

# PARENT HANDBOOK 2009-2010

*HOLY NAME SCHOOL  
63 SOUTH STREET  
CHICOPEE, MA 01013-2655*

FOUNDED 1867  
ACCREDITED 1999 BY NEASC

WE ARE A FAMILY.  
PARENTS, TEACHERS & CHILDREN ARE IMPORTANT TO US.

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

**2009**

School Opens	Wednesday, August 26 Monday, August 31	Students (1-8 full day) Kindergarten Students and Pre-K Students
School Closes	Monday, September 7	Labor Day
	Monday, October 12	Columbus Day
	Friday, October 30	Diocesan Teachers' Day
	Wednesday, November 4	*Half Day – Report Card Conferences
	Wednesday, November 11	Veterans' Day
	Wednesday, November 25- Friday, November 27	Thanksgiving Recess
	Thursday, December 24- Friday, January 1	Christmas Recess

**2010**

Monday, January 18	Martin Luther King Day
Friday, February 5	*Half Day - In-Service
Monday, February 15- Friday, February 19	Winter Vacation
Friday, March 12	Teacher In-Service Day
Thursday, April 1	*Half Day – In-Service
Friday, April 2	Good Friday
Monday, April 19- Friday, April 23	Spring Vacation
Monday, May 31	Memorial Day
Friday, June 11	Tentative Last Day of School if no snow days

**HOLY NAME SCHOOL 2009-2010**

**FACULTY AND STAFF**

Rev. David M. Darcy	Pastor
Mrs. Patricia Kern	Principal
Mrs. Alzira Santos	Administrative Asst.
Mrs. Kathleen Gancarz	Tuition Accounts
Mrs. Angela Tanguay	Pre-K
Mrs. Monica Marafuga	Pre-K
Miss Amy Anderson	Kindergarten
Miss Courtney Farrell	Grade One
Miss Melissa Fijal	Grade Two
Miss Dina Duprey	Grade Three
Ms. Kathleen DeGrandpre	Grade Four
Mrs. Patricia Boryczka	Grades Five & Six
Mr. Lee Enderlin	Grades Seven & Eight
Mr. Tim Gordon	Grades Five, Six, Seven & Eight - Math
	Grades Seven & Eight Science
Mrs. Jocelyn Molitor	Physical Education
Mrs. Carol Ann Robitaille	Librarian
Ms. Lynda Tourgee	Computer
Mrs. Diane Rundstrom	Music
Miss Lori Bedard	Parish/School Catechist

## **MISSION STATEMENT OF HOLY NAME SCHOOL**

Holy Name of Jesus Parish School, located in Chicopee, MA offers quality Catholic education to boys and girls in Pre-K through Grade 8 in a Christian and welcoming environment. We are committed to nurturing the children entrusted in our care and educating them spiritually, academically, physically, socially and emotionally. We provide a solid basic foundation for future learning. We challenge students to be compassionate and understanding of their sisters and brothers in a world where diversity is not always tolerated.

## **STATEMENT OF PURPOSES AND OBJECTIVES**

1. To ensure the Catholic identity of Holy Name School which emphasizes worship, service, community and faith.
2. To provide a solid, basic foundation for future learning and to help each child develop his/her potential in all areas.
3. To develop within our students a growth of personal responsibility, mutual respect, and pride in one another and in their achievements.
4. To develop skills in Physical Education.
5. To celebrate our times together socially.

## **HOLY NAME SCHOOL PHILOSOPHY**

“Look into the depths of your soul  
Where do you see tomorrow?  
It’s in the minds and hearts and faces  
Of the children.”  
(Kathy Sherman)

Holy Name of Jesus School exists for the sole purpose of nurturing the children entrusted in our care, always bearing in mind the individual needs and background of each child.

