

# Holy Name of Jesus School

Accredited by the Middle States Association of Colleges & Schools

" Constantly Learning & Generously Serving"



"The Best Kept Secret In Brooklyn"

Student / Parent Handbook  
2007

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#### A Short History of Holy Name of Jesus School

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

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

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

The last twenty years have witnessed dramatic changes in our society and our community. The number of children attending Catholic Elementary School has declined significantly over the years, and the demographics of Brooklyn have likewise changed. Gone are the days

when families had multiple children and then made sure the children attended Catholic School.

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

#### Letter from the Principal

More than 100 years ago, this school opened its doors to the youth of the community. The mission then and now remains the same - to educate the children entrusted to its care, and instill in them the religious beliefs and values that were, and should be, so cherished in our society.

The Educational Ministry of the Church was truly realized here at Holy Name as our graduates took their rightful places in society. The school community gave their most precious gifts, their sons and daughters, to the Church in the form of vocations, and to our country as young men and women who gave their lives for democracy. The youth educated here became the backbone of our nation - the Middle Class.

Things were never easy. There were always sacrifices to be made and crosses to bear. There were always doubts, and yet always hope and individuals' dreams. The dreams lived and flourished because the people never gave up. They believed that with God's help and hard work, all things were possible. They built the churches and the schools with sweat,

hard work, and sacrifice. They supported a Catholic School System, and committed themselves to sustaining that system. They recognized the value of a God-centered and value-centered education for their children. They wanted to create and secure a strong religious and academic foundation for their children.

Today we find ourselves in a world that is rapidly changing. We find ourselves remembering the "Good Old Days". We are often confused and lack direction. What better place and time for the Education Ministry of the Church? The Church and its agent, Holy Name School, are still dedicated to providing a beacon of hope. We are still fighting the tide, still challenging our youth, and still praying that the Holy Spirit will sustain and guide us. There is no doubt that we are facing hard times; our numbers are fewer and our finances are strained. These things are part of our reality. Yet, there is another part of that reality - We're Still Here! We have not abandoned our mission, our doors are still open, and we are still dedicated to educating the children. While our names and backgrounds have changed our purpose has remained constant. The dreams haven't changed, only the people living them. We still have a vital mission to fulfill.

Change is inevitable, and adaptation is necessary for survival. We must always be involved in the process of discovering and recreating ourselves. We must search for the best ways to continue our ministry and Jesus' work of salvation. We know what worked in the past is not necessarily the perfect panacea for today. We must be willing to do our best, explore new possibilities, and trust in the end that God's Will shall prevail.

In the past there was success because everyone worked together on a common vision and on common goals. Success came from God and us. We did what we had to do. We prayed for guidance, and trusted in God that things would work out. These attributes are still there waiting to be rediscovered.

Each day a new chapter in our Living History begins. We should be excited about the future and thankful to God for guiding our footsteps. We must never lose sight of our goals. We must pledge ourselves to Gospel values and the educational ministry of our Church. Together, with God's help and guidance, let us go forward into a new tomorrow.

Robert Hughes

Principal

Holy Name of Jesus School Personnel

Rev. G. P. Rogers	Pastor
Mrs. L. O'Connor	Pastor's Secretary
Mr. R. Hughes	Principal
	Assistant Principal
Mrs. L. Witthohn	School Secretary
Mrs. L. Pynn	Financial Secretary & CCD Administrative Assistant
Mrs. J. Dinsmore	Attendance Coordinator, High School Information Coordinator, Teacher's Aid

Mrs. M. McCarthy	PreK
Ms. J. Evangelista	Kdgn.
Mrs. L. Finley	1 <sup>st</sup> Grade
Ms. L. Veneroni	2 <sup>nd</sup> Grade
Ms. D. Alfano	3 <sup>rd</sup> Grade
Ms. E. Browe	4 <sup>th</sup> Grade
Mr. C. Mercado	5 <sup>th</sup> Grade
Mr. J. Carroll	6 <sup>th</sup> Grade (ELA 6-8)
Mr. T. Callahan	7 <sup>th</sup> Grade (S.S. & Rel 6-8)
Ms. R. Cirullo	8 <sup>th</sup> Grade (Math & Sci.)
Ms. L. Campanella	Art & Physical Education
Mrs. D. DeBatt	Library / Resource Room
Mr. H. Diaz	Music & Spanish
Mr. A. Sieja	Computer

Federal Compliance Statement

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

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

## **Section I**

### **General Information**

**Admissions:** All children must have all the necessary inoculations required by the N.Y.C. Bd. of Health before starting school. No child can be accepted into school with these inoculations.

