



Nepali Class Boston

नेपाली क्लास बस्टन

NEPALI CLASS BOSTON

2024 SCHOOL YEAR

HANDBOOK



Dear Nepali Class Boston Pariwaar:

Welcome to Nepali Class Boston! Our goal is to provide our children with linguistic and cultural awareness so that children understand and appreciate their rich cultural heritage and take pride in who they are and where they come from.

We are proud and incredibly privileged to offer this cultural oasis to the children of Nepalese descent. Our teachers are committed to providing the best cultural learning opportunity to your child.

We look forward to working with you and your child!

Sincerely,
Nepali Class Boston Team

Purpose of the Handbook

To ensure all families and students are informed of and understand these policies, we require that all students and their families/guardians sign and return the Nepali Class Boston Consent and Release form located on the last page of this Handbook. However, this Handbook is in no way intended as a contract, and the content of this Handbook may change from time to time as the need arises.

Nepali Class Boston's Philosophy

Nepali Class Boston aims to strengthen Nepalese American children, families and community by celebrating the rich cultural heritage in a structured and nurturing environment. We believe that an understanding, appreciation and acceptance of one's cultural background and heritage will help build a strong sense of identity and belonging. As part of this initiative, we seek to achieve the following goals:

- Develop a strong and positive cultural identity and instill pride in the student's rich cultural heritage.
- Foster a strong sense of belonging/community and build strong peer relationships between the children and their families through the understanding and appreciation of their common linguistic and cultural heritage.
- To foster cultural awareness and provide an opportunity to our children, our future generation to get the "best of both worlds".
- Give children reasons to celebrate and take pride in their rich cultural heritage and at the same time develop an understanding and mindfulness to other cultures.

Registration

Parents of both returning students and new students are to register their children during the enrollment period, August 1st on a first come first serve basis until the quota is filled. Both returning and new parents must attend the mandatory Parent Information Session to give them a chance to meet, understand the curriculum/structure and interact with other parents, ask questions, give their input and receive school materials.

One-time Only Enrollment

Nepali Class Boston has a "one-time only" enrollment which means that the students are only enrolled at the beginning of the school year. This is for student achievement and to maintain the quality and essence of the program.

Calendar Year

We mirror the public school calendar from September to June. Every Sunday from September to June, we run two semesters. First semester is academically driven, and the second semester is more focused on cultural immersion through dance, music and plays.

Funding - Grants & Parent Donations

Nepali Class Boston has been partially funded since 2016 by grants from the Somerville Arts Council and Everett Citizens Foundation Grant. We are very grateful for the recognition of the impact of our work in the community.

Parent initiative and involvement have been the cornerstone, as well as the driving force of Nepali Class Boston. In collaboration with the Nepali Class Boston Parent Alliance Corner (NCBPAC), Nepali Class Boston runs an annual fundraiser to generate funds for sustainability. We are very grateful for that.

We are also very grateful to our generous donors and well-wishers.

Program-Wide Expectations

- Treat adults and classmates with respect.
- Listen, follow directions, and complete assigned tasks.
- Accept responsibility for your actions.
- Always attend school every Sunday and be punctual.
- Play safely at recess without fighting or disrupting the activities of others or hurting others.
- Enter and leave the building in an orderly fashion.
- Be courteous and use appropriate language in and around the building.
- Leave classrooms only with a teacher.
- Pass quietly in corridors.
- Leave the building only with permission from a teacher.
- Take responsibility for personal property.

Attendance Policies

Nepali Class Boston seeks to promote excellent school attendance for student achievement. Parents/Guardians are responsible for ensuring that their child attends school every Sunday. Each teacher takes attendance in their classes at each session. Unless excused for illness or another serious reason, students are expected to attend school. No more than three (3) absences will be allowed. Consecutive absences are greatly discouraged and students with excessive absences will be asked to withdraw from the program.

Tardiness

To ensure the proper flow of the classes and to lessen the distraction of the teachers and other students in each of the classes, tardiness is greatly discouraged. All students are expected to be at the school on time. It is the responsibility of the parents to bring the children to school on time.

