



# **Espirito Santo School**

## **2023-2024**

### **Student & Parent Handbook**



**Catholic Schools**  
**United in Faith and Community**

*"I can do everything through him who gives me strength."*

*- Philippians 4:13*  
*Revised 9/2023*

## **Mission Statement**

The mission of Espirito Santo Parochial School is to educate the whole child, morally, spiritually, and intellectually within a caring Christian environment.

With the traditions of the Catholic Church and the teachings of the Gospel as our foundation, we strive to instill in our students the importance of a strong work ethic, a lifelong commitment to service and the preservation of our Portuguese heritage and culture, the foundation of our global diversity.

## **Notice of Nondiscriminatory Policy**

Espirito Santo School admits students of any race, color, sex, or ethnic origin to all programs and activities conducted by the school. It does not discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admissions policies and other school administered programs.

All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The \*\*policy manuals of the Diocese of Fall River replace and supersede any contrary statement of policy, procedures, programs or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.

\*\*

These manuals are available to be read at the Catholic Education Center  
373 Elsbree Street  
Fall River, MA 02720

## **HISTORY OF ESPIRITO SANTO SCHOOL**

Espirito Santo School opened its doors on September 19, 1910. The parishioners celebrated the completion of the new building that housed the parish church on the second floor and the first Portuguese Catholic grammar school in America on the first floor. A full day kindergarten program was added to the school in 1925. The second floor church remained the parish's place of worship until the early 1960's. In 1963, a new school and church were built to accommodate the increasing numbers of families and students that immigrated to the Fall River area in the late 1950's and early 1960's. The educational program expanded in 2001 with the addition of a four-year-old Pre-Kindergarten program and again in 2002 when a three-year-old pre-school program was added.

Today, this school continues to serve the Portuguese immigrant population, as well as a growing, diverse population, providing a Catholic Christian education that promotes intellectual, spiritual and moral learning while keeping the language and culture alive. Approximately 70% of our students are bi-lingual and about 90% of our students are of Portuguese descent. Children are instructed in the Portuguese language in order to help them function and serve in the Portuguese-American community. In addition, Espirito Santo School has the highest percentage of students who are parishioners attending the school compared to other area parishes with schools. Attending Espirito Santo School has become a family tradition; grandchildren of alumni are presently attending school here just as their family members did before them.

Espirito Santo School has been supported by a dedicated, generous, faithful and united parish community. We reflect on the rich tradition and history that have made Espirito Santo School an important presence in the city of Fall River.

## **ACCREDITATION**

Espirito Santo School is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by N.E.A.S.C. indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available all the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

**Espirito Santo School Faculty & Staff  
2023-2024 School Year (as of 8/2023)**

**Administration**

<b>Pastor:</b>	Rev. Maurice O. Gauvin	<a href="mailto:esfallriver@yahoo.com">esfallriver@yahoo.com</a>
<b>Principal:</b>	Mr. Andrew J. Raposo	<a href="mailto:araposo@es.dfrcs.org">araposo@es.dfrcs.org</a>

**Teachers**

<b>Pre-School:</b>	Mrs. Julie Carreiro	<a href="mailto:jcarreiro@es.dfrcs.org">jcarreiro@es.dfrcs.org</a>
<b>Pre-Kindergarten:</b>	Mrs. Natalie Melo	<a href="mailto:nmelo@es.dfrcs.org">nmelo@es.dfrcs.org</a>
<b>Kindergarten:</b>	Mrs. Dora DeSousa	<a href="mailto:ddesousa@es.dfrcs.org">ddesousa@es.dfrcs.org</a>
<b>Grade 1:</b>	Ms. Jacqueline Raposo	<a href="mailto:jraposo@es.dfrcs.org">jraposo@es.dfrcs.org</a>
<b>Grade 2:</b>	Ms. Jodi Duarte	<a href="mailto:jduarte@es.dfrcs.org">jduarte@es.dfrcs.org</a>
<b>Grade 3:</b>	Mrs. Margaret Rose Grace	<a href="mailto:mgrace@es.dfrcs.org">mgrace@es.dfrcs.org</a>
<b>Grade 4:</b>	Ms. Sadee Vaz	<a href="mailto:svaz@es.dfrcs.org">svaz@es.dfrcs.org</a>
<b>Grade 5/Art:</b>	Mrs. Christine Cyr	<a href="mailto:ccyr@es.dfrcs.org">ccyr@es.dfrcs.org</a>
<b>Grade 6:</b>	Mrs. Roberta Schneller	<a href="mailto:rschneller@es.dfrcs.org">rschneller@es.dfrcs.org</a>
<b>Grade 7/Vice-Principal:</b>	Rev. Deacon Americo Miranda	<a href="mailto:amiranda@es.dfrcs.org">amiranda@es.dfrcs.org</a>
<b>Grade 8/Art:</b>	Mrs. Katelyn Raposo	<a href="mailto:kraposo@es.dfrcs.org">kraposo@es.dfrcs.org</a>
<b>Special Education:</b>	Mrs. Meaghan Burr	<a href="mailto:mburr@es.dfrcs.org">mburr@es.dfrcs.org</a>
<b>Special Education:</b>	Mrs. Crystal Silva	<a href="mailto:csilva@es.dfrcs.org">csilva@es.dfrcs.org</a>
<b>Title I:</b>	Mrs. Maria Walker	<a href="mailto:mwalker@es.dfrcs.org">mwalker@es.dfrcs.org</a>
<b>Math/Science:</b>	Mrs. Deb Cabral	<a href="mailto:dcabral@es.dfrcs.org">dcabral@es.dfrcs.org</a>
<b>Portuguese:</b>	Sra. Elizabeth Pereira	<a href="mailto:lpereira@es.dfrcs.org">lpereira@es.dfrcs.org</a>
<b>Physical Education:</b>	Ms. Patricia Felizberto	<a href="mailto:pfelizberto@es.dfrcs.org">pfelizberto@es.dfrcs.org</a>
<b>Music:</b>	Mrs. Sandra Tavares	<a href="mailto:stavares@es.dfrcs.org">stavares@es.dfrcs.org</a>

**Paraprofessionals**

<b>Pre-School:</b>	Mrs. Jessica Rodrigues	<a href="mailto:jrodrigues@es.dfrcs.org">jrodrigues@es.dfrcs.org</a>
<b>Pre-Kindergarten:</b>	Mrs. Maria Bouchard	<a href="mailto:mbouchard@es.dfrcs.org">mbouchard@es.dfrcs.org</a>
<b>Pre-Kindergarten:</b>	Mrs. Ana Melo	<a href="mailto:amelo@es.dfrcs.org">amelo@es.dfrcs.org</a>
<b>Kindergarten:</b>	Ms. Danielle Grace	<a href="mailto:dgrace@es.dfrcs.org">dgrace@es.dfrcs.org</a>
<b>1<sup>st</sup> Grade:</b>	Mrs. Joanne Sousa	<a href="mailto:jsousa@es.dfrcs.org">jsousa@es.dfrcs.org</a>
<b>2<sup>nd</sup> Grade:</b>	Mrs. Luisa Novo	<a href="mailto:lnovo@es.dfrcs.org">lnovo@es.dfrcs.org</a>