- 1) PreK students must be 4 years of age prior to December 31<sup>st</sup> of the year to which they are enrolling. The child must be completely weaned and toilet trained before he / she begins school. There are no exceptions to this requirement.
- 2) New Kdgn children must be 5 years of age on or before December 31<sup>st</sup> of the school year to which they are applying. The child must be completely weaned and toilet trained before he / she begins school. There are no exceptions to this requirement.
- 3) New 1<sup>st</sup> Grade students must be 6 years of age or older before December 31<sup>st</sup> of the school year to which they are applying, and must meet the same requirements as younger children.
- 4) Students transferring in from another school must bring copies of the following material at the time of registration: a copy of the most recent report card, a copy of the most recent Standardized Test results the child participated in, a copy of any I.E.P. that the child might have. If you intentional withhold information

regarding an I.E.P. it can constitute grounds for denying the child admission to the school. If the student is transferring from another Catholic School, they must bring a letter from the school attesting that there are no out-standing financial obligations to the former school / parish. If you are applying for "In Parish" tuition rate then you must produce proof that you are a contributing member of a Roman Catholic Parish in the diocese.

- 5) All children, regardless of grade, must bring: a copy of the child's birth certificate, a copy of the Baptismal / Communion / Confirmation Certificate, an updated copy of the child's Immunization Record, and if you are a member of Holy Name Parish, you must bring one of your Church Envelopes with you to registration.

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

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

#### **Arrival & Dismissal:**

- 1) During the first three days of school children in grades 1 - 8 should be dropped off in the large school year on Howard Place. Children should be on their lines before 7:55 AM. After the first week of school the students will be permitted to enter the building starting at 7:55 AM and proceed directly to the classrooms. All children, with the exception of PreK and Kdgn., will be dismissed into the large schoolyard at the end of the school day. PreK and Kdgn, children will assemble in the passageway

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

- 2) A teacher will escort those children who use school bus service into the building when they arrive at school. For children in grades 5 -8 parents may elect to let the bus child waiting the large schoolyard until 7:55 AM. If you select that option you must sign a release form from the school.
- 3) **The school does not assume any responsibility for children who are dropped off prior to 7:55 AM, with the exception of those children traveling on Yellow School Buses. If the parent of a school bus child elects to give permission for a child to remain in the yard until 7:55 AM, the school is not responsible for the safety of the child. General population children, who arrive before 7:55 AM can congregate in the school yard, but there is not adult supervision for the children prior to 7:55 AM. and the school / parish cannot assume responsibility for the children.**
- 4) On Mondays, Tuesday, Thursdays, and Fridays dismissal is at 2:42 PM. On Wednesdays dismissal is at 12:30 PM. It is crucial that children be pick-up on time. Any child not picked up within 15 minutes of dismissal time will be sent to the After School Program, and you will be charged the appropriate fee. Unfortunately, we often have parents who refuse to follow the dismissal schedule and just assume someone will be here to watch their son / daughter. This is not the case.
- 5) **Periodically throughout the school year there will be some changes in the dismissal schedules. Please watch the school calendar for noted changes.**
- 6) **Cancellation of School:** The school will be closed on all national holidays, on all Holy Days of Obligation, during Christmas Recess, Presidents Week, and Easter Recess. Cancellation of school, without some form of prior notice, only occurs during periods of extraordinary circumstances such as: extreme weather conditions, national/local emergencies, public crisis, or major equipment failure. Every practical means will be used to notify parents of school closings including TV / Radio Advisories, and our phone relay system. As a general rule, WINS 1010 always makes announcements, and in addition we have made arrangements with local stations to carry our school closing information in the event of an emergency. If there is some doubt, either call the school, or use common sense in making a judgment call.
- 7) **Transportation:** We currently receive Yellow School Bus service from the N.Y.C. Dept. of Ed. For all qualified students. Qualification is based on grade level, legal address of the child, distance from school, and existing bus routes. Older children

may be eligible for Bus / Train Passes from the city if they meet the necessary qualifications. Please contact the school office for further details. Students can be denied School Bus Service if it is determined that their behavior is out of control or it constitutes a threat to the safe operation of the bus or other children.

## **Section II**

### **School Procedures / Mandates / Requirements**

#### **A) Attendance:**

- 1) Regular attendance is essential for a students' success in school. Academic subjects tend to be taught in sequences thus requiring understanding and mastery before moving on to new material. Persistent / Chronic Absence / Tardiness create a wide variety of problems not only for the individual student, but for classmates and the teacher as well. Chronic absenteeism and tardiness negatively impact the student's grades and overall performance. These are serious issues. Detention can be employed as a means of trying to correct the tardiness on the part of the student.
- 2) **Parents / guardians are required to call the school to report a child's absence. If the student is absent for more than two days, the child must have a doctor's note when he / she returns to school. Absences under three days require a note form the parents / guardians that explains the absence. All absences not accompanied by a note are recorded as illegal absences in the register. Chronic absenteeism and tardiness can be grounds for retention.**
- 3) **All chronic absenteeism and tardiness will be reported to the appropriate authorities, and might be construed as a form of educational neglect.**

