

Student Behavior and Conduct

Each child is a student of Holy Name School at all times. A student, who engages in conduct, whether inside or outside the school, including online, that is detrimental to the reputation of the school or harms other members of the school community, may be disciplined by school officials. The school's harassment regulations are grounded in the belief that all persons have a right to be treated with dignity. This shall include sexual harassment, which can be defined as "conduct containing sexual suggestions that would be offensive to a reasonable person." All allegations of sexual harassment will be taken seriously and promptly investigated while maintaining the confidentiality of both the alleged victim and the alleged perpetrator.

Teachers are required to uphold all school policies but are permitted to create and enforce rules for their classrooms. A copy of this policy may be obtained from the teacher at the Open House in the beginning of the school year. Minor classroom offenses, which are handled by the classroom teachers, will have consequences. Repeated classroom offenses may result in a student being assigned after school detention and/or referred to the Principal. Parents will be contacted as deemed necessary by the teacher or Principal.

The education of a student is a partnership between the parents and the school. The school administration reserves the right to require the withdrawal of a student if the administration determines the partnership is irretrievably broken.

Inappropriate Behavior: The following behaviors do not align with expectations for students and will result in disciplinary action:

- anything that seriously impedes the learning of others
- disrespect of teachers, staff, or volunteers
- foul or abusive language or gestures
- dishonesty of a serious nature
- disruptive or immoral behavior
- cheating on homework, quizzes and tests. This will also result in a failing grade.
- serious and/or continued disrespect to persons of authority: faculty, staff, volunteers

Consequences include but are not limited to detention, community service to the school, in school or out of school suspension, or expulsion. A conference with parents, the principal and/or pastor will be required for any incident where suspension or expulsion is considered.

Serious Behavioral Offenses: The following are serious matters will not be tolerated and will result in disciplinary action:

- destruction of school property-there will need to be full restitution
- any physical fighting or extreme inappropriate behavior toward a teacher, staff member or other student
- Bringing a weapon to school and/or using it

- Students in possession of any weapons or simulated weapon, including all types of, but not limited to, knives, guns, chains, mace, pepper spray, toy and water guns, whether on their persons or in their lockers, threaten the safety of the school. Administrative action may result in a student's suspension or expulsion.
- drug and/or alcohol use
 - Students are not permitted to use alcohol, marijuana and/or any illegal substance, nor be under their influence while on school property. Failure to abide by this policy will result in disciplinary action, up to and including dismissal. Additionally, the use of alcohol, marijuana, non-prescribed controlled substances, and/or illegal drugs off school grounds that affects the regard or reputation of the school in the community will lead to disciplinary action, up to and including dismissal.
- sexting and Inappropriate use of technology/social media
 - Sexting is defined by the State of Massachusetts as "sending, receiving, or forwarding sexually explicit messages, photos, or images via cell phone, computer, or other digital devices." This can include sending intimate pictures or video via text message or through apps such as Snapchat and Instagram. The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school Administration may report instances of sexting to the Massachusetts Department of Children and Families (DCF) or local law enforcement for appropriate investigation as to violations of law.
- smoking or vaping on school grounds or at school-sponsored events
 - Massachusetts State Law prohibits smoking or vaping in a school building and on school property. Smoking or vaping is prohibited at all times in the school building, in its parking lot, playing fields and other property. This prohibition applies to faculty, staff, parents, and all visitors to the school. Smoking or vaping on the sidewalk in front of the school building is not allowed. This policy includes cigarettes, cigars, pipe or any other matter or substance containing tobacco, as well as the use of electronic cigarettes (e cigarettes), personal vaporizers, vape pens, e-cigars, e-hookah, vaping devices, mod systems, pod systems or any similar systems. It is a violation of Massachusetts law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.
- threats to school safety
 - Any threat to school safety will be immediately reported to local authorities. Disciplinary action will be taken, which may include suspension or expulsion.
- any other infractions deemed serious by the teacher, principal, or pastor

Consequences include but are not limited to detention, in school or out of school suspension, or expulsion. A conference with parents, the principal and/or pastor will be required for any incident where suspension or expulsion is considered.

Detention: Students are expected to serve detention on the date assigned. Parents will receive a minimum of a 24-hour notice prior to the after school detention date. Students who exhibit repeated offensive behavior will be required to have a parent conference with the teacher and Principal to address the issue and come to a resolution.

Students in Grades 6, 7, or 8 who have been sent from class due to unacceptable behavior are to report to the Principal or Administrative Assistant. Teachers need to send a written statement to the office giving the reason (s) why the student was sent from class. Should a student be sent from class a second time, detention will be assigned and the parent will be notified.

Search and Seizure: A search may be conducted when the administration has a reasonable concern that a student is in possession of an illegal or harmful item that violates school policy. A search of the student's belongings may be done in the presence of a third party. Parents/guardians will be notified of all searches that are conducted. Disciplinary actions will be taken if the student is found in possession of illegal or harmful items and disciplinary action will be taken.

Harassment: Holy Name School is a community in which all members have the right to feel both safe and respected, and to live, work and learn in an environment that is free from harassment. Behavior that undermines these rights will not be tolerated. It is this school's policy that no member of the school community may harass another member. In all cases of harassment the school will maintain confidentiality to the extent possible.