**Support Staff**

<b>Nurse:</b>	Mrs. Brenda Roia, RN	<a href="mailto:nurse@es.dfrcs.org">nurse@es.dfrcs.org</a>
<b>Custodian:</b>	Mr. Troy Silvia	<a href="mailto:tsilvia@es.dfrcs.org">tsilvia@es.dfrcs.org</a>
<b>School Support/Choir:</b>	Ms. Debra Polselli	<a href="mailto:dpolselli@es.dfrcs.org">dpolselli@es.dfrcs.org</a>
<b>School Support/Choir:</b>	Ms. Christine Mello	
<b>Volunteer:</b>	Mr. Gilbert Raposo	

## SECTION I

### GENERAL INFORMATION FOR ADMISSIONS

#### AGE FOR SCHOOL ENTRANCE

School entrance age shall be the same as that determined by the Fall River Public School district & DESE (Department of Elementary & Secondary Education). A child must be three years old and fully toilet trained by September 1<sup>st</sup> for entrance in Pre-School (a student may be admitted as early as 2.9 years old, at the discretion of the Principal.) A child must be four years old and fully toilet trained by September 1<sup>st</sup> for entrance in Pre-Kindergarten. A child must be five years old by September 1<sup>st</sup> of that school year in order to enter the Kindergarten class.

#### CRITERIA OF ACCEPTANCE

A willingness to adhere to school policies and spirit is required for all students and their parents. It is expected that students in our school come from families that attend and support the church. Religious principles must be fostered in both home and school.

Applications are accepted year round. Priority for admission is given in the following order:

1. Parishioners' children
2. Non-parishioners' children who have siblings in the school
3. Non-parishioners' children who have no siblings in the school

Students in all grades may be accepted throughout the school year if there are openings. An interview and a review of student record are required for any transfer student who meets the guidelines listed above. All transfers and admissions will be considered on an individual basis.

#### IMMUNIZATIONS AND PHYSICAL EXAMINATIONS

Espirito Santo School follows the guidelines set by the Fall River Public Schools & DESE for dates/types of immunizations and other health screenings. Parents of a student entering Espirito Santo School for the first time shall provide the student's health records, which indicate the completion of a recent physical examination and the necessary immunization(s) required for school entrance. ***A student must have an updated immunization record in order to begin the school year.*** School accident insurance forms can be found on our website or in our school office. If you have any questions regarding this, please contact the school nurse.

#### FINANCES

Tuition is determined each year by the pastor and the principal and is based on the per pupil cost of maintaining the school. A scholastic fee is paid annually to partially defray the cost of tests and supplies. While this fee does not completely cover the cost of the programs and materials, it is necessary to help provide a quality education for the children. This fee is billed and due by **March 1st** to guarantee a place for the following year. **This deposit is non-refundable.**

Tuition payments are collected in ten monthly installments from July to April or in twelve installments from July to June. Each payment is due on the 1<sup>st</sup> of the month. You are entering into a good faith agreement to pay tuition in a timely manner. **There is a fee of \$10.00 for checks that are returned to the school.** This fee will also apply to the extended care program, fundraising payments or any other payments made to the school.

The Diocese of Fall River offers the FACE Scholarship program, which helps families afford the cost of Catholic Education. All families are strongly encouraged to apply for this program. More information & the online application can be found here:

<https://www.espiritosantoschool.org/financial-aid/>

It is the policy of the Diocese of Fall River that persons in good standing in their parishes may receive a tuition subsidy of up to \$300.00 per child. Espirito Santo Church will grant subsidy only to families who are in serious financial need, and have applied for the **FACE scholarship through the Diocese of Fall River.** If a family qualifies for the FACE scholarship, then the parish will grant the family a parish subsidy of up to \$300.00, determined by the Pastor/Principal. It is the responsibility of the parent or guardian to apply for the subsidy from his/her parish; these forms are available at the end of this handbook.

Tuition and fees do not fully pay for all the school expenses. Therefore, additional funds from fundraising events are needed to balance the budget. All families must participate in these efforts. Participation will have a direct effect on parish subsidy for the following year. Families have the choice of participating in fundraising activities or to make a donation of \$300.00 to the school. Those who choose to raise funds must earn a minimum of \$300.00 in profit. Those not meeting this goal will be charged the difference between the profit earned and the minimum goal of \$300.00. For those who raise over the \$300.00 fundraising goal, the additional funds are a donation to the school, and will not carry over to the following school year.

Espirito Santo families who have multiple children in the school will receive a discount on the tuition. There is a \$100.00 discount for the 2nd child, \$200.00 discount for the 3<sup>rd</sup> child, \$300.00 for the 4<sup>th</sup> child.

Vacancies that occur during the school year are not easily filled; therefore, a tuition agreement refund policy is necessary. Once registered, if a child leaves Espirito Santo School any time during the first trimester (which includes the beginning of the tuition agreement in July-September), the school will retain tuition from three months. If a child leaves Espirito Santo School during the second trimester, the school will retain tuition from five months. If a child leaves Espirito Santo School during the third trimester, the tuition will be pro-rated for the beginning of the tuition agreement (July 1<sup>st</sup>) to the last day that the student attends Espirito Santo School.

**For students in the 8<sup>th</sup> grade, and in Pre-Kindergarten, tuition and fees must be paid in full for students to be eligible to participate in graduation exercises. All accounts need to be current by June 30<sup>th</sup> of each school year.**

**SECTION II**  
**SCHOOL OFFERINGS**

**PERSONNEL**

The school is staffed by certified lay teachers or Religious who are responsible for teaching the core subjects as well as Religion & Portuguese. Other teachers instruct the students in physical education, art and music. The pastor of Espirito Santo Church is available for liturgies, prayer services, Reconciliation and religious instruction.

Support staff includes the school secretary, teacher paraprofessionals who assist in the classrooms and supervise the cafeteria and playground, a lunch coordinator and one custodian.

The school has a full-time nurse who conducts vision and hearing screenings and addresses other medical questions or concerns.

**PROGRAM OF STUDY**

All students enrolled in grades K – 8 at Espirito Santo School study the core subjects of Religion, Reading/Literature, English Language Arts, Mathematics, Social Studies and Science. Students are also instructed in Portuguese and attend weekly physical education, music, and art classes.

The Pre-School and Pre-Kindergarten programs provide developmentally appropriate activities that help the young students to grow socially and emotionally. Religion is integrated into the program and the students are also exposed to the Portuguese language. Students in Pre-School and Pre-Kindergarten also take part in art, music and physical education classes.

**IEP/504 & SPECIAL EDUCATION**

Unlike public schools, Espirito Santo School is not required to follow Individual Education Plans (IEP) or 504 Plans commonly used in the public schools, or otherwise offer special educational programs or curriculum, to accommodate and/or address learning differences of a particular student.

Since Espirito Santo School may accept students from various school systems, the purpose of this statement is to explain the school's policy concerning learning differences to the parents of incoming students to avoid any confusion and to enable parents and guardians to make an informed decision concerning the education of their child.

Espirito Santo School may choose to accept students who have learning differences, but who, in the estimation of Espirito Santo School, can nonetheless succeed academically in the school's educational environment. However, in so doing, Espirito Santo School does not agree to alter and/or modify its curriculum to accommodate the specific needs of individual students.