### **WE BELIEVE**

- in deepening a student’s baptismal commitment of faith
- in teaching the whole child
- in acknowledging the parents as the primary educators of children, thereby working closely with them in the academic and spiritual growth of their children
- in creating a caring atmosphere where children can be nourished academically, physically and spiritually
- in expressing the goodness of God exemplified by Saint Julie, foundress of the Sisters of Notre Dame

### **WE HOPE**

- to plant dreams in the minds of the children and to keep them alive
- to be an example to the children of all the good that life offers them
- to convince the children they will make a difference in the future of the world by who they allow themselves to become

### **WE ENVISION**

- the need to encompass new trends in education
- the need to take advantage of new technology bearing in mind the moral issues involved
- the need to capitalize on issues of justice and peace
- the need to press on into the 21st century with confidence in the future of our Catholic Schools

“Let the children come to me, and do not stop them for it is to such as these that the kingdom of heaven belongs.”

(Matthew 19)

## **Holy Name School - Tuition Scale - 2009/2010**

	<b>Parishioner</b>	<b>Non Parishioners</b>
First Child	\$2,600	\$3,100
Second Child	\$2,400	\$2,900
Third Child	\$1,800	\$2,300

Parishioners are those families who are registered as members of Holy Name Church or Assumption Church.

As parishioners, the family agrees to contribute a minimum of \$10. weekly (\$500 yearly) to receive the tuition discount.

### **Tuition Payment Policy**

There are three basic payment options to make tuition payments. All tuition payments are received and processed through FACTS, the provider contracted by Holy Name School for managing tuition payment. The tuition payment plans are as follows:

1. Full Payment (One Payment) – The entire Tuition is due on or before July 15<sup>th</sup>. A discount of 4% applies.
2. Monthly Payments – (10 Payments) – Monthly payments are Due on or before the 5<sup>th</sup> or 20<sup>th</sup> of the month beginning in July and ending in April.

### **DELINQUENT TUITION POLICY**

It is imperative that tuition payments are timely. The School Budget is very tight and the delinquent tuition payments are detrimental to the entire school. Following is the policy that will be strictly adhered to in dealing with delinquency:

1. Payments that are not received by FACTS on or before the 5<sup>th</sup> or 20<sup>th</sup> (which ever payment date is chosen) of each month will be assessed a late fee (payable to FACTS). The late payment with the fee and the current payment must be paid by the 5<sup>th</sup> or 20<sup>th</sup> of the following month to FACTS.
2. Families with payments that are over 30 days delinquent will receive a letter notifying them that the student is on Financial Probation. This means that Student Progress Reports will be withheld pending receipt of all tuition payments. Additional service fees to FACTS may also apply. The tuition due is still payable to FACTS.
3. Families with payments that are over 60 days delinquent will receive a letter notifying them to appear before the Finance Committee of the School Board. This meeting will provide the family an opportunity to present a financial remedy to the situation.
4. Families with payments over 90 days delinquent and where the family failed to present an acceptable remedy, or to bring all tuition current, will be referred by the Principal to a joint meeting of the Finance and Executive Committee(s) to officially order a Financial Suspension of the student. If a Financial Suspension is imposed, the student will be asked to leave school until all tuition and fees are paid in full.

## **PARENT HANDBOOK**

You, our parents, play a major role in the on-going life of Holy Name School. Enrollment of your child in the school forms a partnership of mutual respect, support, care and concern between your family and the school staff. Thank you for entrusting your child to us and for choosing Holy Name School as your partner in this awesome and rewarding task regarding the educational growth of your child.

## **GENERAL INFORMATION AND POLICIES**

### **COMMUNICATION**

Communication between home and school is very important. We need parent assistance to keep our lines of communication open. Every Thursday, a manila envelope will go home with important information. Please look for it each week and sign the envelope, indicating that you have read the enclosed information. We ask that you return the envelope to school each Friday.

### **DRESS CODE**

The students are expected to wear the school uniform each day. If for some valid reason a student is unable to adhere to the dress code, a dated note from parents is required. Failure to follow proper dress code will result in a uniform slip, which must be signed by a parent.

### **GIRLS - PRIMARY – GRADES K-4**

All girls are attired in the white polo shirt (short or long sleeves) with emblem and Holy Name School knee length jumper. The school sweatshirt or navy cardigan sweater may be worn with the uniform.

### **GIRLS – MIDDLE SCHOOL – GRADES 5-8**

All girls are attired in the white polo shirt (short or long sleeves) with emblem and the navy and white plaid skirt. Polo shirts should be tucked in. The school sweatshirt or navy cardigan may be worn with uniform.