Absences and Excused Absences

Regular and punctual attendance is essential for success in the program. We recognize that parents/guardians of children attending Nepali Class Boston have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly. Therefore, students may receive excused absences from school attendance only for the following reasons:

- Illness, injury or quarantine that prevents the student from attending school upon receipt of doctor's note.
- Bereavement or serious illness in the family.
- Inclement weather is to endanger the health of the child.
- Observance of major religious holidays.
- A significant personal or family crisis that prevents the student from attending school as approved by the program.
- A child may also be excused for other exceptional reasons with approval of the school.

School and Family Communication

Parent Information Session:

The Parent Information Session is an important event marking the beginning of the new school year. On this day, teachers will use the opportunity to meet the families and give them a preview of the classroom, their goals for the class and for your child. They'll share information about their teaching style and methodology, how they grade and the requirements for a good grade. This is a great opportunity for parents/guardians to engage and begin lines of communication with teachers. Making sure that we are all on the same page in terms of what the program's expectations are, is an essential part of this session.

Parent/Guardian Progress Report Conferences

Parent/Guardian conferences provide an opportunity for parents/guardians to have one on one meetings with their child's teachers. During this time, parents/guardians can discuss a student's progress academically and socially. There is scheduled parent/guardian

conference during the school year. The date and time of the parent/guardian visitations will be determined at the beginning of the school year for your convenience.

School Visitation Policy

The safety of all students in our program is of the utmost importance. Accordingly, Nepali Class Boston maintains a school visitation policy for all visitors, including parents/guardians. The following is the expected course of action:

- All visitors, including parents/guardians and members of the media entering Nepali Class Boston must report to Nira Gurung (administrator) at the time of arrival and departure.
- Parents/guardians and visitors are responsible for obeying traffic rules. This involves drop off and pick up areas and parking in areas around the buildings.
- Classroom visits are not allowed as it interferes with the education of children given our time constraints. However, if deemed necessary, it should be planned in advance with the consent of the teachers and the teachers shall have the right to deny a request to visit a particular classroom at a particular time, limit the number of visitors to a classroom, and to set classroom visitation times.

Discipline Information/Teacher's Discretion

Nepali Class Boston is committed to creating a supportive learning community and addressing conflicts with use of evidence-based strategies, positive interventions and supports. In every case of student's misconduct for which suspension may be imposed, the teacher(s), shall exercise discretion in deciding the consequence for the offense. The teacher(s) shall consider ways to re-engage the student in the learning process and shall attempt to avoid long term suspension as a consequence, until alternatives have been tried.

Nepali Class Boston T-shirts

It is expected that all students that attend Nepali Class Boston adhere to the uniform policy. For the safety of our students, it is important that they wear Nepali Class Boston T-shirts to school unless otherwise informed.

School Cancellations and Delays

In the event of inclement weather or other emergency, school cancellation and delay announcements will be made on NCB and NCB PAC Facebook groups and emailed. Information about school cancellations will also be posted on our website.

First Aid

Nepali Class Boston will have a first aid kit available for minor cuts and bruises. The program is not equipped to deal with medical emergencies beyond basic first aid.

Criminal Offender Record Information (CORI)

Our children's safety is our priority and Nepali Class Boston takes pride in conducting a thorough background check and extensive interviews when hiring staff members to the program. All teachers must go through CORI - a series of background checks to ensure that those working with our children lack any criminal convictions or crimes relating to children.

Personal Items

Students are expected to be responsible for their own personal items. The program will not assume responsibility for valuables left in desks, classrooms, coat pockets or backpacks. Parents/guardians should put name labels on all students' personal belongings. Do not allow your child(ren) to bring money, valuable items, toys, and electronic devices to school unless written or verbal approval has been given by the child's teacher.

Prohibited Items

The following articles will be considered inappropriate and not allowed to be used in the program:

- Cell phones, radios, iPod, and/or any headset players
- Handheld video games
- Roller blades and/or skateboards
- Trading Cards of any kind
- Laser Pointers which are considered dangerous weapons and will not be returned.
- Hoverboards

Use of Cell Phones

We understand that parents/guardians may want to connect with their child as she/he travels to and from school, for this reason, cell phones may be brought with the permission of a parent/guardian. However, use of cell phones during the school day is prohibited, and the power must be turned off. Cell phones are not allowed in bathrooms or locker rooms. Cell phone usage is not allowed within the school building. It is the students' responsibility to ensure that their cell phones are turned off and put away. Students who violate the above restrictions shall be deemed

to have created a disruption to the instructional environment and are subject to disciplinary action, as well as confiscation and return of the phone to the students' parents/guardians. Students should be personally and solely responsible for the security of their cell phones. Nepali Class Boston shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on cell phone.