However, Espirito Santo School will entertain granting individual students the opportunity to be placed on a Espirito Santo School success plan. Espirito Santo School will make these decisions on a case-by-case basis.

In order to evaluate a student for educational support and/or accommodations, parents must provide the school with the following items:

1. A copy of the student's most recent neuropsychological evaluation, diagnosis and education evaluation.
2. A copy of the student's most recent IEP or 504 if coming from public school, if applicable.
3. If a student requires the use of an assistive device, the school will evaluate each situation on a case by case basis.

### **SCHOOL COUNSELING**

The Diocese of Fall River Catholic Schools is committed to providing quality education to its students. Part of that goal includes school counseling services. The school counselor that is assigned to our school for these services is an approved clinician, employed by St. Vincent's Services. Skill areas that are often addressed include: friendship and social skills; dealing with anger, anxiety, sadness or loss; improving self-control; addressing self-esteem; and making responsible choices. These may be addressed through conflict resolution between students or through meeting with an individual student. As part of the regular classroom experience for all students, the counselor will also assist teachers in whole class discussions/presentations to benefit social emotional learning.

Parents/guardians and school staff may refer students for counseling, or students may request counseling for themselves. School counseling services are short-term services aimed at the more effective education and socialization of the child within the school community. These services are not intended to serve as a substitute for diagnosis or treatment for any mental health disorder.

The counselor will keep information disclosed by students confidential, with some exceptions. Information will only be shared with parents/guardians, administrators, teachers'/school personnel on a need-to-know basis, with the intent to work as a team to help the student. These limits to confidentiality will be explained to the students as well. Under the following circumstances, school counselors are required by law to share information with others:

1. A student presenting information about hurting themselves or another person (whether it has happened already, or the intent is suggested).
2. Evidence or disclosure of abuse (physically, emotionally, and sexually) or neglect. In this case, a report will be made to the MA Department of Children & Families (DCF), and the counselor may or may not inform parents/guardians about the report.
3. Threats to school security.



4. In the event that counseling records are court-ordered.

Please note that as part of the regular classroom experience for all students, the counselor will also assist teachers in whole class discussions/presentations to benefit social emotional learning and will be actively involved in conflict resolution between students throughout the school year.

### **LUNCH PROGRAM & SNACKS**

Starting in the 2023-2024 school year, Espirito Santo School will partner with the Fall River Public Schools, joining their nutrition program. Breakfast and lunch will be made available **free** to our students. The Fall River Public Schools will send Espirito Santo School a menu on a monthly basis, in which we will then forward to our families.

Parents may choose to have their student have hot lunch, or can choose to bring lunch from home. Any lunches or snacks from home **must** be free of peanut or tree nuts. Food from outside vendors (McDonalds, Burger King, etc.) are not permitted to be sent/delivered to school.

Each morning, teachers and office staff will take the count of how many lunches need to be ordered for that day, and this information will be communicated to the Fall River Public Schools. Lunches are then delivered to the school, and served. If a student doesn't come to school with a lunch, one will be ordered for them.

For safety reasons, **no glass bottles are allowed to be sent to school.**

### **CELEBRATIONS OF BIRTHDAYS**

Birthday parties are more appropriately held at home. Thus, please refrain from sending food items in for birthdays. If you would like to share a small gift with students, please contact the school Principal.

### **EXTENDED CARE**

Extended care is offered as an opportunity for families who desire both a parochial school education and supplementary care in a Christian environment. Students may attend the program for an additional fee. The extended care program is open to all students in the morning from 7:00 to 7:45 AM for \$3.00 per day. From 2:30pm until 3:30pm, it is \$4.75 per day. From 2:30pm until 4:00pm, it is \$7.25 per day. From 2:30pm until 4:30pm, it is \$9.50 per day. From 2:30pm until 5:00pm, it is \$11.75 per day. All students **must be picked up by 5:00 PM or a substantial late fee will be charged. Any student not picked up at the 2:30 dismissal will be sent to extended care for your child's safety.**

The teachers and other qualified adults provide supervision and recreation activities, along with tutoring, homework and study time. PK classroom & study room (on the 2<sup>nd</sup> floor) is to be used for this program. Please do not enter through the main doors of the school, please use the PS/PK door, located to the right of the main doors of the school.

### **SECTION III**

#### **SCHOOL HOURS**

Our school day begins at 8:00 AM with morning prayer and ends at 2:30 PM. Children arriving before 7:40 AM **must** report to the extended care room and will be charged for morning care. Please be aware that the school is not responsible for your child before school hours if he/she is left unattended by you.

Pre-School and Pre-Kindergarten students should be walked to the PS/PK entrance before 8:00 AM each day. Likewise, a parent or designated adult must come to the door to pick up and sign out each Pre-School and Pre-Kindergarten student. Please use the PS/PK door on Everett Street. Students in Grades K-8 will enter via the back door, in the rear of the school, starting at 7:40am and by 8:00am. Any student who is late to school will enter via the front doors of the school, and check in with the school secretary for a tardy slip, before going to class.

**For the safety of the students and teachers, parents are not allowed to walk through the building, unless accompanied by a member of the office staff. Also, if you need to speak to a teacher, please set up an appointment with that teacher by email or by calling the school. Teachers are unable to meet with parents when students are in the building, as they need to be monitored.**

Students not picked up by 2:30 PM will be sent to the “After School/Extended Care” Program and you will be billed for the time spent there. Requests to allow students to leave school early every day cannot be honored. The amount of time spent in school is regulated by the State of Massachusetts. Dismissing a student at an earlier time each day is disruptive to the educational process of all students in that class and will not be tolerated.

Children are expected to leave the school building and grounds at the end of the day unless a teacher or the principal detains them. Children must be responsible for taking textbooks and homework assignments with them at dismissal. No child is allowed to return to a classroom after dismissal unless accompanied by a staff member.

#### **RECESS**

Recess occurs after lunches. Children must play within our school yard, and may not enter the building, unless brought in by a staff member. In case of injury or emergency, the staff on duty will contact the school nurse for assistance. Each classroom has access to playground balls that may be used. No toys are to be brought from home. Indoor recess will occur during bad weather, or if the temperature is deemed too cold or hot for student safety. This will be at the discretion of the Principal.

### **DISMISSAL PROCEDURE**

**Pre-School & Pre-Kindergarten:** Dismissal will begin as early as 2:00pm. Please ring the buzzer at the PS/PK door (located to the right of the main doors, up the stairs), and identify who you are picking up. A staff member will bring the child to the door, and the staff member will sign them out. Please do not enter the building.

**Grades K-8:** Pick-up will still occur via the back door. Please enter the parking lot via the large gate on Everett Street, and pull all the way down the parking lot. Please do not stop in the middle of the parking lot. Dismissal of grades will be staggered, and will occur at the following times. It is important that you do not arrive too early than the scheduled time, to reduce the amount of traffic.

Grade K - 3: 2:20pm

Grades 4 - 8: 2:30pm

Please note that **no student** will be dismissed to an adult who remains in the car. An exception to this rule would be a handicapped driver. In this case, please make arrangements with the school office, and a staff member will assist.

