

# HOLY NAME

CENTRAL CATHOLIC JUNIOR.SENIOR HIGH SCHOOL

144 Granite Street, Worcester, MA 01604

508.753.6371

*holyname.net*

## STUDENT/PARENT HANDBOOK 2011-2012

### **MISSION STATEMENT**

The mission of Holy Name Central Catholic Junior/Senior High School, as part of the Roman Catholic Diocese of Worcester, Massachusetts, is to inspire our students to study and apply Gospel values and the moral principles of Jesus Christ to all our academic, artistic, social, and athletic programs. Students are provided a stimulating learning environment to encourage them to become lifelong learners. Each student is empowered to master the high academic and ethical standards necessary to achieve success and to be a Catholic Christian witness to the world.

### **NON DISCRIMINATORY POLICY**

Holy Name Central Catholic Junior/Senior High School admits students of any race, color, religion and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in the school. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

### **PARENT /GUARDIAN ROLE IN EDUCATION**

We consider it a privilege to work with parents and guardians in the education of children. We believe parents and guardians are the primary educators of their children. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can.

## **ADMINISTRATION**

**Mr. Edward M. Reynolds**  
**Headmaster**

The Headmaster is responsible for the Catholic identity of Holy Name. He oversees the educational, administrative, and counseling activities of the school. He monitors the safety and security of the building and grounds; he directs building maintenance. He is responsible for all aspects of the school including all financial matters and long-range planning and stability. He oversees school management and public relations. He is also the final authority in all matters of serious consequence.

**Dr. Bernard Audette**  
**Principal (Grades 10, 11, and 12)**

Dr. Audette supervises the academic program. He reports to the Headmaster on a regular basis and assumes responsibility for the building in his absence. All matters relating to academics and discipline are referred to Dr. Audette. He confers with teachers, students, and parents concerning educational and behavioral problems in school. He observes and evaluates teacher performance and coordinates activities and class schedules.

**Mrs. Arlene Maurello**  
**Principal (Grades 7, 8, and 9)**

Mrs. Maurello supervises the academic program. She reports to the Headmaster on a regular basis and assumes responsibility for the building in his absence. Matters relating to academics and discipline are referred to Mrs. Maurello. She confers with teachers, students, and parents concerning educational and behavioral problems in school. Mrs. Maurello observes and evaluates teacher performance and coordinates activities and class schedules.

**Mrs. Mary Riordan**  
**Director of Institutional Advancement**

**Mrs. Susan M. Ivas**  
**Director of Guidance**

**Mr. James Manzello**  
**Director of Athletics**

**Reverend James B. Flynn, PhD**  
**Senior Class Advisor**

**Mr. Steven Grieger**  
**Director of Campus Ministry**

## CAMPUS MINISTRY

The mission of Campus Ministry is to assist the Holy Name community to celebrate and to live the meaning of the Gospel. The Office of Campus Ministry helps students and faculty deepen their faith in the Gospel message and incorporate its teachings into their everyday lives. Campus ministry organizes and provides retreats and service opportunities for students and faculty.

## GUIDANCE

Each Holy Name student is assigned a guidance counselor upon admission. The guidance counselors assist students with academic or personal issues to help them meet the challenges of high school and to formulate and execute their college plans. The members of the Guidance Department recognize that educational, personal, spiritual, and social components contribute to the development of the whole person. The Guidance Department provides a college planning guide for each high school class on the Guidance Department link on the Holy Name website.

### **College Exam Information**

Registration forms for SAT I, SAT II, and ACT's are available in the Guidance Office; however, on-line registration is preferable. Students may register online for SAT's at [www.collegeboard.com](http://www.collegeboard.com).

### **Financial Aid Information Night**

An informational evening concerning financial aid for college-bound students will be offered for seniors and their parents. This night is traditionally held at the beginning of December.

### **College Information Night**

A college information night for juniors and their parents is held in the spring to help parents and students learn more about the college application process.

### **College Visits**

Administrators and guidance counselors support and encourage seniors in their search for a college. College visits should be scheduled on weekends or holidays so that they do not affect a senior's academic progress. Any days missed due to these visits count towards the student's absence totals.

### **Use of the Guidance Area**

Students should be in the guidance office area only if they are making an appointment, have an appointment, have been summoned to guidance, or are using the guidance resources.

## **OFFICE OF DEVELOPMENT & ALUMNI/AE AFFAIRS**

It is the goal of the Office of Development and Alumni Affairs to establish meaningful relationships with people who share our mission and vision for the future of Holy Name. This effort involves the participation of administration, faculty, staff, students, parents, alumni, and benefactors. Holy Name's development efforts include: strategic planning, endowment, planned giving, marketing, grant writing, public relations, student recruitment, and annual fund raising.

The Alumni Director serves as the liaison between the administration and both the Advisory Board and Alumni Association. The goal of the Alumni Relations Office is to maintain the spirit and connection of Holy Name graduates with the school. The office publishes the Holy Name *Update*, a newsletter designed to keep alumni

informed of current Holy Name activities and on-going alumni activities. The Alumni office also provides information to class agents planning class reunions and helps coordinate special events and gatherings.

## ACADEMICS

Holy Name's academic program addresses different levels of ability through advanced placement courses, an honors program, a college preparatory program, and a standard college program. Administrators, faculty, and staff work together to reinforce positive student behavior and self-discipline to correct negative behavior and to create an atmosphere beneficial to the learning process. Gospel values and moral principles are consistently intertwined throughout the curriculum.

### **Entrance Requirements**

Prospective seventh and ninth grade students must take an entrance exam. Placement decisions are based on the results of that examination and the information contained in the students' previous report cards. New students may be accepted into eighth, tenth and eleventh grades at the discretion of the school administration.

### **Course Requirements**

To meet the varied interests, backgrounds and talents of individual students, Holy Name offers diverse courses to provide a creative learning experience while at the same time meeting requirements for college admissions. Each full year course is valued at one (1) credit. A semester course is valued at half (1/2) credit. Physical Education is valued at a half (1/2) credit per year for freshmen and sophomores; juniors and seniors do not take Physical Education classes.

### **Graduation Requirements**

A total of twenty-two (22) academic credits are required for graduation. These credits are divided as follows:

Theology	4
English	4
Math	4
Foreign Language	2
Science	3
Social Studies	3
Computers	1
Physical Education	1

Electives: Academic courses which will complete the minimum 22 credits for graduation.

\*Seniors must pass all Theology and English courses and earn an additional 2 credits for a total of 4 credits during senior year.

### **Scholastic Requirements**

The passing grade at Holy Name is 65%.

Theology is a required semester course for all students each year.

Failing grades above 55 for the year should be made up in summer school.

With permission from the principal, students who fail a course with less than 55% for the year may repeat the course the following year in the same school. This policy can be implemented only once during a student's academic career at Holy Name.

This policy does not apply to Theology courses. Any student that scores below a 55% in a Theology course will not be allowed to return to Holy Name.

A course that is a requirement for graduation cannot be repeated during senior year.

Holy Name will grant credit for only two (2) summer school courses per year.

Failure of more than two subjects for the year will result in dismissal from Holy Name.

All Holy Name policies apply to Virtual High School courses as well.

### **Course Changes**

Student courses may be changed only under extraordinary circumstances.

Students may not make same level class changes.

Only the teacher and/or guidance can initiate level changes. These are subject to approval by an administrator.

Level changes will be allowed during the first three weeks of school and one week after first quarter report cards are issued.

In addition, freshmen will be allowed a level change for one week after second quarter begins.

### **Levels**

At Holy Name there are both heterogeneous (students of different ability) and homogeneous (students of similar ability) groupings, depending on subject and grade areas. It is our hope that this will enable each student to develop his/her full potential.

Levels are determined by the degree of difficulty of the subject.

Level 0: Advanced Placement Courses

Level 1: Honors

Level 2: College Preparatory

Level 3: College Preparatory Standard

### **Advanced Placement Courses (AP)**

Each AP course will adhere to the AP guidelines as published by the College Board. The AP exam in May is essential to the AP curriculum. Every student who takes an AP course is required to take the AP examination at the end of the course. The teacher, the AP coordinator, and the principal monitor exceptions to the policies published.

### **Virtual High School**

Juniors and seniors are eligible for online elective courses through Virtual High School. Students must meet all eligibility requirements, procure required signatures, and compose an essay stating their intent. Students interested in applying for on-line courses should consult their guidance counselor during course selection and review available courses listed on the website [govhs.org](http://govhs.org) prior to application.

### **Class Rank**

Rank is computed at the beginning of senior year on the basis of grade averages and quality points assigned to the level of the subject taken by the student.

## **Grading Periods**

The school year is divided into two semesters, each of which is composed of two quarters of approximately eight weeks each. Report cards will be issued four times during the school year in November, February, April, and June.

Numerical grades will be used with 65% required as passing of a course.

A grade of 55% is the lowest numerical grade that may be assigned to a failure for the first and second terms of a school year. This policy (no mark lower than 55%) does not apply to the third and fourth terms or to mid-year and final exams. This policy does not apply to Virtual High School.

Letter grades used on the report cards will be as follows:

P – Pass (January and June only) in Junior High courses of Art, Computers, Music, and Theater Arts.

ME – Medical Excuse (Physical Education only)

I – Incomplete. An Incomplete will be given for prolonged absence due to illness. The student has until midway through the following quarter (approximately five weeks) to make up the work and receive a grade. Failure to do so will result in a 55% during the first and second quarters or a 0% during the third and fourth quarters.

## **Progress Reports**

Progress reports will be sent out approximately mid-way through each marking period. This report should indicate to parents how the student stands academically and what the teacher feels the student's strengths and problems are in a given class. Progress reports must be signed by a parent and returned to the student's homeroom teacher.