### **OPTIONAL**

Navy walking shorts may be worn in September, May and June. Navy dress slacks may be worn from November 1<sup>st</sup> through March 31<sup>st</sup>. Students must wear a belt with uniform slacks.

### **FOOT WEAR**

Navy or white **ankle socks** may be worn in September, May and June only. Navy or white **knee socks** must be worn October thru April. In the interest of safety, comfortable sneakers or flat, full backed shoes are to be worn. Sandals, clogs, wheeled sneakers and boots are not to be worn in the school.

### **GIRLS - GRADES K-8**

Make-up, tattoos, excessive or inappropriate jewelry, fake nails, or French manicures are not permitted. Only stud earrings may be worn.

### **BOYS – GRADES K-8**

Boys are attired in the white polo shirt (short or long sleeves) with emblem. Navy blue dress slacks are required. Students must wear a belt and shirts must be tucked in. The school sweatshirt or navy cardigan sweater may be worn with the uniform.

### **OPTIONAL**

Navy walking shorts may be worn in September, May and June.

### **FOOT WEAR**

In the interest of safety, sneakers or shoes are to be worn. Sandals, flip flops and wheeled sneakers are not to be worn in school.

### **HAIR**

Hair stenciling, fad hair styles (for example spiked hair, Mohawks, etc.), coloring, bleaching, or streaking is not allowed. Hair is to be no longer than collar length for boys.

### **OTHER**

Earrings, tattoos, and excessive or inappropriate jewelry are not permitted.

Students are not allowed to wear hats in school.

### **PHYSICAL EDUCATION**

Boys and girls are attired in the gray T-shirt with school emblem. Navy wind pants or sweat pants are required. Leggings and spandex pants are not permitted. The school sweatshirt may be worn with gym attire.

### **OPTIONAL**

### **FOR PHYSICAL EDUCATION**

Navy shorts (athletic style) may be worn in September, April, May and June.

### **FOOT WEAR**

Students are required to wear sneakers and white or navy ankle socks.

**\*On 1/2 days students may wear appropriate free dress\***

## **STUDENT ARRIVAL AND DISMISSAL**

**Arrival:** The bell will ring in the school yard at 8:20 for all children in Grades K-4 and Grades 5-8 to enter the buildings. Classes will begin promptly at 8:35. **STUDENTS ARE NOT EXPECTED TO ARRIVE PRIOR TO 8:10 AS THERE IS NO SUPERVISION IN THE SCHOOL YARD.**

Exceptions to this rule would be those students who come by bus or who are in the Before School Program. We will enforce this policy as it is a safety issue. All students entering the building after 8:35 must go to the office first for a late pass. IF BUSES ARE LATE, BUS STUDENTS WILL NOT BE MARKED TARDY.

**PLEASE NOTE: DURING INCLEMENT WEATHER, STUDENTS MAY REPORT TO THEIR BUILDINGS UPON ARRIVAL.**

**Dismissal:** Students who walk and students who are picked up will be dismissed at 2:35P.M.

### **Drop off/Pick up**

For the safety of your child the following rules should be observed when dropping off and picking up students before and after school:

1. only on the school side of South Street from the rectory to the corner

**THE AREA IN FRONT OF THE SCHOOL AND CHURCH IS RESERVED FOR BUSES.**

2. on Chapin Street (School side)
3. on Clinton Street

**FOR THE SAFETY OF ALL THE STUDENTS WE ASK THAT YOU PLEASE DO NOT DRIVE INTO ANY PART OF THE SCHOOL YARD EITHER BEFORE OR AFTER SCHOOL. THANK YOU.**

**Bus Policy:** Children may not ride the bus **unless** they are a bus student. In addition, bus students may not change the bus number they ride. **If a bus student is not riding the bus on a particular day, please notify the school in writing as to the dismissal procedure for that day.**

**Bicycles:** Students may ride their bicycles to school. They are expected to observe bicycle safety rules and **MUST** wear a helmet. We also ask that they walk their bicycles in the school yard and school lines.

