

Holy Name Catholic School



STUDENT/PARENT

HANDBOOK

2010 – 2011

Our Mission:

Holy Name is a Catholic School providing an environment for a quality education based on the Gospel Message which fosters service to the community.

www.holynameschool.org

SIGNED PARENTAL AGREEMENT

Parents and students (students in grades 3-8) are required to sign a statement that reads, "We have read and agree to be governed by this handbook." The parental agreement forms are distributed at parent orientation and must be signed and return by the first day of school.

PHILOSOPHY AND OBJECTIVES

Recognizing the fact that the parents are the primary educators of their children, Holy Name School is in operation for the purpose of cooperating with the parents in the spiritual and emotional development of their children as a basis for their intellectual, physical, social and cultural growth. Realizing the importance of instilling spiritual values, religious instruction is not only included in the curriculum, but it is the aim of the school to create an atmosphere permeated with Christian love among the students and teachers. Since our goal is not merely to teach about Christ but to actually "teach Christ", we are mindful of the necessity of revealing the human Christ to the students by our relationship with them.

A summary of our goals thus includes the following:

- To teach the Christian message as a basis for a way of life;
- To create an environment in which students develop a positive perception of themselves;
- To aid students in accepting responsibility for their attitudes, behavior and learning;
- To promote active participation in service of God, church, country;
- To promote standards of Christian conduct;
- To provide dynamic and meaningful learning experiences;
- To develop respect for the dignity of every person.

RIGHT TO AMEND HANDBOOK

The principal retains the right to amend the school handbook for just cause, and parents will be given prompt notification when/if changes are made.

NEW STUDENTS

All new students will be entered into Holy Name School on a probationary period. At the end of each quarter, the student's progress and behavior will be reviewed.

CHURCH

The students attend Mass weekly as well as other activities at the Church located at 511 Second Street. The sacrament of Reconciliation is provided twice during the school year. (Once during the first nine weeks, and once during the fourth nine weeks)

COUNSELING

Counseling is an important part of Holy Name School's educational program. Short term counseling is available to the students and is provided in order to encourage personal, emotional, social, and academic growth. Counseling may be done one-on-one or in a classroom setting at the request of a student, a teacher, the principal, or a parent. Students may sign up to meet with the counselor. The appropriate teacher will be made aware of the appointment. Students **MUST** have their teacher's permission to make the visit, but need not disclose the reason for the visit. A student will not be excused from class during a test; furthermore, he/she is responsible for any material missed during his/her absence. Parents are welcome to contact the counselor, (Connie McFarland), with questions, concerns, or suggestions at the school office at 827-3425.

ARRIVAL

Cars should enter the school parking lot from First Street. Students should exit from the passenger side and enter the school through the office doors. The school will open at 7 AM. There will be no morning care fee for students arriving at 7 AM. Students, who choose to eat breakfast, will have to pay daily. Parents should follow instructions from teachers directing traffic; we do this in order to insure the safety of all children. All students will stay in the cafeteria between 7 AM – 7:20 AM. After 7:20 AM students should go directly to their assigned areas (K-3 will stay in the cafeteria and 4-8 in the gym). Students should not wander around the school or leave school grounds without permission. For the safety of the children we will not allow them to exit their cars from Alves Street and Second Street. At no time should a student arrive before 7:00 AM.

DISMISSAL

Car riders in grades K-6 will be dismissed shortly following afternoon prayers at 2:40 p.m. and the 7th-8th grade car riders will be dismissed at 2:50 p.m. and should be picked up in the school's parking lot. Walkers will be dismissed to the gym with teachers' supervision at 2:50 p.m. Bus riders and extended care students will be dismissed at 2:55. All students must be picked up by 3:15 p.m. Those students who are not picked up by 3:15 p.m. will be taken to the Extended Care Services and a parent will be notified. The Extended Care Program will bill these parents. If you do not wish to pick your child/children up in the school's parking lot, then you must come inside and pick your child/children up. For the students' safety, no other doors will be used for dismissal. Students who are walkers shall not return to the school grounds unless returning for extracurricular activities. (Please see Extra Curricular Activities for further information.) Any walker or any student returning for extra-curricular activities and does not have adult supervision will be taken to Extended Care Services.

An orderly dismissal is expected: no running, pushing, or loud talking. Parents and students must follow directions of dismissal presiders. Parents must stay in their cars and turn off ignitions. Parents should make every attempt to let their child know how he or she is getting home that afternoon. In the event that a child does not know, he or she will need to inform the teacher that morning and the teacher will send a note to the office to contact that family.

ASBESTOS

Please be informed that Holy Name School has asbestos. The school is monitored for asbestos twice yearly.

ATTENDANCE

TARDINESS

Tardiness—A student who misses two hours or less during any part of the school day is tardy.

All students are expected to arrive at school by 7:45 a.m. and are considered tardy at 7:55 a.m. if they are not inside the school. Teachers and staff are in the parking lot and in front of the school to greet students for the morning arrival, but they will leave at 7:55 a.m.

If there are no school personnel in the parking lot when you arrive, parents are required to come into school with the student(s) and sign the student(s) in at the reception desk. Any student who enters the school at 7:55 a.m. or later without a parent will be held in the office and the parents will be called to come to school and sign the student(s) in to the school.

Any student who leaves school prior to 2:45 p.m. is also tardy.

In the event that a student is tardy to school eight days, that student will meet with our school counselor to discuss the issue of tardiness and how to prevent future tardies. Also, a letter will be sent home to the parents. (The eight days will not include verified appointments with a doctor, dentist, health department or court proceeding.)

When a student is tardy more than ten days, all additional tardies require a doctor, dentist, court, or health department statement at the time of signing the student into school.

Families will be notified to appear before the attendance board if there are additional tardies (11 or more) unless they have an excuse (from a doctor, dentist, court, or health department) that validates the reason for the tardy.

Attendance Board – The attendance board will consist of representatives from the school board, faculty, and administration. The decisions of this board will be final.

Students who have more than three tardies that do not include verified appointments with a doctor, dentist, health department or court proceeding, may not participate in any extracurricular activities for that day. (See additional guidelines under absences.)