## **Homework**

Homework is an essential part of the learning process as a natural follow-up to the learning experiences begun in the classroom. Students are expected to spend at least twenty minutes per night per subject learning the material presented in class. All written homework and studying should be completed before the next class meeting. Parents are requested to monitor students' schedules to allow the necessary time to study and to complete written assignments.

## **Extra Help**

Teachers are available for extra help after school. Each student is responsible for making arrangements with the teacher for any work missed because of absence and for seeking help if he/she is having a problem understanding the classroom work.

## **Protocol**

Students who are having any problems in a classroom should try to resolve the difficulties with the teacher concerned. This should be done after school, not at the end of class. If student and teacher are unable to solve the problem, the student should refer the matter to the guidance counselor. If there is still no resolution, the student may make an appointment with the principal, who is the final authority on academic matters.

## **Summer Courses**

Students are sometimes able to take required courses at local colleges during the summer. These courses must be approved by the principal before students register for them. Not all courses will be approved to receive credit from Holy Name. Grades from these courses must be submitted to the principal before the start of the school year. Course credit will be applied to Holy Name; however, grades from these courses will not be figured into the student's G.P.A.

**Technology**

All students are expected to have a working knowledge of Microsoft applications, including Word and Power Point. All students are required to purchase a flash drive and have it with them to save assignments.

### **Commencement and Baccalaureate Participation**

Students who participate in the Commencement Ceremony and the Baccalaureate Mass must be regularly enrolled senior students in the high school day program at Holy Name. Students who are expulsion eligible or are in attendance in another school program will not be eligible for participation in Commencement Ceremonies or any other graduation related activities.

### **Academic Probation**

Two or more failures or in danger of failing during the second marking period may result in the student being placed on academic probation. In such cases, the principal will call for a conference involving the student, the parents, and the student's guidance counselor. At the time of the meeting, recommendations will be made, and an appropriate course of action will be determined.

### **Classroom Policies**

During the first full week of classes, every teacher will inform students in writing of his/her classroom policy. This policy will include the teacher's method of grading and testing, standards for acceptable classroom behavior, and the teacher's schedule.

### **Role of Tutors**

It is the policy of Holy Name to encourage students to avail themselves of extra help from their subject teachers. If it becomes necessary for a student to seek outside tutoring, the school sees the role of the outside tutor as supplementary and complementary to that of the classroom teacher; therefore, written work that is to be graded by the teacher must be done and written by the student alone. Any work which is submitted that is substantially different in style from a student's regular class work and which clearly suggests outside help in its preparation will not be accepted and will receive a grade ranging from zero (0) to fifty-five (55).

### **English Research Paper**

The research paper is a requirement of all students in grade eleven and grade twelve English classes. As part of the grade, students will be required to produce and turn in all research material and notes used to construct the research paper. In order to proceed to grade twelve, the eleventh grade term paper must be successfully submitted on time. Likewise, the successful completion and prompt submission by the deadline of the grade twelve research papers is a requirement for graduation.

The research paper is geared to strengthening self-discipline as well as to refining academic skills. Each segment of the term paper assignment (working bibliography, note cards, thesis statement, outline, rough draft, and final typed draft) must be turned in on the day it is due (regardless of student's absence from or presence in school). If a portion is not turned in on time, a grade ranging from zero (0) to fifty-five (55) will be the grade for that segment once it is submitted.

If a student is found to have plagiarized a portion of his/her term paper, the student will receive a zero for grade and the student will have to redo the assignment for no additional credit.

### **Make-up work**

It is the responsibility of the student to make up all tests, quizzes, and assignments missed because of absence. All makeup work, including tests and quizzes, will be made up after school; students should be prepared to make up tests, quizzes, and assignments on the day they return to school. It is the student's responsibility to schedule the make-up sessions with his/her teachers. In the case of prolonged absence, students will be granted extra time by the teachers to complete tests, quizzes, and assignments. Work not completed during this given time will be assessed a zero. Students who are truant or have cut class are not allowed to make up missed work.

### **Mid-Year and Final Examinations**

A mid-year and final examination will be administered in each full-year course. Each of these examinations will be worth ten percent (10%) of the final grade. A semester course will require only a final examination, which will be ten percent (10%) of the final grade for that course. All mid-year and final examinations will be a

minimum of ninety minutes in length. A missed final exam will result in a grade of zero. Students may miss an exam due to illness only, which must be verified by a note from a doctor.

### **Final averages**

Final averages are determined by computer. The quarter grades each count as 20%. The midterm and final exam grade each count as 10% of the final average.

### **Honor Roll**

*High Honors* requires a 90% average or above in all subjects.

*Honors* requires an 80% average or above in all subjects.

### **Physical Education Classes**

Each student in grades seven, eight, nine, and ten must participate in Physical Education classes. An annual physical examination by a family doctor is recommended for each student in grades seven through ten. A doctor's note is required for a student to be excused from participating in this class.

## **ACADEMIC HONESTY POLICY**

The promotion of an authentic environment for learning is central to the mission of Holy Name Central Catholic Junior/Senior High School. To this end, it is necessary that honesty and integrity be the hallmarks of student academic accomplishments. Students who enroll at Holy Name pledge themselves to the highest standards of academic ethics and reflect this commitment in the quality of their work. Students submit work that is the product of their own labors and are represented as such. Students commit themselves to neither giving work to other students to be represented as their own nor submitting work as their own that is not the result of his/her own research and study.

It is every student's responsibility to become familiar with Holy Name's standards of academic integrity. Claims of ignorance or unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

## **ACADEMIC DISHONESTY**

Academic Dishonesty includes, but is not limited to:

- Looking at or copying another student's test, quiz answers, or homework assignments.

Allowing another student to look at or copy answers from your test, quiz, or homework assignment.

Using any method to give/get quiz or test answers.

Taking a quiz or test in part or whole to use or give to others.

Possessing or passing a crib or cheat sheet during a test or quiz.

Any communicating among students during a test or quiz.

Transmitting or receiving, during a test or any other assessment, information that is within the scope of the material to be covered by that test or assessment (including transmission or reception orally, in writing, by sign, electronic signal, or other manner).

Giving or receiving materials or answers to an examination scheduled for a later time.

Giving any false information in connection with the performance of any academic work. This includes, but is not limited to: Giving false reasons (in advance or after the fact) for failure to complete academic work. This includes, for example, giving false excuses to teachers, administrators, or staff for failure to attend an exam or to complete academic work.

Falsifying the results of any laboratory or experimental work or fabricating any data or information.  
Working on projects or assignments with others without explicit instruction to do so.  
Sharing answers for a take-home test or assignment unless specifically authorized by the teacher.  
Tampering with a test or other assessment tool after it has been corrected, then returning it for additional credit.  
Using of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic advantage.  
Misrepresenting in any way reasons regarding absence or tardiness to Holy Name.  
Submitting work that indicates plagiarism (see below).

Assistance in any such practices and any work submitted in violation of this rule will receive no credit and a grade of zero, as well as disciplinary action. The teacher will give a Disciplinary Referral, and a copy will be placed in the student's file.

Violators of these policies will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

### **Plagiarism**

Plagiarism is the use of and representation of other people's words and/or ideas, in whole or in part, as the student's own work. This definition applies to words or ideas taken without proper acknowledgment/attribution from any published source; from any site on the Internet; from any essays written by other students; from any class notes taken by a student from a teacher other than the student's own teacher.

Plagiarism may take the forms of, including, but not limited to:

- Copying word for word from any outside source without proper acknowledgment /attribution. This applies to the use of an entire paper, to the use of entire sections and paragraphs, and to the use of a few words and phrases. Paraphrasing ideas from any outside source without proper acknowledgment.
- Submitting in whole or in part a paper written by another student.
- Submitting in whole or part an assignment written for another course.
- Allowing one's essay or assignment to be copied by another student.
- Submitting work, prepared by someone else, to a teacher as one's own, such as compositions, reports, drawings and lab notes.
- Submitting work from parents or other relatives. Although we encourage parental involvement, students should not hand in work which has any portion written by parents or other family members.
- Copying information, including photographs, charts, or drawings, from a source without proper acknowledgment /attribution.
- Taking/purchasing papers from other students, publications, or the Internet.
- Downloading information directly from Internet sources and representing the information as one's own research
- Attributing information from one source, inappropriate or otherwise, to another source.
- Assistance in any such practices, and any work submitted in violation of this rule will receive no credit and a grade of zero and incur disciplinary action as well.
- Violators of these policies will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

## **ATTENDANCE POLICIES**

### **Attendance**

On the day of a student's absence from school, parents or guardians should notify the office between 7:00 and 10:00 A.M. If a call is not received during these hours, an office staff member will call to verify the absence. Calls from the students themselves are not acceptable for verification.

Students who are constantly tardy run the risk of reaching the maximum number of absences quickly. Each teacher will keep track of his/her individual students' attendance in a given class. It is possible to lose credit in any class from which the student is absent. Loss of credit may hamper advancement to the next level. There are no excused absences.

### **Tardiness**

It is very important that students arrive on time each day. Students are expected to arrive at school by 7:20 AM. A warning bell will ring at 7:25 AM, and students are to be in homeroom by 7:35 AM each morning or will be considered tardy.

#### **Note:**

If a student is late for school on more than three (3) occasions during a month, he/she will be required to serve a two-hour detention with the principal. Failure to serve detention for tardiness may resolve in additional consequences, including a Saturday morning detention.

#### **Note:**

When a tardy student arrives to school, he/she must wait for the start of the next class period before going to classes.

#### **Note:**

Tardiness to class during the school day may result in a teacher detention after school. If a serious problem develops, the Principal may take further action and/or call for a parent-conference.

#### **Note:**

Students who arrive to school tardy (unexcused) after the first period bell (8:25am) will not be allowed to take part in any extra curricular activity on that day. Parents and students should be aware that although a parent calls to say that a student will be tardy, it does not necessarily mean that the tardiness is excused. This determination is reserved to the administration.