**Students who walk home:** Parents must notify the office in writing that a student will walk home from school. No student will be released from school unless the office is notified.

During inclement weather, please provide extra time to pick-up your child, as the dismissal procedure may be slower than normal. We appreciate your patience during this process.

**Parking is not permitted in the front of the school during the hours of 7am to 5pm, to provide a pathway for emergency personnel, in case of emergency. Signs are located on the street. Please make use of the church parking lot if you are visiting the school. The school is not responsible for any citations received from the Fall River Police Department.**

### **ATTENDANCE, ABSENCES, EARLY DISMISSALS**

Daily attendance at school is important for all students. Any interruption to the student's educational program could be detrimental. With this in mind, it is expected that all children will arrive at school **on time**. A child is tardy if (s) he arrives after 8:00 AM. You should factor in travel time and time in traffic when planning your departure time from home to avoid arriving late. Excessive tardiness may result in disciplinary action as determined by the principal. Students who are tardy will not be considered for perfect attendance awards.

When a child is absent from school, a parent or guardian **must** call the school at (508) 672-2229 before 8:30 AM to report the absence. Upon returning to school, the child is required to present a **written** excuse, signed by a parent or guardian, stating the reason for the absence.

Any student who has been absent because of illness for three or more consecutive school days is required to present a doctor's certificate attesting that the danger of conveying the illness has passed.

**It is the schools' obligation to ensure students are in school. Students who are constantly absent or late to school will be referred to the Department of Social Services to determine if there is neglect, since by law, children must attend school. Also, the truancy officer of the Fall River Public Schools will be contacted.**

**Vacations during the school year are not excused absences on the attendance record. The school is obligated to report excessive absenteeism to the Department of Social Services.**

Students will not be released from school during the day without the written request of a parent or guardian. If a child must leave the building other than at the normal dismissal time, a responsible adult must call for him/her and sign him/her out at the school's office. Parents are discouraged from making dental or medical appointments for children during school hours except with an orthodontist, a free clinic, or in the case of an emergency. **Any child dismissed before 12:00 noon is considered an early dismissal and not a full day of school. This will be reflected on the report card.**

Parents should designate on the school emergency information form those adults allowed to sign out their child. Picture identification may be required upon the request of the principal.

### **SCHOOL CLOSINGS**

"No School" announcements are broadcast on local TV and radio outlets. You also may be contacted by "Gradelink SmartSend", an automated telephone/SMS system, when school is closed due to inclement weather. Schools closing are in sync with the Fall River Public School system. However, delays may not be in sync, as delays in Fall River may relate to busing. A determination for delays will be made by the Principal.

## **SECTION IV**

### **School Health Policies**

**Health and Emergency Form:** A Health and Emergency Form must be completed and returned to the school nurse. This form gives information on how to reach parents in case of emergency and provides updated health information on your child from year to year. Notify the school nurse of any changes in emergency contact information or state of health during the school year. Remember, in the event of an accident or illness, the school must be able to reach the parent or another person who will assume responsibility for the student.

**Health Emergencies:** Please notify the school nurse of any medical condition which may precipitate an emergency situation for your child (e.g. allergic reaction to food, insect bites or medication, asthma, diabetes, seizures). The school nurse will work with you in developing a care plan to meet your child's health care needs.

**Illness:** Children must remain home if they have any of the following:

- Temperature of 100 degrees or more within the past 24 hours. The child may return to school when fever free for at least 24 hours without the use of fever reducing medication.
- A child with a contagious diagnosis such as strep throat, impetigo or conjunctivitis, is required to be on medication for 24 hours before returning to school.
- Vomiting and/or diarrhea in the past 24 hours.
- A rash or skin condition that has not been diagnosed by a doctor.
- Discharge from eyes or ears.
- Head lice (with school nurse guidance)

**Allergy Medication:** All parents/guardians of students with a known anaphylactic allergy (food, insect stings, medications, latex, etc.) must notify the school nurse of the child's allergy. A meeting with the nurse will be scheduled to develop an allergy management and prevention plan which will include an anaphylaxis emergency care plan signed by the licensed prescriber. A minimum of two up-to-date epinephrine auto-injectors along with a licensed provider order for the epinephrine, a signed parental authorization form and a Food Allergy Action Plan from the physician are also required.

**Medication Policies:** In order to comply with Massachusetts General Law, Chapter 94C, the following are requirements for the administration of medication to students during school hours. The school nurse is responsible for administration of medication in school. Faculty and staff may administer EpiPen in emergency situations if they have completed the EpiPen training.

- All medications, prescription or over the counter medications, require a physician's order and a completed parental/guardian authorization form or the medication cannot be given.
- Medication orders must be renewed at the beginning of each school year and expire at the end of the school year.
- Whenever possible, medication administration should be scheduled at times other than during school hours.
- All medications must be delivered to the school nurse by the student's parent/guardian or a designated adult. Students are not permitted to bring medications to school.

- All medications must be delivered in a pharmacy labeled container or in the manufacturer's medication container. Medications in plastic bags, envelopes, etc., will not be accepted.
- The pharmacy labeled container can be used in place of a physician's order only in the case of short-term medications such as those medications given for ten days or less (antibiotics). If the school nurse has a question about the medication, she may request a licensed prescriber's order.
- Parents/guardians may retrieve medications from the school nurse at any time. All unused, discontinued or outdated medications must be picked up by a parent/guardian at the end of the school year or it will be destroyed.

**School Nurse:** The school nurse will be available daily, during regular school hours. Therefore, there will not be a school nurse during after school activities, sports, extended care, and before school morning care. In the event of a medical emergency during before or after school activities, 911 services may be activated followed by parent/guardian notification. If a student participating in before or after school activities has specific medical conditions, the school nurse will meet with the parent/guardian to develop an emergency action plan to have in place in the event of an emergency. This plan will also be shared with the appropriate school staff that will be taking care of the student.

### **Health Screenings**

All health screenings are performed by the school nurse in accordance with Commonwealth of Massachusetts regulations. Student's may also be screened at any time during the year at a teacher or parent's request.

If screening results indicate the need for follow-up care by a physician, parents/guardians will be notified. If necessary, the school nurse can assist with obtaining a follow-up evaluation by a physician.

#### **Vision and Hearing Screening**

Early detection of vision and hearing issues is essential because many vision and hearing deficits can be corrected if they are identified in a timely fashion. Vision and hearing issues can impact a child's ability to learn in many ways. Poor vision can affect a child's gross motor development, and hearing issues may affect speech.

According to Massachusetts General Law, Chapter 71, section 57, students require vision screening "in the year of school entry, annually through grade 5, once in grades 6 through 8, and once in grades 9-12". Students require hearing screenings "in the year of school entry, annually through grade 3, once in grades 6 through 8, and once in grades 9 through 12".

If you have any concerns, at any time, about your child's hearing or vision, please contact your child's school nurse for assistance.

#### **Postural Screening**

The State of Massachusetts mandates that all students in grades 5 through 9 be screened for scoliosis. The purpose of postural screening is to identify early signs of spinal problems. Most scoliosis and other spinal issues can be easily treated if they are detected early. Parents are

notified before screening so that students are dressed appropriately. Girls and boys are screened separately, and privacy is respected at all times. It is requested that girls wear a bathing suit top, halter top or a sports bra, under their clothes on the day of the school screening, as this type of clothing facilitates better examination of the back.