Students being transported by the Henderson County Bus System will not be counted as tardy if the bus arrives late to school.

ABSENCES

Absence—A student who misses four hours or more during any part of the school day is absent for a day. A student who misses more than two hours and less than four hours during any part of the school day is absent for ½ day.

Students are required to attend school regularly and punctually. Permission to leave the school grounds will be issued only by the principal or person designated by the principal.

Absence does not excuse a student from the responsibility of the work missed due to absence. Work assigned for an absent student may be picked up at the reception desk after 2:15 p.m.

When a student is absent more than eight days without a verified appointment with a doctor, dentist, health department or court proceeding, all additional absences require a doctor, dentist, court or health department statement. The statement must be presented to the school on the same day the student returns to school. Students with a prolonged illness over multiple days will have the entire period of absence count as one of the eight days for the above policy; however, the report card will reflect each day absent from school. A doctor's excuse must be presented for the period of prolonged absence for the extended absence to count as only one day for the purpose of this policy.

Additional absences (nine or more without a verified appointment) will be referred to the attendance board unless they have a medical excuse (from a doctor, dentist, court or the health department) that validates the reason for the absence.

A student who is absent (either ½ day or a full day) may not participate in extracurricular activities that day. (See additional guidelines under tardiness.)

Attendance Board – The attendance board will consist of representatives from the school board, faculty, and administration. The decisions of this board will be final.

BIRTHDAYS/SPECIAL EVENTS

Parents of students in grades pre-school through fourth grade, who wish to bring cookies, doughnuts, or cupcakes for the entire class to celebrate their child's birthday must do so **only** during the morning recess/snack time. Students in grades 5-8 are not permitted to bring in birthday food items due to the participation in the Diocesan Food Service Program which includes power break. Food brought after the morning snack time will be held to the next school day. Any flowers, birthday gifts, balloons, etc. will not be given to the student until the end of the day so that the instructional flow is not interrupted. Passing out invitations at school is strongly discouraged; however, if it is done all students in the class must receive an invitation.

BUSING

It is expected that the children who ride the bus observe the proper rules of safety and courtesy. If the privilege of riding the school bus is abused in any way by misconduct, the child must forfeit his/her right to ride the bus. This regulation is binding on all Henderson County students as well. Parents will be notified of a child's misconduct.

Due to the rising cost of bus transportation, we strongly suggest that whenever possible parents drive their children to and from school. Even if the child can be transported one way each day, this would be a big savings for the cost of transporting our students.

CAFETERIA

Children may take advantage of the services of the hot lunch program at school or bring lunches from home. No child may go to another's home, nor may a student invite another to his/her home for lunch. Parents may sign out their own children for lunch; however, parents will not be allowed to sign out other children during lunchtime. If celebrating your child's birthday, **DO NOT BRING ANY FOOD OR DRINK (BIRTHDAY CAKES, MCDONALD'S, WENDY'S, ETC.) INTO THE CAFETERIA!** Family members are invited to eat lunch that day with their child on their birthday.

According to regulations set by Federal Lunch Program, only milk and juice may be served with lunches. Lunch prices for this year are \$2.00 a day for students and \$3.00 for adults. For those children who bring their lunches from home, milk or juice may be purchased for \$0.50. Reduced lunches will be \$0.40. Prices vary on all al-a-carte items. Breakfast is \$1.25 for students and \$1.50 for adults. Reduced price for Breakfast is \$0.30.

You may obtain from the school office an income scale to determine your eligibility for free or reduced lunches, if you are interested. Students will be able to prepay their lunches weekly or monthly. Otherwise, lunches will be paid daily. Prepaid lunch money should be sent to the office in an envelope with the child's name and homeroom written on the outside.

Every student while in the cafeteria is expected to:

- Enter and leave the cafeteria in an orderly manner.
- Use correct table manners when eating.
- Clean up areas.
- Leave only with permission (students raise their hand to be dismissed).
- Soft drinks are not allowed in the cafeteria.
- “Fast Food” will not be allowed into the cafeteria (even for birthday celebrations).
- Eat a majority of your lunch and do not take food, utensils, straws, etc. from the cafeteria.

COURTESY

Students are expected to say; “Please”, “Thank you”, “Pardon me”, “Yes, Ma’am”, “Yes, Sir”. Respect, during any school function, for priests, teachers, parents, volunteers, and for each other indicates refinement and culture.

DRESS CODE FOR STUDENTS

Dress for all students is to be modest in length, appearance, and style at all times. Styles that are too short, tight fitting or too revealing, or otherwise inappropriate for school are not permitted. Questions about particular styles should be made ahead of time. All decisions related to proper dress will be made by the Administration.

- Uniform shirts, slacks, shorts, skirts, and sweatshirts with the HNS logo must be purchased from the school supplier -- Artex.
- The uniform is to fit properly and be worn in the proper fashion; shirts tucked in, belts must be worn, pants, shirts, and skirts worn at the proper waist level. Sweatshirts and jackets may not be tied around the waist.
- No torn, ripped, cut, split, frayed or worn-out clothing may be worn.
- Unprinted plain white t-shirts are only permitted under the uniform shirt. Sleeves of an undershirt may not extend beyond the length of the uniform shirtsleeve.
- The uniform shirt must be worn under the uniform sweatshirt and the collar must be visible.
- No jackets or sweaters worn during the school hours. Students are encouraged to wear the school sweatshirt if he/she is cold in some classrooms.
- Skirts and shorts must be 4 inches above the knee.
- Tennis Shoes or shoes that stay on feet with proper backing. Sandals are not allowed. Solid color socks must be worn at all times. Solid white tights may be worn. Fat laces when worn must be tight enough to secure the shoe to the foot.
- Tan, black, or brown solid colored belts only.
- Male students are not allowed to wear earrings. Body piercing is not allowed. Girls may wear small, non-dangling earrings in Pre-School through 6th Grade.
- Shorts and skirts are not allowed to be rolled.
- Hair should be clean, neatly groomed and not a matter of distraction. Unconventional hairstyles are not permitted. Dyed hair of unnatural color is prohibited.
- No hats, bandannas, or scarves allowed.
- Make-up must be age appropriate and kept to a minimum.
- Only one appropriate bracelet may be worn at a time.