### **Early Dismissal**

Early dismissal is granted to a student who has presented written permission from a parent or guardian for a serious reason, specifying time and reason for dismissal. Early dismissal slips are issued at the office before homeroom. Before leaving the building, the student must report to the office with the dismissal slip. If he/she returns to school, the student must again report to the office before going to class.

### **Truancy**

A student who is absent for all or part of a day without parental knowledge and consent will be considered truant. Truancy is grounds for suspension, and if repeated, may result in expulsion.

### **Vacations**

The school does not permit alternate vacations for the student unless it is specifically justified by the parent and approved in advance by the administration. Requests must be submitted in writing to the principal.

Teachers are not required to supply work for students who take extra vacation days and allow student to make up the work or any tests or quizzes taken during that time. Students who go on vacation during school time run the risk of having additional work and tests assigned as he/she returns to school. Individual teachers may decide, however, to provide some assignments for students during unscheduled vacations.

### **Funerals**

A student who wishes to attend a funeral of someone other than a member of his/her immediate family must submit a written note from his/her parents. The school administration reserves the right to determine the number of students who will be excused to the funeral of a person related in a special way to the school community.

### **Attendance at Extra-Curricular Activities and Practices**

A student should be in school for the required time for a legal school day in order to participate in any extra-curricular activities.

A student who is absent under circumstances that are not excused is not allowed to participate in any extra-curricular activity (proms, musicals, dances, athletics. etc.), after school on that day.

Participating in extra-curricular activities after being absent on the day of the activity may result in suspension from school.

Students will not be excused from detention to participate in an activity.

### **Snow Days, Delays, and Unexpected Dismissal Due To Weather**

Cancellation of school or delays because of inclement weather, snowstorms, sleet, etc., will be announced on the local radio stations. Radio announcements usually start at 6:00 AM. Any action taken by the Worcester Public Schools in terms of cancellations or school delays will apply to Holy Name as well.

If there is an early dismissal due to weather conditions, the local radio stations will also carry this announcement. PLEASE DO NOT CALL THE SCHOOL. We must keep the school lines open. Dismissals are made in conjunction with the Worcester Public Schools.

## CODE OF CONDUCT

In keeping with the mission and philosophy of Holy Name, our discipline system is founded upon the following four principles: **Integrity, Responsibility, Respect, and Catholic Citizenship**. These four principles teach the importance of character and call the community to a higher standard of achievement.

As a condition of enrollment at Holy Name, each student must commit to these principles. Any student who behaves contrary to these principles is expected to accept the consequences of his/her behavior and work toward improvement.

This Parent/Student Handbook includes many rules and policies that promote the principles of Integrity, Responsibility, Respect and Catholic Citizenship. In the absence of a specific rule, students are expected to apply the principles of good character to all situations.

These four principles were inspired by the “Six Pillars of Character” found in *Making Ethical Decisions* by Michael Josephson.

### **1. INTEGRITY (Honesty and Trustworthiness) - *knowing the truth and acting with an informed value system.***

The following conduct will result in disciplinary action:

- Cheating or plagiarism as defined under academic honesty in this handbook (see Academic Honesty Policy)
- Writing, passing or reading of personal notes in study hall or in the classroom;
- Lying or furnishing false information;
- Forgery, alterations or misuse of Holy Name documents, records, or identification cards;
- Presence in a room or place where a major violation occurs
- Being a “lookout” or taking part in any warning system to avoid detection of those violating school rules;
- Attempting to complete homework in class; or
- Working on homework or copying notes from other classes when attending a different class.

### **2. RESPONSIBILITY - *accepting ownership for the results of actions. It is a student’s personal responsibility to know and observe all school and classroom rules.***

It is a student’s personal responsibility to:

- Arrive at school on time;
- Carry and present a school ID card that must be in his or her possession during the school day and at school related activities;
- Drive lawfully and safely;
- Submit assignments on time;
- Bring necessary materials to school and class;
- Observe proper dress code;
- Make transportation arrangements;
- Refrain from entering unauthorized area;
- Observe school Internet policy; and
- Eat and drink in the cafeteria only and at appropriate times.

### **3. RESPECT- *treating all of God's creation with courtesy and dignity.***

- To treat others with respect is to recognize that all people are deserving of basic human dignity. Respectful behavior is characterized by consistent adherence to the rules of common courtesy and involves the recognition of the right of all people to pursue legitimate activities free from unwelcome interference.
- In a school setting, respect also entails recognizing the significance of the school's academic mission and behaving so as to contribute to the maintenance of a serious and productive learning environment.
- To demean or degrade any person, to infringe upon any person's right to pursue legitimate activities free from unwelcome interference, or to fail to allow any person the dignity to which they are entitled as a human being is to behave disrespectfully.
- The rules of common courtesy are to be observed in dealing with teachers and other students. Behavior that disrupts or in any way hampers class progress is disrespectful and, therefore, unacceptable.
- Any act of bullying, intimidation, or harassment of another student whether by direct contact, text messaging, Internet use, or through any other vehicle will result in consequences ranging from parent meetings to possible expulsion.

#### **The following conduct will result in disciplinary action:**

- Smoking, possession, or use of tobacco products of any kind, including marijuana or any other such drug, on school property, on school buses, or at school-sponsored activities;
- Vandalism, malicious destruction, damage or misuse of any type of school property or materials;
- Intentional disruption of school activities;
- Failure to comply with the request of a teacher, administrator, or staff member
- Bus misconduct;
- Public display of affection;
- Disruption of class or interference with the right of teachers to teach and/or the right of fellow students to learn;
- Demeaning, degrading, or failing to respect the dignity of any member of the school community;
- Harassments, whether sexual or otherwise, of any member of the Holy Name community
- Disorderly or disrespectful behavior of any kind;
- Gum chewing; and
- Cell phone use or possession during school hours (see school policy on Cell phones/Headphones/Beepers)

### **4. CATHOLIC CITIZENSHIP - *promoting Catholic values and the Catholic mission of peace and justice in our community and society.***

Holy Name students are representatives of the Holy Name Catholic community in and outside of school and are expected to exhibit Christian values.

The following behaviors are destructive to any community and are therefore prohibited WHEREVER THEY OCCUR:

- There is strong and convincing evidence that the student's continued presence at Holy Name is potentially dangerous to the health and safety of the school community, whether or not public authorities have brought charges or imposed penalties

- Making undue or unwanted reference to the school or any member of the school community online, especially through social networks such as Myspace, Facebook, Twitter and others.
- Charging of a student by public authorities with the commission of an illegal act
- Fighting
- Knowingly publishing or circulating false information, which is damaging (slander or libel)
- Illegal manufacture, sale, or possession of narcotics, barbiturates, amphetamines, marijuana, sedatives, tranquilizers, hallucinogenic and/or other similar known drugs and/or chemicals, and/or the paraphernalia to use such substances. (see Diocesan Policy on Drugs and/or Alcohol Use)
- Threatening and/or committing physical violence against another student, faculty or staff member
- The unauthorized taking or using of any personal belongings of another student, faculty or staff member, including the theft of property, money, and other valuables
- Lewd, indecent, obscene conduct or sexual harassment
- Intoxication or illegal possession of alcoholic beverages
- Gambling
- Profane or abusive language.

**The following behaviors are so destructive that they are prohibited causing grounds for a student's immediate expulsion:**

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife or any other instrument deemed dangerous by the school administration may be subject to expulsion from the school as described in this Handbook.
2. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of or a controlled substance, including, but not limited to, marijuana, cocaine, and heroine, may be subject to expulsion from the school as described in this Handbook.
3. Any student who threatens, assaults, or commits physical violence against a school administrator, a teacher, or any school staff member at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school as described in this Handbook.
4. Any student who is charged with a felony may be subject to immediate suspension and/or expulsion.

## **CODE OF CONDUCT VIOLATIONS**

The faculty is required to report to administration violations of the Code of Conduct. While it is reasonable to believe that a student may inadvertently violate the Code of Conduct, an accumulation of more than a few violations on rare occasions indicates that the consequences that accompany code violations must be made clear to both the student and his/her parents or guardians.

The Administration may decide to set restrictions which may include (but are not limited to): office detentions, removal from school leadership positions, loss of privileges, suspension, and a mandatory disciplinary contract.

Students who are athletes or participants in extra curricular activities may have their privileges suspended for one performance or one athletic event or for the remainder of the year, depending on the severity of the breach of conduct as deemed appropriate by the administration.

## **INCIDENT REPORTS**

Violations of the Code of Conduct that requires written documentation will be sent to the principal's office in a full report by the classroom teacher. The principal will mail the Incident Report to the student's home for parent's signature. The signed Incident Report should be returned to the school.

An Incident Report will result in consequences ranging from an office detention, Saturday detention, suspension or dismissal. Copies of Incident Reports will be given to the referring teacher and be kept on file by the student's guidance counselor, the principal, and the Headmaster.

## **OFFICE DETENTIONS**

Detention will be held daily from at least 1:50 PM to 2:30 PM. Saturday detention will be held at the administration's discretion from 8 to 11 AM. It is our policy not to postpone a detention for games, practice, work or other activities. Students who repeatedly receive detentions will be expected to serve those detentions on the days received, regardless of the excuse presented.

Seniors who are on senior privilege and who receive a detention lose the privilege of early dismissal for the day (s) of detention.

## **DISCIPLINARY CONTRACT**

The purpose of a Disciplinary Contract is to provide students with a structured time period to develop good habits of behavior. Based on a meeting between a student, a parent/guardian, and administration, a Behavior Improvement Contract will be established. The contract will include consequences of prior behavior and required behavior improvements. Failure to live up to the contract's requirements may result in the student's dismissal from Holy Name. To facilitate this effort, the administration will regularly update students and their parents or guardians regarding adherence to the Holy Name Code of Conduct.

**Further violations:** If a student fails to improve behavior, an administrator will meet with the student and his/her parents/guardians to consider whether and under what conditions the student will remain enrolled at Holy Name. Student may be placed on Disciplinary Probation.