#### **B) Communications**

- 1) Periodically, a parent publishes and distributes a Home-School Newsletter for us. The newsletter usually comes out every quarter. The children receive a copy in school with instructions to bring it home to you. The newsletter provides you with updates on specific topics, and provides you will school-related information.
- 2) Student Assignment Books - this is a second avenue of communication between the classroom teacher and you. Please check the assignment book for notes from your child's teacher.
- 3) Keep your eyes open for possible Progress reports from the teachers. The monthly calendar will advise you when they will be distributed.
- 4) Each month a school calendar is sent home with each child. Please make sure you keep it in a safe place so you will be aware of what is going on during any given month.
- 5) If you wish to see your child's teacher please communicate directly with the teacher through a note, through the teacher's email, or call / visit the school and complete an Appointment Request Form. If you do not receive a response from the teacher please call the school.

### **C) Dress Code**

- 1) All students must wear the traditional uniform this includes the regular school uniform, the gym uniform, and the warm weather uniform. There are no exceptions. Sneakers can only be worn for Physical Education classes or on dress down days.
- 2) Students and parents share the responsibility to make sure that the correct uniform is worn on all occasions. If a student reports to school improperly attired the parent will be called. The parent will then have to bring the correct clothing to school for the child. Children will not be admitted to class without the correct uniform.
- 3) **Dress Down Day (Jeans Day)**: this is an optional day, once a month, when the student can wear jeans. There is a monthly fee attached to participation in this event.
- 4) If a student does not pay the fee and participate, then he / she is expected to be dressed in the traditional school uniform for that day. The monthly calendar will identify the Jeans Day.
- 5) Under no circumstances can the following ever be worn: shirts with obscene / vulgar language or symbols on them, clothes that are torn or dirty, midriff blouses, mini skirts, sandals etc. The only shorts / skorts that are permitted are the summer uniform ones - nothing else.
- 6) **Grooming**: each and every child in school is expected to be well groomed on a daily basis. They are to be neat and in a clean uniform. Neither male nor female student are permitted to come to and remain in school with color treated / dyed hair. This includes highlights. Hair should be neat, clean and checked regularly for lice. Boys should have collar length hair. Ponytails and long braids on boys are not permitted. The uniform company has been instructed about the hemline for the girls' jumpers / shirts. They can be at the top of the knee, but not higher than that. Girls with short skirts will not be permitted in the classroom. Make-up is not permitted.

### **D) Health Issues**

- 1) We strongly urge you to make certain that your child / children visit a dentist at least twice each year.
- 2) **Medical Examination**: we strongly recommend that each year your child / children have a full medical examination by your family doctor.

- 3) **Immunization Records:** These must be kept up-to-date. Children cannot attend school in New York City without the mandated immunizations.
- 4) **N.Y.C. Dept. of Health - School Nurse:** we have a nurse available in school five days per week. The nurse will monitor Immunization Records, the students general / specific health issues, as well as over-all concern about the children's' welfare. She will be consulted on issues that could involve either abuse or neglect of the child.
- 5) **Emergency Information:** this information must be kept up-to-date. It is imperative for your child's sake that we have your correct address, accurate emergency contact information. Accurate medical information and working telephone numbers must be on file in the school. You will receive an emergency sheet during the first week of school that must be completed immediately. Please it is so important for these sheets to be accurate and up-to-date.

**E) Lunch Program** we currently have two 30 minute lunch periods on Mondays, Tuesdays, Thursdays, and Fridays. The first session is reserved for children in grades PreK - 4<sup>th</sup> Grade. The second session is for students in grades 5 - 8. In the past 8<sup>th</sup> graders were, with parental written consent, permitted to leave the building for lunch. At this point in time we are not sure if that will continue.

There are a number of factors that must be considered. Please check with the school office for details. All children are welcomed to

eat lunch in school, but there is a separate fee to cover this program. We offer a government sponsored hot Lunch Program through

the N.Y.C. Dept. of Ed. to all qualifying children. You will receive specific forms from us sometime in September. The price of the

lunch varies from family to family depending on economic status. **Whether or not you participate in the program, you must complete**

**the required form.** It is our means of projecting possible funds we might be eligible for from the government.

#### **F) Legal Issues**

- 1) **Absence:** excessive absence negatively impacts a student's performance and grasp of subject matter. Excessive absence can result in retention and failure. All

excessive instances of absence must be reported to the N.Y. City Dept. of Ed. Excessive absence can be viewed as a form of neglect.