With the exception of belts, socks, tights, and shoes, all uniform items are to be purchased from the approved school supplier (Artex) with the HNS logo on them.

Students are to show respect for the school uniform at all times. Shirts must be tucked in neatly from the time the student arrives at school until he/she leaves the campus. Shirts must also remain buttoned from the time a student arrives at school until he/she leaves the campus. When a student is without proper attire or is improperly wearing the uniform one of the following actions may be taken:

- The school will provide the proper uniform for that day.
- The student’s parents will be called and asked to bring the proper uniform.
- Offenses will be chosen that is age/grade appropriate.

Spirit Days are held to boost school spirit. On Spirit Day, students are allowed to wear the spirit shirts with the uniform pants. Spirit shirts may be purchased from the Athletic Booster Club.

Artex is located at 1424 North Royal Ave. in Evansville, Indiana. The toll free number is 1-888-88-ARTEX.

Cardinal Spirit Dress Day

The school will allow students occasionally to have a spirit dress day. On Cardinal Spirit Dress Days, students should still dress appropriately in accordance with the values of the school. Students may wear jeans (pant length only) on this day that do not have cuts, rips, or holes in them. The shirts for all students must be one purchased by the school booster clubs. Any previous design shirts from the booster clubs are acceptable to wear. The school reserves the right of final judgment of appropriate attire for the spirit dress days. Students may wear the school uniform on this day as well.

School Dances/Graduation/After School Programs/Sports Banquet/Academic Banquet

When students are representing our school or attending activities like school dances, graduation, Co-Ed Y events, etc... students are to dress appropriately for each event. At no time should a girl wear spaghetti straps, halter-tops, or shirts/pants that allow the midriff to show. The school reserves the right of final judgment of appropriate attire for any school event.

EXTRACURRICULAR ACTIVITIES

We encourage all students to participate in an extra-curricular activity. Participation in extra-curricular activities has a place in the physical and social development of children; however, it should never take priority over schoolwork.

Students who have more than three tardies may not participate in any extracurricular activities for that day unless they have a medical excuse (from a doctor, dentist or the health department) that validates the reason for the tardy. A student who is absent (either ½ day or a full day) may not participate in extracurricular activities that day.

Extracurricular activities are defined as sporting programs, KYA, KUNA, Academics, CO-EDY, class outings, etc.

Any student who is suspended will not be allowed to participate in the next 3 events or competitions. Students must maintain a C grade point average and be passing all classes in order to be allowed to participate in any extra curricular activity.

Any student who is tardy or absent the day following a ball game will need to submit to the office valid proof of absence or reason for tardiness. Sleeping-in because he/she is tired will result in the student sitting out the next game. Students may not sign-out early to attend school-sponsored activities. Dress code for extra-curricular activities should refer questions to their sponsor.

If a student is a member of a junior high basketball team, he or she may not participate on another team if seasons overlap.

The above are guidelines that Holy Name School will follow; however, the school reserves the right to deny any student the privilege to represent Holy Name in any activity.

Students who need to stay after school for extra curricular events that do not begin at 3 PM must check in to extended care. Students who leave school are not permitted to return to the school campus until such time that their coach has arrived and are responsible for the student. Any student staying after school or returns before their coach arrives will be placed in extended care and the parents will be billed for the supervision. It is not an option to have your child be on the school campus and not be properly supervised by their coach or extended care personnel.

FIRST AID

The school attempts to provide an environment in which children will be safe from accidents. If any accident occurs, first aid will be administered. The parents will be notified if a child becomes ill and if it is necessary for that child to return home.

FIELD AND CLASS TRIPS

Field trips and/or class trips that are sponsored by the school must be educational trips and affordable to all parents. Students will not be allowed to go on any trips without the proper form being signed and returned to school. Phone calls and notes from parents will not be accepted. Class trips to theme parks may not be held on school days or sponsored by the school. Students who attend school sponsored overnight trips will have to comply with all school rules. It may be necessary to have stricter rules and guidelines during the trip, and this will be left to the discretion of the sponsor.

GRADES AND HONOR ROLL RECOGNITION

(Revised August, 2009)

Honor Roll applies to students in grades 4-8. To qualify for the Honor Roll, a student's report card must be free of conduct codes 1 or 2. Holy Name School will recognize the academic achievements of our students in grades 4-6 with two Honor Roll lists. The first group of students will be the all "A" Honor Roll and the list will be comprised of students who earn all A's (A+, A, A-) in all subject areas where the subject is graded with A's, B's, etc...

The second group of students to be honored will be the all "A/B" Honor Roll and the list will be comprised of students who earn any combination of A's and B's (A+, A, A-, B+, B, B-) in all subject areas where the subject is graded with A's, B's, etc...

All grades earned in the 7th and 8th grade will be used to calculate the honor roll with the only exception being the Spanish enrichment class. First Honors: 3.75 – 4.33 GPA; Second Honors: 3.25 – 3.74 GPA

Grading Scale

98-100%	A+	(4.33)
96-97 %	A	(4.00)
93-95 %	A-	(3.67)
91-92 %	B+	(3.33)
88-90 %	B	(3.00)
85-87 %	B-	(2.67)
83-84 %	C+	(2.33)
81-82 %	C	(2.00)
78-80 %	C-	(1.67)
76-77 %	D+	(1.33)
73-75 %	D	(1.00)
70-72 %	D-	(0.67)
Below 70%	F	(0.00)

Teachers may use the following grading system for such courses as physical education, Spanish, music, technology, religion, library, etc.

S – Satisfactory

I – Improvement Needed

The following code will be used to comment on the conduct criteria.

- 5 – Excellent behavior – consistently observes school rules
- 4 – Good behavior – usually observes school rules
- 3 – Fair behavior – inconsistently observes school rules
- 2 – Poor behavior – seldom observes school rules
- 1 – Unacceptable behavior – almost never observes rules

Identified students that need the curriculum modified will have the following coding system on school reports:

M1	Minimum Modification
M2	Moderate Modification
M3	Maximum Modification

New parents will receive an access number at the beginning of each school year which will allow for them to view their children's progress on-line using EDLINE.