## **SUSPENSIONS**

Suspension constitutes the exclusion of a student from all curricular and extracurricular activities. A suspended student is personally responsible for making up all work missed. Students who receive an out of school suspension must make up all work missed and the highest grade achieved for the work will be a sixty-four (64). Any missed work which is NOT made up will be given a grade of "0." When a student is suspended, the privilege of attending school or school related activities has been temporarily withdrawn as a disciplinary measure. A conference with the student and his parent(s) or guardian(s) is a condition for the re-admission to school after a suspension. Suspended students may not return to classes until a meeting is held with the principal, the parents and the student.

The purpose of suspension is to make the student and parents aware that the student has seriously jeopardized his/her position at Holy Name. It provides an opportunity to reflect and gain perspective on the situation, and to decide whether the student is ready to make a commitment to the philosophy and policies of the school.

Any student who is suspended is not allowed to participate in or attend any school activity on or off campus during the suspension period. The term of suspension varies, and is served at the discretion of the Principal /or Headmaster. If immediate suspension interferes with a testing period, suspension will occur as soon as possible after testing.

### **DISCIPLINARY PROBATION**

A student who involves himself/herself in major disciplinary problems, or who persists in constant misconduct must face the possibility of being placed on Disciplinary Probation. Probation is a period of FINAL TRIAL during which a student is responsible for obeying all the school rules and for fulfilling the specific terms of probation. It is also a time during which a student is required to show improvement in attitude toward observance of school regulations. Receiving disciplinary penalties during a probationary period will bring such a case before the Headmaster for probable dismissal from Holy Name.

In all cases involving suspensions or Disciplinary Probation, the Principal will contact parents for an interview. In cases involving possible dismissal of a student from Holy Name, the Headmaster makes a recommendation to the Superintendent of Schools who makes the final decision on dismissals.

When a student is placed on Disciplinary Probation the following procedures and restrictions are in force:

- The student shall immediately relinquish any leadership role (e.g., class officer, National Honor Society, Christian Leader, etc.).
- The student will not be allowed to attend or participate in any extracurricular activities or functions while on Disciplinary Probation such as sports games, dances or prom.
- All students placed on Disciplinary Probation during the school year will have their records reviewed periodically. Students who exhibit improvement may be removed from Disciplinary Probation.
- All students placed on Disciplinary Probation at the end of the school year for the accumulation of referrals will remain on disciplinary probation for the subsequent academic year.
- Any infraction of a school rule during Disciplinary Probation shall be cause for the Headmaster to request from the Superintendent the student's immediate dismissal.
- The student and parents/guardians will receive a written copy of the above conditions.
- Refusal to accept the conditions established shall result in the immediate request by the Headmaster to the Superintendent for the dismissal of the student.

## **EXPULSIONS**

Holy Name reserves the right to dismiss any student at any time during the school year if that student displays conduct or exhibits an attitude that is not in accordance with the philosophy and policies of Holy Name. Expulsion of a student is an action taken by the Headmaster after consultation with other administrators, and the granting of due process by a review, which takes in a careful study of all pertinent facts and indicates that a student's continuation at Holy Name would not be in the best interest of the student and/or school. The Headmaster will promptly notify the parents of the dismissal by telephone or in person. A registered letter will follow this notification. Both student and/or parents are entitled, upon written request to the Superintendent, to a hearing before the Superintendent prior to final action.

A student whose behavior is extremely serious or dangerous to the school community, or whose behavior or attitude is in serious conflict with the Christian philosophy and standards of the school, may be dismissed at ANY TIME during the school year regardless of his/her academic status, disciplinary record or nearness to graduation.

When dismissed, a student forfeits all rights to further academic evaluation by the school as well as the right to a Holy Name diploma.

- If a student is dismissed prior to the end of the semester, his/her last grades on the transcript will be those of the last quarter completed.
- If a student is dismissed within two weeks after the semester, his/her last grades on the transcript will be those of the semester.
- If a student is dismissed during the last three weeks of a semester, the Administration will ask teachers to compute his/her grades based upon all the work of the semester done up to the date of dismissal.
- Whenever grades other than semester-end grades are recorded, they are not to be mistaken for full-semester grades. It is the responsibility of the student's next school to decide how much credit it will give to incomplete courses.
- The student's transcript will be marked with the word "Withdrawn."

## **OTHER SCHOOL DISCIPLINE SCHOOL POLICIES**

### **POLICY ON DRUGS AND/OR ALCOHOL USE**

The Headmaster will automatically refer to the Superintendent for expulsion any student found dealing with drugs or alcohol. Any student who possesses, consumes or is under the influence of alcohol or drugs at school or at a school function may not remain on school property or at the location of the function. Such behavior is sufficient reason for immediate expulsion with the approval of the Superintendent. When such a violation occurs, parents will be notified immediately that the student is suspended from school for a time determined by the Headmaster. Parents and student must meet with the Headmaster and Principal within three days of the offense.

If at the meeting the Headmaster determines that immediate dismissal should not be recommended to the Superintendent, the student and parents must agree to meet the following criteria:

Arrangements must be made for counseling at an acceptable agency or doctor. Notification from the counselor must be sent to the Headmaster when counseling begins. The agency must give periodic confirmation that continued counseling is taking place.

The student shall not attend any school related function, either at or away from school for the equivalent of semester (90 days).

The student shall receive a minimum of fifty (50) hour detention at the school. During the detention, the student will be assigned work detail at school without pay. The student is not to be assigned to a study hall.

The student shall remain on disciplinary probation for the equivalent of a semester (90 days). See section on Probation.

The school will require the student to have regular drug/alcohol testing and the results sent to the principal.

For the purposes of this rule, violations will include but not be limited to: actual use, being in the location where drugs or alcohol are being used, or being a “look-out” or taking part in any warning system to avoid detection of those engaged any of the above violations.

## **Cellular Telephones/I Pods and all other Types of Personal Technological Instruments**

### **Phone use**

During the school day, students shall not use any headphone, radio, cellular telephone, beeper, pager, or any other mobile communication device, including I-pods and any other music players. Students may not send or receive audio or text messages during the school day. These personal devices must be locked in student lockers during school hours. Students may not send or receive any type of phone communication until after the dismissal bell at 1:50 pm.

Violation of this rule will result in disciplinary action:

- The cell phone, I pod or other device will be locked in the main office for five consecutive days. After five days, the student may report to the principal to reclaim his/her property. The student will also receive an Incident Report.
- If there is a second violation of this rule, the student will lose this device for an additional five consecutive days. After five consecutive days, the parent or guardian must come into the school to retrieve the equipment. The student will receive an additional Incident report.
- If there is a third violation of this rule, the student will be suspended by the principal.

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face disciplinary action as determined appropriate by the administration.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face disciplinary action as determined appropriate by the administration.

Holy Name complies with the Massachusetts General Laws with regard to Bullying

## **CHAPTER 92 OF THE ACTS OF 2010: AN ACT RELATIVE TO BULLYING IN SCHOOLS.**

*Whereas*, The deferred operation of this act would tend to defeat its purpose, which is to provide forthwith for the prevention of bullying in schools, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** Chapter 6 of the General Laws is hereby amended by inserting after section 15MMMM the following section:-

15NNNNN. The governor shall annually issue a proclamation setting apart the fourth Wednesday in January as No Name Calling Day to increase public awareness of the devastating effects of verbal bullying, to encourage students to use positive dialogue and pledge not to use hurtful names on this designated day, to promote tolerance and respect for differences and to reaffirm the commitment of the citizens of the commonwealth to basic human rights and dignity.

**SECTION 2.** The third paragraph of section 1D of chapter 69 of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by striking out the fourth sentence and inserting in place thereof the following sentence:- The standards may provide for instruction in the issues of nutrition, physical education, AIDS education, violence prevention, including teen dating violence, bullying prevention, conflict resolution and drug, alcohol and tobacco abuse prevention.

**SECTION 3.** The first paragraph of section 37H of chapter 71 of the General Laws, as so appearing, is hereby amended by inserting after the third sentence the following sentence:- The policies shall also prohibit bullying as defined in section 37O and shall include the student-related sections of the bullying prevention and intervention plan required by said section 37O.

**SECTION 4.** The third paragraph of said section 37H of said chapter 71, as so appearing, is hereby amended by inserting after the first sentence the following sentence:- The student handbook shall include an age-appropriate summary of the student-related sections of the bullying prevention and intervention plan required by section 37O.

**SECTION 5.** Said chapter 71 is hereby further amended by inserting after section 37N the following section:-  
Section 37O.

(a) As used in this section the following words shall, unless the context clearly requires otherwise, have the following meaning:-

"Approved private day or residential school", a school that accepts, through agreement with a school committee, a child requiring special education pursuant to section 10 of chapter 71B.

"Bullying", the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

"Charter school", commonwealth charter schools and Horace Mann charter schools established pursuant to section 89 of

chapter 71.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the

creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

“Collaborative school”, a school operated by an educational collaborative established pursuant to section 4E of chapter 40.

“Department”, the department of elementary and secondary education.

“Hostile environment”, a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Plan”, a bullying prevention and intervention plan established pursuant to subsection (d).

“Perpetrator”, a student who engages in bullying or retaliation.

“School district”, the school department of a city or town, a regional school district or a county agricultural school.

“School grounds”, property on which a school building or facility is located or property that is owned, leased or used by a school district, charter school, non-public school, approved private day or residential school, or collaborative school for a school-sponsored activity, function, program, instruction or training.

“Victim”, a student against whom bullying or retaliation has been perpetrated.

(b) Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

c) Each school district, charter school, approved private day or residential school and collaborative school shall provide age-appropriate instruction on bullying prevention in each grade that is incorporated into the curriculum of the school district or school. The curriculum shall be evidence-based.