- 2) **Alcohol & Drug Use:** the possession, sale, use of, or distribution of any illegal or controlled substance on school premises is strictly forbidden. Violation of this rule will be grounds for immediate expulsion, and the incident will be reported to the appropriate Law Enforcement Agencies etc.
- 3) **Change of Address:** It is very important, for both emergency and administrative reasons, that every child maintains an up-to-date address. Valid telephone numbers and emergency contact information must be on file in school. Please notify the school immediately if you have recently moved or changed your telephone number.
- 4) **Child Custody Issues:** We must have a copy of any custody agreement that involves your child on file in the school. This is to protect you and the child/children, as well as the school.
- 5) **Tardiness:** prompt arrival at school is expected and is a responsibility of both the parent and the child. Late arrivals disrupt the entire class, and the teacher. They result in lost instructional time. Any student who arrives after 8 AM is late and must obtain a Late Pass at the door. The lateness will be recorded by the teacher, and chronic lateness will be reported to the appropriate city / state officials. Excessive lateness most definitely impacts student performance and can result in a student failing a particular subject.

#### **G) Misc. - Birthday Parties**

These are permissible for children in PreK - 2<sup>nd</sup>. If you elect to provide a class party then please make sure you

arrange things with the teacher first. Please be careful what you provide for the party. Many children have allergies

to specific foods (i.e. peanuts), so you must be vigilant; ask the teacher for guidance. Pizza, cake, snakes are

acceptable food items at a party in school. However, elaborate decorations, balloons, entire meals, etc, are not

acceptable. We don't want to develop any form of competition on who can provide a better party. Parties above 2<sup>nd</sup>

Grade are not the norm. If you want to provide drinks for the children, then please keep it to juice, fruit punch, or flavored water - not soda, and nothing high is sugar. Any beverage must be in a plastic bottle - not a glass one.

### **Section III**

#### **Student Behavior**

- 1) **An Acceptable Use Policy** is enforced for the children using the school computers. You received a copy of this policy at registration, and you will find another copy at the end of this handbook.
- 2) **Cell Phones & Electronic Devices:** students are not permitted to have an operational cell phone or other electronic device operating in the school building. If there is an emergency, you must contact the school office, and we in turn, will inform the child. A student with a cell phone or other electronic

- device runs the risk of it be confiscated or stolen - Leave Them Home. The school takes no responsibility for stolen or lost cell phones / electronic devices.
- 3) If the student participates in **Dress Down Day**, the clothing must be neat and clean. In addition, they cannot wear shorts / skorts, T-shirts/ Athletic shirts with any obscene or vulgar writing or pictures on the garment.
  - 4) **Earrings:** boys are not permitted to wear earrings in school. They will be told to remove them and if that does not work, they will not be permitted in the classroom. Girls earrings must be not long hanging ones for obvious safety concerns.
  - 5) **Entertainment Devices:** things such as: walkmans, pages, disc players, game boys, radios etc. are not permitted in the school building. School personnel can confiscate them. The school can not accept any liability for lost or stole property. Leave these things home.
  - 6) **Fighting:** The use of any physical force against another student or adult is strictly forbidden. Any violation of this rule will result in immediate suspension of the child. This first offense involves an In-house Suspension. Parents will then be notified in writing, and a copy of this disciplinary action will be placed in the child's folder. A second incident of violence will result in automatic at home suspension for three days. Any subsequent violence will lead to automatic dismissal from school. The school will not tolerate the use of physical / verbal threats or actions against either the children or the adults in this learning community.
  - 7) **Food in Classrooms:** is not permitted unless the class has scheduled a special party that celebrates a specific event. This includes candy and soda that students will often try to smuggle into the building. The food / drink will be taken and thrown away.
  - 8) **Grooming:** each and every child in school is expected to be well groomed on a daily basis. They are to be neat and in a clean uniform. Neither male nor female student is permitted to come to and remain in school with color treated / dyed hair. This includes highlights. Hair should be neat, clean and checked regularly for lice. Boys should have collar length hair. Ponytails and long braids on boys are not permitted. The uniform company has been instructed about the hemline for the girls jumpers / shirts. They can be at the top of the knee, but not higher than that.

Girls with short skirts will not be permitted in the classroom. Make-up is not permitted.

9) **Gum Chewing** is never permitted. While this might sound trivial, it has become unsanitary and costly. Unfortunately, students stick their gum on the bottom of the desk, on walls etc, or just drop it on the floor. Our maintenance person wastes considerable time on scrapping the material off surfaces that other students must use.

10) Unless otherwise stipulated, students are required to be in the **School Uniform** each day. When they have **P.E.** all students must

have the required physical ed. uniform or they will not be permitted to participate in gym.

12) **Vulgar / Inappropriate Language / Gestures:** are not acceptable in either communicating with school personnel or with other students. The first offense will result in a warning to the student, and the student will be required to apologize to the offended individual. Subsequent offenses will result in detention, suspension, and when the situation becomes chronic - dismissal from school.