PARENT CONCERNS

Parents need to follow this order when they have a concern about their child:

1. Make an appointment to meet with the teacher to share their concern.
2. If the concern is not resolved, then make an appointment to meet with the principal.
3. The principal, after having hearing the concern, will contact the parent regarding the action taken.

HOMEWORK

Homework assignments aid students to develop the ability to work independently. Homework experience will enable the slower pupil to practice the basic skills initiated in the classroom. For the advanced student, homework is a means of providing challenging, enrichment activities. Supplemental homework complements and reinforces classroom teaching and learning. Written work is not the only type of homework; study assignments are also given. Whatever type is assigned, the child should realize early that homework is his/her responsibility, and it must be done consistently and on time. Emphasis should be placed on completeness, accuracy and neatness. We realize all children work at different speeds so all work assigned to be done at home will be age-appropriate. This does not include assignments not completed in class.

Grades	Average
1 & 2	10-30 minutes
3,4,5	30-60 minutes
6,7,8	60-90 minutes

ILLEGAL DRUGS AND ALCOHOL

For the purpose of this policy, the words illegal drug shall mean any mind-altering drug or any other mind-altering substance. The purchase, possession, use, sale or distribution of these drugs is illegal by Federal Statute, and Statute of the State of Kentucky.

If any student brings to school, or has in his/her possession on the school grounds, during or after school hours, any illegal drug, drug paraphernalia, or alcohol, he/she is liable for suspension and or/expulsion.

LIBRARY

Holy Name Library has approximately 17,000 books available for circulation to students, faculty, staff and parents, through a fully automated and computerized Master Library System. Internet access as well as several CD-ROM's library reference tools is now available.

The library is opened to all from 7:30 a.m. until 3:00 p.m. on school days. Classes for Pre-K through 6th are held once a week. Grades 7th and 8th use the library on an individual needs basis throughout the school year. The library is opened at all times, for a student to return a book, to check out another book, or to pay a fine, even when another class is using the library.

Books are checked out for K-6 for a one-week period; for Junior High the checkout period is two weeks. One-week renewals are made when the book is brought into the library.

Damaged or lost books checked out in a student's name must be replaced by purchasing the book and bringing it into the library, not just paying for the book.

Encyclopedias and reference books are to be used in the library and are not available for checkout.

Kindergarten students check out 1 book per week; first through fourth check out 3 books at a time; and grades fifth and sixth may have 2 books checked out. Junior high students may have 1 book for two weeks.

All parents are welcome to visit the library and to check out books, especially for the Pre-School and Primary grades.

OUTSIDE ACTIVITIES

If for health reasons a student needs to remain inside during recess, he/she should bring a note requesting this to the homeroom teacher. Students should remain in an area with a supervising adult. No student is ever to be left unattended in a classroom during recess.

If a ball goes over the fence and does not go across the street, only one person may go after it, and only with the teacher's permission. No student should ever enter the street.

Tackle games, kicking games, hard-center balls, fighting and wrestling are forbidden at all times.

Talking and running are not permitted when students enter the school building.

RULES – GENERAL

- Follow the direction of those in authority: (principal, assistant principal, teachers, teacher aides, secretaries, playground supervisors, cafeteria personnel, patrol people, maintenance people, volunteers, etc.).
- Do not bring playing cards, game boys, dice, ball cards, CD players, I-Pods, electronic games, etc. to school.
- Students may not bring items/food/candy to sell to other students/faculty/staff.
- Students will notify a teacher or staff member when someone is being hurt or there is an emergency.

Students will move within the building in a quiet and orderly manner to respect other students working in classrooms. When moving within the building, students are asked to walk on the right hand side of the hall in single file.

RULES – PLAYGROUND

Students will observe the following rules:

- Show good sportsmanship.
- Respect all adult supervisors.
- Be responsible for equipment.
- Leave the playground to enter the buildings only with permission.
- Each grade level is responsible for any litter left on the ground.
- Keep your snack closed until you are outside for recess.
- Not interfere with others' games.
- Be aware and follow the rules and regulations that are posted for playground safety.
- Once a student goes to lunch, they may not return to their lockers or classroom without permission.
- Dispose of trash in proper containers.

RULES – GYM

- Walk outside the playing area of the gym floor (outside black line area). Shoes that mark the gym floor will need to be removed while playing.
- Refrain from kicking or throwing balls that result in breaking lights and fans.
- Food and drink not allowed during school hours, practice time, and in extended care.
- Organized games such as 4-square, jump rope, and basketball are allowed.

TELEPHONE

No student is free to use the telephone at will. Calls are restricted to those that are **ABSOLUTELY NECESSARY**. Students must have the permission from an administrator to use the telephone at school. Children, as well as teachers, are not to be called to the telephone except in the case of an emergency.

All school time must be devoted to instructional purposes. No one may interrupt classes nor may teachers or students be called from their classrooms, except for urgent reasons. Parents who wish to discuss problems with the teacher, whether in person or by phone, are encouraged to do so but not during school hours.

DISCIPLINARY POLICY

Academics and a Christian environment are the building blocks, but discipline is the mortar that binds Holy Name Catholic School together.

What is discipline? In Catholic schools, it is accepting the responsibility to respect and show justice to one another. Holy Name's disciplinary policy is based upon these concepts. Like all schools, Holy Name has rules and they must be obeyed.

A disciplinary problem occurs when someone disrupts the learning process and detracts from the rule of the teacher. Holy Name students are here to get a quality education, and no one has the right to interfere with that mission.

As in society, all disciplinary offenses at Holy Name are not created equal. A student's age, physical, mental and emotional condition will govern the school's response as will any previous record of behavior/discipline problems and the nature of the offense.

It is impossible to list all inappropriate behavior and serious offenses. Some examples are the following:

- Chronic failure to do class work and/or homework.

- Chewing gum, drinks, and food violations at all times in all areas. Including extra-curricular activities and extended care services.
- Dress code violations.
- Bus misbehavior.
- Cafeteria misbehavior.
- **HORSEPLAY (PUSHING, SHOVING, ETC...)**
- Making inappropriate noises.
- Restroom misbehavior.
- Hallway wanderings and/or misbehavior
- Disrespect to a teacher, staff member and/or another student.