(d) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall develop, adhere to and update a plan to address bullying prevention and intervention in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents to give notice to and guardians. The consultation shall include, but not be limited to, notice and a public comment period; provided, however, that a non-public school shall only be required provide a comment period for families that have a child attending the school. The plan shall be updated at least biennially.

Each plan shall include, but not be limited to: (i) descriptions of and statements prohibiting bullying, cyber-bullying and retaliation; (ii) clear procedures for students, staff, parents, guardians and others to report bullying or retaliation; (iii) a provision that reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report; (iv) clear procedures for promptly responding to and investigating reports of bullying or retaliation; (v) the range of disciplinary actions that may be taken against a perpetrator for bullying or retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior; (vi) clear procedures for restoring a sense of safety for a victim and assessing that victim’s needs for protection; (vii) strategies for protecting from bullying or retaliation a person who

reports bullying, provides information during an investigation of bullying or witnesses or has reliable information about an act of bullying; (viii) procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation; and provided, further, that the procedures shall provide for immediate notification pursuant to regulations promulgated under this subsection by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator; (ix) a provision that a student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action; and (x) a strategy for providing counseling or referral to appropriate services for perpetrators and victims and for appropriate family members of said students. The plan shall afford all students the same protection regardless of their status under the law.

A school district, charter school, non-public school, approved private day or residential school or collaborative school may establish separate discrimination or harassment policies that include categories of students. Nothing in this section shall prevent a school district, charter school, non-public school, approved private day or residential school or collaborative school from remediating any discrimination or harassment based on a person's membership in a legally protected category under local, state or federal law.

The plan for a school district, charter school, approved private day or residential school and collaborative school shall include a provision for ongoing professional development to build the skills of all staff members, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals, to prevent, identify and respond to bullying. The content of such professional development shall include, but not be limited to: (i) developmentally appropriate strategies to prevent bullying incidents; (ii) developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents; (iii) information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying; (iv) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; (v) information on the incidence and nature of cyber-bullying; and (vi) internet safety issues as they relate to cyber-bullying. The department shall identify and offer information on alternative methods for fulfilling the professional development requirements of this section, at least 1 of which shall be available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools.

The plan shall include provisions for informing parents and guardians about the bullying prevention curriculum of the school district or school and shall include, but not be limited to: (i) how parents and guardians can reinforce the curriculum at home and support the school district or school plan; (ii) the dynamics of bullying; and (iii) online safety and cyber-bullying.

The department shall promulgate rules and regulations on the requirements related to a principal's duties under clause (viii) of the second paragraph of this subsection; provided, that school districts, charter schools, approved private day or residential schools and collaborative schools shall be subject to the regulations. A non-public school shall develop procedures for immediate notification by the principal or person who holds a comparable role to the local law enforcement agency when criminal charges may be pursued against the perpetrator.

(e) (1) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to students and parents or guardians, in age-appropriate terms and in the languages which are most prevalent among the students, parents or guardians, annual written notice of the relevant student-related sections of the plan. (2) Each school district, charter school, non-public school, approved private day or residential school and collaborative school shall provide to all school staff annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in a school district or school employee handbook. (3) The plan shall be posted on the website of each school district, charter school, non-public school, approved private day or residential school and collaborative school.

(f) Each school principal or the person who holds a comparable position shall be responsible for the implementation and oversight of the plan at his school.

(g) A member of a school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the principal or to the school official identified in the plan as responsible for receiving such reports or both. Upon receipt of such a report, the school principal or a designee shall promptly conduct an investigation. If the school principal or a designee determines that bullying or retaliation has occurred, the school principal or designee shall (i) notify the local law enforcement agency if the school principal or designee believes that criminal charges may be pursued against a perpetrator; (ii) take appropriate disciplinary action; (iii) notify the parents or guardians of a perpetrator; and (iv) notify the parents or guardians of the victim, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation.

(h) If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school first informed of the bullying or retaliation shall, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the school district or school informed of the bullying or retaliation shall contact law enforcement consistent with the provisions of clause (viii) of the second paragraph of subsection (d).

(i) Nothing in this section shall supersede or replace existing rights or remedies under any other general or special law, nor shall this section create a private right of action.

(j) The department, after consultation with the department of public health, the department of mental health, the attorney general, the Massachusetts District Attorneys Association and experts on bullying shall: (i) publish a model plan for school districts and schools to consider when creating their plans; and (ii) compile a list of bullying prevention and intervention resources, evidence-based curricula, best practices and academic-based research that shall be made available to schools. The model plan shall be consistent with the behavioral health and public schools framework developed by the department in accordance with section 19 of chapter 321 of the acts of 2008. The resources may include, but shall not be limited to, print, audio, video or digital media; subscription based online services; and on-site or technology-enabled professional development and training sessions. The department shall biennially update the model plan and the list of the resources, curricula, best practices and research and shall post them on its website.

**SECTION 6.** Said chapter 71 is hereby further amended by adding after section 92, added by section 8 of chapter 12 of the acts of 2010, the following section: -

Section 93. Every public school providing computer access to students shall have a policy regarding internet safety measures to protect students from inappropriate subject matter and materials that can be accessed via the internet and shall notify the parents or guardians of all students attending the school of the policy. The policy and any standards and rules enforcing the policy shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a commonwealth charter school.

**SECTION 7.** The sixth paragraph of section 3 of chapter 71B of the General Laws, as appearing in the 2008 Official Edition, is hereby amended by inserting after the third sentence the following sentence:-

Whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

**SECTION 8.** Said section 3 of said chapter 71B, as so appearing, is hereby amended by inserting after the word "proficiencies", in line 154, the following words:- ; the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing.

**SECTION 9.** Section 43 of chapter 265 of the General Laws, as so appearing, is hereby amended by striking out subsection (a) and inserting in place thereof the following subsection:-

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to,

conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 10.** Section 43A of said chapter 265, as so appearing, is hereby amended by striking out paragraph (a) and inserting in place thereof the following paragraph:-

(a) Whoever willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punished by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than \$1,000, or by both such fine and imprisonment. The conduct or acts described in this paragraph shall include, but not be limited to, conduct or acts conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 11.** Subsection (3) of section 13B of chapter 268 of the General Laws, as so appearing, is hereby amended by striking out the second sentence and inserting in place thereof the following sentence:- Such act shall include, but not be limited to, an act conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including but not limited to any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**SECTION 12.** Chapter 269 of the General Laws is hereby amended by striking out section 14A, as so appearing, and inserting in place thereof the following section:-

Section 14A. Whoever telephones another person or contacts another person by electronic communication, or causes a person to be telephoned or contacted by electronic communication, repeatedly, for the sole purpose of harassing, annoying or molesting the person or the person's family, whether or not conversation ensues, or whoever telephones or contacts a person repeatedly by electronic communication and uses indecent or obscene language to the person, shall be punished by a fine of not more than \$500 or by imprisonment for not more than 3 months, or by both such a fine and imprisonment. For purposes of this section, "electronic communication" shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system.

**SECTION 13.** The department of elementary and secondary education shall periodically review school districts, charter schools, approved private day or residential schools and collaborative schools to determine whether the districts and schools are in compliance with this act.

**SECTION 14.** The department of elementary and secondary education shall issue a report detailing cost-effective ways to implement the professional development requirements in subsection (d) of section 37O of chapter 71 of the General Laws; provided, further, that the report shall: (i) include an option available at no cost to school districts, charter schools, approved private day or residential schools and collaborative schools; (ii) explore the feasibility of an option for a "train-the-trainer" model, so-called, with demonstrated success and an option for online professional development; and (iii) include any other options which may be cost effective; provided, further, that the report shall include a cost estimate for the professional development; and provided, further, that the report shall be provided to the clerks of the senate and house of representatives not later than August 31, 2010; and provided, further, that the clerks of the senate and house of representatives shall forward the report to the chairs of the house and senate committees on ways and means and the house and senate chairs of the joint committee on education.

**SECTION 15.** School districts, charter schools, approved private day or residential schools and collaborative schools shall establish a bullying prevention and intervention plan in compliance with this act and shall file the plan with the department of

elementary and secondary education on or before December 31, 2010; provided, however, that school districts, charter schools, approved private day or residential schools and collaborative schools shall establish and have in place the professional development provisions of the fourth paragraph of subsection (d) of section 37O of chapter 71 of the General Laws at the start of the 2010-2011 academic year. Non-public schools shall establish a bullying prevention and intervention plan in compliance with this act on or before December 31, 2010.

**SECTION 16.** The department of elementary and secondary education shall publish guidelines for the implementation of social and emotional learning curricula in kindergarten to grade 12, inclusive, on or before June 30, 2011. The guidelines shall be updated biennially. For purposes of this section, social and emotional learning shall mean the processes by which children acquire the knowledge, attitudes and skills necessary to recognize and manage their emotions, demonstrate caring and concern for others, establish positive relationships, make responsible decisions and constructively handle challenging social situations.

**SECTION 17.** The department of elementary and secondary education shall promulgate the rules and regulations required under the last paragraph of subsection (d) of Section 37O of chapter 71 of the General Laws on or before September 30, 2010.

**SECTION 18.** There shall be a special commission to consist of 7 members: 1 of whom shall be the attorney general or a designee who shall chair the commission; 1 of whom shall be a representative of the Massachusetts District Attorneys Association; 1 of whom shall be a representative of the Massachusetts Chiefs of Police Association; 1 of whom shall be a representative of the Massachusetts Sheriffs' Association; 1 of whom shall be a representative of the Massachusetts Association of School Committees; 1 of whom shall be a representative of the Massachusetts Association of School Superintendents; and 1 of whom shall be a representative of the Association of Independent Schools in New England who represents a Massachusetts school, for the purpose of making an investigation and study relative to bullying and cyber-bullying. The commission shall review the General Laws to determine if they need to be amended in order to address bullying and cyber-bullying; provided, further, that the commission shall also investigate parental responsibility and liability for bullying and cyber-bullying. The commission shall report to the general court the results of its investigation and study and its recommendations, if any, together with drafts of legislation necessary to carry out such recommendations, by filing the same with the clerks of the senate and the house of representatives who shall forward the same to the chairs of the joint committee on education, the chairs of the joint committee on the judiciary, and the chairs of the house and senate committees on ways and means on or before June 30, 2011.

