student receiving three days of school suspension may be asked to leave our school.

Any student that receives a second suspension may be asked to leave Holy Name of Mary School.

## **Holy Name of Mary**

### **Charter for the Protection of Children and Young People**

Holy Name of Mary Church continues to implement the diocesan policies relating to the *Charter for the Protection of Children and Young People* at the parish level. In our efforts to create safe environments in our parish and school, all employees and volunteers are required to agree to a criminal background evaluation, attend a VIRTUS training class and sign a code of conduct. We are grateful to the many volunteers who have understood our needs and responded in a timely manner.

#### **Background Check**

A form for Criminal Background Evaluation is available in all Parish offices. This form is to be signed and returned to Holy Name of Mary Rectory. The current vendor being used to conduct the evaluations is United States Mutual Association (USMA), a division of United States Investigative Services (USIS) located at USMA, 4500 S. 129th E. Avenue Suite 200, Tulsa, OK, 74134-5885. They can be reached by calling 1-877-858-4165.

#### **Code of Conduct**

The Code of Conduct is available in all Parish Offices. It is a statement that serves as a very good reminder to all of us of the high standard of words, actions and attitudes that we want and need to maintain as parish volunteers. All volunteers are asked to read and sign this Code of Conduct, then return it in the collection basket or to any Parish Office – Rectory, School, Religious Education or Parish Outreach. It is important for volunteers to understand that their signature is not simply saying that that you will behave in a certain way; it is also saying that you support our efforts to make our parish a safe place for all.

#### **VIRTUS Training Class**

This VIRTUS training program has been created by the National Risk Retention Group, Inc. to help adults become more aware of and knowledgeable about all aspects of child sexual abuse so that we are better prepared to protect our children and all in our care. The classes are about 2 hours long and are given periodically in Holy Name of Mary as well as in many parishes in the Diocese of Rockville Centre. Information regarding upcoming classes can be found in the church bulletin, The Long Island Catholic and on the website [www.VIRTUS.org](http://www.VIRTUS.org). Registration for the classes must be done on line.

## **HOLY NAME OF MARY PARISH**

### **VOLUNTEER / EMPLOYEE CODE OF CONDUCT**

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth of our parish.

**As a volunteer / employee, I will:**

Make every effort to treat everyone with respect.

Make every effort to avoid situations where I am alone with children and/or youth at parish activities.

Make every effort to use positive reinforcement when working with children and/or youth.

Be aware that accepting gifts from children, youth and/or their parents can, at times, be problematic. I will refuse to give or receive inappropriate gifts.

Refrain from giving expensive gifts to children and/or youth or receiving such gifts without approval from the parents or guardian and/or the pastor or administrator.

Report suspected abuse to the pastor, administrator, or appropriate supervisor and the New York State Central Registry (1-800-342-3720). I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.

Cooperate fully in any investigation of abuse of children and/or youth.

Make every effort to avoid the use of profanity in the presence of children and/or youth.

**As a volunteer / employee, I will not:**

Smoke or use tobacco products inside any parish facility and on school grounds.

Use, possess, or be under the influence of alcohol at any parish activity that is developed specifically for children and youth.

Use, possess, or be under the influence of illegal drugs at any time.

Intentionally pose any health risk to children and/or youth.

Strike, spank, shake, or slap children and/or youth.

Intentionally humiliate, ridicule, threaten, or degrade children and/or youth.

Touch a child and/or youth in a sexual or other inappropriate manner.

Intentionally use any discipline that frightens or humiliates children and/or youth.

I understand that as a volunteer / employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this *Code of Conduct* or failure to take action mandated by this *Code of Conduct* may result in my removal as a volunteer / employee with children and/or youth.

# Holy Name of Mary School

MIDDLE STATES ASSOCIATION ACCREDITED SCHOOL

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Msgr. Romualdo Sosing, Pastor

Richard A. McMahon, Principal

## **Student Computer Resources Use Policy**

Holy Name of Mary School has established a computer network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student(s) and the parents and/or guardians of the student(s) fully agree to the following:

There is **NO RIGHT TO PRIVACY** when using the school's computer resources. Administration, faculty, and other authorized persons have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. The school's right to review is extended to any use by the student's parents and/or legal guardian of the school's computer resources in accord with the school's policy for review of student records and/or work.