CONSEQUENCES for offenses (levied at the discretion of the teacher and/or administrator).

These may include but are not limited to the following:

- Conduct notice.
- Extra work.
- Supervised isolation.
- Conference of teacher, student, and administrator.
- Detention after school hours.
- Saturday school.

Here is a partial list of serious offenses for which a student may receive more serious consequences.

- Fighting or instigating a fight.
- Having fireworks at school or using them
- Any type of abuse.
- Possession of any dangerous object or weapon, any controlled substance, tobacco products, alcoholic beverages, unacceptable or vulgar magazines and/or pictures.
- Stealing.
- Extortion.
- Cheating, especially on major tests or exams.
- Blatant disrespect toward any adult or child within the school.
- Repeated violation of school rules.
- Throwing objects.
- Willful destruction or defacing of school property or the property of others.
- Setting off the fire alarm.
- Failing to stay after school for detention.
- Skipping school.
- Lying.
- Forging parent's signature.
- Using inappropriate language, written or verbal.

CONSEQUENCES for the above offenses: (determined by the administrator)

These may include but are not limited to the following:

- Conference with parent/guardian and student.
- Guidance referral to counselor or priests.
- Suspension in or out of school (work assigned must be completed during suspension).
- Repairing or replacing damaged items.
- Afternoon detention.
- Saturday School
- Denial of participation extracurricular activities.

■ Expulsion

Any student accused of a serious crime can be placed on a home study program. Conduct inside/outside of the school that is detrimental to the reputation of the school can result in disciplinary action from the school.

FIREARMS OR DANGEROUS WEAPONS

No firearms, knives, or other weapons that can cause harm or injury will be allowed at school, on the school bus, or on school property. It is the policy of Holy Name to report any student who is determined to have brought a weapon or firearm to school to the criminal justice or juvenile delinquency system. Any student bringing dangerous weapons to the school may be expelled. Any student who has been suspended or expelled from another school due to a violation relating to firearms, knives, or other dangerous weapons will not be allowed to attend Holy Name School.

PEER/SEXUAL HARASSMENT AND BULLYING

Harassment and bullying occur when one person makes repeated verbal or physical contacts with another person who does not want these contacts. This school will not tolerate any peer or sexual harassment of students, teachers, or other adult employees. All contact between the individual people must be of a nature that does not make the person feel uncomfortable and must be conducive to creating a stable learning environment. All personnel are instructed to stop harassment when they witness it and to inform the principal of all allegations or rumors of harassment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, invitation or innuendo, or otherwise creating a hostile or offensive educational learning environment.

Peer harassment and bullying includes unwelcome taunting, verbal or physical abuse based on religion, race, or physical appearance, which interferes with a student's learning environment. Bullying may also take the form of excluding or ignoring another person, spreading rumors about another person, and other demeaning behavior that disrespects the rights of another person. Failure to respect the dignity of a fellow human will be addressed by the school administration and is punishable at the discretion of the administration.

If a student, teacher, or other adult employee has concerns about the nature of any verbal or physical contact by a school employee, by a fellow student, or by a member of the public, he/she shall report the concern immediately to the principal (If the principal is the person in question, it should be reported to the pastor). All such reports will be investigated immediately. All reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the person making the report. However, it should be understood that the school is required by law to report child abuse/allegations of child abuse to the Department of Social Services.

Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from school if he/she is a student, or termination of employment if he/she is an employee.

VISITORS

Visitors are welcome at any time at our school. All visitors are asked to register in the school office and receive a badge that must be worn at all times while visiting the school. Please use only the main entrance when entering the school.

EMERGENCY DRILLS

Drills are held regularly at the school. The school conducts fire, tornado, and earthquake drills according to state and diocesan policies.

RELEASE OF PUPILS

The school is responsible for students during school hours. A student will not be released from school into the custody of any person other than the student's parents, guardian or person authorized in writing by the parent. This is for the protection of your child.

STUDENT INSURANCE

The school does not have accident insurance coverage on students. Parents and guardians may purchase a student accident insurance policy that is made available at the beginning of the school year. The school does not pay doctor or medical costs for students injured at school, on school trips, or while participating in any school or school athletic contest.

SCHOOL-WIDE THEME

Each year Holy Name School chooses a theme to focus on for the school year. This year we have chosen the theme "PEACE." You will hear and see more about this as the year progresses.

SCHOOL PROPERTY

Holy Name School has the right to freely search all property that belongs to the school. Examples of school property are lockers and desk.

STUDENT INFORMATION/PICTURES/INTERNET

Following the Family Educational Rights and Privacy Act (FERPA), Holy Name will only release directory information i.e. names and addresses to appropriate persons or agencies (example the PTO Directory). The school also reserves the right to use student pictures in publications and on the school web site. Students also appear from time to time on the morning and afternoon television broadcast which is uploaded to You Tube daily. Any parent who does not wish his or her child's picture/directory information used must notify the principal in writing prior to the beginning of the school year.

ACCEPTABLE USE POLICY

Each student must recognize that computers and technology have the potential to make either a positive or a negative impact on the world. As a student at Holy Name School it is expected that you will do all you can to insure that technology will influence the world in a positive manner. To that end, each student at our school pledges:

To honor all files as private property and will refrain from erasing, renaming, or making unusable any file or program that is not their personal property.

To keep user information – my name and files – confidential, and will share with no one except duty authorized faculty and /or staff.

To use the school's computers/technology for educational purposes only.

To honor the privacy of all other users' passwords, never attempting to gain illegal access of use.

To respect copyright protection for all software. To never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. Students understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.

Students will endeavor to keep all systems with which they work safe from any virus [bug, worm, Trojan horse, or other term].

Students will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.

Students will respect all other with whom they communicate through the computer. Students will never use the computer to annoy, offend, or threaten others.

Students will practice good stewardship with all technology systems. Students will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.

Students will recognize their own limitations and will not tamper with terminals, CPU's, printers, or other associated equipment without explicit direction from teachers or technicians.

