

Holy Name of Jesus Catholic School



**STUDENT/PARENT
HANDBOOK
2023 – 2024**

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.

Our Vision

At Holy Name School the staff, students, and families will be PARTNERS who are DEDICATED to being fully ENGAGED in the pursuit of success.

School Wide Theme

TRADITION

www.holynameschool.org

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TECHNOLOGY

- **Acceptable Use Policy**

- As a student at Holy Name School it is expected that you will ensure that technology influences the world in a positive manner. To that end, each student at our school pledges:
 - To honor all files as private property
 - To refrain from erasing, renaming, or making unusable any file or program that is not their personal property
 - To keep user information confidential
 - 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
 - To respect copyright protection for all software, as failure to do so is a criminal offense.
 - To keep all systems with which they work safe from any virus
 - To respect all others with whom they communicate through the computer.
 - To practice good stewardship with all technology systems. Students will never intentionally damage any part of the system or resources, nor allow others to do so.
 - To recognize their own limitations and not tamper with terminals, CPU's, printers, or other associated equipment
 - To practice good stewardship in their use of telecommunication resources (including the use of Artificial Intelligence Generators)
 - To use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff
 - To 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/or financial penalties, as deemed appropriate by school administration.
- All students who are issued an HNS Chromebook are required to sign the Chromebook Agreement. This agreement covers damage fees and the approved use of the device.

- **Cell Phone (and other personal electronic equipment) Policy**

- Use of cell phones, smart watches, and other personal electronic equipment during school hours is not permitted.
- Smart watches should **NOT** be worn to school.
- Cell phones must be turned **off** and kept in the designated area in students' classrooms during school hours (7:00 am- 3:15 pm).
- If a student is seen with a cell phone (or other personal electronic equipment) during the school day or the phone (or other personal electronic equipment) disturbs class, the item(s) will be confiscated, parents will be contacted, and disciplinary action will be taken in accordance with the school Disciplinary Policy.
- Confiscated item(s) must be picked up by a parent or guardian at the school office.
- If a second violation of this policy occurs, the item(s) must be left at home or checked into the office upon arrival and picked up after the dismissal bell each day for the remainder of the school year.
- Repeated violations may result in a student losing school technology/media use privileges.
- The administration reserves the right to search the contents of a confiscated cell phone.

- **Chromebook Policy**

- *Repairing or replacing your Chromebook/Cost of repairs*
 - **Damage/Loss**
 - Take your Chromebook to the Technology Coordinator if you experience any technical problems. If your Chromebook is stolen or damaged by another party, please report it to the office immediately. The school and/or police will investigate your claim further. **Any damage, accidental or intentional, causing the Chromebook or accessories to**

be unusable or require repair will be subject to a replacement/repair fee of up to \$250. HNS will handle all repairs and will use an authorized repair center.

Parent/Guardian will be liable for damages and/or the entire replacement cost of the device and accessories.

■ **Intentional damage**

- Students and parents will be held responsible for the full cost of intentional damage to Chromebooks including, but not limited to: broken screens, cracked plastic pieces, broken keyboard, interoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student and/or parent/guardian will pay for full replacement value. (up to \$250).

■ **Warranty repairs**

- Any electronic malfunction or defect will be covered under warranty at no cost to the student or parent/guardian.

○ Receiving and returning your Chromebook

- Upon receipt of a signed handbook agreement form, 2nd-8th grade students will receive a Chromebook with a case for in class use for the entire school year. Each student will sign in to the Chromebook using their school issued Google username and password.
- Assigned Chromebooks will be removed from the charging cart under the direction of classroom teacher(s) at the beginning of each day.
- Chromebooks will be returned to the charging cart at the end of each day.

○ Chromebook care

■ **Care of your Chromebook**

- The Chromebook and accessories are property of Holy Name of Jesus Catholic School and will remain at school (unless communicated otherwise by the school).
- The Chromebook is provided for the sole use of the student to which it is assigned.
- Do not loan out the Chromebook to other individuals.
- All users are expected to follow these care guidelines.
- Students are responsible for the general care of the Chromebook and accessories they have been issued.
- Chromebooks that are broken, damaged or fail to work properly must be taken to the Technology Coordinator for an evaluation.

■ **General Care**

- Use only a soft, lint-free microfiber cloth to clean the screen.
- Avoid getting moisture in openings.
- Do not use any cleaners to clean the Chromebook.
- Chromebooks must remain free of any writing, drawing, or stickers.
- Chromebooks must never be left unattended
- Excessive pressure on the Chromebook trackpad/keyboard may cause damage.
- Chromebooks should not be near food and drink.
- Keep your Chromebook out of extreme temperatures.
- Keep your Chromebook off the floor where it could be stepped on or tripped over.
- Do not bump or drop the Chromebook against hard surfaces.
- Do not disassemble or attempt to do any physical repairs to the Chromebook.
- Do not attempt to break any security protocols placed on the Chromebooks at any time.
- Chromebooks must be placed in the charging cart at the end of each school day.

■ **Chromebook at school**

- Chromebooks are intended for use at school each day.
- Students should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

■ **Chromebook undergoing repair**

- A loaner Chromebook may be issued to students whose machine is being repaired.
- All loaner Chromebooks will be loaned out through the Technology Coordinator.

○ General usage

- **Instructional use**
 - You are responsible for keeping your Chromebook at school with you during the school day.
 - If you do not have it, you must complete all work as if it were present.
 - Students will face disciplinary consequences for forgotten Chromebooks.
- **Inspection**
 - Students will be selected at random to provide their Chromebook for inspection.
 - Chromebook use and contents will be monitored remotely.
 - **Do not use the issued Chromebook for non-academic purposes during school hours (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) without teacher permission.**
 - This will be part of your digital citizenship and digital responsibilities.
 - Chromebooks being used for non-academic purposes will result in the loss of privileges and disciplinary actions per the Disciplinary Policy of this handbook.
- **Originally installed software**
 - The apps and operating system originally installed by HNS must remain on the Chromebook in usable condition and be easily accessible at all times.
 - Periodic checks of Chromebook will be made by administrators to ensure that students have not removed required apps or installed inappropriate material.
- **Procedure for reloading software**
 - If technical difficulties occur, the Chromebook will be restored from a backup or will be reset to factory settings in the event a backup is not available.
 - The school does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or re-image.
- **Software upgrades**
 - Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their Chromebook for periodic updates and synching. HNS will notify students on how to update apps should updates be necessary.
- **Technology support**
 - Technology support for your Chromebook will be available during the normal school day between the hours of 7:30 a.m. and 3:15 p.m., Mon-Fri.
- Acceptable use
 - **Volume**
 - Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
 - Earbuds or headphones may be used as directed by the teacher.
 - **Screensavers/Backgrounds**
 - Students will not be allowed to customize their Chromebook (screen background).
 - **Saving to the Chromebook**
 - Limited storage space will be available on the Chromebook.
 - Data will **NOT** be backed up in the event a Chromebook has to be re-imaged or restored to factory settings.
 - Students will save their data in their Google Drive account.
 - It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
 - Generally, Chromebook malfunctions are not an acceptable excuse for not submitting work. It is the student's responsibility to ensure that the work is not lost.
 - Files stored on a Chromebook or Google Drive are NOT private. School staff members may review their files and communications at any time to ensure they are using the Chromebook appropriately.
 - Students are responsible for the appropriateness of all files, data, and internet history on their Chromebooks.
 - Do not take photos or videos of other students or staff without their permission. The

possessing, forwarding, or uploading of photos or videos to any website, network storage area, social network or person is strictly forbidden.