#### **Consequences for Inappropriate Behavior & Dress Code Violations**

- 1) **Counseling:** the school can require any student involved in fighting or abusive behavior to another to see the Guidance Counselor.
- 2) **Detention:** teachers can require students to serve a period of detention for such things as: chronic lateness and or behavior problems. The teacher will assign a specific date and time in which the detention is to be served.
- 3) **Parent / Teacher Conferences:** the teacher can request a meeting with the parent in an effort to resolve behavior / uniform issues. The parent / guardian can likewise request a meeting with the teacher, and when that does not result in a resolution of the problem, the parent can request a meeting with the principal.
- 4) **Suspension:** we basically follow the diocesan rules regarding suspension. Any action, on the part of the student that endangers the life and / or well-being of another individual, or self, is subject to automatic suspension. The First Incident will result in an "In-House" suspension. This means the child reports to school, but does not join his / her class. He / she will spend the stipulated

amount of time near the school office doing regular class work. If a Second Suspension is warranted, it is an "At-Home" suspension. The child does not report to school, but is still responsible for any and all missed work / assignments. If a Third Incident of Suspension occurs, the child will be expelled. All incidents of suspension are recorded on the child's record. If a student violates the Acceptable Use Policy regarding the school computers he / she will be suspended from computer class and using the school computers for a period of two weeks.

## **Section IV**

### **Financial Issues**

- 1) **Tuition:** all tuition and fees are subject to yearly review and change. Tuition is based on several factors: the cost to actually educate each student and if the family is a contributing member of the parish. Tuition must be paid by the 15<sup>th</sup> of each month. In instances where a family is delinquent with tuition / fee payments the child / children will not be permitted to attend classes until the financial obligations have been cleared.
- 2) **All Fees Are Non-Refundable, and must be paid by everyone.** All general fees must be paid before the start of school in September or at the time of final registration. A \$25 late fee will automatically be charged for late payments and any bounced checks. In cases where there has been consistent difficulty in collecting tuition the child will not be re-registered for the next academic year.
- 3) There will be a \$50 **Late Registration Fee** for any current family who does not register by May 30.
- 4) **Lost or Stolen Library Books or Textbooks** - the children are responsible for any and all lost or stolen books. The student's name should be inside all textbooks as well as workbooks, Library books must be handled as carefully. The student and or the family are responsible for replacing the book, and / or covering the actual cost of the replacement.

- 5) **Lunch Program Fees** - we must pay the N.Y.C. Dept. of Ed. on a timely basis for all children enrolled in the federally funded lunch program. Therefore, all lunch fees are due by the 10<sup>th</sup> day of each month.

## **Section V**

### **Academics**

#### **A) Academic Programs**

- 1) **Art:** there is a specialized teacher for Art in grades 1 -8. The classes meet once a week and work on different projects throughout the year. In addition, there is an annual Art Fair to display the children's work in school.
- 2) **Computer Science:**  
Students in grades 3 - 8 will have computer instruction once a week from a special teacher, in addition to using the lab on a regular basis with their classroom teachers. This will include not only word processing skills, but Internet Access as well. Please we caution you to monitor your children's use of the Internet at home. We have a program here that should prohibit them for visiting undesirable sites, and the teachers are instructed to do likewise. However, the reality is that they are very good at getting around the filters we have in place.

Students in grades PreK - 2 will be utilizing the Imagine Tomorrow Computer Literacy Program that is sponsored and funded by the Holy name Foundation.

**Acceptable Use Policy:** this applies to the students' use of school computers. Students are not permitted to explore / visit any web site that deals with pornography, sexually explicit material, violence against any group or any site that promotes violence or demeans any human being. They are not allowed to post material to sites such as "My Space" etc. We are doing this in an attempt to safeguard your children. We urge you to discuss the inherent dangers associated with these sites, and to formulate a policy for safe computer use in your own home.

- 3) **Language Arts Program:** extends from PreK - 8<sup>th</sup> Grade. It is a major subject and offered on a daily basis. In grades PreK - 5 instruction is provided in a self-contained classroom. In grades 6 - 8 instruction is provided in a more specialized setting. The syllabus includes: Reading, Grammar, Phonics, Language Mechanics, Writing, Spelling, Vocabulary, Communication Skills, and Library Skills. New York State requires that students achieve a Level of III or above on both the 4<sup>th</sup> Grade Test, 6<sup>th</sup> Grade Test, and the 8<sup>th</sup> Grade Test. Students who fail to reach that level of performance must receive some form of remediation for a year and then be retested. Summer school might be mandated in an effort to bring the child up to required level, or if the student fails the course work in June. Any student who fails to reach Level III or IV on either the N.Y.S. Mandated tests or the Terra Nova test must receive remedial services for at least a year.
- 4) **Library Science:** the school has two libraries at the present time. The main library in room 203 is intended for the middle and junior high students, and room 210 is intended for the primary and early childhood students. All students utilize the facilities on a weekly basis. The librarian provides the children with periodic instruction in the correct use of the library and various aspects of Library Science. Children are encouraged to read often and read a wide variety of literature. We have a Birthday Book program in place. This helps us update the library and lets the children feel that they contribute to this important activity. Please contact the librarian regarding the Birthday Book Program.

- 5) **Mathematics:** this is a major subject area, and instruction is provided on a daily basis. In grades PreK - 5 instruction occurs in a self-contained classroom. In grades 6 -8 instruction is provided in a more specialized setting. This subject requires a great deal of both practice and drill for mastery - if the material is not used on a regular basis it is often forgotten. N.Y. S. mandates that children in grades 4, 6, & 8 be tested each year. Any student who fails to score at Level III or Level VI must receive remediation for a year and then be retested. Students will remain in remediation until they can successfully score at Level III. Our school policy dictates that students who fail to score at Level III must receive remedial attention immediately. Failure to score at the appropriate level on these tests could likewise result in the child being required to attend a summer school program.
- 6) **Music:** all students in grades PreK - 8 have a music class once a week. The program covers a wide range of activities including: basic vocalization, music appreciation, note recognition, use of the recorder etc.
- 7) **Physical Education:** the development and maintenance of a healthy body is essential for an individual's well being. In this program we attempt to develop an atmosphere in which leadership, sportsmanship, and congeniality can flourish. All children take part in the program. Classes are held once a week, and a complete HNS Gym Uniform is required.
- 8) **Reading:** this is a large component of the Language Arts Program, and is taught on a daily basis in all grades, and reinforced in each subject area. Children in grades Kdgn. - 5<sup>th</sup> grade receive instruction in a self-contained classroom, while children in grades 6 - 8 experience more of a departmental approach. All teachers are aware of the various levels that exist in their classes, and are always seeking new ways to reach each group.
- 9) **Religion:** this represents the heart and soul of who we are, and who we should be. It is a major subject area and is taught on a daily basis. **All children, regardless of creed, must take religion. This involves the study of the Roman**

**Catholic Faith and the Bible.** Children in PreK - 5<sup>th</sup> Grade receive instruction in self-contained classes, while children in Grades 6 - 8 receive departmentalized instruction. In addition to regular instruction, there are additional elements included in the program: School / Community Service, and participation in a wide range of liturgies and Para-liturgies throughout the school year. **There are no exceptions to this rule.** Non-Catholics are required to attend these services, but can be excused from full participation. However, they are expected to treat our beliefs with respect and reverence. If that is problematic, then another educational setting should be sought for the child.

Each spring the students in both 5<sup>th</sup> & 8<sup>th</sup> Grades take the ACRE Test. This is a national NCEA sponsored Religion Test. Students' performance on the test does not impact their classroom performance. The test is designed to give us more insight to what they have mastered and what still has to be done.

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

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

11) **Social Studies:** this is a major subject area and all children receive instruction on a daily basis. The following topics are included on each level in varying degrees; history, geography, civics, law etc.

12) **Spanish:** foreign language instruction is offered to all students in grades 1 - 8 by a specialized teacher on a once a week basis.

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

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

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

- 1) Please check your child's Assignment Book daily to see what must be done. You are required to sign each page in the Assignment Book daily. If you see nothing written in the book, question the child and the teacher as to why.
- 2) Even if there is no written assignment, there is always studying or reading to be done.
- 3) All written assignments and tests must be signed and returned to school.
- 4) Help your child organize homework time - it should not be a daily battle in which you wind up losing.
- 5) Homework should consistently be done at the same time each day and in the same setting / work space - one free of distractions. The child should be comfortable and relaxed.

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

- 1) All students are required to have a signed Permission Slip for each trip as a pre condition for their participation. If the parent is opposed to signing the Permission Slip then the child cannot participate in the field trip.

- 2) Any student who is on suspension, or who is considered to be a chronic behavior problem will not be permitted to participate. Students who are behind in tuition or fee payments will not be allowed to participate as well.
- 3) Parents and guardians are encouraged to volunteer their services to act as chaperones for these trips.

## **Section VI**

### **Awards, Failure, Grading, Promotion, Retention, Testing**

**Academic Failure:** any student who fails a major academic subject in June must attend a summer school program and be able produce a final grade report form that program. If a student fails three or more academic subjects he/ she will be retained in their current grade.

**Awards:** Students receive special recognition through a variety of awards throughout the year. The awards are intended to recognize and promote academic skills and various aspects of good citizenship and living Gospel Values. Some of the awards are:

- 1) Principal's list - student must achieve an average of 95% or above in every academic subject for the trimester.
- 2) 1<sup>st</sup> Honors - students must receive an average of 90 % or above in every academic subject for the trimester.
- 3) 2<sup>nd</sup> Honors - students must receive an average of 85% or above in every academic subject for the trimester.
- 4) Student of the Month - individual teachers set the specific criteria.
- 5) Outstanding Effort - intended for the students who consistently do their best.

- 6) Outstanding Attendance - given to students who have perfect attendance (no absenteeism or tardiness) in a given trimester.
- 7) Special participation awards for Academic fairs, Aquinas Club, or other school activities.

**Grading Policies:** are the same on each grade level. The individual classroom teacher will advise you as to the specifics. All teacher count the following when tabulating a students grade: exam marks, quiz grades, participation, effort, completion of homework assignments, extra credit work, lab work etc.

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

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

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

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

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

## **Section VII**

### **Enrichment Activities**

- 1) **After School Program:** this program operates on Mondays - Fridays from 2:45 PM until 6 PM. The program is currently housed in the school building. There is a

separate fee for this program. Please contact the school office for additional details.

- 2) **Aquinas Program:** the program is intended to serve as an enrichment program for self motivated students in grades 6 - 8. In order to be eligible students must have a 90% average on their report card; receive recommendations from two faculty members, and willing to do the work of an independent learner. The individual must also be able to work well in a group and be articulate. If you have any questions regarding the program please speak to the classroom teacher.
- 3) **Beta Club, Jr.:** Details to follow
- 4) **Chess Club:** meets each week and is open to student in grades 3 - 8.
- 5) **Fairs:** our students participate in several fairs throughout the academic year: religion, Art, and then the Curriculum Fair in the spring. The children are encouraged to participate, and demonstrate their ability and their knowledge. While parents are encouraged to support the children's efforts, they are not encouraged to do the projects for the children. Help them to be self-motivated and independent learners - let them do it themselves.
- 6) **School Choir:** meets each week and is open to students in grades 3 - 8.
- 7) **Student Council:** each class elects two members who will serve for the entire school year unless the student experiences academic problems.
- 8) **Yearbook:** we are hopeful that this year the parents will assume the position of moderators for this activity. Traditionally, 8<sup>th</sup> graders would work throughout the year with a teacher moderator and produce a yearbook. The students would assume the responsibility of selling advertising or boosters to generate the necessary funds for the project. This year I am hoping that parents will take on this responsibility

## Section VIII

## Remediation

- 1) **Resource Room:** is staffed by a professional who will be working with children who score at Level I or II on the Terra Nova exams, and on the N.Y.S. Mandated Tests. The teacher will provide remediation in an effort to help the student overcome academic problems. The teacher will also be working with children who have current I.E.P.'s, students in the S.T.A.R. Program, and our Aquinas Circle students for enrichment purposes. This is a "Pull-Out" program where the child receives services once or twice a week.
- 2) **S.T.A.R. Program:** this pullout program is intended to assist those students who are temporarily experiencing some academic problem. It is intended to be for a short period of time until the particular hurdle has been overcome. The student must be recommended by his / her teacher for inclusion in this program.
- 3) **Summer School:** Any student who fails one or two academic subjects must attend a recognized summer school program. Upon completion of the summer school program the school must forward a report to us that outline your child's work / achievement in the program. This report must be signed by the local summer school administrator, and sent to us in a sealed envelope. Students who fail one or two subjects and do not attend summer school, will not be promoted.
- 4) **Title I Services:** are provided by the NYC Dept. of Education, free of charge, to any qualified child. At the present time these services include: Remedial reading, Remedial Math, School Psychologist, Guidance Counselor, and Testing and Evaluation Services. Our school policy is that any child in need of remediation in Math or Reading/Language Arts, and qualified for the services must be involved in the program. N.Y.S. mandates that any child who scores below Level III on any N.Y.S. Test must have remediation. In addition, the school can refer any child to the Guidance Counselor when warranted, or to the Psychologist if that is more appropriate.
- 5) **Tutors:** parents are free to secure professional tutoring for their child at any time. The operative word is Professional. You should encourage the tutor to have ongoing contact with the regular classroom teacher, and to submit periodic reports / evaluations on the child. It is critical for everyone to be on the same page and working for the good of the child. The school "After-School Program" offers homework assistance for the students. If you are considering securing the tutoring

service of one of our teachers, please do not select the child's regular classroom teacher since this could represent a conflict of interests.

## Section IX

### Testing

- 1) **A.C.R.E. Test:** a nationwide religion test administered each spring to students in Grades 5 & 8.
- 2) **Diocesan Standardized Testing Program (Terra Nova Examinations):** all students in grades 3 - 8 must take part in the diocesan-wide testing program administered each fall. The students are expected to score at Level III or IV on both testing instruments, or face a required year of remediation and then retesting.
- 3) **N.Y.S. Mandated Testing:** our state mandates that all schools participate in this testing program. The following areas are currently tested by the state:
  - English Language Arts in Grades 4, 6, & 8,
  - Mathematics in Grades 4, 6, & 8,
  - Social Studies in Grades 5 & 8, and
  - Science in Grades 4 & 8.

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

- 4) **Teacher Designed Measurements:** all teachers will be administering either their own designed testing instruments, or commercially prepared instruments as a means of providing insights into the student's performance. Testing is a normal part of the learning experience. Teachers will likewise be using quizzes, reports, etc. as

other measures of performance. If you do not see test material coming home to you on a regular basis, please contact the classroom teacher ASAP.

## **Section X**

### **Communications**

#### **Conferences:**

Parent-teacher conferences occur in early December and early March and correspond to the issuance of report cards. Report Cards are distributed on an appointment basis, and you will receive notification directly from the classroom teacher. If you detect any problems / difficulties concerning your child please contact the teacher immediately and request an appointment to discuss your concerns. Appointment request forms are available in the General Office.

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

#### **E-Mail:**

Each teacher at Holy Name has an email address. Usually it is the first letter of the teacher's first name followed by the last name @ hnjbklyn.org. There are no spaces

between the first initial and the last name, nor are there any before or after the @ sign. The teachers have been instructed to check their email on a regular basis.

**Meeting Request Forms:**

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

**Notes:**

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

**Progress Reports:**

These are sent home on a monthly basis for any student who is having any type of difficulty - academic, behavioral etc. Please watch the monthly calendar to see when they are scheduled for distribution.

**Student Assignment Books:**

Each student receives an assignment book that can be used not only to copy down their homework, but as a first means of communication between the parents / guardians and the teacher. Please check this book regularly to make sure your son / daughter is copying down the assignments, as well as to see if the teacher has written any notes to you.

**Telephone Calls:**

If you have not been able to reach a teacher through any of the above methods, then please call the school and request an appointment with the teacher. The office will fill

out an appointment request form for you, or you can come into the office and complete the form yourself. The teacher will respond to your request within twenty-four hours.

## **Section XI**

### **Responsibilities**

- A) **Rights & Responsibilities of Parents:** as a partner in education, and the primary educator, you have a right to know what is expected of your child in the educational program, and how that program is being presented. You have a right to know the progress or lack of progress that your child is making, and to be informed about issues that relate to you and your child on a timely basis. Like the teacher you are entitled to be treated with both respect and courtesy.
- B) **Rights & Responsibilities of Students:** you have the right to be educated in an environment that is conducive to learning, to be secure while you are in school, and to be treated fairly and with respect. You have the right to be an active participant in the learning process, to know and understand what you are responsible for, and to know and understand the consequences of your actions / responses, or your lack of action / response.
- C) **Responsibilities & Duties of Teachers:** the primary responsibility is to guide the learning experience of the child within the child's capabilities. The teacher tries

to develop the religious beliefs, the academic skills, knowledge, appreciation, ideals, and appropriate attitudes in the student that will enable the student to become a creative, problem-solving and productive member of the community. Teachers are entitled to be treated with both respect and courtesy by parents and children.

D) **Student Study Skills:** a parent / guardian as well as a teacher can assist the child in the acquisition of important study skills. These skills make learning easier and more enjoyable. The following are some guidelines for achieving good study habits:

- † Study on a daily basis,
- † Always review the previous day's material,
- † Come to class on time and prepared,
- † Never skip doing required assignments,
- † Ask questions,
- † Be an active participant in classroom discussion,
- † Schedule your time carefully,
- † Do homework / studying at the same time and in the same place each day,
- † Use what you learn and apply it to new situations, and
- † Strive to do your best and never be ashamed or embarrassed to admit you don't know / understand a concept.

## **Section XII**

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

**Parent Volunteers:** these individuals are a very special resource, and one that we are always looking to replenish. We encourage parents to help in a wide variety of area, and

in all fundraising and extracurricular activities. If a parents has any special talent / gift / interest and would like to share this with the school and its children they are asked to contact the office.

**Service Hours:** all parents are required to volunteer 30 hours of service during the school year, or pay a Service Fee of \$300. There are many ways by which parents or their surrogates can fulfill this obligation. Please contact the school office regarding all possibilities for service.

## **Section XIII**

### **Holy Name School of Religion**

#### **A) Toddler Program**

The program operates three mornings a week, for two hours each morning, from September through May. There is a separate fee for this program. The child must be at least 3 years of age by the start of the program, and must be completely toilet trained and weaned before being accepted into the program

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

If you require any additional information on these programs please contact the CCD Secretary in the school office.

Please note that any failure to pay the required fees on time could result in a late charge penalty, or the child being removed from the program. **All fees are non-refundable.**

## **Section XIV**

### **Closing**

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



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

**Acknowledgement:**

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

Parent's / Guardian's Names: \_\_\_\_\_

Parent's / Guardian's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

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