Students will practice good stewardship in their use of telecommunication resources. Students will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. Students will use the school's telecommunication resources only for matters directly related to educational needs.

Students understand that failure to follow the rules may result in lost privileges, other disciplinary measures and financial penalties, as they would apply.

MEDICATION

All prescription AND OTC (over the counter) medications must be sent to the school in the original labeled container.

All medications must be brought to the nurse's office by the parent/guardian

Any medication to be administered to a student must have a signed written request/authorization from the student's parent or legal guardian. (OTC or prescription). The written/signed authorization to administer medication must be on file in the student's health record before any school personnel may administer medication to the student. The authorization to administer medications will be valid only for the current school year or until treatment changes. A new authorization form must be obtained for every treatment/medication change.

The authorization must include the student's name, name/address/phone of physician, name of medication, dosage and route of administration, time of day for dosage, reason medication is being administered, possible reactions or side effects,

parent/guardian home, work and emergency contact numbers and release from liability statement. (A form is available in the office to provide for physician/parent completion).

Prescription medications must be provided in a pharmacy labeled bottle that must include: the name of the prescribing doctor, and specific instructions for administration including strength, dosage and frequency. (It is not permissible for label to read "take as directed"). NO bottles of medication will be accepted if the label has been altered in any way.

OTC (over the counter) medication MAY be administered for up to 3 (three) consecutive days without written orders from a health care provider IF a completed authorization form from the parent/guardian is on file in the student's health record. OTC medications can be given **no more than 3 (three) consecutive days without written orders from a health care provider. OTC medications MUST be provided in the original container and must include directions for administration and recommended dosage on the label.**

In certain situations, students are allowed to responsibly carry self-administered medication (i.e. Epi-pen, inhaler, insulin) however this may be done ONLY with a written physician's authorization, written parental authorization, and signature of parent/guardian, student, school nurse and principal on self-administration of medication agreement form. A care plan meeting with the parent/guardian, nurse and administrator is required prior to allowing any student to carry his/her own medication of any kind.

All medications must be sent to and from school via a parent/guardian. Students are not to transport any medications, and are not to have any medications in their lockers, backpacks, etc. unless a self-administration of medication form has been completed and signed by all necessary parties.

Medications such as antibiotics that are prescribed to be given two or three times per day are to be given at home. Suggested home administration times for 3 times per day medicines are: breakfast, immediately after school, and bedtime, unless specifically ordered by the physician or dentist to be given during school hours (i.e. at lunch/with food). An exception could be made by the nurse if the student remains at school in the after school program.

No first dose of any medication will be given at school under any circumstances. It is strongly recommended that increased dosages of the same medications be given at home initially as well.

If your child has any medical conditions or is taking any medication, it is strongly advised that a parent/guardian meet with the school nurse to discuss the conditions/medications and any special instructions so that an individualized care plan can be developed for the child.

Topical medications that are stocked in the nurse's station and may be used on students without physician's orders for purposes of first aid include:

- a. hydrogen peroxide
- b. isopropyl alcohol
- c. first aid ointment
- d. sunburn relief gel or ointment
- e. triple antibiotic ointment (Neosporin, polysporin, etc)
- f. toothache ointment (such as Orajel)
- g. calamine lotion
- h. saline solution
- i. petroleum jelly
- j. wound cleanser (i.e. Bactine)
- k. moisturizing skin lotions
- l. no-sting liquid/spray bandage (i.e. NuSkin, Nexcare, etc)

The nurse's station stocks latex-free band-aids and gloves, however if your child has a latex allergy (or any other allergy) please provide the nurse with this information.

GOVERNANCE STRUCTURE

Our Bishop governs Holy Name School. The Bishop appoints a Superintendent of Schools, Mr. Jim Mattingly and a Pastor for Holy Name Church, Father Ed Bradley. Father Bradley receives guidance and feedback on school issues from a consultative council, which is our School Council. Father Bradley hires the principal to administer all aspects of the school.

HOLY NAME SCHOOL COUNCIL POLICIES

The By-Laws and Policy committee of the Council has chosen to use the Davis-Brickle Codification system in terms of categorizing the policies for the board. The categories are:

- 1000 Community Relations**
- 2000 Administration**
- 3000 Business and non-instructional Operations**
- 4000 Personnel**
- 5000 Students**
- 6000 Instruction**
- 7000 New Construction**
- 8000 Internal board Operations**
- 9000 Bylaws of the Board**

The committee has also coded each policy for the community to know its origins. The codes are as follows:

- (F)** Federal Government policy
- (S)** State Policy (Kentucky)
- (D)** Diocesan Policy
- (L)** Local School Council Policy

1000 COMMUNITY RELATIONS

(L) Volunteers

A volunteer is classified as any person who comes to the school to extend their services during any academic year. The person must follow the procedures outlined by the Diocesan Safe Environment Office and orientations set by the school.

2000 ADMINISTRATION

(S) Release of Student Record Information

- (1) Records/transcripts/information may be sent/disclosed to other elementary/secondary school officials without written permission from the student/parent when the officials are determined to have legitimate educational interest in the student.
- (2) Records/transcripts/information may be sent/disclosed to post secondary school officials without written permission from the student/parent when there is reason to believe that the student seeks or intends to enroll at that institution.
- (3) Records/transcripts/information may be sent/disclosed to state and local educational authorities without written permission from the student/parent.
- (4) Records/transcripts/information may be sent/disclosed to state and local officials or authorities without written permission from the student/parent only if the officials or authorities can provide a statute or subpoena requiring disclosure.
- (5) A record of all released is to be kept in the student's file.
- (6) Copies of a student's record are to be made available to students and parents upon written request within not more than 45 days.
- (7) Full rights are to be given to either parent (including both natural parent and guardian) unless a court order to the contrary has been received. (Note that if the student is 18 years old or older, parents may not sign for disclosure).

- (8) Directory information may be released without written permission. Directory information is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.
- (9) Permanent records, transcripts, and other records (including the last report of the year) will be forwarded to another school at the written request of the parent(s), student, or institution upon satisfaction of all outstanding financial obligations to Holy Name School.