### **SBIRT (Screening, Brief Intervention, and Referral to Treatment)**

This health screening is required by Massachusetts law and is to be done once in middle school and once in high school. Students in grades 7 and 10 in the Diocese of Fall River will be screened. SBIRT is intended to identify substance use risk behaviors and to improve health safety, resilience and success in students. SBIRT screening requires a structured, 1:1 conversation between a trained school professional and a student to build trusting relationships around education, behavior and support related to substance use. Parents and students will be given the opportunity to opt-out of the screening.

### **Growth and Development Screenings**

Following Massachusetts General Law, Chapter 71, section 57, students in grades 1, 4, 7, and 10 will be screened for growth-related issues and their BMI is calculated. This information is kept confidential.

### **Other Screenings**

School nurses also conduct periodic dental screenings to assess for dental decay in children and head checks on an as-needed basis for head lice.

*\*Parents/guardians may request, in writing, that their child not participate in a screening program. This request must be submitted in writing each year and be specific to which screening you do not wish your child to participate. Please contact your school nurse with any questions.*

### **Physical Examination Requirements**

All students entering grades PreK, K, 4, 7 and 11 are required by law to provide the school nurse a physical examination form with age appropriate immunizations documented by the physician. Additionally, any new or transferring students must provide this documentation as well and the physicals must be dated within 12 months of school admission. Updated physical examinations are required every 3-4 years.

For students entering Kindergarten, the physical exam must show documentation of a passed vision screening (done within the previous 12 months). Evidence of a comprehensive eye examination is required for those students who have failed the screening and for students diagnosed with neurodevelopmental delay.

Students entering kindergarten must also present documentation of lead poisoning screening.

**Physical Examination Requirements for High School Sports:** MIAA rules state that any student who wishes to try out, practice or play a sport is required to have a current physical exam (within thirteen months) on file in the nurse's office **before** being allowed to try out or practice. If the physical exam expires during a sports season, the student must have a new physical on file prior to the expiration date of the previous physical or will be unable to play.

### **Immunization Requirements**

School Immunization Law, Chapter 76, Section 15 of the General Laws of the State of Massachusetts, requires that all immunizations must be up to date for children to attend school. Massachusetts General Law allows for the school to exclude any child from school whose immunizations are not up to date.

**Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.**



## **SECTION V**

### **DRESS CODE - GENERAL INFORMATION**

It is the expectation that each parent who makes the choice to send a child to Espirito Santo School agrees to follow the uniform dress code established for the year. Students are expected to be in complete uniform daily. All members of the staff are responsible for enforcing the dress code.

The administration may call special dress days or make exceptions to the required uniforms. When this is the case, you will be notified via email or letter.

Appropriate grooming and hygiene is essential for all students. All haircuts and hairstyles should be traditional, simple and combed. Tails, spikes, carvings, shaved heads, hair dyes, highlights, sculpting with colored gel, etc. are not permitted. Hair should not be worn in front of the eyes. Boys' hair should not extend below the shirt collar or the top of the ears. If a hair style is deemed unacceptable and distracting, the student may be excluded from class and the student's parents will be notified. The student may return to class when the situation has been rectified.

- Boys should be cleanly shaven.
- Boys may not wear earrings.
- Girls may wear small pierced earrings no larger than the size of a quarter.
- No large dangling earrings are allowed.
- Hoop earrings are to be no larger than a nickel.
- No more than two earrings per ear.
- No make-up &/or false eyelashes are allowed.
- Fingernail polish of any kind or acrylic nails are not allowed.
- Hair ribbons, barrettes and hair bands should be simple. No horns or ears.

For safety reasons:

- No "body piercing" (lip, nose, eyebrow, or tongue piercing), body art, permanent or temporary tattoos. Students may not write or draw on skin.
- Cologne, perfume, hair products, etc. are to be used in moderation, due to potential allergic reaction of others. These may not be used in the classroom and for safety reasons may not be brought to school.

Included below is the uniform policy of our school, which includes what clothing is appropriate to wear during the school day.

## Uniform Policy: 2023-2024 School Year

It is the expectation that each parent who makes the choice to send a child to Espirito Santo Parochial School agrees to follow the uniform dress code established for the year. The code for the next academic year is as follows. **Please note: unauthorized outerwear or custom made spirit wear is not allowed, unless approved by the school.**

Type of Clothing	Boys	Girls
Bottoms	Navy Blue Pants (No Cargo Pants) <i>A Belt must be worn with the pants</i>	Knee length plaid jumper (Pre-S to Grade 3) Knee length plaid skort (Grade 4 to 8) Navy Blue Pants (Pre-S to Grade 8) <i>A Belt must be worn with the pants</i>
Sweater/Vest	Pullover ESS V-Neck Sweater Sleeveless Vest <i>Sweaters should be worn during the cold months</i>	Pullover ESS V-Neck Sweater Sleeveless Vest <i>Sweaters should be worn during the cold months</i>
Shirt	White Polo Shirt w/ School Logo Red Polo Shirt w/ School Logo White Dress Shirt w/ School Necktie <i>Shirts may be long or short sleeve</i>	White blouse with Peter Pan collar, to be worn with jumper White or Red turtle neck (Pre-S to Gr. 3)  White Blouse/Oxford Button-down White Polo Shirt w/ School Logo Red Polo Shirt w/ School Logo (Grade 4-8) with Pants/Shorts/Skorts
Socks	Navy or Black Socks <i>No white socks</i>	Navy or White knee high socks or tights
Shoes	Solid Black Shoes (low cut oxford style) <b>Solid Black</b> Leather Low Cut Sneaker (soles and all)	<b>Solid black</b> leather shoe or sneaker (Mary Jane Style or tie) Saddle Shoes (Black and white)
Gym Uniform	Sweater suit w/ school logo T-shirt/ shorts w/ school logo Sneakers (any style/color)	Sweater suit w/ school logo T-shirt/ shorts w/ school logo Sneakers (any style/color)
Spirit Wear	<b>Must be order through the school.</b>	<b>Can be worn as outerwear, or on selected Spirit Wear days, as determined by the Principal.</b>

Please note that all items with the school logo or name must be ordered from Donnelly's. Students may wear uniform shorts from Donnelly's during the months of May, June, August and September, or at the discretion of the Principal. Girls may wear white or blue short socks during those same months. ESS gym shorts and t-shirts may be worn on gym days during warm weather, as the discretion of the Principal.

## **SECTION VI**

### **ADDITIONAL SCHOOL POLICIES AND GUIDELINES**

#### **ACADEMIC INTEGRITY**

Academic Integrity issues touch at the core of our Mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of assignment or test.

Violations of academic integrity include cheating, plagiarism, and forgery. Cheating is defined as the giving or receiving of unauthorized assistance from any verbal or written source. Plagiarism occurs when a student intentionally or unintentionally fails to acknowledge all materials quoted, paraphrased, or summarized from any published or unpublished work. Forgery is imitating or counterfeiting documents, signatures, etc. to deceive.