- Do not access another individual's materials, information, or files without permission.

○ Additional information

- The use of Holy Name School technology resources is a privilege, not a right. The privilege of using the technology resources provided by HNS is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, or any other HNS policy, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. The HNS Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

- **School responsibilities**

- HNS staff will provide Internet and e-mail access to its students. We will also provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy. The school will be responsible for handling the coordination of Chromebook repair in the event a repair or replacement is needed. (All costs not covered by the warranty will be the responsibility of the Parent/Guardian.)

- **Parent/Guardian responsibilities**

- Talk to your children about values and standards that they should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. Parent/Guardian will be responsible for the entire cost of repairs to Chromebook that are damaged unintentionally, intentionally, stolen, lost or in need of replacement or repair not covered by the warranty. A Chromebook that is stolen must be reported immediately to the school administration. The administration, technology department and the police will conduct a full investigation.

- **Student responsibilities**

- Students are responsible for keeping their Chromebook battery charged for school each day. They must monitor pictures, video, and audio recordings on their Chromebook to ensure they are being utilized in an appropriate manner. Students must use Chromebooks in a responsible and ethical manner, obey general school rules concerning behavior and communication that applies to Chromebook/computer use and use all technology resources in an appropriate manner so as to not damage school equipment. Students are expected to contact an administrator about any security problems they encounter. Students must monitor all activity on their account(s) and notify a school faculty member or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable. If a Chromebook malfunctions or is damaged it must be reported to a school administrator right away.

- **Student activities strictly prohibited**

- Taking the Chromebook out of the school building.
- **Illegal installation or transmission of copyrighted materials.**
- Any action that violates existing policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing Chromebook settings in an effort to circumvent the filtering system.
- **Downloading inappropriate apps.**
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.

- Vandalism to your Chromebook or another student's Chromebook.
- **Chromebook identification**
 - Student Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified based on serial number. Do not remove your Chromebook's identifying labels or markings.
- **Chromebooks left in unsupervised areas**
 - Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, common areas, the lunch tables, computer lab, library, unlocked classrooms, gym, and hallways. Any Chromebook left in these areas is in danger of being lost, stolen, or damaged. If a Chromebook is found in an unsupervised area, it will be taken to the office or turned in to the Technology Coordinator.

EXTRACURRICULAR ACTIVITIES

- Extracurricular activities are defined as sporting programs, KYA, Academic teams, Y Club, class outings, school dances, afterschool programs, parish functions, etc.
- Students who have 3 unexcused tardies may not participate in any extracurricular event the day they have the 4th unexcused tardy and any subsequent unexcused tardies.
- Students who are absent (more than ½ a school day) may not participate in any extracurricular activity that day.
- Students who are suspended (in school) will not be allowed to participate in extracurricular activities on the day(s) of the in school suspension.
- Students who are suspended (out of school) will not be allowed to participate in the next 3 events of his/her extracurricular activity.
- Students participating in extracurricular activities are expected to behave and dress according to Holy Name's standards as they are representing Holy Name School. All consequences that apply during school hours also apply during athletic events.
- Students participating in extracurricular activities must conduct oneself with appropriate Christian behavior at their events. Failure to do so will result in disciplinary action.
- Students participating in extracurricular activities who have accrued 4 or more demerits during a quarter will not be permitted to participate in their extracurricular activity for the remainder of the quarter.
- Students must be passing all classes in order to participate in extracurricular activities. Grade reports are run weekly. An email is sent to the parents of any student who is failing a class regarding that students' eligibility to participate.
- **Cardinals NEVER Quit & always FINISH the race!**
 - Students participating in extracurricular activities are subject to the HNS "Cardinals Never Quit" policy.
 - Any student that quits an extracurricular without approval from the administration will not be allowed to participate in any other extracurriculars for the remainder of the current school year.
 - The first three practices will be considered the try-out period for both coaches/supervisors and students. During this period students will be able to decide they don't want to participate without violating the "Cardinals Never Quit" policy. This period will also be used for the coaches to evaluate the student's attitude, effort, and skill.
- Students who stay after school for extracurricular activities that begin later than 3:10 PM or re-enter the building before their coach/supervisor arrives must be checked into Extended Care.
- No school-sponsored activities (including sporting events and practices) shall be scheduled during weekend Mass times or on the following days: Ash Wednesday, The Holy Triduum, Easter, Christmas Eve, and Christmas.
- Holy Name School reserves the right to deny any student the privilege to represent Holy Name in any activity.

ATHLETICS

Kevin Steele, HNS Athletic Director
ksteele@holynameschool.org

- **Student Athlete Expectations**
 - All student athletes competing for a middle school team must have a sports physical documented on the official KHSAA form. <https://khsaa.org/forms/ms01complete0719.pdf>
 - A once a year \$40 sports fee must be paid before the student athlete's first competition/game.
 - Student athletes who stay after school for games and practices or re-enter the building before their coach arrives must be checked into Extended Care.
 - Student athletes are asked not to chew gum in the gym and to pick up all the trash as they leave the building.
 - Student athletes who are tardy or absent the day following a game must submit valid proof to excuse the absence or tardy. Unexcused absences or tardies the day following a game will result in the student athlete being suspended for the next game.