(S) 2400 Section of KRS Chapter 527

Each chief administrator of a public or private school shall display about school in prominent locations, including, but not limited to sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating:

UNLAWFUL POSSESSION OF WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLARS (\$10,000) FINE.

(L) 2500 7TH/8TH Grade Admissions:

Students wishing to enroll in the 7th grade or the 8th grade that were not previously enrolled in the prior grade at Holy Name School must complete an application for enrollment. The admittance will be given to applicants, which are current members of the Holy Name Parish. Catholic applicants from other parishes will typically be given the next priority. It will be the general policy that no new applicants for these grades that are members of other faith communities will be admitted, however, as with all applicants, the principal's discretion will be the foremost consideration.

(L) 2600 Parental/guardian cooperation

Parent/guardian cooperation is essential for the welfare of students. If the administration considers that parent/guardian behavior seriously interferes with the teaching/learning process, the pastor and the principal may require parents to withdraw their children and sever the relationship with the school. This type of action is very drastic and will be undertaken only after other attempts at conflict resolution have failed.

3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

(L) 3100 Tuition:

1. All monthly payments must be paid in full by the last day of each month.
2. If at any time during the year a family becomes 60 days past due on tuition, that family shall be placed on tuition probation. See (L)3125
3. All school tuition for the current school year must be paid in full by May 31 or the child's enrollment for the following school year will not be given priority status.
4. If any Holy Name of Jesus Catholic Parish member is having difficulty meeting tuition commitments, we are here to help. The family should contact the principal and schedule a meeting with the tuition committee. Please bring to this meeting documentation that will support your payment plan.

(L) 3125 Tuition Probation:

1. Tuition probation shall require prepayment of fifty percent (50%) of the following year's tuition with registration. The remaining fifty percent will be billed in monthly installments during the successive school year.
2. If a family, while on probation, becomes 60 days past due, prepayment of 100% of the following year's tuition will be required with registration during the remainder of the child's academic career at Holy Name School.
3. Any family on probation must keep all payments current (see3100 Tuition1.) during the probation year to regain normal payment status.

(L) 3150 Graduation Policy:

8th grade student families, who have not satisfied all financial obligations to the school, will not be permitted to participate in Holy Name School's graduation ceremonies and will not receive a Holy Name diploma.

(L) 3200 Competitive Bids

Competitive bids will be sought for all purchases involving contracts, capital improvements, furniture, and technology that exceed twenty-five hundred dollars (\$2500). (The Principal and/or council will accept the lowest and/or best bid).

(L) 3210 Bidding Construction, Maintenance, Repair, Renovation and Installation

Any services for construction, maintenance, repair, renovation, or installation that is in excess of \$20,000 shall be formally bid according to the following:

1. Bidding process shall be "sealed bid"
2. Minimum of three bidders unless approved by the school council or pastor for less or "sole source"
3. Each bid shall require 100% bid bond prior to consideration
4. Each successful bid shall require 100% performance bond prior to beginning work. Any member of a committee or immediate family member of a person that is specifically involved in forming specifications for any of the above-described work shall not be allowed to submit a bid. Nor shall anyone participating in the process of bid evaluation or his or her immediate family be allowed to bid any of the above-described work.

(L) 3300 HNS facilities

Subject to approval by the school administration, fees will be charged for the use of the HNS facilities when used by organizations not directly associated with Holy Name School or Parish.

(L) 3400 Fundraising

Holy Name School students will be allowed to participate in two fund-raisers per school year. The fund-raisers will be one per semester with the fall semester allocated to the PTO and spring fundraiser being allocated to general fund. Families are encouraged to participate but are not mandated.

Charities - Students will be asked to participate in one fund-raiser per grade level.

(L) 3500 Integrated Pest Management

Holy Name School will follow all guidelines and policies concerning the Integrated Pest Management Program outlined in the Diocesan Handbook, Appendix K.

(L) 3600 Bingo Funds

Profit from the operation of Holy Name School's Bingo is to be used to support the mission of our school.

Holy Name is a Catholic School providing an environment for a quality education based on the Gospel message which fosters service to the community.

Through the school's annual budgeting process, various items are designed to be funded by bingo profits. In addition, if an unanticipated situation arises the required funding may be derived from the bingo operations. These expenditures will be reviewed and approved by the Holy Name School Council and the Pastor. Communications with the Holy Name Parish Finance Committee will be on going with all aspects of the bingo operations.

Once these financial obligations are met, the remaining bingo profits for the school year will be expended as follows:

25%	Endowment
25%	Tuition assistance
50%	Building and Plant Improvements

All expenditures for Building and Plant Improvements must be approved by the Holy Name School Council and the pastor of the Church.

4000 PERSONNEL

(D) 4100 a Cafeteria Plan for employee benefits will be established in accordance with Internal Revenue Code Section 125, enacted in 1978.

(D) 4701 Sexual Harassment see Handbook for Catholic Schools, Diocese of Owensboro.

5000 STUDENTS

(D) 5123 Conduct and Discipline

See Handbook for Catholic Schools, Diocese of Owensboro

(D) 5129.4 Policy regarding suspected child abuse or neglect See Handbook for Catholic Schools, Diocese of Owensboro.

1. The student's teachers will be directed to be on the lookout for any signs of abuse or neglect. These signs should be immediately reported to the Department of Social Services. Document all information.
2. School personnel who have contact with students coming back to school after an absence are to be alert to bruises, broken bones, and/or to the excuses presented. If there are any questions in the mind of the secretary regarding the excuse or the appearance of the student, the guidance counselors and/or building principal should be alerted to this promptly. ASAP
3. Physical education teachers will be especially alerted to these cases and will be asked to observe the students in question carefully. Any evidence of abuse will be reported immediately to the Department of Social Services. Document of all information.
4. The counselor or principal will check out the referral or suspicion if any information is not personally and definitively known to the above person.
5. If evidence of physical or sexual abuse is known or present, the case is to be reported directly and immediately to the Department of Social Services for Child Welfare, Family and Adult Service.
6. If a student presents a personal or peer report of alleged abuse or neglect, the guidance office or principal will record this information and take appropriate action as outlined above.
7. Follow-up with the Department of Social Services will be done by the guidance office or principal.

(D) 5134 HIV/AIDS/Communicable/Infectious Disease Policy

See Handbook for Catholic Schools, Diocese of Owensboro

(L) 5200 Uniforms

Students at Holy Name, during the school day, will have a general uniform dress code. Both boys and girls shall be required to wear the uniforms.

(L) 5300 School Sponsor Activities

If a student is a member of a junior high basketball team, he or she may not participate on another team if seasons overlap. The academic teams will be excluded from this policy. To be eligible for any extracurricular activity, a student must maintain a C grade point average and be passing all classes. The principal will review any extenuating circumstances.

(D) 5400 Threatening Behavior

Any behavior deemed threatening is inappropriate and may result in immediate suspension and/or dismissal from school. Threatening behavior is defined as statements, gestures, or actions intended to cause harm to another and/or damage to property.

Behaviors deemed threatening are to be addressed in the following manner.

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school persons.
2. Student parent/guardian is notified. Pastor (Priest/Pastor) and Superintendent of Schools are also apprised.
3. It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and required mental health assessment. Definitions and penalties should be clear and signed by the student and parent/guardian.
4. Because the school needs professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a mental health assessment and final placement decision.

The expense of any required counseling would be borne by the parent/guardian.

5. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of mental health assessment, and history of problematic behavior, the circumstance surrounding the threatening behavior, the nature of the threat, the development stage of the student, and other relevant information.

6. There is need of written documentation of each phase of the case.

Homicidal Threats

If a homicidal threat is made, the above steps are to be followed, and the police are to be contacted. The students(s) who have been threatened, as well as their parents, are to be notified as soon as possible. (See 5129.8 & 8116)

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school.

(L) 5700 Search and Seizure

No pupil's outer clothing, pockets, or his or her personal effects (e.g. handbags, backpacks, etc.) shall be searched by authorized school personnel unless there are reasonable grounds to believe the search will reveal evidence that the pupil has violated or is violating either a school rule or the law. Search of a pupil's person shall be conducted only with the express authority of the principal or his/her designee.

Searches of a pupil's person or his or her personal effects shall be conducted by a certified person directly responsible for the conduct of the pupil, or the Principal of the school which the student attends. Prior to search and seizure, the school will attempt to contact the pupil's parents/guardian to inform them of the ensuing action.

When a strip search of a pupil's person is conducted, the person conducting the search shall be the same sex as the pupil; and an employee of the same sex as the pupil shall be present during the search. Search of a pupil's person shall be conducted only with the express authority of the Principal.

No search of a pupil shall be conducted in the presence of other students.

Students who fail to cooperate with school authorities when requested to shall be subject to other disciplinary action.

The school and the pupil jointly hold school property, such as lockers and desks. School authorities have the right to conduct general inspection of all such property on a regular basis. During these inspections items, which are school property, such as overdue library books, may be collected. Students should not expect privacy to items left in such locations. A single desk or locker may be searched if reasonable grounds exist to believe that evidence of a violation of the law or school rule is contained therein.

Illegal items (e.g. weapons, drugs, etc.) or other possessions reasonably determined by proper school authorities to be a threat to the pupil's safety or to others' safety and security may be seized by school officials, and may be turned over to the proper legal authorities. A staff member may temporarily remove items, which may be used to disrupt or interfere with the educational process, from the pupil's possession. Such items may be returned to the pupil by the staff member or through Principal's office.

All items, which have been seized, may be turned over to the proper legal authorities or returned to the true owner.

(L) 5800 School Sponsored Activities:

No school-sponsored activities (including sporting events and practices) shall be scheduled on Sunday mornings (up to 1 p.m.) or on the following days: Ash Wednesday, The Holy Tridium, Easter, Christmas Eve, and Christmas.

(L) 5900 School Medication

Holy Name Catholic School shall adopt administrative guidelines for medication administration. The guideline should include but not be limited to distribution of prescriptions, prescription and dose changes, storage and documentation of medication, non-prescription medications, medication refusals, field trips, as well as medication errors.

6000 Instruction

(L) 6100 Holy Name School will implement an Internet Policy. Anyone intending to utilize the Internet at Holy Name School must sign and adhere to the terms of the Holy Name Internet Use Agreement (12/97).

(L) 6200 Cap Size for Classroom:

Cap sizes for K-8 will be 24 students per room. The principal has the authority to change the cap size when necessary.

(L) 6300 Kindergarten

Holy Name School will offer full and half-day sessions of kindergarten depending upon building space and finances.

(L) 6400 Wellness Policy

Holy Name School, through the Diocesan Curriculum Guidelines, programs, and activities, promotes wellness to all students and families. The Diocesan Curriculum Guidelines include nutrition, physical activity, and overall student wellness. Nutrition education is offered in the cafeteria as well as in the classroom. Students are given opportunities for physical activity during the school day through physical education classes and daily recess. Students in grades 5-8 physical education classes will include learning to properly use the weights in the school's weight room. Students in grades 5-8 are also given opportunities for physical activities through a generous offering of extra-curricular sports.

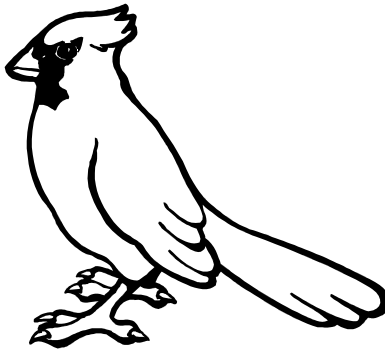
The school has guidelines for foods and beverages sold in the school, after school, and at nightly functions. The school provides a clean, safe, enjoyable meal environment for students. Students are encouraged to participate in the breakfast program before school, during Powerbreak for students in 5-8, through the lunch program, and with free meals served at the school during all school intercessions.

School Colors:

Green and White

School Mascot:

Cardinal



School Song:

Three cheers for ol' Holy Name
Bring down the rafters shouting her name
Sound the chorus from on high
Shake down the thunder from the sky
Whether the odds be great or be small
Ol' Holy Name will win over all
As her loyal students go marching forward to victory.
RAH! RAH! RAH!