\*\*\*Children may not leave the school grounds at any time during the school day unless a request is made in writing by the parent or legal guardian preferably in the morning of or day prior to an early

dismissal. A parent or person designated by the parent to call for the child must report to the school office first. All students (K-8) will leave from the school office.

## **ATTENDANCE POLICY**

YOUR CHILD'S SUCCESS DEPENDS ON HIS/HER PRESENCE HERE AT SCHOOL!!

Attendance policies for the Diocese of Springfield and the Chicopee Public Schools are stated under additional Diocesan Policies.

## **ABSENCE**

Please report your child's absence by calling the school between the hours of 8:30 and 9:30 A.M. The school staff will contact those parents who have not notified the school of a student's absence. A note explaining the absence should be brought when the student returns to school. Doctor's notes may be required of absences of five or more days. A conference will be held with parents/legal guardians when the number of absences becomes excessive. Please make sure that EMERGENCY FORMS ARE UPDATED in the chance that your child becomes sick at school and needs to be picked up.

## **MAKE-UP WORK**

All work missed during an absence will be given upon the student's return to school unless other arrangements are made with the teacher. If a student's absence exceeds two days, work may be requested. Please call the school before 10:00 A.M. and work can be picked up in the school office at DISMISSAL TIME.

## **HOMEWORK**

Homework is a student obligation carried out under parental supervision. The teachers' goals in assigning homework are:

1. develop student responsibility
2. inform and help the parent(s) understand the learning taking place in the classroom
3. enrich and extend the school experience
4. strength specific skills through additional independent work

At times the amount of homework will vary. There will be times when lessons will not call for written work, but rather to study, review and research assignments. At other times, long range assignments will be

suited to the purpose.

It is essential that parents provide an appropriate atmosphere for school work done at home. It should be conducive to good study habits. Parents bear some responsibility for the success of their child in this endeavor. The energy and eagerness with which your child works on homework are likely to be proportionate to the support and encouragement you give him/her.

Please feel free to contact the teachers should you have any questions.

### **REPORT CARDS**

Report Cards will be distributed quarterly (approximately every 8-9 weeks) in Grades One through Eight by order of the Diocesan Schools Office. Kindergarten children do not receive the first report. Parents also receive a Progress Report from the teachers at least three weeks prior to the Report Card. **IT IS REQUIRED THAT THE FIRST REPORT CARD BE GIVEN DIRECTLY TO THE PARENT.** This gives the teacher the opportunity to meet all parents.

Parents will be given the opportunity to meet with teachers at the end of each Marking Period. If you wish a conference at any other time, the teachers will be happy to arrange one with you. Please send a note in with your child and a convenient time will be arranged. **Drop-in visits, especially before or during school hours make it difficult for the teachers. Please report to the office first, before going to the classroom.**

Dates for Report Cards and Progress Reports are as follows:

<b><u>PROGRESS REPORTS</u></b>	<b><u>MARKS CLOSE</u></b>	<b><u>REPORTS DISTRIBUTED</u></b>
1 Oct. 1	Oct. 28	Nov. 3, 4, and 6
2 Dec. 10	Jan. 13	Jan. 21
3 Feb. 25	March 24	Apr. 1
4 May 6	June 4	Last Day of School

### **HONOR ROLL**

Students from Grades 4-8 who have all A's with Satisfactory Conduct and Effort will receive High Honors.

Students from Grades 4-8 who have all A's and B's with Satisfactory Conduct and Effort will receive Honors.

We feel that the above is a fair way of recognizing those students who are working hard, trying their best and who show cooperation through the daily observance of the rules and regulations of Holy Name School.

### **PROMOTION POLICY**

In order for a student to progress academically from grade to grade, that student must be able to accomplish with some degree of success, the work of the grade. This is imperative to the social, emotional and physical well-being of the child.

Teachers may recommend summer school, tutorial programs or required assignments for those students who need extra help in certain areas.

### **STUDENT RESPONSIBILITIES**

Students at Holy Name School are expected to conduct themselves in a manner that shows evidence of a respect for themselves, others, and the environment around them. It is the duty of each student to help to create an atmosphere in the classroom where learning is possible for everyone.