*Approved, May 3, 2010.*

### **Holy Name complies with the Massachusetts General Laws with regard to Hazing**

## **COMMONWEALTH OF MASSACHUSETTS: ANTI-HAZING LAW**

### **Chapter 269:17. Hazing; organizing or participating; hazing defined**

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### **Chapter 269:18. Failure to report hazing**

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

**Chapter 269:19. Copy of secs. 17–19; issuance to students and student groups, teams and organizations; report**

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution, or is recognized by the institution, or permitted by the institution to use its name or facilities, or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and, in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **BULLYING/HARRASSMENT/HATE CRIMES/HAZING**

Bullying involves a variety of negative acts carried out repeatedly over a period of times. Bullying may take the form of physical, emotional, or social acts against another student.

Harassment is unwelcome repeated behavior that is physical, written, or verbal which creates a hostile, humiliating or intimidating environment. It can be a form of discrimination.

Hate crimes are motivated by hatred, bias or prejudice against an individual or group's actual or perceived race, color, ethnicity, religion, disability, or gender.

Hazing is a method of initiation that willfully or recklessly endangers the physical or mental health of another person.

### **Consequences of these actions**

In accordance with Holy Name's mission statement, acts of bullying, harassment, and hatred will never be tolerated in the school. As a Catholic community, we expect students and staff to treat everyone with respect and kindness. The administration will consider suspension and/or expulsion consequences for any of these acts.

## UNIFORMS

Uniforms must be purchased from **J. B. Edward Uniforms** *jbedwarduniforms.com*

**71 Pullman Street, Worcester, MA 01606**

**508.853.2071 or 1-800-654-5148.**

### **BOY'S UNIFORM**

School sweaters are worn from October 1<sup>st</sup> until May 1<sup>st</sup>. No sweatshirts or jackets may be worn over the school sweater nor can a hooded sweatshirt be worn under the sweater. Shirts must be tucked in at all times

Pants Navy, black, khaki. Pants should be neat, tailored and belted.

V-Neck Sweater Navy, white, black. (Seniors may purchase a white cardigan bearing the school letters.)

Columbia Blue Sweater -may be purchased through the Holy Name Bookstore

Knit shirt Light blue, white, navy, black.

Dress shirt Solid colored white or light blue oxford button-down shirt.

Tie Tie is optional with dress shirt.

Shoes Solid-colored dress shoes only. Sneakers, sandals, boots are not allowed. Laced and tied work boots will be allowed during the winter months of December through March.

Socks Socks must be worn.

Belts Belted pants must be worn at all times.

Hair Hair must be of moderate length and style. Each student must be clean-shaven.

### ***NOT ALLOWED***

- Earrings or any other body-piercing jewelry.
- Long-sleeved shirts and sweatshirts may not be worn under the uniform short-sleeved polo shirt when the school sweater is not worn.
- Large “dog collars”, leather cuffs, or other heavy metal jewelry.
- Hanging chains from the waist.
- Display of a tattoo of any sort.
- Work boots, sandals, sneakers, or other athletic footwear.
- Pants may not be “let out” at the ankle. They may not be “cut up” along the seams.
- Oversized and hanging pants are NOT acceptable.
- Each student must be clean-shaven. Students may not sport mustaches, beards, or goatees or hair carvings.
- Hats or head coverings of any type are not allowed inside the buildings.
- Hooded sweatshirts

### **GIRL'S UNIFORM**

Skirt: Navy, gray, or plaid. Skirts must be hemmed and worn no shorter than two inches above the knee. Girls who continually wear their skirts too short may be asked to wear uniform pants for the remainder of the school year.

Pants: Navy, black, khaki. Slacks are to be neat, tailored and belted.

V -Neck Sweater: Navy, white, black. (Seniors may purchase a white cardigan bearing the school letters)

Columbia Blue Sweater -may be purchased through the Holy Name Bookstore.

Oxford Dress shirt: Oxford cloth shirts of solid colored white or pastels.

Knit shirt: Light blue, white, navy, wine, black.

Shoes: Solid-colored dress shoes. Sneakers, sandals, moccasins, work boots and Ugg style boots are not allowed. Hosiery or socks must be worn at all times. are not allowed.

Hair: Hair must be neat and of moderate style.

## **NOT ALLOWED**

- Long-sleeved shirts or sweatshirts may not be worn under the uniform short-sleeved polo shirt when the school sweater is not worn.
- Girls may not wear short dance leggings (footless) under the uniform skirt.
- Girls who continually roll up their skirts or hem their skirts too short will be required to wear pants for the remainder of the school year.
- No bizarre or unusual hairstyles, hair colors, or hair carvings.
- No nose rings, lip rings, tongue rings, eyebrow piercing, or any other body jewelry, except earrings, are allowed.
- Large “dog collars”, leather cuffs, or other heavy metal jewelry,
- Display of a tattoo of any sort,
- Work boots, sandals, sneakers, or other athletic footwear,
- Pants may not be “let out” at the ankle.
- Pants may not be “cut up” along the seams or unhemmed/ragged.
- No hats or head coverings should be worn during the school day.
- Hooded sweatshirts worn with or under the school uniform.
- Oversized sweaters and oversized hanging pants are NOT acceptable.
- Clothing must fit properly.

**The Administration reserves the right of final judgments in all matters regarding dress code and appearance. Students must always be appropriately dressed. The Holy Name uniform has been selected with regard to style, comfort, and affordability.**

## **GENERAL INFORMATION**

### **Homerooms**

Students are expected to be in uniform and in their seats at the bell for homeroom period. Anyone not seated will be marked absent and is required to get a late pass at the main office. Silence must be observed during announcements.

No student may leave homeroom during the time of the homeroom period. The students may not conduct business at the office at this time. Absentee lists should come to the office after the completion of announcements. Students with dismissal notes must present them in the office before homeroom.

### **Classrooms**

The usual rules of common courtesy are to be observed in dealing with teachers and other students. Behavior, which disrupts or in any way hampers class progress, is unacceptable.

- Students are to enter the classroom and be seated promptly.
- Students who are detained by another teacher must bring a pass or note from that teacher.

- Homework assignments must be ready to be handed in at the beginning of class. Students may not complete unfinished assignments during class time unless the teacher so advises.
- Students are not allowed to complete homework or copy notes from other classes when attending a different class.
- If for some reason a teacher is delayed, students should begin studying. If after five minutes the teacher has not arrived, students are to remain in class and should notify the main office by intercom.
- Classes will always be held even if the teacher is absent. Students will report to all scheduled classes. Assignments must be done during class time.
- The teacher will dismiss the students at the end of class. Students will remain seated until dismissed by the teacher.

A STUDENT WILL BE EXCUSED FROM THE CLASSROOM AND SENT TO THE PRINCIPAL'S OFFICE FOR:

- Habitually disrupting the class
- Showing disrespect, impertinence or insolence towards the teacher/others
- Continually being uncooperative

Any student sent out of the classroom to the principal's office for misconduct will be issued an Incident Report by the classroom teacher.

### **Study Halls**

Students must report to study hall prepared to work and be seated promptly. Silence must be observed at all times. Students may go to Guidance from the study hall only if they have an appointment. The student must carry a pass to Guidance, and it must be signed before the student may return to the study.

### **School Dances and Proms**

Students who attend Holy Name dances or proms will be admitted up to one hour after the time the dance/prom is scheduled to begin and may not leave those events until one hour before these activities are scheduled to end.

Once students arrive, they must remain in the designated areas. They may not return to the parking lot or wander around the building or campus.

Students must dance appropriately and dress appropriately as determined by the school administrator at the event. Any student who does not abide by the rules may be asked to leave the event and may be prohibited from attending subsequent events.

Students may bring one guest to Holy Name dances or proms when allowed. The student must register the guest by the announced deadline and must present the guest upon arrival. If the guest violates school policy, the penalty for such will be given to the Holy Name student. The guest list is subject to approval upon review by the Principal.

### **The Library**

The library may be used by students to work on projects, reference questions, term papers, or for computer research. Classroom teachers may make an appointment with the librarian and bring a class to the library to do research and projects. When the library is closed for these purposes, the students will be notified during morning announcements.

The study hall students must have a pass from the study hall monitor or a classroom teacher. No one is allowed in the library from study during any closed periods.

### **The Media Center**

The Media Center is a computer lab which may be used by a classroom teacher for an entire class to do research. Guidance counselors may also make appointments with the librarian for students to work on college applications, SAT and ACT preparation work in the Media Center.

### **INTERNET**

#### **Acceptable Use Policies**

In keeping up with technological advances, the Holy Name Library, Media Center and Computer classrooms offer Internet access for students' usage. Use of the Internet is a privilege for students, and, as such, it also carries certain responsibilities.

#### ***Technology Concerns***

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, or other students.

While there are no laws that presently governing cyberspace, the Laws of Society and the Rules of the school are always applied. The Internet is a resource and any reference material obtained from the Internet must be documented. No matter what the source, plagiarism is stealing.

Students are not permitted to do the following:

- Reveal personal information, such as addresses, telephone numbers, user names, passwords, and other personal information of other students.
- Use another student's password and/or enter into another's folder, word, or file.
- Access email accounts or chat lines without permission.
- Access inappropriate sites, chat rooms, or instant message

The Administration reserves the right to review students' computer files and communications in order to maintain system integrity and ensure that the users are using the system within the authority provided by the Diocese, and with the educational intent of its purpose.

### **Lockers**

Each student is assigned a locker for storage of books, clothing and equipment.