These definitions encompass, but are not limited to, the following infractions:

- Possession of unauthorized materials during a test
- Copying of assignments
- Forgery
- Copying of electronic media
- Fabricating a source used in a research assignment
- Other unauthorized procedures as determined by the classroom Teacher
- Reusing material intended for other courses/assignments

The Teacher will submit a detailed disciplinary referral and incident report to the appropriate Principal. The Principal will meet individually with both the Teacher and the student. The Teacher will call the parents Minimum Consequences for cheating and plagiarism:

1st Offense of career – Parent/guardian will be notified by the appropriate teacher. The grade on assignment will be a zero and the student will serve detention.

2nd Offense of career – Parent/guardian will be notified by the Principal. Grade on assignment will be a zero and student will be suspended.

3rd Offense of career – Parent/guardian will be notified by the Principal. Grade on assignment will be a zero, student will be suspended, and a parent/guardian meeting will be held. This may warrant further disciplinary action, up to expulsion from school.

#### **ACCEPTABLE USE**

Espirito Santo School provides technology equipment and systems for educational purposes by authorized users only. Use of the computer system and internet is a privilege. All students will be required to sign an acceptable use policy at the beginning of the school year before students can

use the resources. Failure to abide by this policy results in loss of computer privileges for a length of time to be determined by the principal.

Students are allowed to bring in tablets or laptops, at the permission of the principal for academic use only. Remember, this is a privilege, and all devices are subject to the Diocesan acceptable use policy. Students may only access these devices in the presence of a teacher and with the permission of that teacher. Students should make every effort to complete and print their homework at home, before coming to school. Students may use the school printer only with teacher permission during breaks, before or after school. Printing during class time is discouraged, but can be done at the teacher's discretion.

Students in Grades K-8 will have access to Google Apps for Education. Work may be shared with a teacher or submitted via Google Classroom, as per teacher instructions. Students will have access to email for school purposes only. Due to federal regulations, student email addresses can only communicate with teachers and other students within the school.

Espirito Santo School resources, including computers, communication equipment and associated services provided by these resources (i.e. Internet, electronic mail, facsimile, voice mail, and hard copy) are to be used for Espirito Santo School educational purposes, only. Espirito Santo reserves the right to monitor usage of these resources for control purposes and when such action is deemed necessary due to financial circumstances. Anyone using these systems expressly consents to such monitoring. As per the acceptable use policy, **the school bears no responsibility for loss or damage of any personal property brought to school, including, but not limited to, technology devices.**

### **BULLYING/CYBER-BULLYING/HARRASSMENT**

“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.

#### **I. Definitions**

The Diocese of Fall River and Espirito Santo 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 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. (Massachusetts General Laws c. 71 § 37O)

**“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 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, and 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 Office of Safe Environment 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.***

**Child Abuse Laws/Mandated Reporting**

*Espirito Santo Parochial School* abides by Massachusetts General Law chapter 119, section 51A. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the



Department of Families and Children (DCF). The administration, faculty, and staff of *Espirito Santo Parochial School* are mandated reporters.

### **Sexting**

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/Vaping**

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.

### **CARE OF SCHOOL MATERIALS AND PROPERTY**

Students are expected to use textbooks/workbooks and other school materials with care. Textbooks are to be covered at all times. Do not use the “stick-on” book covers, they leave a residue when removed. Students who lose their books will be charged for the lost text.

School property is to be treated with respect. If property is defaced or damaged, the student(s) responsible will be required to do clean-up work and be charged for the repairs and may incur other disciplinary action.

### **CORI Process**

The Diocese of Fall River requires all employees and volunteers to submit to criminal offender record information (CORI) and must complete *The Essential Three*.

Each year, any parent who plans to volunteer in the school or to chaperone a field trip during the school year must submit complete the Essential Three, per the Office of Safe Environment of the Diocese of Fall River. If a parent does not complete a CORI in the beginning of the year, the parent **will not** be eligible to volunteer for school events or attend field trips.

### **VISITORS**

Visitors must sign in and out from the office and be issued a badge to be displayed at all times. No visitors are permitted within the school without permission of the principal. A visitor is anyone who is not employed by the school or a current student of the school.

### **DISCIPLINE**

At Espirito Santo School, our standards of behavior are based on the teachings of Jesus Christ. We expect all students to treat others with respect both in words and actions.

Each classroom has grade appropriate rules posted. Children learn that their actions may merit either rewards for positive behavior or consequences when rules are not followed.

Students may be detained at the close of the regular school day for academic or disciplinary reasons. Teachers have the right and the responsibility to do so. Students will normally be given 24 hours notice prior to reporting after school for detention. It is their responsibility to make provisions for transportation.

The principal is the final recourse for all disciplinary situations. Suspension (temporary removal of a student from class) may be either in-school or out of school and may be imposed by the principal for a serious offense. Fist-fighting may automatically result in three days of out-of-school suspension. Expulsion (permanent transfer of the student to another school) may be imposed by the principal for very serious offenses as outlined by the *Diocese of Fall River Policies and Regulations*.

The guiding principle in any discussion of discipline should be the desire to act in a Christian manner characterized by fairness and compassion. The principal is committed to listening to the student's side of the story as well as the teacher's report.

Academic or Disciplinary probation is the status which the Administration may give to a student who has repeatedly committed infractions of School academic or disciplinary policies and/or regulations. The student in question and his parent /guardian will be required to sign a probationary contract. The conduct or academic performance of a student on disciplinary or academic probation will be monitored closely by the Administration and Faculty. If an

appreciable improvement in the academic status or conduct of the student on probation is not evident, he/she may be suspended, or required to withdraw from Espirito Santo School.

### **ELECTRONIC DEVICES**

Parents may call the school at any time to relay important messages to their children. Students are allowed to use the office phone in the event of an emergency or other urgent matter. It is not necessary for students to bring electronic devices, such as (but not exclusive of) cell phones, beepers, smartwatches or other communication devices to school, however, we understand that you may want your child to have his/her phone before or after school for safety reasons. If your child needs to bring his/her phone, smartwatch, iPod (or similar device) to school for some reason, he/she is to turn it off and turn it in to his/her homeroom teacher. They will be stored with the teacher's emergency items. If one of these devices is not turned in and is taken out in school, teachers and the principal reserves the right to confiscate and hold such items until (s)he chooses to return them.

MP3 players, CD players, hand-held electronic games and the like are expensive items that are easily broken. The use of these devices with a headset discourages socialization among students, which is an important part of the maturation process. They should not be brought to school. The school assumes no responsibility for lost, broken or missing audio equipment or other electronic devices. Also, these electronic items are **not** permitted on school field trips.

### **EMERGENCY INFORMATION**

Emergency forms are sent home at the beginning of the school year. It is essential that parents or guardians return the form with the correct, updated information, so that we will know whom to contact in case of an emergency. Any health related information or problem must also be included on this card. **Please inform the school if your information changes at any time during the year.**

### **FIELD TRIPS**

To provide the students with opportunities and experiences beyond the classroom, occasional trips of an educational nature may be sponsored by Espirito Santo School.

Students will be properly supervised on field trips. Adult chaperones including at least one faculty member must accompany students at all times.