Students are expected to show self-control and cooperation in the school situation. In most instances a simple reminder is sufficient enough to help a student get back to making the right choices. Parent/Teacher Conferences are a proactive way to keep the doors of communication open and use the partnership of home and school to assist in making any positive changes needed both academically and behaviorally.

Discipline matters will result from an offense of a serious nature, namely, any involvement in:

1. any type of bullying and/or harassment of students, Faculty and/or staff
2. blatant disrespect for authority(Principal, Teacher, Parent Assistant)
3. alcohol or drugs
4. fighting (in real anger) on school property
5. insolence (mouthing off-profanity)
6. truancy (frequent unexcused absenteeism)
7. throwing dangerous substances including snow and ice
8. vandalism (marking books, writing on school furniture or walls, broken windows, etc.)

**(COST OF MEDICAL BILLS/VANDALISM WILL BE INCURRED BY PARENTS FOR ANY ABOVE MENTIONED ACTIONS)**

It has been the policy of Holy Name School to keep our Diocesan Schools Office Staff well informed of all suspensions and/or behavior problems and to take action on said problem only when recommended and/or supported by our Diocesan School Office.

Students are provided with textbooks for their use and are responsible for their care throughout the year. Should the books be lost or destroyed the students are responsible for the replacement costs. Please provide your child with a backpack to safely transport their school supplies to and from school.

### **NO SCHOOL ANNOUNCEMENTS**

#### **CONNECT-ED**

Holy Name School uses Connect-ED an internet –based communication tool that enables communication with parents about emergency situations, school events, and important issues that face Holy Name School. With Connect-ED, a personalized voice message is sent to all parents with one recorded phone call.

#### **LOCAL MEDIA**

Please listen to your radio stations WHYN, WMAS, WSPR and television channels 22 (WWLP) and 40 (WGBY) for a NO SCHOOL announcement as we follow the same closing of school policy as the Chicopee Public Schools. We ask that you please not call the school since we receive our information from the radio and television also.

Should there be an emergency pertaining only to Holy Name School, the announcement will say- NO SCHOOL IN HOLY NAME OF JESUS SCHOOL.

Early dismissal due to stormy conditions will be announced on the radio and television stations in the same manner as cancellations.

#### **LIBRARY**

A good selection of up to date library books and magazines is available for the students in Cuvilly Hall. Students visit the library by class on a weekly basis. Books that are lost (not returned after three weeks) or destroyed must be paid for or replaced in order to keep our library books available for all student enjoyment. Encourage your child to make good use of both libraries and to read the books they take out. If a family would like to donate a book to the library in honor/memory of a family member, please speak to the Librarian. All gifts are gladly accepted and very much appreciated.

## **EXTENDED DAY PROGRAMS**

### **BEFORE SCHOOL PROGRAM**

Our Before School Program aims to achieve the following goals:

1. provide child care for working parents
2. provide playtime and extra curricular activities
3. enhance our regular school program

The program is available to students at Holy Name School in grades Pre-K through 8.

Students may arrive any time after 7:30 A.M. and will enter the front door of the school.

Students attending the Before School Program should give Mrs. Santos the days they will be attending for the week on Monday morning.

The cost of the program is **\$2.00 per day**. Payment is by the week. All Before School Program payments are given to Mrs. Santos.

### **AFTER SCHOOL PROGRAM**

Our After School Program aims to achieve the following goals:

1. provide child care for working parents
2. provide quiet study time & extra curricular activities/playtime
3. enhance our regular school program

The program is available to students at Holy Name School in grades Pre-K through 8.

Staff members of our regular school staff will be members of the After School Program Staff. They will vary from day to day.

Students attending the After School Program should give Mrs. Santos (school secretary) the days and hours they will be attending for the week, payment for the week and the name of the person picking up the child.

Parents pay for the After School Program either by the hour or half hour.

**\$4.00 per hour**

**\$2.00 per half hour**

There will be an additional fee of \$10.00 for anyone who comes after 5P.M.

## **HOLY NAME PRE-SCHOOL**

Holy Name School Pre-K program is designed to prepare children for successful entry into the early years of schooling. Our approach is developmental: learning through playing. We strive to meet their social, emotional and intellectual needs.