Students may not change their assigned lockers.

- Both the hall lockers and to gym lockers must be kept in good order and **properly locked at all times**.
- Locks must be purchased from the school. Combinations should not be shared. The school is not responsible for lost or stolen property.
- Tampering with another student's locker or damaging another's property is an infringement on the rights of that person. Such behavior will be brought to the attention of the Principal and may be cause for dismissal.
- The administration at Holy Name has the right to make periodic checks of lockers for the general welfare of the school and students.

### **I.D. Cards**

Each student is to have a school I.D. card, which must be in his/her possession during the school day and presented at school-related activities.

### **Family Pass**

Each Holy Name family is given a Family Pass that allows them free entrance to certain athletic activities, concerts, and activities held at Holy Name.

### **Pictures and Videos**

During the course of the school year, it is customary that photographs are taken to show the academic and social activities of our students. Parents who do not wish to have their children photographed or videoed must sign a waiver form to exclude their children. Exclusion forms are available at the main office.

### **Telephone Use**

The telephones in the office may be used by students for necessary calls. Students are not allowed use of any personal cell phones during school hours. Cell phones must always be locked in student lockers during school hours.

### **Messages**

Students will not be called to the phone nor will secretaries deliver messages during the school day unless it is an emergency. Any message received during school hours will be given to the student at the end of the day announcements. Administrators will handle emergency messages.

Students who forget lunches, assignments or equipment should check at the office at lunch time, before going to the gym, or when passing through the first floor corridor in case these materials have been brought in by a parent.

Students should make transportation arrangements in the morning before leaving for school, especially when there is danger of inclement weather.

### **Announcements**

An Administrator reads announcements during homeroom period and before the final bell. All announcements must be authorized by advisors or coaches.

### **Posters**

The administration must approve all posters and announcements.

### **Cafeteria/Lunch**

The number of students at Holy Name necessitates three lunch periods of approximately twenty-two minutes each. Students should proceed quickly to lockers and then immediately to the cafeteria area with as little noise as possible, remembering and respecting the rights of other students who are still in class.

- Eating and drinking is **only** permitted in the cafeteria.
- Seating/tables should not be moved by students.
- Lines to purchase food should be orderly.
- Every student is expected to remove all trash from his/her place at the table at the end of the lunch period and place in the proper trash and recycling containers.
- Throwing food or other materials is unacceptable.
- Delivery of food from outside vendors is not allowed during school hours.

Students may not leave the cafeteria during lunchtime to go to lockers or to go anywhere in the basement area, the second and third floors, or outside the building without permission from the administrator on lunch duty. A student may go to the bookstore, Guidance Office, or to the main office for business purposes, but, in any case, must return immediately to the cafeteria. The first floor lavatories outside the cafeteria are available to students during lunchtime.

**Corridors**

To prevent congestion, students should keep to the right, move quickly, and in an orderly manner in the corridors and on the stairways. Every student is responsible for maintaining the space in front of his/her locker. The corridors should be reasonably clean at all times.

**BOOKSTORE**

The bookstore is open Tuesday through Friday from 7:30 to 12:30.

**BUSSES**

Since the safety of individuals and the reputation of the school are involved in the actions of students on buses, the Principal will deal with any misbehavior on the buses. Inappropriate behavior may result in loss of bus privileges and bus passes.

**CHANGE OF ADDRESS OR PHONE INFORMATION**

Any change of address or telephone number must be reported immediately to the main office.

Any student who lives away from his/her parents should:

- Report this to the Principal and give reasons for it.
- Be prepared to bring in parents for an interview with the principal.
- Because of the complexity of this type of situation, the school reserves the right to make a decision on whether or not to permit a student to remain at Holy Name under these conditions.

**FIRE SAFETY DRILLS**

Instructions for fire drills are posted in all classrooms and at strategic places in the building. When the alarm bell rings, all students and personnel should leave the building immediately in single file, following the directions for the area in which they are located. SILENCE MUST BE OBSERVED DURING THE ENTIRE DRILL.

**USE OF SCHOOL FACILITIES**

In order to insure proper security of the building the following regulations will be enforced:

- It is the student's responsibility to make sure he/she has all equipment and/or materials needed before going home or to an activity or practice.
- After athletic practices, students should wait for rides in the hallway by the athletic locker room or outside.
- Students should not feel free to come into the building or on school grounds in the evening or on weekends without prior permission.
- Being in an unauthorized area constitutes a major violation of school rules.
- Before the first bell rings in the morning, all students must remain in the cafeteria unless on business at the main office.

**Use of the Gym**

Because of legal liability, the use of the gym must be limited to times when a faculty member is present. When school is not in session, arrangements should be made with the Athletic Director before using the gym, the locker room facilities, or the weight room.

**Use of the Weight Room**

Students may use the weight room only after obtaining the permission of the Athletic Director. Specifics as to availability are subject to seasonal use and may be found posted in the weight room or the locker room.

Students may not be in the Weight Room without a faculty member or coach present.

### **Use of the Locker Room**

Under no circumstance are students to enter the locker room areas unless they are attending gym class or have specific permission.

### **After School Supervision**

After 2:30 P.M. students are supervised only if they are with a teacher, a coach, or other staff member. If a student remains on the property, he/ she does so with parental knowledge of the limitations of the supervision. There are no supervisory personnel in the building after 4:30 PM. Students should not stay after school just to socialize with friends. Students should leave for home as soon as his/her ride home is available.

### **Outside Trips**

Students on school sponsored trips represent the school and should behave accordingly. All school-sponsored trips require written and signed parental permission slips. Students should know they are liable to all school disciplinary policies when they participate in such an activity.

### **Student Drivers**

Any student who parks a vehicle on campus must have a parking permit for each vehicle driven to school. Parking permits are available in the Development Office. Permits are \$50.00 per vehicle. If a student loses his or her permit, another will be issued for an additional \$50.00 fee.

Students who violate driving privileges by speeding, racing or by parking illegally or in such a manner as to hinder entry to or exit from the school or the smooth flow of traffic will forfeit all driving privileges for a period of time to be determined.

Students are required to park in the student parking lot in designated parking spaces. Cars parked as to block fire lanes, other cars, loading docks, driveways, etc., will be towed at the owner's expense. No student may park in either the upper or lower teachers' parking lot. No student may park a car without a parking permit.

Students must exit their cars immediately upon arrival. Cars should be locked at all times. No student is allowed to sit in cars or be out in the parking lot during the school day for any reason.

Holy Name does not accept responsibility for loss of materials or possessions left in vehicles or for damage that may occur to vehicles in the parking lot.

### **Lost and Found**

All lost and found articles are handled in the main office. Articles not claimed within a four-week period will be donated to charity.

### **Visitors**

All visitors to the school are required to report directly to the main office and sign in.

## **STUDENT ACTIVITIES**

### **Christian Leaders**

Outstanding members of the senior, junior and sophomore classes can be nominated to become Christian Leaders by teachers, administrators, or guidance counselors, who see that a student possesses strong Christian values and leadership potential. Nominated students are interviewed by faculty members and, if approved, are recommended to the administration for final approval. Christian Leaders serve as role models for all students and are expected to maintain the strong values and leadership for which they were selected.

Accepted students participate in an overnight retreat, chaperoned by faculty and conducted by current Christian Leaders. The team presents topics such as self-esteem, faith, leadership, and the positive influence on the Holy Name community. Christian Leaders also present classes on topics such as good decision-making, self-esteem, faith, and avoiding alcohol, drugs, and smoking, and they also lead retreats for junior high classes.

Any violation of the Code of Conduct is grounds for dismissal from Christian Leadership.

### **NHS (National Honor Society)**

The National Honor Society is a nationwide association sponsored by the National Association of Secondary School Principals (NASSP). It is dedicated to promoting academic excellence and fostering good qualities of character, leadership and service.

#### **Selection Process**

The Faculty Council and the NHS advisor will review the report cards of those students who believe they have maintained an 85% average for the past three semesters. Before acceptance, the students will be invited to complete a resume, which includes an accompanying essay, presenting evidence of their character, leadership, and service activities. The Faculty Council will then review the resumes for evidence of good character, leadership and service activities. In the selection process, the Faculty Council is guided by the criteria found in the NHS Handbook as written by the NASSP.

#### **Membership Requirements**

Students must be members of sophomore, junior, or senior classes.

Students who have a clear conduct record, especially in terms of academic honesty.

A National Honor Society member must maintain the standards for membership in order to remain in this organization. Any member who falls below these standards will be promptly warned and placed on probation. A member will be allowed only one warning. If, at the end of the probationary period, the member fails to meet the standards, the Faculty Council will consider dismissal proceedings.

Students who have been placed on Disciplinary Probation will automatically lose membership Students who have been involved in any incident of plagiarism will automatically lose membership in NHS.

Notice of dismissal will be given in writing. At this time the student has the right to appear before the Faculty Council to appeal the decision. If the dismissal stands, the student must return the membership certificate. Once a member is dismissed, he/she is never again eligible for membership in the National Honor Society.

#### **National Junior Honor Society**

NJHS for seventh and eighth grade students essentially follows the same processes on the junior high level as the National Honor Society for admission and selection and dismissal.

#### **Theater Guild**

The Theatre Guild meets at regular intervals and performs two shows per year, a fall production and a winter production. Students have the opportunity to experience every aspect of theatre work: publicity, set construction and design, costumes, lighting, program work, ticket sales, ushering, and acting. All students are encouraged to participate in this program

#### **Spring Musical**

Each spring, over one hundred (100) students participate in Holy Name's annual musical. As in the Theatre Guild program, all facets of theatre work are made available to students. Holy Name musicals are well known throughout the area, hosting six performances in order to accommodate its patrons. The Musical is an integral part of the Holy Name Community.