Prior to the trip each student will be given a form requesting written permission from a parent or guardian. No student will be allowed on a school field trip without the proper permission slip. **Permission must be in writing; phone calls are not acceptable. Permission must be granted by a parent or guardian; other extended family members may not grant permission.**

For the safety of all and in order that maximum benefit be attained by each participant, any student whose conduct is contrary to school regulations or who creates an atmosphere disruptive to learning may be prevented from taking part in this educational experience.

**Parents must have a current CORI on file with the school in order to chaperone a school field trip.** If a parent does not complete a CORI in the beginning of the year, the parent **will not** be eligible to volunteer for school events or attend field trips.

### **HOMEWORK**

Homework is an essential part of the educational program. The purpose of homework is to reinforce classroom instruction and provide practice of skills. A student's performance on homework provides the teacher with information about the student's understanding of lessons that have been taught. Homework may include both short and long term assignments. It may be in the form of written work or study assignments. Neatness and legibility are expected when handing in assignments. Homework should be completed either on white, lined, loose-leaf paper, or typed (based on teacher instruction). All homework should have the proper heading as demonstrated by the teacher and posted in each classroom.

Students in grades 2 through 8 must record homework assignments in the required agendas. Parents should check his/her child's homework each night and quiz them on material studied. Study time is the most important part of homework. Teachers plan homework assignments to meet the suggested time allotments.

Grade K	10 - 20 minutes
Grades 1 – 2	20 - 30 minutes
Grades 3 – 4	30 - 50 minutes
Grades 5 – 8	50 – 120 minutes

This time should be spent in a designated study area away from distractions such as television, music, or telephone use. Long term assignments should not be left until the last minute. Organization and planning are important study skills for students to learn.

If your child is not doing his/her homework, or spending too much time on assignments, please contact the teacher so that this issue can be addressed.

Students who miss assignments due to absence are personally responsible for their make-up work and tests. Late or missing assignments should and will affect report card grades.

### **STANDARDIZED TESTING**

The implementation of the MAP Suite Assessments is part of a larger Diocesan-wide initiative on Data Driven Instruction designed to gain a deeper understanding of our students' learning needs. The data derived from these assessments will allow administrators and teachers to measure student growth and proficiency, identify strengths and weaknesses at the school, class and individual student levels, target instruction, and personalize learning. Data driven instruction provides school leaders and teachers with the information needed to make strategic and intentional decisions in real time about teaching and learning so that all children can succeed.

### **PARENT – TEACHER COMMUNICATION**

Open communication is essential between home (parents and students) and teachers. Communication must be respectful and all parties will conduct themselves in a courteous manner. Parents are encouraged to contact the teacher when questions or problems arise. Teachers are responsible for informing parents about academic or behavioral concerns. A conference should be scheduled for the purpose of discussion and resolution of problems. When appropriate, the student may be present at the conference. Conferences should take place before or after school hours by appointment when possible. These should not occur during the school day, as it disrupts the educational process.

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.

### **USE OF INFORMATION/PHOTO RELEASE**

Throughout the school year students may be photographed while participating in various school activities. Photos may be published in newspapers, brochures, etc. Student's names may sometimes be required. The school reserves the right to use student photos on the web site and in publications unless the parent notifies the school in writing. Also, contact information (email, phone number, and home address) will be shared with the Diocese of Fall River Catholic Schools Alliance (CSA) for the purpose of contacting you about school related news.

### **PROMOTION / RETENTION**

If a student is performing unsuccessfully at his present grade level, it may prove beneficial for him/her to repeat the grade. Retention provides some students with the time to grow socially and intellectually, enabling them to succeed in the following grades.

In grades K – 8, promotion of a student to the next grade will be determined by a student's performance as indicated by report card grades. In K – 3 this is based primarily on the child's reading level and academic maturity. In Grades 4 – 8, all major subjects are of prime importance. A second consideration in retention is the teacher's professional judgment of a student's class participation, ability to demonstrate understanding of subject matter and social interaction with peers. It is important that a child feel confident of his/her own ability to succeed in the grade to which he/she is assigned. The third factor, school attendance, will also be considered.

Parents of all students will be notified through a parent conference by the end of the second trimester if there is a possibility of their child's repeating.

Grade 8, the culmination of the student's grammar school days is an important year. During this time, students are preparing for the upcoming high school program of study. If a student is experiencing difficulty, a meeting will be held with the parent/guardian at the end of the first

marking period. A follow up conference will be held at the end of the second term. Students must pass grade eight in order to graduate.

Students who fail a subject will be required to attend a summer school program in order to be promoted to the next grade.

### **REPORT CARDS / SCHOOL RECORDS**

A written report of each student's progress will be issued to parents or guardians three times a year (twice a year for Pre-K and Preschool). Grades are determined by classwork, homework, tests, quizzes, class participation, independent/group projects and a variety of assessments. Parents should monitor their child's progress through their Gradelink account. Progress reports will be issued to students in grades K – 8 approximately half way through each trimester. These reports will be supplemented, if necessary, by individual parent-teacher conferences arranged by the school. Teachers may send out interim reports to inform parents when a significant change occurs in a child's attitude or performance.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **HONOR ROLL**

A listing of students who have earned a place on the Honor Roll in grades 4-8 will be published following each of the trimester grading periods. A student is eligible for Honor Roll status if their achievement falls under the following categories:

High Honors: Students have earned A's in all subjects.

Honors: Students have earned A's and B's in all subjects.

Perfect Attendance: Students who have been on time, and never absent.

### **HUMAN SEXUALITY**

The Diocese of Fall River requires that a course in Human Sexuality be implemented throughout all grades as part of the religion curriculum. This is taught via approved texts and audio-visual aids. Communicable diseases are also topics within this curriculum. Classes on pro-life issues will also be given in grades 4-8.

In accordance with the Policies and Regulations Diocese of Fall River Department of Educations (5625) - "The school curriculum and faculty and staff shall represent the Catholic Church's teaching on abortion in a clear and uncompromising manner."

### **STUDENT SAFETY AND HEALTH (amended November 2017)**

Espirito Santo School is a community built on mutual respect for each and every person attending our school. Therefore, Espirito Santo School is a drug, alcohol, and smoke free school and any student found to be in possession of any illegal drugs and/or alcohol or tobacco products for personal use and/or for sale shall be subject to disciplinary action.

School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and system, and school vehicles, whether owned or leased by the Diocese, and the site of any school-sponsored activity.

The parents/guardians of the student will be notified to remove the student from the school premises that day and until further notice. The police may also be notified. The principal and/or the pastor shall meet with the student's parents to discuss counseling and any further disciplinary action. The principal and/or the pastor reserve the right to suspend or expel the student.

Possession of a weapon and assault on a staff member would merit similar consequences. Each offense will be reviewed on an individual basis.

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

### **SEARCH**

It is the right and responsibility of the administration at any time to conduct a search of a student's desk or personal belongings if there is reasonable cause for such a search.

### **LANGUAGE**

At the beginning of each academic year, the Head of School will conduct a meeting of the entire student body. The purpose of the meeting is to address the consequences for students who use threatening or violent language or language that can be perceived to be threatening or violent. The Head of School determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, “I am going to kill you,” “I’m going to blow up this building,” or “I’m going to sabotage this school’s computer system.” Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

### **LOST AND FOUND**

Any items in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found box. Items placed here will remain for 30 days. After 30 days, items are donated to charity.