Always bearing in mind that children learn at their own individual rate of development, it is our hope that at the completion of the program the children will be able to identify colors, letters, numbers, shapes and simple directions.

To be eligible for the Holy Name School Pre-K program, a child must be 4 years of age by October 1st. Our program is open to all children. Days and times are flexible. Parents may choose mornings, full days, two, three, four or five days per week.

For further information please request a Pre-K Handbook.

## **SCHOOL HEALTH MATTERS**

### **CHICOPEE HEALTH DEPARTMENT POLICY-MEDICATION IN SCHOOLS**

Medication is not to be given in school. Medicine is a treatment and is not part of the school health service. In most cases, pupils who are on a prolonged medication can have the dosage adjusted so that the routine time for taking their prescription will come when they are at home. Should it be absolutely necessary to administer medication during school hours the rule states:

1. The medicine must be kept in the office under lock and key.
2. The school nurse must administer all medicines.
3. No Tylenol may be given to students at any time during the school day.
4. Inhalers MUST be kept in the nurse's room.

### **DIOCESAN SCHOOLS OFFICE SCHOOL HEALTH SERVICES POLICY AND PRACTICE**

Comprehensive physical examinations are required for children entering school, for children transferring into school without adequate medical transcripts, for children between the ages of 14 and 16 requesting work permits and, where applicable, for children involved with a sports program. Subsequent evaluation is required for children entering grades four, seven and ten.

Massachusetts General Law  
Chapter 71, Section 57

The local school committee or Board of Health is required to provide the services to carry out physical exams of children who do not have access to a private primary care provider.

Massachusetts General Law  
Chapter 71, Section 53 and 57

No child shall be admitted to school except upon presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, and poliomyelitis and such other communicable diseases as it may be specified from time to

time by the Department of Public Health.

A child shall be admitted to school upon certification by a physician that he/she has personally examined such child and that in his/her opinion the physical condition of the child is such that his/her health would be endangered by such vaccination or by any of such immunizations. Such certification shall be submitted at the beginning of each school year to the physician in charge of the school health program.

Massachusetts General Law  
Chapter 76, Section 15

Each school should have information on file, and easily accessible, listing the parent's or guardian's address, telephone number at home and at work and the same information about at least one other person who has agreed to assume responsibility if the parents or guardian are not available.

Diocesan Regulation 5142.1

Students are excluded from school for the following conditions such as head lice, conjunctivitis (pink eye), impetigo, shigellosis, and whooping cough.

All schools should offer accident insurance to students. Principals should encourage parents to take out a student accident policy. Any student who is not fully insured under his/her parents must take out the school insurance.

Diocesan Policy 5144

## **ADDITIONAL DIOCESAN POLICIES**

### **ELECTRONIC DEVICES**

Electronic devices including, but not limited to, pagers, laser pointers, cell phones, CD players, Game Boys, and I pods, should not be used by or in the possession of students while in school unless authorized or approved by the building principal.

Diocesan Policy 5712

## **WEAPONS**

Each student in a Catholic school has the right to learn in an environment that is safe and free from fear. Therefore, weapons or any object that can be classified as a weapon, including, but not limited to, guns, knives, bats, sticks, brass knuckles, pipes, etc. are prohibited and banned from school premises and from all school-related functions. This ban includes travel to and from school.

In compliance with Massachusetts law, the principal will report any incident involving a student's possession or use of a dangerous weapon on school premises to the local police.

The Diocesan Superintendent of Schools should also be notified.  
Diocesan Policy 5615.1

## **ATTENDANCE POLICIES**

Diocese of Springfield Attendance policy 5210.2 states "Students absent from school for more than nine days a semester or eighteen days for the year risk promotion to the next grade level or loss of credit for course work."

In accordance with the Chicopee Public School Department Attendance and Truancy policy: "Students in grades K-8 who exceed (16) absences in a school year may be considered for non-promotion.

Holy Name School is required to report any student who has been absent 16 days to the Supervisor of Attendance for the city of Chicopee.

**Excessive absence (16 days) or the equivalent of 16 days including tardies,** can be cause for a student to be retained in the current grade for another year.

**Students in Kindergarten and grade eight would not participate in graduation exercises.**