- Student athletes who have 3 unexcused tardies may not participate in any practice or sport event the day they have the 4th unexcused tardy and any subsequent unexcused tardies.
- Student athletes who are absent (more than ½ a school day) may not participate in any sport activity that day.
- Student athletes who are suspended (in school) will not be allowed to participate in games or practices on the day(s) of the in school suspension.
- Student athletes who are suspended (out of school) will not be allowed to participate in the next 3 games or practices.
- Student athletes are expected to behave and dress according to Holy Name's standards as they are representing Holy Name School. All consequences that apply during school hours also apply during athletic events.
- Student athletes must conduct oneself with appropriate Christian behavior at practices and games as outlined by the Diocese of Owensboro Good Sports Document. Failure to adhere to these policies will result in disciplinary action.
- Student athletes who have accrued 4 or more demerits during a quarter will not be permitted to participate in practices or games for the remainder of the quarter.
- Student athletes must be passing all classes in order to practice or play sports. Grade reports are run by the school administration weekly. An email is sent to the parents of any student athlete who is failing a class regarding that athlete's eligibility.
- Student athletes have a 2 week grace period at the beginning of each 9 weeks to allow points to build up with the following exception:
 - Any student athlete with a failing grade in a class at the end of a 9 weeks will be required to be passing ALL classes for 2 consecutive weeks before returning to participation.
- Any middle school student who repeats the same grade from one school year to the next is not allowed to compete the following year.
- Student athletes may not play a sport at another school if Holy Name offers the sport at the same level of play. Exceptions: students playing JV or Varsity level teams at Owensboro Catholic High School in the same sport.
- Students may not sign-out early to attend a school sponsored athletic event unless prior approval is given by the administration.
- Holy Name reserves the right to deny any student the privilege to represent Holy Name in any activity.
- **Parent/Guardian Expectations**
 - Helping with fundraisers that support and fund the booster club.
 - Working the concession stand or gate at least one night a year during basketball/volleyball games
 - Being supportive of coaches and their decisions. If there is an issue with a coach, address the issue with the coach first. If a resolution cannot be reached, contact the athletic director. If the parent is not satisfied with the athletic director's action, then an appointment may be made with the principal.
 - Ensuring a coach is present before dropping your child off for practices or games
 - Picking your child up promptly after practices and games
 - Conducting oneself with appropriate Christian adult behavior at games as outlined by the Diocese of Owensboro Good Sports Document. Anyone not acting in such a manner may be asked to leave the premises.
- **Uniforms**
 - The Athletic Booster Club provides 6-8 grade teams with uniforms and supplies needed.
 - At the end of each sports season uniforms are expected to be cleaned, labeled with the athlete's name, and returned promptly to the office in good condition. Failure to do so will result in replacement fees or the withholding of report cards.
 - An athlete's parents may be asked to replace a lost or damaged uniform.
 - Individual teams/coaches may not have fundraisers or solicit businesses for sponsors.
 - Cheerleaders and dance team members may have to purchase accessories that are not passed down year to year.
 - The 5th grade Celtic teams are funded by the local ABA.
- **Coaches**

- Coaches at Holy Name School are either volunteers or paid a minimum salary by the Athletic Booster Club.
- The administration will interview or choose each coach based upon his or her knowledge of the sport and Christian attributes.
- Coaches must abide by the Diocese Sexual Abuse Policy and Procedures for all personnel.
- Coaches must sign a letter from the Diocese of Owensboro's Superintendent that outlines the diocesan expectations of a coach.
- Coaches are responsible for carrying a first aid kit to all practices and events.
- Coaches must get the Athletic Director's permission to ask any player to play up.
- **Transportation**
 - It is the responsibility of the student athlete's parent(s) to ensure that they are transported to and from practices and games.
- **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 during an athletic practice, event or while traveling to such events.
- **Athletic Team Offerings**
 - *Celtic ABA based teams, cheer, and dance teams are the only teams with cuts.*
 - **4th-5th Grade**
 - Archery
 - Celtic Boys Basketball
 - Celtic Cheer
 - Celtic Girls Basketball
 - Cross-Country (if needed)
 - **6th-8th Grade**
 - Archery
 - Girls Basketball (6th, 7th, & 8th Grade Teams)
 - Boys Basketball (6th, 7th, & 8th Grade Teams)
 - Cheer
 - Cross-Country
 - Dance
 - Golf
 - Girls Soccer
 - Boys Soccer
 - Girls Tennis
 - Boys Tennis
 - Track
 - Volleyball (6th, 7th, & 8th Grade Teams)
- **Athletic Booster Club**
 - Holy Name's Athletic Booster Club is an organization made up of the Athletic Director, School Principal, and Holy Name parent officers and members devoted to promoting and organizing sports at Holy Name.
 - The Athletic Booster Club meets as needed.
 - The club's functions are:
 - To promote good sportsmanship and physical well being through the athletic programs at Holy Name School.
 - To promote community spirit and support for athletic programs at Holy Name.
 - To engage in fundraising projects that the membership votes affirm at any meeting. The Principal must approve all fundraising projects.
 - To support any school administrative decision or school council policy concerning athletes.

- To help finance the improvement and upkeep of athletic and school facilities.

ATTENDANCE

- In accordance with Kentucky School Law, KRS 159.50, Holy Name school records excused and unexcused tardies and absences daily. By law all students are required to attend school every day and to be on time for school and classes.
- Parents must report absences to HNS **prior to 9:00 am on the day of the absence** via phone call, voicemail, or email. In the event a student's absence is not reported before 9:00 am, it is the policy of the school that a school representative will contact the custodial parent/guardian via phone call, voicemail, email, or text.
- All students are expected to arrive at school by 7:45am and are considered tardy at 7:55am if they are not inside the school.
- 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 7:55am 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) into the school.
- A student who is absent (either ½ day or a full day) **may not participate in extracurricular activities that day.**
- **Tardy**
 - A student who misses **two hours or less** during any part of the school day **is tardy.**
 - In the event that a student accumulates eight unexcused tardies, the student will meet with our school counselor to discuss the issue of tardiness and how to prevent future tardies, and parents will be contacted.
 - The eight days will not include verified appointments with a doctor, dentist, health department or court proceeding.
 - In the event that 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 (10 or more) unless they have an excuse (from a doctor, dentist, court, or health department) that validates the reason for the tardy.
 - Additional noncompliance may result in the family being referred to a Henderson County Court designated worker.
 - Students being transported by the Henderson County Bus System will not be counted as tardy if the bus arrives late to school.
- **½ Day Absence**
 - 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.**
- **Absence**
 - A student who misses **four hours or more** during any part of the school day **is considered absent.**
 - When a student accumulates 7 or more **unexcused absences** they 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.
 - Additional noncompliance may result in the family being referred to a Henderson County Court designated worker.
 - 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 **(or accessed on the Family Portal/Google Classroom for the appropriate grade level)** after 3:00pm.
- **Excused Absence/Tardy**
 - Absences or tardies will only be recorded as excused if proper documentation is provided to the school within one (1) school day of the absence or tardy.
 - A maximum of one (1) absence per grading period may be excused by a written parent note.
 - Reasons for an absence or tardiness to be recorded as excused include:

- Death or funeral in the students' immediate family (please provide an obituary, prayer card, or funeral program)
- Illness of the student with a doctor's note
- Appointments with a doctor or dentist with doctor's note
- Failure of bus transportation
- Summons to appear in court (please provide documentation from the court)
- Other valid reasons as determined by the administration, including trips qualifying as educational enhancement opportunities.
 - Educational Enhancement Opportunity - The Educational Absence Policy can be accessed at <https://holynameschool.org/> (under the Family Resource icon at the bottom of the home page). Please read the form to see the requirements to have it approved.
- Unexcused Absence/Tardy
 - All absences/tardies other than those listed above shall be considered unexcused.
 - Absences immediately before or after a school break (Fall, Christmas, or Spring) will be automatically unexcused unless the student shows proof of a doctor's note.
- Attendance Board
 - The attendance board will consist of representatives from the faculty, administration, and school council. The decisions of this board will be final.