### **VIDEO SURVEILLANCE CAMERAS (added 8.2023)**

Starting in the 2023/2024 school year, the school will be using security cameras, to promote safety and security at our school. The following policy is from the Diocese of Fall River:

“Video surveillance cameras may be used in order to promote a safe school environment for students, staff and visitors and diminish the potential for personal and school loss or destruction of property.

Security cameras may be placed in common areas, such as hallways, parking lots, cafeterias or areas where the expectation of privacy is low. Cameras shall not be placed in semi-private locations, notably lockers rooms and restrooms. Cameras shall not be used to record audio conversations.

Clear notifications of video surveillance are required. Signs that notify students, staff and the general public of the use of video cameras must be posted in public entryways to the building and other conspicuous locations. Signs shall be conspicuous enough in size so that a reasonable person would be able to view contents of the sign and have reasonable and adequate warning that surveillance is, or may be, in operation.

Students and staff shall be informed at the beginning of the school year regarding the use of security cameras. Such notification will include, but not limited to, faculty and student handbooks.

Principals/Head of Schools and/or their designee will be responsible for the duties of monitoring, reviewing, storing and destroying all footage that is recorded. Files may be viewed by school/Diocesan officials or proper legal authorities. The process for viewing such files must be documented; therefore, each school will have a system in place to record who viewed the footage and when it was viewed.



In the case of an incident involving students, the footage recorded is a record only for those students directly involved in the incident. A parent of any involved student would be allowed to view the footage but would not be permitted to receive a copy unless the parents of the other involved students provided consent. Consent from parents of students in the background is not required.

Unless information has been requested by law enforcement officials for a particular school or public safety purpose, it should be routinely erased at the end of sixty (60) calendar day periods commencing with the first day of school for each school year. If information is viewed for law enforcement, school or public safety purposes, it must be retained for a minimum of one (1) year unless a court order shall specifically extend this time. Law enforcement officials involved in an investigation of an event that has been recorded shall be notified of the one-year storage deadline. Video recordings scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, or magnetically erasing the personal information). In extraordinary circumstances and in the sole discretion of the Superintendent of Diocesan schools, a tape or portion thereof may be preserved for a period of time greater than one year.”

### **GRIEVANCE POLICY**

Any grievance should be discussed directly with the teacher in question. The individual presenting a grievance shall request a meeting with the teacher. This meeting will occur privately and during non-school hours. If this meeting does not resolve the grievance, the matter will then be referred to the school principal.

The individual shall request a meeting with the principal and the teacher concerning the grievance. The meeting will take place during non-school hours. The principal may look into the manner, and provide a resolution to the grievance, within five school days.

If the individual is not satisfied with the resolution provided by the principal, s(he) can present the grievance, in writing, to the Pastor for final consideration. The Pastor may arrange for a meeting with the individual. The Pastor may look into the manner, and provide a resolution. This will be at the Pastor’s discretion.

### **School/Principal’s Right to Amend the Handbook**

***The principal/pastor is the final recourse and reserves the right to amend this handbook at any time for just cause. In case of an amendment, parents will be given prompt notification. Any situation not included in this handbook will be handled at the discretion of the principal or the pastor. Parents and students must read and agree to be governed by the handbook and return the signed statement below to their homeroom teacher within one week of distribution.***





## *Espirito Santo Parochial School*

143 Everett Street, Fall River, MA 02723

Rev. Maurice O. Gauvin, Pastor

Tel: (508) 672-2229 Fax: (508) 672-7724

Mr. Andrew J. Raposo, Principal

[www.espiritosantoschool.org](http://www.espiritosantoschool.org)

[www.facebook.com/EspiritoSantoSchool](https://www.facebook.com/EspiritoSantoSchool)

### **Espirito Santo School – Parent/Student Handbook Acknowledgement**

**2023-2024 School Year**

By signing below, I agree that I have reviewed the **Espirito Santo School Parent Student Handbook** that includes school rules, policies, and regulations with my child. I acknowledge that I have read and understand the guidelines set forth in this school handbook appendix and in the school plan referenced herein and agree to abide by them. I also acknowledge that certain remote learning or other sessions may be recorded for security purposes and agree that the school may do so. I am aware that violation of these procedures will result in disciplinary action. This acknowledgement shall be renewed, at the beginning of every school year.

**Name of Student(s):**

---

**Student(s) Signature: (Student may also print their name)**

---

**Grade(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Parent(s):**

---

**Signature of Parent(s)/Guardian(s):**

---

**Please return this page to the school office.**



## Espirito Santo Parochial School

143 Everett Street, Fall River, MA 02723    Rev. Maurice O. Gauvin, Pastor  
Tel: (508) 672-2229    Fax: (508) 672-7724    Mr. Andrew J. Raposo, Principal  
[www.espiritosantoschool.org](http://www.espiritosantoschool.org)    [www.facebook.com/EspiritoSantoSchool](http://www.facebook.com/EspiritoSantoSchool)

### Espirito Santo Parish - Request for Parish Subsidy (2023/2024)

Families who are parishioners that have students enrolled at Espirito Santo School can request financial assistance in the form of a parish subsidy. Eligibility for parish subsidy requires that parents be registered members of Espirito Santo Church, and have applied for the FACE Scholarship through the Diocese of Fall River. The amount of assistance to be provided by Espirito Santo Church will be up to \$300 per pupil. Final decisions will be made by the Pastor and Principal. This form is due by the second week of school.

\*\*\*\*\*

I, \_\_\_\_\_ hereby request that Espirito Santo Church provide financial aid for my students who attend Espirito Santo School. Their names are listed below:

**Name**

**Grade**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Parent's Signature**

\*\*\*\*\*

\_\_\_\_\_ Approved      \_\_\_\_\_ Amount Awarded

\_\_\_\_\_ Denied

\_\_\_\_\_  
**Pastor**

\_\_\_\_\_  
**Principal**



## Espirito Santo Parochial School

143 Everett Street, Fall River, MA 02723

Tel: (508) 672-2229 Fax: (508) 672-7724

[www.espiritosantoschool.org](http://www.espiritosantoschool.org)

Rev. Maurice O. Gauvin, Pastor

Mr. Andrew J. Raposo, Principal

[www.facebook.com/EspiritoSantoSchool](https://www.facebook.com/EspiritoSantoSchool)

### DIOCESE OF FALL RIVER - DEPARTMENT OF EDUCATION REQUEST FOR ELEMENTARY SCHOOL FINANCIAL AID (23/24)

Parents in one parish who wish to enroll their child(ren) in the school of another parish may request financial assistance. Eligibility for financial aid requires that parents be registered members of the parish from which they are requesting aid and that they support the parish their means. The amount of assistance to be provided by a parish is usually \$300 per pupil per year.

\*\*\*\*\*

A. I hereby request that \_\_\_\_\_ Parish provide

Financial aid at ESPIRITO SANTO School for my child(ren) whose

Name is / are found below:

<u>Name</u>	<u>Grade</u>	<u>Amount of Financial Aid Requested</u>
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

B. Tuition assistance for the pupils named above will be provided by

\_\_\_\_\_ Parish.

\_\_\_\_\_  
Pastor