



Espirito Santo School
2017-2018
Student & Parent Handbook



Catholic Schools
Learn. Serve. Lead. Succeed.

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

- Philippians 4:13

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.*

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
423 Highland Avenue
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 providing a Catholic Christian education that promotes intellectual, spiritual and moral learning while keeping the Portuguese language and culture alive. Approximately 70% of our students are bilingual 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. As the school celebrates its centennial 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
2017-2018 School Year**

Administration

| | | |
|-------------------|------------------------|--|
| Pastor: | Rev. Maurice O. Gauvin | esfallriver@yahoo.com |
| Principal: | Mr. Andrew J. Raposo | araposo@es.dfrcs.org |

Teachers

| | | |
|----------------------------|--------------------------|--|
| Pre-School: | Mrs. Julie Carreiro | jcarreiro@es.dfrcs.org |
| Pre-Kindergarten: | Mrs. Natalie Melo | nmelo@es.dfrcs.org |
| Kindergarten: | Mrs. Dora DeSousa | ddeSousa@es.dfrcs.org |
| Grade 1: | Ms. Debra Polselli | dpolselli@es.dfrcs.org |
| Grade 2: | Ms. Jodi Duarte | jduarte@es.dfrcs.org |
| Grade 3: | Mrs. Margaret Rose Grace | mgrace@es.dfrcs.org |
| Grade 4: | Ms. Rachel Cowen | rcowen@es.dfrcs.org |
| Grade 5: | Ms. Sandra Santos | ssantos@es.dfrcs.org |
| Grade 6: | Mrs. Roberta Schneller | rschneller@es.dfrcs.org |
| Grade 7: | Mrs. Cherylanne Boudria | cboudria@es.dfrcs.org |
| Grade 8: | Mrs. Meaghan Burr | mburr@es.dfrcs.org |
| Resource: | Mrs. Christine Mello | |
| Resource: | Mrs. Debbie Cabral | dcabral@es.dfrcs.org |
| Art: | Mrs. Melissa Pacheco | mpacheco@es.dfrcs.org |
| Portuguese: | Sra. Elizabeth Pereira | lpereira@es.dfrcs.org |
| Physical Education: | Ms. Patricia Felizberto | pfelizberto@es.dfrcs.org |

Paraprofessionals

| | | |
|------------------------------|--------------------------------|--|
| Pre-School: | Mrs. Lisa Batista | lbatista@es.dfrcs.org |
| Pre-Kindergarten: | Mrs. Maria Bouchard | mbouchard@es.dfrcs.org |
| Pre-Kindergarten: | Mrs. Ana Melo | amelos@es.dfrcs.org |
| Kindergarten: | Mrs. Luisa Novo | lnovo@es.dfrcs.org |
| 1st Grade: | Mrs. Joanne Sousa | jsousa@es.dfrcs.org |
| Middle School: | Ms. Katelyn Larrivee-MacDonald | klmacdonald@es.dfrcs.org |

Support Staff

| | | |
|--------------------------------|---------------------|--|
| Secretary: | Mrs. Pamela Brodeur | pbrodeur@es.dfrcs.org |
| Lunch Coordinator: | Mrs. Stacy Oliveira | soliveira@es.dfrcs.org |
| Maintenance Supervisor: | Mr. David Senra | dsenra@es.dfrcs.org |
| Volunteer Maintenance: | Mr. Gilbert Raposo | |
| Nurse: | Mrs. Linda Arruda | |

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. A child must be three years old and fully toilet trained by September 1st for entrance in Pre-School. A child must be four years old and fully toilet trained by September 1st for entrance in Pre-Kindergarten. A child must be five years old by September 1st 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.

Ordinarily, we do not accept students in grades 7 and 8 unless they have moved here from another geographical location. 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 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.

School accident insurance forms can be found on our website or in our school office.

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 15** 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 1st 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 lunch program, extended care program and any fundraising payments.