Some examples of harassment may include:

Physical: bumping into someone, unwelcome or unnecessary touching, pushing or shoving, patting or hugging, standing in someone's way, pinching, grabbing, standing too close, hitting, punching

Verbal: threats, insults, sexual stories, jokes, or rumors, notes, letters, graffiti, inappropriate email or texting, pressure for sexual activity or date

Non-Verbal: obscene gestures, staring at someone's body, pictures or drawings, pantomiming in an insulting way, hazing, intimidation (bullying), gestures or looks

Students and/or parents should report any incidents of harassment to a school administrator, pastor, school counselor, teacher, staff, or nurse. Parents will be notified if a complaint has been made against their child. Administration will conduct a thorough investigation and take appropriate corrective actions, including consequences for the students who are responsible for the harassment. While respecting the privacy of both students, The administration will notify both parties of the decision as much as possible while respecting the privacy and rights of both students.

Parent Behavior and Harassment: Parents are expected to work cooperatively with teachers and administrators in an environment of mutual respect. Physical aggression or threatening behavior by

parents or guardians is not acceptable and will be grounds for dismissal of the student or students.

Bully and Cyberbullying

Holy Name School has a no tolerance policy for incidents of bullying and cyberbullying. The person or persons inflicting such distress will be subject to disciplinary action ranging from warnings and detentions to, but not limited to, suspension or expulsion. The Bullying Prevention and Intervention Plan for the Diocese of Fall River and Holy Name School is located in Appendix S6 of this handbook. Please familiarize your child with the information stated in Appendix S6. Holy Name School and Diocese of Fall River policies regarding Sexting, Drug and Alcohol Use, and Smoking/Vaping are also delineated in Appendix S6 of this Handbook.

Specific Rules and Consequences for Bullying and Cyberbullying: This section is for a student who engages in behavior that is more serious than the above infractions. The following outline explains some of these behaviors, and the consequences that may result:

- Verbal or written threats of violence
- Serious physical fighting
- Possession of firearms, any weapons or instruments that could be used as weapons
- Self injurious behaviors or threats of suicide
- Possession of illegal substances
- Harassment of another person-sexual or otherwise
- Any other infractions deemed serious by a teacher or Principal

Consequences/Actions Taken for Early Signs of Inappropriate Behaviors:

- Warning
- Inform Principal
- Contact and inform parent/guardian
- Seek assistance from appropriate services/crisis counselor
- Contract signed by student/parent/guardian/witness
- Consequences/Actions for Continued Inappropriate Behavior
- Contact parent/guardian, Catholic Education Office, Pastor and Crisis Counselor
- Suspension
- Expulsion

Consequences/Actions for Urgent/Dangerous Situations and Serious Violations

- Contact Catholic Education Center and Crisis Counselor
- Contact law enforcement personnel
- Notify parent/guardian
- Expulsion

Appendix S6

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human

dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive 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 the school employee handbook.

I. Definitions

The Diocese of Fall River and Name of School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“Bullying” is the repeated use by one or more students *or by 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* of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: causes physical or emotional harm to the victim or damage to the victim’s property; places the victim in reasonable fear of harm to himself or of damage to his property; creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially and substantially disrupts the educational process or the orderly operation of the school. *For the purposes of this section, bullying shall include cyber-bullying.* (Massachusetts General Laws c. 71 § 370)

“Cyber-bullying” is 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: the creation of a web page or blog in which the creator assumes the identity of another person or 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 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 included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“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. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is 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 a student’s education. (Massachusetts General Laws c. 71 § 37O)

“Aggressor” is a student, or 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, who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

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 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, 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. (Massachusetts General Laws c. 71 § 37O)

II. Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all credible reports of bullying, and ensure proper documentation. This investigation will provide for the following:

- Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: predetermining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

- Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

- Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

- a. Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. Notice to another school: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.
- c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

III. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

IV. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

V. Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

- VI. Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.
- VII. At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

***Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.*

Tuition

Tuition payment arrangements are made through FACTS Tuition Management. There are payment options available for 10, 11, and 12 month cycles.

	Tuition	Scholastic/Technology Fee	Total
Pre-Kindergarten Half Day	\$4,350	\$250	\$4,600
Pre-Kindergarten Full Day	\$5,350	\$250	\$5,600
Kindergarten - Grade 8	\$4,650	\$250	\$4,900

Appendix S8 Tuition & Fees – Delinquent Collections Policy

3009 - Tuition & Fees - Delinquent Collections Policy

It is part of the Diocese of Fall River Catholic Schools Alliance Mission to have the administrators, teachers, staff, parents and clergy joined in partnership to educate the children of the Diocese in Catholic faith and values. Part of that partnership is to have full transparency with Diocesan policies. In an effort to be fully transparent, The Diocese of Fall River is requesting that schools include a policy to manage collections of delinquent tuition payments. While it is unfortunate that situations arise that create challenges for families to make timely tuition payments, it is important for families to maintain communication with the school(s) to ensure there is a complete understanding of each family’s financial circumstances. By keeping communication open and working together, the Diocesan and Parish schools should be able to work together to provide a Catholic education to every student that desires one.

The policy outlined below is the Diocesan best practices. We strongly recommend that each school adopt this policy to assist with delinquent tuition payments.