ARRIVAL

- The school doors open at 7:00AM and all students should be dropped off in the parking lot between 7:00 and 7:55.
- When pulling into the alley off of First Street families with students in the Early Learning Program should pull to the right side of the alley and families with students in grades K-8 should pull to the left side of the alley (unless otherwise directed by a school employee).
- Please do not allow your child(ren) to exit the vehicle until inside the coned area.
- Students should exit from the passenger side and enter the school through the office doors (K-8) or Early Learning Doors (PS and PK).
- Parents should follow instructions from staff directing traffic; the staff members are in place to ensure the safety of all children.
- To promote a safe environment, refrain from using cell phones during student drop off.
- Between 7:00 and 7:45 students should go directly to the gym or other approved area as communicated by their teachers.

BUSING

- Students who ride the bus will observe the proper rules of safety and courtesy. Failure to do so may result in forfeiting the student's right to ride the bus in accordance with Henderson County School's policies.
- Contact the Henderson County Schools bus garage to learn your child's bus route. (270-831-5120)
- 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.

DISMISSAL

- The school day ends at 2:45PM
- Prior to or during dismissal do not park on the 2nd Street side of the school building.
- Parents and students must follow the 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.

- **A student MUST have a written note, email, or phone call to the office granting permission to leave school with anyone not listed on his/her official “pick-up list.”**
- **Car Riders**
 - Car riders in grades K-8 will be dismissed to be picked up in the school parking lot through the main doors, gym doors, and playground gate. Please check with your child’s teacher to know which exit he/she will use.
 - For the safety of all our students, parents, and parking lot supervisors as well as maintaining a smooth flow of traffic, please remember the following:
 - No parking on 1st Street or IBT. Please come through the school parking lot.
 - If you wait for an Early Learning child at dismissal, please allow sufficient space for children to exit the building
 - Parents waiting for students in grades K-8 may wait near their child’s exit or stand next to their car, but must promptly get in their car once they have all of their children. This signals to the parking lot staff that you are loaded and ready to move.
 - If you are picking up an Early Learning child, be sure to have your brightly colored tag displayed on your dash so the parking lot crew can direct you in the proper direction.
 - Stay in your dismissal lane. (No line jumping)
 - Keep up with the flow of traffic and move all the way up.
 - Please refrain from using your cell phone during the dismissal process.
 - If you come through the 2nd round of pick up (you are not in the parking lot when students are dismissed at 2:45 pm) please stay in your car.
 - Dismissal lasts from 2:45 pm—3:10 pm. Consider a slightly later arrival time to allow the 1st round traffic to clear the lot rather than parking on the street and causing traffic/safety issues.
 - Always follow the directions of the dismissal supervisors and crossing guards. They’re there to keep EVERYONE SAFE
- **Walkers**
 - Walkers in grade K-8 will be dismissed to the gym and then accompanied by a teacher out the main door of the school building to the 2nd Street crosswalk.
 - All students that are walkers must have written parent permission on file in the office.
- **Bus Riders**
 - Bus riders in grades K-8 will be dismissed to the secondary 2nd Street entrance and picked up by Henderson County Schools buses.
 - It is the responsibility of the parents/students to know what bus the student should board and to notify the teacher/school that the student will ride the bus.
- **Extended Care**
 - K-8 students who are registered for extended care will be dismissed to the cafeteria.
 - To pick up a student from Extended Care, park your vehicle, walk to the Early Learning Entrance, and ring the bell for assistance.
 - Any student who is not picked up by 3:10 will be checked into Extended Care.
 - Extended Care fees will appear on your monthly statement.

DISCIPLINARY POLICY

- A disciplinary problem occurs when someone disrupts the learning process and detracts from the rule of the teacher.
- A student’s age, physical, mental and emotional condition will govern the school’s response to a violation to school policies as will any previous record of behavior/discipline problems and the nature of the offense.
- The HNS multi-tiered behavior plan can be found below and is designed to create an effective institution. The establishment of this plan creates a school environment that promotes social, emotional, behavioral, and academic growth in all students.

Grades 4-8 use a demerit system to enforce positive student behavior. Demerits are earned for both minor and major behavior incidents. Specific examples can be found in the Student Handbook section below.

4th-8th Grade Behavior Consequences per Nine Weeks

Behavior Incidents/Demerits	Consequences
1	Email notification
2	Email notification Behavior reflection writing assignment
3	Email notification Behavior reflection writing assignment Removal from HoUSE activities (for the remainder of the quarter) Parent Meeting with Teachers and Administration
4	Email notification Behavior reflection writing assignment Continued removal from HoUSE activities Removal from extracurricular activities during and after school (for the remainder of the quarter) After or before school detention (as assigned by administration)
5	Email notification Behavior reflection writing assignment Continued removal from HoUSE activities Continued removal from extracurricular activities during and after school In School Suspension
6	Email notification Behavior reflection writing assignment Continued removal from HoUSE activities Continued removal from extracurricular activities during and after school Out of School Suspension
7 (or more)	Email notification Behavior reflection writing assignment Continued removal from HoUSE activities Continued removal from extracurricular activities during and after school Parent Meeting with Teachers and Administration

4th-8th Grade Behavior Consequences Year to Date

Behavior Incidents/Demerits	Consequences
5	Email notification After or before school detention (as assigned by administration)
6	Email notification In School Suspension (1 Day)
7	Email notification In School Suspension (2 Day)
8	Email notification Out of School Suspension (1 Day)
9	Email notification Out of School Suspension (2 Day)
10+	Email notification Parent Meeting with HNS Administration

Cardinal Correction Opportunity (Middle School Only):

Cardinal 10 number eight states that we learn from our mistakes, correct them, and move on. Each year middle school students will have the opportunity to correct one, minor behavior incident. In order to correct the incident, students must directly contact the administration and apply for the opportunity. Students will be required to come in before or after school to “work off” the demerit. Major incidents, unkind behavior, and disrespect will not be considered for the program.