There is **NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH** when using the school's computer resources, which is viewed by the administration as a limited educational forum.

All access to the school's computer resources will be permitted only under the supervision of a member of the school staff.

The student agrees that all information transmitted through the use of the school's computer resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.

The student agrees to stop using any and all of the school's computer resources whenever requested to do so by a member of staff or other authorized person.

The student agrees never to transmit via the school's computer resources the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.

The student agrees never to arrange for a meeting with any person at any time using the school's computer resources.

The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's computer resources.

The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.

The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.

The student agrees never to use the school's computer resources for commercial purposes. The student will never buy nor sell anything using the school's computer resources.

The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.

The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's computer resources.

The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes. The student agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).

The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software from a CD-ROM, flash drive, or other media.

The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.

The student agrees never to harass another person by use of any of the school's computer resources. Harassment is defined as any action that distresses or annoys

another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.

The student agrees never to use of any of the school's computer resources to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.

The student agrees never to participate in illegal activity using the school's computer resources. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

The school will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The school reserves the right to establish rules and regulations regarding the use of the school's computer resources.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or termination.

**Social Networking** - Student behavior is expected to conform to values consistent with the Catholic faith, both inside and outside the school setting, including relating to computer use and participation in social networking.

- Any computer use or use of social networking sites to display any wording or images of any student engaged in any activity which, in the sole discretion of the school administration, is inappropriate, crude, vulgar, or a violation of values consistent with the Catholic faith, or is illegal in any respect, will be subject to disciplinary action, including, without limitation, suspension, expulsion and/or legal action.
- Any computer use by any student, in school or at home, which includes viewing or distributing any images, wording, messages or material which are, in the sole discretion of the school administration, obscene, harassing, racist, inflammatory, malicious, fraudulent or libelous will be subject to



disciplinary action, including, without limitation, suspension, expulsion and/or legal action.

**PARENT’S CONSENT FOR WEB PUBLICATION OF WORK  
AND PHOTOGRAPHS**

I agree that, if selected, my son/daughter’s work may be published on the school Web site, [www.hnomschool.org](http://www.hnomschool.org) ; I also agree that photographs that include my son/ daughter may be published subject to the school rules that photographs will not clearly identify individuals and that full names will not be used.

**Please remove the final page of this document: sign and either mail back to the school or have your child return to their HOMEROOM teacher- ALL signed documents MUST be returned no later than the end of second week of September.**

**Holy Name of Mary School  
90 South Grove Street  
Valley Stream, New York 11580  
Attention: Grades 6 through 8 Teachers**

# Holy Name of Mary School

Accredited by AdvancED®, North Central Association Commission on Accreditation and School Improvement

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Msgr. Romualdo Sosing, Pastor

Mrs. Pamela Sanders, Principal

## Holy Name of Mary School Permission and Authorization Form for the Grade 6 through 8 Handbook

I have read the Holy Name of Mary School's 6<sup>th</sup> through 8<sup>th</sup> Grade Handbook, including our

- Student Handbook:
  - General Procedures
  - Academic Expectations and Policy
  - Volunteer/Employee Code of Conduct
  
- Technology Acceptable User Policy
  - Student Computer Resources Use Policy
  - Consent for Publication of Work and Photographs

I understand that my right to participate fully at Holy Name of Mary School, including using the computer network and Internet, may be suspended or terminated if I fail to comply with any rules and requirements outlined in that policy.

Student Name (print) \_\_\_\_\_ (Grade) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

As Parent or Guardian of the above mentioned student, I have read, understand and agree to the terms of the Holy Name of Mary School's 6<sup>th</sup> through 8<sup>th</sup> Grade Handbook, including the Acceptable User Policy, Consent to Publish Work and Photographs, and Parish Volunteer Code of Conduct.

Parent/Guardian Name(s) (Print): \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Parent/Guardian Name(s) (Print): \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

Date: \_\_\_\_\_ ***(MUST BE RETURNED BY SEPTEMBER 14)***