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 Parish will grant subsidy only to families who are in serious financial need and who attend Mass regularly, use the budget system, and participate in parish and school activities. It is the responsibility of the parent or guardian to apply for the subsidy from his/her parish by **April 15**. If the subsidy is denied, the parent/guardian is responsible for this amount. Subsidy requests after April 15 may not be considered.

Families requiring further assistance are encouraged to apply for **FACE Fund financial aid. Applications should be requested in January and filed by the March deadline.**

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.

Espirito Santo families having three or more children in Espirito Santo School and who are in good standing in the Parish will receive a \$200 discount on the tuition for the third 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, the school will retain tuition from two months. If a child leaves Espirito Santo School during the second trimester, the school will retain tuition from four months. If a child leaves Espirito Santo School during the third trimester, the tuition will be pro-rated for the months the child was in the school.

For students in the 8th grade, and in Pre-Kindergarten, tuition and fees must be paid in full for students to be eligible to participate in graduation exercises.

SECTION II

SCHOOL OFFERINGS

PERSONNEL

The school is staffed by certified lay teachers or Religious who are responsible for teaching the core subjects, Religion, Portuguese, and technology. Other part-time teachers instruct the students in physical education and art. The pastor of Espirito Santo Parish 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 nurse who visits to conduct vision and hearing screenings and address 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, art, and technology 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 and physical education classes.

LUNCH PROGRAM

Lunches are available each day beginning on the first full week of school. A menu will be sent home monthly to families. Lunches must be ordered by 9:00 AM on the Friday before each school week (**please submit weekly**). If a student is absent on the first day of the week, a parent should call in the order when (s) he calls in to report the child's absence. **Refunds will not be issued for lunch; you will receive a credit toward the purchase of lunch the following week.** It is the family's responsibility to inform the lunch coordinator if you are eligible for credit when you order the next week's lunch.

Please note: students must either purchase lunch at school or bring lunch from home. Parents may not deliver food from outside vendors for your child's lunch.

In order to minimize distractions and disruptions to the school day, parents are asked to send lunch in the morning with their children.

Students may bring a small snack to be consumed at recess (10 minutes). For safety reasons, **no glass bottles are allowed.**

Birthday parties are more appropriately held at home. If you wish, you may deliver cupcakes or other pre-sliced pastry to be served at snack time or at a time determined by the teacher. We ask that you notify the school ahead of time.

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. Pre-school and Pre-kindergarten tuition plans include the extended care. Students in Kindergarten through grade 8 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 and in the afternoon from 2:30 to 5:00 PM at the rate of \$2.00 per hour for the morning. From 2:30pm until 3:30pm, it is \$2.00 per day. From 2:30pm until 4:00pm, it is \$4.00 per day. From 2:30pm until 4:30pm, it is \$5.50 per day. From 2:30pm until 5:00pm, it is \$7.00 per day. All students **must be picked up by 5:00 PM or a substantial late fee (\$1 per minute) 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.

The Preschool door (side door) on Everett St. is to be used for this program. Please do not enter through 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 7:45 AM **must** report to the extended care room and will be charged the flat rate (\$2.00 per day) 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 escorted into the building and walked to their classrooms by a parent or responsible adult by 8:00 AM each day. Likewise, a parent or designated adult must come into the building to pick up and sign out each Pre-School and Pre-K student. Please use the Pre-School door (side door) on Everett Street.

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 office 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

Dismissal begins at 2:30pm. If someone other than those persons listed on the emergency form will be picking up a child, a written note from the parent/guardian is required. All K-8 parents are to wait outside the school building in the school parking lot.

Pre-School/Pre-Kindergarten: Parents pick up their children from the classroom, beginning at 2:15pm. Please use the Pre-School door on Everett Street to enter and exit the building.

Kindergarten-8th Grade: Upon the opening of the school parking lot gates, parents may begin to form three lines in the school parking lot, entering through the Alden Street gate. Please pull all the way down the school lot to allow all traffic to enter the school lot. Parents must exit their vehicle and walk toward the doors to pick up their children.

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, make arrangement 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.

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 should 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 five or more consecutive school days is required to present a doctor's certificate attesting that the danger of conveying the illness has passed. Extreme cases of chronic absenteeism will be referred to the Department of Social Services to determine if there is neglect, since by law children must attend school.

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 secretary'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 absent for the day. This absence 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 WSAR, WPRO, and WJAR. You also may be contacted by "School Messenger", an automated telephone 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

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 in writing.

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
- Colored fingernail polish or acrylic nails are not allowed.
- Hair ribbons and barrettes should be simple.

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.

Dress code requirements for the year are as follows:

| 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) |
| 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) Solid Black Leather Low Cut Sneaker (soles and all) | Solid black leather shoe or sneaker (Mary Jane Style or tie) Saddle Shoes (Black and white) |
| Gym Uniform | Sweat 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) |

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.

SECTION V

ADDITIONAL SCHOOL POLICIES AND GUIDELINES

ACADEMIC INTEGRITY

Students at Espirito Santo School are expected to demonstrate integrity in all academic areas. This means that each student is responsible for **his/her own work**. Any assignments should be done to the best of the individual student's ability. To plagiarize is to pass off as one's own the ideas or works of another. Copying another's work (homework, class work, quizzes, or tests) is never acceptable. Students must never submit work that has been directly copied from another source. No credit will be given for work that is not the student's own. Parents should encourage students to complete their own work. If a student is having difficulty with an assignment, the parent and/or student should contact the teacher for assistance. Homework completed by a parent or any person other than the student is also considered plagiarism. Multiple offenses of plagiarism will make a student liable to suspension.

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 teacher or 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 4-8 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 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.*

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

The Diocese of Fall River requires all employees and volunteers to submit to criminal offender record information (CORI) and attend a diocesan workshop on abuse prevention. CORI forms are available in the school office.

Each year, any parent who plans to volunteer in the school or to chaperone a field trip during the school year must submit to a CORI and attend this workshop. 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 in the classrooms with the 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.

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, 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 (or ipod) 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.

HOMWORK

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, something is wrong. Please contact the teacher so that the problem may 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.

MEDICATION AND EMERGENCIES

It is requested that pupils who require medication have the medicine administered by a parent before coming to school in the morning and upon arriving home in the afternoon.

EXCEPTION – When the use of a medication is absolutely necessary during school hours, the parent shall furnish the medication in the original prescription container with the student's name, doctor's name and directions for dispensing the medication. The parent must

also obtain and complete a form requesting the school to administer the medicine. These diocesan forms are available at the school office and must be signed by a physician.

PARENTS, NOTE WELL: There are many medications that we are not allowed by law to administer. Please call the school and check before bringing anything to school. All medications must be delivered to school by a parent/guardian. Students may not carry medication.

If a student needs to take any over the counter medication (i.e. Tylenol, Tums, cough drops, etc.) during the school day, a permission form is available at the school office. A release form must be signed each time a request for medication is made.

In any emergency medical situation where repeated attempts to contact the parents have failed, the emergency will be handled by the school personnel (nurse, principal, secretary, teacher) by calling the rescue service. We will continue every effort to reach the parents to notify them of the measures taken to insure the welfare of the ill or disabled child. It is most important that the office has current emergency contact information for each student.

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.

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. In 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 Kindergarten, 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 1 – 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.

SUBSTANCE ABUSE

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.

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.

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.

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."

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.

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

Rev. Maurice O. Gauvin, Pastor
Mr. Andrew J. Raposo, Principal

www.espiritosantoschool.org

www.facebook.com/EspiritoSantoSchool

Espirito Santo School - Parent Student Handbook Acknowledgement

2017-2018 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 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:

Grade(s): _____ **Date:** _____

Name of Parent(s):

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

Please return this page to the school office.