#### **Yearbook**

The *Graniteer* is the Holy Name Yearbook. The yearbook committee works from September through February developing a theme, creating layouts, and typing copy, which becomes the permanent record of the year. The yearbook committee welcomes all interested students.

#### **Math Team**

The Holy Name Math team competes in the Worcester County Mathematics League. Students in grades nine through twelve compete in a series of competitions. The events cover such topics as number theory, geometry, trigonometry, and logarithms.

### **Mock Trial**

Mock Trial provides students with an understanding of the American judicial system by participating in competitive trials and familiarizing themselves with the law, courtroom procedure, the basic skills of listening, writing, analyzing and working as a team. Students who participate in the Mock Trial program increase their knowledge and skills, understand our system of justice better and are able to articulate in a reasoned, thoughtful manner.

### **SADD (Students against Destructive Decisions)**

In the Holy Name SADD Chapter, students are trained to be leaders in educating their school, as well as the surrounding community, on the dangers of destructive decisions.

### **Sophomore Ring Ceremony**

Members of the sophomore class have their class rings blessed at a liturgy in the spring. This ceremony marks their official initiation into Holy Name. All sophomores must attend this ceremony whether they have purchased a class ring or not, or wish, at this time, to have another ring or necklace blessed instead.

### **Investment Club**

The Investment Club gives junior high students the opportunity to learn about stocks, bonds, diversification and mutual funds.

## **ATHLETICS**

Athletics serve as a unifying link between academic and social activities. Holy Name offers many varsity and junior varsity sports. To compliment the academic and extra-curricular activity program offered at Holy Name, interested students are encouraged to participate in athletics. In order to participate, all candidates must have had a physical examination.

### **FALL SPORTS**

**Football:** Boys' Varsity, Junior Varsity, and Freshman Football

**Soccer:** Boys' Varsity, Junior Varsity Soccer

Girls' Varsity, Junior Varsity Soccer

**Field Hockey:** Girls' Varsity and Junior Varsity Field Hockey

**Cheerleading:** Girls' Varsity, Junior Varsity, and Junior High Cheerleading

**Golf:** Boys and Girls Golf

**Cross Country:** Boys and Girls Cross Country

### **WINTER SPORTS**

**Basketball:** Boys' Varsity, Junior Varsity, Freshmen, and Jr. High Basketball

Girls' Varsity, Junior Varsity, Freshmen, and Jr. High Basketball

**Cheerleading:** Girls' Varsity, Junior Varsity, and Jr. High Cheerleading

**Indoor Track:** Boys and Girls Indoor Track

### **SPRING SPORTS**

**Baseball:** Boys' Varsity, Junior Varsity, and Junior High Baseball

**Softball:** Girls' Varsity, Junior Varsity Softball

**Track and Field:** Boys and Girls

**Tennis:** Girls and Boys Varsity

## **Lacrosse: Boys Varsity**

### **ATHLETIC and EXTRA-CURRICULAR ACTIVITY ELIGIBILITY RULE**

1. Students who fail two or more subjects in any given marking period, or fail two or more subjects for the year, will be ineligible to participate in any athletic program or extra-curricular activity at Holy Name until the release of grades for the next marking period.
2. Students who fail two or more subjects in the fourth quarter are ineligible to participate in September. However, any student who passes at least four academic courses in any marking period or passes four academic courses for the year may regain eligibility during the subsequent quarter by certifying that he/she is presently achieving a 73% in every course. This certification will take place on or after the date designated for Progress Reports.
3. Nothing in this rule shall be construed to contradict in any way the eligibility rules of Massachusetts Interscholastic Athletic Association (MIAA).
4. For purposes of this section, all incomplete grades will be treated as failures until they are successfully made up. Excessive referrals and/or serious disciplinary violations may result in a student being declared ineligible for athletics and/or extra curricular activities.

## **GENERAL INFORMATION**

### **Office of Student Accounts**

The Office of Student Accounts at the Catholic Schools Office, 49 Elm Street, Worcester, MA, handles all questions and concerns regarding billing or charges. Please contact Susan Saucier at the Office of Student Accounts at 508.929.4323

### **New Students**

At the time of enrollment, there is a \$200.00 non-refundable enrollment fee which is not included in the tuition amount that is set by the school. This enrollment fee is payable online either by using your Visa, MasterCard, Discover or American Express credit card or other options which will be available to you online.

### **Returning Students**

At the time of enrollment, there is a \$150.00 non-refundable enrollment fee which is not included in the tuition amount that is set by the school. This enrollment fee is payable online either by using your Visa, MasterCard, Discover or American Express credit card or other options which will be available to you online.

### **Due Dates**

Total tuition and fees are indicated on statements from FACTS paid according to the due dates chosen on individual payment plans. Any student who has an overdue tuition payment may be excluded from classes and all extra-curricular activities until the payment is made.

Parents who wish to withdraw their children from a Central Catholic school must submit written notification to the Headmaster or the Principal of the school. The date of receipt of this written notice will determine the date of withdrawal for the student and the amount of tuition to be refunded or charged. Please note, if a student transfers after a quarter has begun, they will be charged for the entire quarter.

### **Parish Assessment**

Roman Catholic parishes in the Diocese of Worcester contribute \$175.00 for each parishioner enrolled in a Central Catholic school. Authorization for this payment must come from the pastor of the parish and is reflected on your tuition statement.

Pastors withhold authorization for parish credit when: the parents are not, in fact, registered members of the parish; or when the parents, though able, do not contribute within their means financially to the parish.

Some pastors have the policy of meeting personally with parents prior to authorizing parish credit. Parents, who are unfamiliar with their pastor's policy, and wish to be considered for parish credit, have the responsibility to contact the pastor as soon as possible after registering their child/children in a Central Catholic school.

#### **Financial Aid**

The Bishop's Fund allocates substantial monies each year to assist Catholic families who are members of a parish in the Diocese of Worcester in the payment of tuition to diocesan schools. Grants are awarded only to students enrolled in our school.

Financial aid is available through Grant-In-Aid and Adopt-A-Student funds. Any financial aid funds granted to your student are deducted from the total tuition. Should a student withdraw, the unused portion is returned to the Financial Aid Fund. Grant-In-Aid forms may be obtained from the Business Office after January 1<sup>ST</sup>. Adopt-A-Student information is available by contacting the Office of Students Accounts at 49 Elm Street.

## **FINANCIAL POLICIES**

All financial transactions regarding tuition, parish credit and registration fees are handled at The Office of Student Accounts, 49 Elm Street, Worcester, MA 01609 Telephone: 508.929.4323.

#### **Extra Curricular Activities Assessment**

A \$150.00 charge appears on the tuition bill for each student. This will equate to \$15.00 per month based upon a ten-month payment plan. Each student will be issued a Family Pass for all activities performed at Holy Name sponsored by the Holy Name Athletic, Music or Theater Departments. These passes will allow the family (parents, grandparents, and siblings) into most of the above activities at no additional cost or at a reduced rate.

#### **Technology Fee**

The technology fee is \$150.00. Holy Name offers its students use of the latest technology for research and classroom use.

#### **Holy Name Parents Association**

There is a charge of \$10.00 for each family as members of the Parents Association.

#### **Senior Fee**

Holy Name has a senior fee, which covers senior class dues, yearbook, and all graduation expenses (diploma, cap and gown, announcements, rental of a graduation facility, programs, flowers, police, etc.). It is suggested that seniors pay this fee themselves. The amount of the fee is \$285.00, which is due by April 1<sup>ST</sup>.

#### **Books**

All Holy Name students may purchase their textbooks either in the HN bookstore, from another student, or online. Please be sure to get the names of textbooks from each teacher before making any purchase since textbook titles and editions are subject to change occasionally.

## **HEALTH POLICIES**

#### **Medical Exams**

All freshmen are required to have a medical exam during the summer before school begins. A copy of this exam should be passed in to the nurse's office by September.

### **Medication Release Form**

Students who take daily medication must leave medication in the nurse's office and come for it when needed.

It is the responsibility of the parent to notify the school administration of such instances. Parents should also make known any type of allergy, vision or hearing problem, diabetes, seizures, asthmatic difficulty, etc., which might affect the child. Such information will be confined to those persons who have direct need to know (i.e. school administration, school nurse, guidance counselors, and faculty).

State Law **requires** that no medication, whether prescription or non-prescription, may be administered to a student without written permission from the student's parent/guardian and the student's physician. This law includes such non-prescription pain relievers as i.e. Tylenol, Advil, non-drowsy nasal decongestants, stomach antacids, and other medications to be administered to your child for minor complaints while at school.

If your child regularly takes any of these over-the-counter medications, please send in a sealed bottle or unopened box with your son or daughter's name on it to the Nurse's Office. The medication release forms must be signed by both the student's parent/guardian and the student's physician.

### ***\*\*Right to Amend***

**Holy Name Central Catholic Junior.Senior High School reserves the right to amend this Handbook. Notice of amendments will be communicated to parents via our website, monthly newsletter, Connect-Ed. phone system, or through e-mail.**

*Dear Parents/Guardians,*

*This Handbook is used in orientation, guidance, and general reference throughout the school year. Please return this signed form to the student's homeroom teacher by September 10, 2011.*

*Sincerely,*

*Edward Reynolds,*

*Headmaster*

(Cut off here.)-----

**HANDBOOK AGREEMENT FORM**

Dear Mr. Reynolds,

By enrolling our child at Holy Name, we are entering into a covenant with the administration, faculty and staff of the school. This covenant is motivated by our love for our child and our commitment to Holy Name and to Catholic education.

We have read the Holy Name Parent/Student Handbook and agree to comply with all school rules and regulations set forth.

Furthermore, we understand that the school has established these standards in order to best articulate the values and principles of Jesus Christ upon which Holy Name is founded and functions.

We agree to support Holy Name in following and enforcing Christian living as specified by these rules and regulations.

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian  
Signature(s): \_\_\_\_\_

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

Homeroom: \_\_\_\_\_