Kindergarten - 3rd Grade

Grades Kindergarten through 3rd use a marks system to enforce positive student behavior. Marks can be earned for both minor and major behavior incidents. Specific examples can be found in the Behavior Student Handbook section below.

K-3 Daily Behavior Consequences

Behavior Incidents/ Marks	Consequences
Warning	Students receive a warning on their first intervention. The warning does not include a specific consequence.
1	Students will lose five minutes of their recess.
2	Students will lose ten minutes of their recess.
3	Students will lose their entire recess that day.
4+	Students will be referred to the administration.

Kindergarten - 3rd Grade

Students in grades kindergarten- 3rd grade will be using a marks system to enforce positive student behavior. Marks can be earned for both minor and major behavior incidents. Specific examples can be found in the Student Handbook section below.

Early Learning (Preschool and Pre-Kindergarten)

The goal of the Early Learning Program at HNS is to teach positive behavior and encourage socialization. This is an ongoing learning process for our students that requires a variety of disciplinary strategies. From Pre-School to Pre-Kindergarten we are all working to teach our students to:

- Demonstrate kindness to others
- Follow simple directions
- Demonstrate self regulation of emotions
- Follow school procedures

In each classroom, positive behavior reinforcement plans are used to teach and develop those skills. These positive behavior reinforcement techniques include:

- Teaching expectations and appropriate behavior
- Praise
- Rewards and encouragement
- Consequences

All learning students will occasionally need instruction for unacceptable behavior. In these moments we talk with each student individually to encourage problem solving and making better choices. For repeated unacceptable behaviors the student may be removed from the large group to sit alone for 3-5 minutes (depending on age) to consider those choices. Before rejoining the group the teacher will conference with the student about how to better navigate the situation in the future. Unacceptable behaviors that would require students to be removed from the group include:

- Aggression toward others (pushing, hitting, spitting, etc.)
- Repeated defiance that disrupts the learning of others.

Learning self-regulation of emotions is a foundational skill for young students. We encourage students to learn to express their emotions through words and help them with strategies to deal with big emotions. We have calm down areas (inside of and outside of our classrooms including a sensory room) for students who may need to spend some quiet time to decompress before joining the group.

Early Learning is an environment in which to learn about and develop regulatory skills. Teachers expect occasional behavior incidents as the students develop. As with all skills in early learning, the students will develop at their own pace. Parents will be informed of progress through progress reports twice yearly, and texts, emails, calls, or notes periodically throughout the year. If a child is consistently struggling, parents will be asked to conference with the teachers to work together to help the student be successful.

Occasionally, a student will have difficulty maintaining appropriate behavior in the classroom. If a student's behavior is a danger to himself/herself or others or causes major disruption to the learning of others, he/she may be removed from the classroom to calm down. In these moments the following progression would occur:

- Removal from the classroom with a supervisory adult (aide, teacher, director) to spend time in the Sensory Room
- Referral to school administration (Dean of Students, Principal, Counselor)

- In the event a student is removed from the classroom three times in a quarter, a meeting will be called with the parent, teacher, and a school administrator to develop a plan for student success
- While our goal is to work with parents to provide a successful early learning experience for every child, Holy Name School reserves the right to withdraw a participant from the program (temporarily or permanently) if all discipline options have been exhausted and/or there has been demonstration of extreme behavior that may put the student, other students, and staff in danger of harm.

Behavior Incident Examples:

- **MINOR (demerit or mark) violations to school policies include but are not limited to:**
 - Repeated failure to do class work and/or homework
 - Unprepared for class (incorrect or missing textbooks, assignments, etc.)
 - 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/using inappropriate language
 - Restroom misbehavior
 - Hallway wanderings and/or misbehavior
 - Disrespect to a teacher, staff member and/or another student
- **MAJOR (serious) violations to school policies include but are not limited to:**
 - Fighting or instigating a fight
 - **Cell Phone/Technology Violation**
 - Cheating, especially on tests or exams
 - Lying
 - Having fireworks at school
 - Any type of abuse
 - Possession of any dangerous object or weapon, any controlled substance, **tobacco** products(including but not limited to vaping products), **alcoholic** beverages, **unacceptable or inappropriate magazines** and/or **pictures**
 - Stealing
 - Extortion
 - 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
 - Cyber bullying
 - Cyber bullying in the context of school or resulting in disruption of the school day if participation was outside of school day (including, but not limited to the use of Social Media and AI Generators)
 - Forging parents' signatures
 - Using inappropriate language, written or verbal
- Any student accused of a crime may be placed on a home study program. Conduct inside/outside of the school that is detrimental to the reputation of the school will 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.
- Per 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 A 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.

- **TOBACCO, DRUGS, AND ALCOHOL**

- Students shall not be permitted to use or possess any tobacco, alternative nicotine product, vapor product, legal/illegal drugs, or alcohol as defined by the Statutes of the State of Kentucky on property owned or operated by Holy Name School/Church, including athletic facilities, or during school-sponsored trips and activities. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.
- 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.

DRESS CODE

- All students will wear a school uniform which can be purchased through school approved vendors/venues:

Shaheen's	994 Breckenridge Lane Louisville KY 40207	502-899-1550	www.shaheens.com
Crazy Me	235 East 20th Street Owensboro, KY 42303	270- 684-5419	www.crazymegifts.com/
Land's End (half-zip pullover fleece only)			www.landsend.com Preferred School Number - 900070855

- **The Uniform**

- Uniforms should be clean, free from holes, rips, or tears, be worn in the manner intended, and fit properly.
- Uniforms must have the monogrammed school logo from our approved vendor(s).
- Uniform shirts must be tucked in and buttoned (with the exception of the top button).
- **Unprinted plain white t-shirts are permitted under the uniform shirt.** Sleeves of an undershirt may not extend beyond the length of the uniform shirtsleeve.
- Sweatshirts and fleeces must be worn properly (not tied around the waist)
- The uniform shirt must be worn under the uniform sweatshirt or fleece and the collar must be visible.
- **No personal jackets or sweaters may be worn inside during the school hours**
- Skirts, skorts, and shorts may not be more than 2 inches above the knee. (Check with the uniform supplier before purchasing).
- Belts must be worn. They must be tan, black, or brown solid colored.

- **Shoes and Socks**

- Tennis Shoes or shoes that stay on feet with proper backing are permitted
- **Sandals are not permitted.**
- Socks must be visible and worn at all times and must not be a distraction.
- **FEMALE students may wear solid white or black tights/leggings under skirts/shorts.**

- **Accessories and Hair**

- Body piercing (other than ears) is not allowed.
- Female students may wear small, non-dangling earrings in Preschool through 8th Grade.
- Male students are not permitted to wear earrings.

- Only one appropriate bracelet may be worn at a time.
- Hair should be clean, neatly groomed and not a matter of distraction. Unconventional hairstyles, including but not limited to spikes, mohawks, ombre style, mullets, tails, or engraved designs cut into hair, are not permitted. Dyed hair of unnatural color is prohibited.
- Male students' hair should be cut in a style that allows it to be above the eyebrows, above the ears, and above the shirt collar.
- Females may wear a headband to hold back their hair. All headbands must be flat and a solid color.
- Hats, bandannas, or scarves are not permitted.
- Make-up may be worn by female middle school students (grades 6-8) and must be age appropriate and kept to a minimum at the administration's discretion.
- **HoUse Shirt/Spirit Days**
 - HoUse shirts (from any school year) may be worn on Friday (tucked in, with a belt) with the approved HNS bottoms.
 - Spirit Days are announced periodically throughout the school year.
 - Students may wear ANY Holy Name Shirt (with sleeves and free from holes, rips, or tears) tucked in with the approved HNS bottoms.
 - HoUse shirts and Spirit shirts may be purchased through the Athletic Booster Club's fundraiser in August and other times throughout the year.
- **Free Dress Days**
 - Free Dress Days are announced periodically throughout the school year.
 - Specifics for free dress days are shared when announced.
 - Students may wear:
 - School appropriate shirts (with sleeves, free from holes, rips or tears and controversial images or designs)
 - Jeans, sweats, or other pants (no leggings or shorts other than uniform shorts, free from holes, rips, or tears)
- **Dress Code Violations**
 - Students are required to follow the school dress code policy. Consequences for violating these policies are as follows:
 - 1st offense: Uniform Policy Violation (parent signature required)
 - 2nd offense: Uniform Policy Violation (parent signature required)
 - 3rd offense: Student demerit (4-8) or student mark (K-3)
 - 4th offense: Student cannot participate in next free dress day
 - 5th offense: Parent meeting with administration

ADMISSIONS

- All new students enter Holy Name School on a probationary period. At the end of each quarter, the student's progress and behavior will be reviewed.
- Admittance will be given to applicants, who are current members of Holy Name Parish. Catholic applicants from other parishes will typically be given the next priority.
- It will be the general policy that new applicants for grades 6-8 will require an interview with the school administration prior to admittance.

NON-DISCRIMINATION POLICY

- Holy Name of Jesus Catholic School does not discriminate on the basis of gender, race, color, nationality, or ethnic origin.

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.

ASBESTOS

- Asbestos is present in the Holy Name School building. The school is monitored for asbestos twice yearly. An Asbestos Management Plan is located in the school office for review upon request.

BUILDINGS AND GROUNDS PROJECT INFORMATION

- Competitive bids will be sought for all purchases involving contracts, capital improvements, furniture, and technology that exceed twenty-five hundred dollars (\$2500). (The President/Principal and/or Council will accept the lowest and/or best bid).
- Any services for construction, maintenance, repair, renovation, or installation that is in excess of \$20,000 shall be formally bid according to the following:
 - Bidding process shall be “sealed bid”
 - Minimum of three bidders unless approved by the school council or pastor for less or “sole source”
 - Each bid shall require 100% bid bond prior to consideration
 - Each successful bid shall require a 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.

PEST MANAGEMENT

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

BIRTHDAYS/SPECIAL EVENTS

- Parents of students in Early Learning-3rd grade who wish to bring cookies, doughnuts, or cupcakes for the entire class to celebrate their child’s birthday must check with the child’s teacher and do so only during the morning recess/snack time.
- Students in grades 4-8 are not permitted to bring in birthday food items due to their participation in the Diocesan Food Service Program which includes power break.
- Flower, birthday gift, balloon, etc. delivery are not permitted
- **Passing out invitations at school is only permitted if ALL STUDENTS in the class receive an invitation.**

CAFETERIA

- Holy Name School provides students with the opportunity to eat breakfast, snack and lunch through the school lunch program.
- Students are permitted to bring lunches from home.
- Family members are invited to join their students for lunch. For lunch times please check with your child’s teacher. Upon arrival for lunch, check in at the office. (Please do not bring in outside restaurant food for your child.)
- According to regulations set by the Federal Lunch Program, only milk and juice may be served with lunches.
Lunch prices for this year are as follows:
 - Student Lunch \$3.25 Adult Lunch \$4.65

- Student Breakfast \$2.25 Adult Breakfast \$3.00
- Reduced Student Lunch \$.40
- Reduced Student Breakfast \$.30
- Prices vary on all al-a-carte items.
- Lunch account balances and activity can be viewed at www.myschoolbucks.com
- **The school will provide you with an income scale to determine your eligibility for free or reduced lunches.**
- Lunch money should be submitted at www.myschoolbucks.com or sent to the office in an envelope with the child's FIRST AND LAST name and homeroom written on the outside.
- While in the cafeteria every student 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
 - 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 or other students.

CHURCH

- Students in grades K-8 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 semester, and once during the second semester)

COUNSELING

Lyndsay Koonce, HNS Guidance Counselor
lkoonce@holynameschool.org

- Short term counseling is available to 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.

CUSTODIAL RIGHTS

- **It is the responsibility of the parents to share any official custodial information decided through the courts.**
- Official custodial agreements will be kept in a confidential file in the office of the Guidance Counselor.
- In the absence of any court document, the school will view each parent as having full legal custody of his/her child.
- In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

EMERGENCY DRILLS

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

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.
- Use only the main entrance when entering the school.
- Visitors are only allowed to access the part of the building that they are signed in to visit.
- Do not disturb any classrooms on the way to your destination.

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.
- Upon arrival to volunteer please check in at the office.

EARLY LEARNING

Holy Name of Jesus Catholic School's Early Learning Programs include Preschool and Pre-Kindergarten. Holy Name School Early Learning Programs offer time and space for young children to be free to play, explore, and imagine. They are designed to lead them from wonder to discovery and from investigation to affirmation. It provides the opportunity for all children to associate pleasure with learning so their desire to learn is fostered at a very young age. Preschool and Pre-Kindergarten are academic based programs.

In all programs, the teachers collaborate with parents to provide a developmental education while sharing faith and values. Parental encouragement and personal example are the strongest factors that will influence academic faith development. In partnership with parents, teachers foster growth and excitement along with a deeper awareness of God's presence. Teachers are flexible and supportive in meeting the needs of each new group, and offer each child space to experience the joy of learning at his/her own capacity and pace.

- **Goals of the Early Learning Childhood Program**
 - To provide experiences that meet the children's needs in their physical, social, emotional, cognitive, and spiritual development.
 - To develop a high self-esteem in each individual through a positive feeling toward learning.
 - To develop social skills through play and through interaction with adults as well as peers.
 - To provide cognitive development activities through concrete and hands-on materials.
 - To provide an environment based on trust, inclusion and affirmation.
- **Early Learning Morning Arrival & Dismissal**
 - Between 7:00 - 7:45 am you may drop your child off in the Early Learning Drop off lane. Your child will walk to the door with the assistance and supervision of Early Learning Staff.
 - Students who are not transitioning to our Extended Care Program will be dismissed from the Early Learning playground door entrance at 2:40 pm. If your child is to be released to anyone other than those designated by you, please send a written note or call the school office. If your child's dismissal plans will be different than originally indicated, please send a written note. Please notify those designated to pick up your child that we may ask for identification until we become familiar with them.

- **Length of School Day**
 - The Early Learning Program begins at 7:45 am and ends at 2:40 pm. On-time arrival and dismissal is imperative in order to avoid congestion in the parking area.
- **Early Learning Discipline Policy**
 - Each student is made in the image and likeness of God and will be treated as such. Disciplinary strategies are consistent between our Early Learning classrooms with their foundation in positive reinforcement, which is most often quite effective with young children. Early Learners frequently display appropriate behaviors, and this provides many opportunities to reinforce good decision-making. Teachers will go over classroom rules, and role-play to practice what following the rules looks like. Should a situation merit disciplinary action, re-direction, “three chances”, and “time out” based on the guideline of one minute per year of age are all options the teachers may use. Teachers encourage and practice problem-solving skills, and strive to teach children to be responsible for their words and actions. If a persistent behavior problem should arise, the teacher will contact you by email, note or telephone. Teachers will work together with parents to come up with a behavior plan. Should a specific behavior problem persist and cause harm or injury in any way to other children, the school reserves the right to withdraw your child from the program.
- **Classroom Rules**
 - Cooperate with all teachers and classmates.
 - Show respect for others by being patient and polite.
 - Treat personal and school property appropriately.
 - Follow all safety procedures.
- **Partnership with Parents**
 - If you have questions or concerns regarding your child, please feel free to contact the teacher at any time. Also, please keep the teachers informed of any changes that your family or child are going through. The birth of a new sibling, moving to a new house, a death in the family, or a separation can affect every child differently. It is our goal to always be working with you to help your child and family in any way possible.
- **Parent/Teacher Conferences**
 - Conferences will be held in the first quarter or by request. Progress reports will be sent home twice a year; at the end of each semester.
- **Communications**
 - The school’s website, www.holynameschool.org as well as the Family Portal, are great ways to get information about the school. A weekly newsletter will be sent from the school office via email. The newsletter contains important information pertaining to the school as a whole. Your child’s teacher will also send a weekly email which pertains to your child’s class. Please read these each week.
- **Backpack**
 - Your child should bring a backpack or bookbag to school every day. Please make sure that it is large enough for a regular-size school folder to fit easily inside. Please put your child’s name on the back of the backpack between the shoulder straps, or the inside upper edge of a bookbag.
- **Supply List**
 - Please refer to the supply list that was handed out with the registration forms. Please have your child prepared with supplies by the end of the first week of school.
- **Labels**
 - Children’s names should be on all supplies, inside of clothes and on backpacks.
- **Take Home Folder**
 - The take-home folder is a form of two-way communication for parents and teachers. Please check your child’s folder each day they attend school. Additionally, we will check it every morning for dismissal instructions, tuition payments, tuition rebate orders or anything else you may want to communicate to us.
- **Items from Home**
 - Our Early Learning Program contains an adequate supply of toys, books, games, puzzles, etc. for all children to enjoy. Please do not send toys to school unless we have designated a “Show and Tell” activity time. Pre-K students will bring a “Show and Tell” bag home when it is their turn to share their

treasures with the class. Children may bring a small blanket, pillow, and stuffed animal for nap time.

- **Snacks and Lunch**

- Please make sure the teacher knows if your child has food allergies of any kind. All parents of students with food allergies must contact the school nurse prior to the start of school to share the action plan prescribed by your child's physician.
- Your child will be provided with two snacks and lunch each day. The cost of snacks and lunch are included in the weekly tuition. Breakfast is NOT included in the Early Learning cost. You may choose to bring lunch and snacks. Food brought from home should not need to be heated and you must also ensure that it is healthy and meets the State's nutrition requirements as follows:
 - (1) Milk
 - (1) Meat or meat alternative
 - (1) Bread or Grain
 - (1) Fruit AND (1) Vegetable OR (2) Different Vegetables
 - Drinks should not contain sugar. Students may bring water, unflavored milks, or 100% juice in their lunch.
- If students bring an incomplete packed lunch by State nutrition standards, those items must be provided to the student by State Law. Sodas are not allowed in packed lunches.

- **Appropriate Dress**

- Early Learning program students must adhere to the School's uniform policy which is contained in this Student/Parent Handbook under the heading "Dress Code for Students." We ask that an extra set of clothes be sent each day with your child. The extra set of clothes can be a regular white or green collared shirt and any khaki pants in order to avoid the unnecessary cost of purchasing additional uniform clothing. All clothing must be labeled. Belts will not be required of students in the Early Learning Programs.

- **Toilet Training**

- All children should be potty trained before coming to Holy Name School's Early Learning Programs or parents must agree to a partnership in which active potty training is happening at home. During this process, the child must be in pull-ups, and we will PARTNER with you to reach fully potty trained status. The procedure for changing soiled clothing will be provided by the Early Learning Program and must be signed and returned.

- **Rest Time**

- Children will be encouraged to nap or rest according to their individual needs. Children who do not sleep shall be permitted to have quiet time through the use of equipment or activities.

- **Illness**

- Children with fevers of 100 degrees or more CANNOT be sent to school. A child must be fever free without the aid of fever-reducing medication for 24 hours prior to return. Any child who becomes ill or is injured during school hours will be taken to the school office. The parents, or emergency contact person, will be notified as soon as possible.

- **Classroom Parties**

- Information concerning class parties will be communicated by the teacher at the beginning of each school year.

- **Birthdays**

- Birthday celebrations are welcomed and encouraged. Please notify the teacher in advance of the celebration. Treats are welcome, but they must be store bought or from a bakery.

- **School Cancellations**

- School cancellations due to inclement weather will generally follow the direction of the Henderson County School System. All local television and radio stations will report any school closings. Holy Name utilizes a Parent Alert system to communicate by phone and email with families in case of school cancellation.

- **Absences**

- If your child will be absent, please contact the school nurse via email nurse@holynameschool.org or via phone 270-827-3425 ext. 1. You may be contacted by the school nurse to verify your child's absence if unreported by you.

MIDDLE SCHOOL POLICIES

● Homework

- Students are responsible for checking Google Classroom if they are absent from school. All work will be posted online and worksheets may be picked up upon return.
- Homework that was due on the date a student is absent is due the first class day he or she returns to school.
- Homework assigned on the date a student was absent will be expected within two class periods. It is the student's responsibility to turn in work that was missed on time.
- Make-up tests will be given during the morning or afternoon homeroom period. *Students have one week to make up for a missed test and will receive a zero (0) in the gradebook until it has been taken. If a test is made up after the first week, there may be additional penalties applied to the final test score.*
- Anyone leaving school early will be responsible for checking with their teachers and Google Classroom for any homework that was assigned that day.
- No extra time will be given for work missed due to a counseling session with the school guidance counselor or a visit to the school nurse. The student must find out what was assigned while he/she was in counseling or the nurse's station.
- Failure to turn in homework will result in a zero until work is submitted. Acceptance of late work is at the teacher's discretion. Repeated failure to turn in homework will result in disciplinary action in accordance with the school's discipline policy.

● Discipline

- The Academic Honesty Policy is a staple of Holy Name of Jesus Catholic School. Cheating of any kind will not be tolerated. A zero will be given as the academic penalty. *All Academic Dishonesty violations are subject to the Disciplinary Policy and are considered a Major offense (see Student Handbook).*
 - **Plagiarism** is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another's idea/words or actual "theft" of those ideas/words. Students who plagiarize will lose points or receive a zero on the assignment. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero and/or a major.
- **Minor behavior incidents (also referred to as demerits)**
 - Parents will be notified via email of a demerit.
 - More severe consequences will apply for repeated demerits.
 - See the Disciplinary Policies section of this handbook for more information.

General Rules

- Students may carry earbuds and/or a computer mouse in their pencil pouch. Earbuds are to be used only with specific instruction from a teacher. Students using earbuds or other unapproved accessories will receive a technology violation and will be subject to losing technology privileges.
- Use of cell phones, smart watches, and other personal electronic equipment during school hours is not permitted.
- Smart watches should **NOT** be worn to school.
- Cell phones must be turned **off** and kept in the designated area in students' classrooms during school hours (7:00 am- 3:15 pm).
- If a student is seen with a cell phone (or other personal electronic equipment) during the school day or the phone (or other personal electronic equipment) disturbs class, the item(s) will be confiscated, parents will be contacted, and disciplinary action will be taken in accordance with the school Disciplinary Policy.
- Confiscated item(s) must be picked up by a parent or guardian at the school office.
- If a second violation of this policy occurs, the item(s) must be left at home or checked into the office upon arrival and picked up after the dismissal bell each day for the remainder of the school year.
- Repeated violations may result in a student losing school technology/media use privileges.

- The administration reserves the right to search the contents of a confiscated cell phone.
- Upon arrival students will report to the gym. No loitering will be allowed in the hallways or bathrooms.
- During lunch no one is to be in the hallway or restrooms without permission from the lunchroom or recess supervisors.
- The office will allow a student to use the school phone only in emergencies. Leaving an assignment at home is NOT an emergency.
- Grades will be reviewed weekly. Students not passing a class will be considered ineligible for extracurricular activities the following week.
- Students may wear a House Shirt (tucked in) with a belt and uniform pants on House Shirt Days. House shirts will be offered in the month of August by the Athletic Booster Club. Occasionally, an appropriate shirt or jean day will be announced. Shirts must be tucked in and a belt worn. On jean days, the students may wear jeans that fit appropriately with a House Shirt or if announced, an appropriate shirt of choice. No leggings or jeggings will be permitted.
- Locks are not allowed on middle school lockers. Students are expected to respect other students' property.
- Excessive jewelry will not be permitted.
- Shirts must be long enough to be tucked into uniform bottoms that fit properly.
- Socks must not be distracting and shoes must match.

FIELD AND CLASS TRIPS

- Field trips and/or class trips that are sponsored by the school must be educational in nature.
- Parents will be provided with written communication regarding these trips at least 3 days in advance.
- Signed permission forms must be on file with the school before a student will be permitted to attend a trip. (A blanket permission slip is shared at the beginning of the school year; if this is not signed individual forms are sent for each trip.)
- Students who attend **school/church sponsored overnight trips** will have to comply with all school rules.

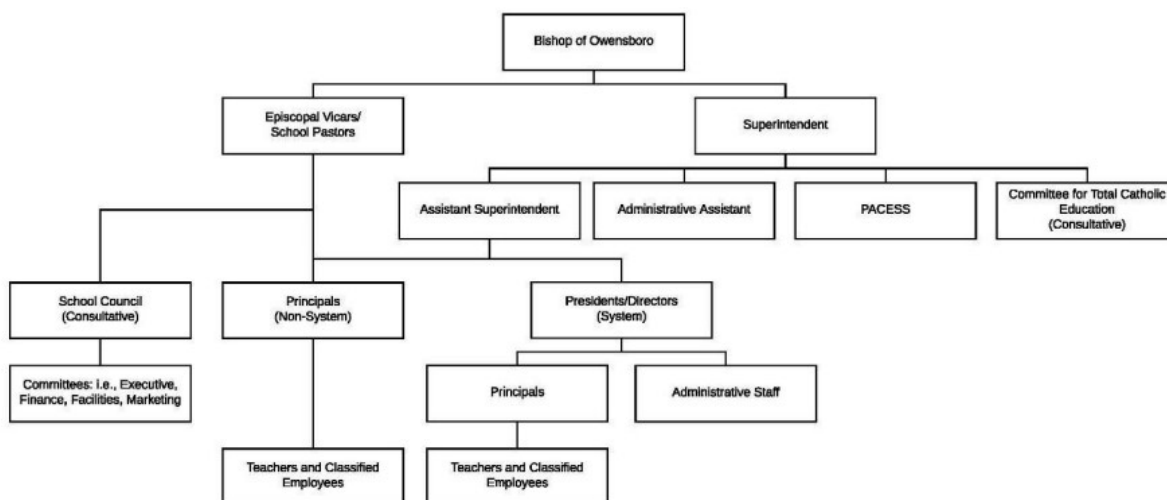
FUNDRAISING

- