

Holy Name of Mary School

Father David Regan, Pastor

Mrs. Marcia Velasco, Principal

ELEMENTARY GRADES

STUDENT HANDBOOK



GRADES KINDERGARTEN THROUGH FIVE

90 South Grove Street, Valley Stream, NY 11580

Ph. 516-825-4009 Fax 516-825-2710

www.hnomschool.org

School Faculty and Staff
Father David, Regan, Pastor
Mrs. Marcia Velasco, Principal

Early Childhood Faculty

| | |
|------------------|-----------------------|
| Nursery | Mrs. Marcia Lara |
| Pre-Kindergarten | Mrs. Noreen Onorato |
| Kindergarten | Mrs. Kerry Chesterton |

Elementary Grade Faculty

| | |
|--------|-----------------------|
| First | Mrs. Kathleen Casazza |
| Second | Miss Stacey Faux |
| Third | Mrs. Lori Ippoliti |
| Fourth | Miss Carissa Cutrone |
| Fifth | Miss Lauren Ferraro |

Middle Level Grades

| | |
|-------------------|------------------------|
| Sixth (ELA/Rel) | Miss Ashley Williams |
| Seventh (SS/Rel) | Mrs. Marianne Carberry |
| Eighth (Sci/Tech) | Mrs. Cassandra Powell |

Math/Algebra

Special Subjects Faculty

| | |
|--------------------|-----------------------|
| Art | Mr. Anthony DiFolco |
| Library | Mrs. Joanne Fischer |
| Music | Miss Emily Hahl |
| Physical Education | Mr. Matthew Smith |
| Technology | Mrs. Cassandra Powell |
| Spanish | Mrs. Veronica Razo |
| Reading AIS | Mrs. Jeanne Magno |
| Math AIS | |

Staff

Mrs. Linda Baxter, R.N., Health Office
Mrs. Karen Bagwandeem, Secretary
Mrs. Cathy Schroeder, Secretarial Assistant

School Philosophy

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 School.

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.

Right to Amend:

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

Student Rights and Responsibilities

Students have the right to:

Be listened to and treated fairly.

Be nurtured in their Catholic faith.

Be the recipient of an academically sound education.

Be made aware of school rules and policies.

You are responsible to:

Show respect for everyone and everything.

Show that you understand all school rules and regulations by your example.

Be responsible and truthful about your actions.

Arrive on time and attend school every day.

Always do your best.

Help others who are in need.

Follow directions of all teachers, staff, and volunteers.

When you do not understand, ask for help.

Show that you are a mature student.

Know that you represent Holy Name of Mary School in all your actions on and off line

Academic Expectations and Policies

Our curriculum follows the New York State Standards, the Common Core State 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.

Students in the elementary grades participate in a full academic curriculum. The students' curriculum includes Religion, Language Arts, Math, Science, and Social Studies. They also attend Art, Music, Physical Education, Technology, and Library classes. Spanish classes are introduced in Grade 4.

Student Evaluation

All grades will be posted on the PowerSchool Parent Portal. All parents will have access to this application and should check progress regularly. Student evaluation will be ongoing. Assessment is measured by performance, projects/assignments, daily work, homework and class participation. To assist faculty communication with parents and guardians, the following reports will be sent home:

| | |
|-----------------|--|
| October | Progress Reports (Subsequent reports will be issued at the discretion of the individual teacher) |
| December | Assessment Reports (Report Cards) distributed at Parent/Teacher Conferences |
| March | Assessment Reports (Report Cards) Parent/Teacher Conferences (by request only) |
| June | Final Assessment Reports (Report Cards) |

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| All parents are encouraged to contact faculty with any concerns at any time. Please make an appointment first. |
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The Marking Code

| Grade | Description |
|--------------|---|
| 4 | Student demonstrates a thorough and consistent understanding of grade level standards and objectives. Student completes work independently and integrates learned concepts and skills |
| 3 | Student work demonstrates an understanding of grade level standards and objectives. Student completes work satisfactorily and applies expected skills to work. |
| 2 | Student work demonstrates a partial understanding of grade level standards and objectives. Student exhibits inconsistent understanding and application of concepts and skills. |
| 1 | Student work demonstrates minimal understanding of grade level standards and objectives; evidences very limited organizational, reasoning and critical thinking skills; completing independent tasks only with assistance, struggles with grade level standards and objectives producing less than expected work. |
| / | Area of Concern |

The Marking Code Kindergarten

| <u>Grade</u> | <u>Description</u> |
|--------------|--|
| 3 | Meets age appropriate expectations. Performance on task is consistently apparent |
| 2 | Shows progress in meeting age-appropriate expectations. Performance on task is emerging |
| 1 | Does not meet age-appropriate expectations. Performance on task does not meet expectations |
| NA | Not assessed at this time |
| / | Area of concern. |

Honor Roll

Students become eligible for the Holy Name of Mary Honor Roll in Grade 4.

Honors: A student must achieve 16-20 points in the five major subjects;
Good Effort and Conduct in both major and minor subjects.

Homework

The Elementary Grade homework philosophy is:

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, parents are requested to sign homework
4. provides an opportunity for students to be responsible for their learning

Students are to complete their homework neatly and with thoughtful reflection. Students will become responsible for planning their studying; even if there is no written homework, students should be reading and reviewing. Parents can verify homework assignments and upcoming assessments on the homeroom teacher's webpage.

Communication Folders

Every student has been issued a Parent Communication Folder. Parents are asked to check it nightly. Please return papers in folders.

Class Schedule

| Time | Period |
|-------------|-----------------------------|
| Time | Period |
| 8:10-8:28 | Arrival (Prayer and Pledge) |
| 8:30-9:13 | Period 1 |
| 9:15-9:58 | Period 2 |
| 10:00-10:43 | Period 3 |
| 10:45-11:23 | Period 4 |
| 11:28-11:58 | Lunch/Recess |
| 11:58-12:28 | Lunch/Recess |
| 12:28-12:33 | Homeroom |
| 12:35-1:13 | Period 6 |
| 1:15-1:58 | Period 7 |
| 2:00-2:43 | Period 8 |
| 2:43-2:55 | Prayer and Dismissal |

K-4 Recess from 11:28-11:58, Lunch from 11:58-12:28

5-8 Lunch from 11:28-11:58, Recess from 11:58-12:28

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

Arrival

Students are to arrive between 8:00 A.M. and 8:10 A.M. ***Prayers and the Pledge of Allegiance occur promptly at 8:10 A.M. daily.*** Students enter through the front door on South Grove Street and gather in the auditorium.. Parents are welcome to join us at our morning gathering.

Students who arrive between 7:15 A.M. and 8:10 A.M. through the main entrance on South Grove Street. For their safety, children should not be dropped off prior to 7:15 A.M.

Note: Late passes are issued to students who arrive after 8:10 A.M. It is very important for the students to be part of our morning prayers and announcements. We consider this gathering the building block of the day that strengthens our sense of faith and community.

Attendance

Parents or guardians are required to telephone the school before 8:00 A.M. if their child is to be absent. Please be sure to leave your child's name, grade, reason for absence and projected date of return. ***If your child does not arrive at 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, or 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 three 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 illegal and must be marked so on the student's official record.

Students are responsible for all school work missed due to absence. Parents or guardians may request school work if the absence extends more than one day. Contact the school before 11:00 A.M. and the materials will be ready to be picked up at 3:00 P.M. In addition, homework assignments can be accessed on each teacher's class page on the school website: www.hnomschool.org. If a family takes a vacation during school time, children are expected to make up missed work upon their return to classes. School work will not be prepared in advance.

Dismissal

At 2:50 P.M. students are escorted by their teachers and dismissed from the gym school doors into the schoolyard. If there is inclement weather, the students are dismissed through the cafeteria. Teachers must be informed by parents or guardians as to how each student will make his/her way home. If there is a change, send a note to your child's homeroom teacher. If your child attends B.A.S.E. or takes the bus home, he/she will be escorted to the supervised location.

All students who are not picked up on time will be sent to our afterschool program, B.A.S.E. Once a student is in the B.A.S.E. room, the hourly charge will be applied. If it is the first time at B.A.S.E., a registration fee will also be billed.

Medical appointments should be made outside of school hours. If you know you are picking your child up prior to dismissal, send in a note. No child will be dismissed between 2:00 and 2:50.

Half Day Dismissal:

Kindergarten through Grade 8 is 11:30 A.M.

Nursery and Pre-Kindergarten is 11:00 A.M.

On most Half Days the B.A.S.E. Program is available.

Refer to the school calendar for exceptions.

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 2022-2023 school year.

Parents must purchase all uniform items from our uniform supplier (IDEAL):

A child's appearance is a direct reflection to his or her self-worth. A fostering of one's attitude toward self will lead to a natural sense of personal pride in behavior and appearance.

IT IS EXPECTED THAT ALL UNIFORM ITEMS WILL BE WORN

***CLEAN, IN GOOD REPAIR, AND WELL FITTED. ATHLETIC UNIFORMS (BASKETBALL, CHEERLEADING)
CAN NOT BE WORN AS PART OF THE SCHOOL UNIFORM.***

BOYS (Grades K-5) Uniform

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

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

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

GIRLS (Grades K-5) Uniform

- Jumper with school logo
- Blue Short/Long Sleeve pointed collar (must be tucked in)
- Navy Blue sweater with school emblem
- Criss Cross neck tie
- 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 15th to May 1st

- 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 or gold t-shirt 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. Only simple, neutral colored headbands are permissible. Scarf headbands, bandanas, and animal adorned headbands are prohibited.

Make-up-is not permitted.

Nails should be trim and neat. No nail tips or acrylics are permitted. Clear or light pink 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, bracelet, and ring will be permitted. Smartwatches are also prohibited. Boys are not permitted to wear earrings. Only school affiliated buttons are permitted on school dress uniforms.

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 (no ripped jeans). Students wearing inappropriate outfits will be sent to the office to call home for their uniform (no crop tops, no short shorts, no spaghetti straps, etc.). Students who choose not to dress down, may wear their uniform without a tie. Dress-down days are held to raise money for charitable organizations. Students who do not bring in a donation will be sent to the office to call home for their uniform.

Inclimate Weather- Boots may be worn to school. Students must bring a change of shoes that complies with the dress code.

Parents will be notified if there is failure to adhere to the dress code.

Discipline Policy

Courtesy and good manners should be the key to a student's conduct at school. A good attitude towards teachers and fellow students will make school enjoyable for all. Students are expected to also have respect for parent volunteers in the cafeteria and on the playground. Good conduct is expected in the hallways, the cafeteria, on the playground, in the classroom and on all buses. Teachers place special emphasis on morality, honesty, respect and courtesy. It is the responsibility of each student to display qualities of good citizenship. The school's discipline policy is designed to foster self-discipline and responsibility within each student. While the observance of rules depends primarily upon a student's respect for the school, his/her parents and his/herself, the school must resort to disciplinary action when the student's own responsibility is lacking.

Student Expectations

Disciplining children is the responsibility of the parents. The parents delegate a certain amount of this responsibility to school staff during school hours. The school accepts this responsibility as long as it does not interfere with the educational process. The school principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. It is the responsibility of each student to think of other people, to respect the rights of others and to manifest behavior that results from inner convictions and adherence to our mission statement, "to learn, lead and serve as Jesus did". Catholic principles of respect for the rights of others will guide the actions of all students. Students are expected to follow all of the explicit and implicit rules of good order, and to accept the consequences for failure to do so. Each teacher will post in the classroom student expectations and review them regularly with them. Additionally, the teacher will review and explain to the class the general school rules.

Each teacher is responsible for discipline in the classroom. The teacher and/or the principal will communicate with the parents by note or phone call when the students' behavior does not meet standards. Since parents' cooperation is essential for effective correction, any non-cooperation will be considered grounds for student dismissal (expulsion).

Calls Home

We discourage calling home for forgotten items. It is imperative that the students learn to be organized and prepared for the day. Students need to pack their school bags the night before and make sure all homework, projects, supplies and instruments are ready for the next school day.

Cafeteria

Students are gathered in the cafeteria for 25 minutes each day to eat their lunch. Students are expected to:

- Stand and pray before the meal
- Stay seated throughout the lunch period
- May not use the vending machines
- 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 in designated areas of the school yard. 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 the 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, unless supervised.
- 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 playtime.

Inclement Weather Recess

Throughout the year, we will have many days where students will have recess in the classroom. During this time, students MUST remain seated. They may play board games, cards, talk, draw or other teacher-approved activities. Students are to follow the directions of the adult lunch monitors.

Personal Boundaries

Personal boundaries between students and/or between students and staff will be maintained at all times. Students, who purposely bump, hit or engage in other inappropriate physical contact will be given a warning notice and/or recess "time out" to be supervised by a teacher on duty. Parents will be notified if this behavior continues.

Chronic Defiance

Students who consistently defy teachers' directives or class or school rules will lose recess time and parents will be notified.

Destruction of School Property

Students who deface or destroy school property will lose recess time and parents will be notified. An assessment will be made for the cost of repair and parents will be responsible to pay for the repair and/or replacement of equipment and/or property destroyed.

Stealing and/or other Acts of Dishonesty

If students steal and/or are caught in other acts of dishonesty, including academic dishonesty, parents will be notified. Academic dishonesty will result in a grade of “1”. The quiz/test will not be re-administered.

Inappropriate Language

Students who use inappropriate language will be warned and made aware of it being “inappropriate”. Parents will be notified if inappropriate language continues.

Verbal Threats

Students who make verbal threats that indicate violent acts that will harm individuals or the student body at large, will immediately be removed from the school building and referred to the proper authorities.

In accordance with both state and federal law, sexual harassment of any nature will not be tolerated.

The church was birthed into many languages and cultures. Our multicultural diversity is a visible sign of The Holy Spirit at work. Holy Name of Mary will not tolerate the use of ethnic or racial remarks directed towards anyone.

Electronic Devices

HNOM does not accept any responsibility for electronic devices in school. No electronic devices are to be brought to school. This includes handheld gaming devices, iPods, iPads, tablets, and Smart watches. However, cell phones may be brought to school in the **off** position inside the student’s backpack. If a cell phone is used during the school day, it will be taken to the office by the teacher on duty. Parents must pick up the cell phone from the principal’s office.

Termination of educational relationship due to parent and/or legal guardian behavior

The educational relationship between the school and a student is also an educational relationship with a student’s parent and/or legal guardian. Where, in the discretion of the school, the behavior, attitude or conduct of a parent and/or legal guardian is of such an uncooperative, destructive, or disruptive nature that the ability of the school to manage the relationship with the student’s parent and/or legal guardian is significantly impaired, a parent and/or legal guardian may be required to withdraw his/her child or children from the school.

In conclusion, each student has the right to be listened to and treated fairly. Students will have an opportunity to explain the reasons for the choices they have made when brought before the principal and/or a faculty member of the school. It is not the intent of the school to “punish”. The intent is rather to “teach”. It is the student's right to be made aware of the rules. Once the students are made aware of the rules, and explanation for the rules is provided, students should have no reason to act in a manner that is inconsistent with our philosophy. Parents are asked to support this school disciplinary policy, trusting that the principal and faculty of HNOM School always act in the best interest of your children.

Tuition and Fee Policy
Holy Name of Mary 2023-2024

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 2023-2024

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 the 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 - Due by September 30, 2023**

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 date you set during each 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 a student is withdrawn by the first day of school, 10% of the tuition is non-refundable. If a student is withdrawn between the first day of school and the end of the first trimester, 50% of the tuition is non-refundable. If a student is withdrawn after the end of the first trimester, 100% of the tuition is non-refundable.**

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 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. Registration for the classes must be done online.

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

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

Father David Regan, Pastor

Mrs. Marcia Velasco, 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 (email, 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, email 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 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 used 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.

GUARDIAN/PARENTAL CONSENT FOR WEB PUBLICATION OF WORK AND PHOTOGRAPHS

I agree that, if selected, my son/daughter's work may be published on the school Website, www.hnomschool.org. I also agree that photographs containing images of 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.

PARENTS/GUARDIANS

Please remove the *Permission and Authorization Form* (last page of this handbook), sign and have your child return it to their HOMEROOM teacher – it **MUST** be returned to your child's homeroom teacher no later than the 16th of September.

Holy Name of Mary School

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

Father David Regan, Pastor

Mrs. Marcia Velasco , Principal

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| <p>Holy Name of Mary School Permission and Authorization Form for the Elementary Grades Handbook</p> |
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I have read the Holy Name of Mary School Elementary Grades Handbook, including our

- Student Handbook:
 - o General Procedures
 - o Academic Expectations and Policy
 - o Volunteer/Employee Code of Conduct

- Technology Acceptable User Policy
 - o Student Computer Resources Use Policy
 - o Consent for Publication of Work and Photographs

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| <p>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.</p> |
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Student Name (print) _____ (Grade) _____

Student's Signature _____

Date _____

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| <p>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 Elementary Grades Handbook, including the Acceptable User Policy, Consent to Publish Work and Photographs, and Parish Volunteer Code of Conduct.</p> |
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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 15***)