Academics

We expect every child in Nepali Class Boston to be educated in learning centered classrooms where:

- There is a safe and structured learning environment.
- Students are coached by teachers who have a good rapport with their students, are enthusiastic, and demonstrate passion for their work.
- Students are encouraged to be curious, inventive, and creative.
- There is equitable access to a high level of learning for all students.
- Students are learning knowledge, skills, and processes as individuals and as a team.
- Instruction is deliberate and thoughtful.
- Teachers use a variety of instructional strategies and activities to build on student knowledge and experience.
- Student work including projects, products, and services is shared and exhibited.
- Technology is used to support teaching and learning.

Homework Policy

Homework is an integral part of a student's learning process, and students of Nepali Class Boston should generally expect to receive homework assignments every week. The homework policy ensures that every student will be provided with appropriate homework activities to reinforce and expand the concepts being taught and to enhance understanding of course content.

- Teachers use homework in evaluating student progress and achievement.
- The length of time that it takes to complete homework may vary depending on the student's individual pace.
- Long-term assignments help students to learn planning and pacing skills needed to complete these projects.

Incident Report

Any accident involving a student will be documented. The program staff member will contact the parent or guardian; if the parent or guardian cannot be reached, they will send a report home with the student. In emergencies, school staff will notify the people indicated on the students Emergency Contact, as well as law enforcement officers or emergency medical personnel, as

necessary or in the best judgment of the program staff. In any emergency, Nepali Class Boston's absolute priority will be to first attend to the emergency and ensure the safety and health of the student or students involved in the incident, then secure the surrounding area to address the unsafe conditions, and then contact parents, guardians, and/or emergency contacts.

Bullying Policy

The US Department of Health and Human Services National Bullying Prevention website *Stopbullying.org* defines bullying as “unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.” Nepali Class Boston has a zero tolerance policy for any unhealthy, unlawful, or disruptive behavior, including any form of bullying, cyberbullying, or retaliation in our program, on site, or in program related activities. We promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation, and take prompt action.

Bullying, as defined by Massachusetts State Law M.G.L. c. 71 §370:

Bullying, including cyber-bullying, as defined by the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- (i) causes physical or emotional harm to the victim or damage to the victim's property;
- (ii) places the victim in reasonable fear of harm to himself or of damage to his property;
- (iii) creates a hostile environment at school for the victim;
- (iv) infringes on the rights of the victim at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying, as defined by M.G.L. c. 71 §370:

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. 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 above. electronic, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications.

Cyberbullying also includes:

- 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 included in the definition of bullying above.



Student and Family Consent and Release Form for 2024 Nepali Class Boston Program Year

A parent or guardian must sign the acknowledgment form below, indicating that he/she has received and read a copy of the Handbook. If the signed acknowledgment form is not received within two (2) weeks of the start of the program year, then the program will nonetheless presume that the parent or guardian has received and read the Handbook.

I received the Nepali Class Boston Handbook. I have carefully read the Nepali Class Boston Handbook with my son/daughter. We understand the rules and regulations of Nepali Class Boston and agree to abide by them.

Student Name: _____ Student Signature: _____

Parent/Guardian Signature: _____ Date: _____

A. Please check one:

I give permission for the program to use my child's name and/or picture on the program website and in any media action that pertains to the Nepali Class Boston.

I do not give permission for the program to use my child's name and/or picture on the program website and in any media action that pertains to the Nepali Class Boston.

B. Please check one:

I give permission for my child to walk around the perimeter of the building with the teacher to learn about his/her surroundings.

I do not give permission for my child to walk around the perimeter of the building with the teacher to learn about his/her surroundings.

Parent/Guardian Signature _____ Date: _____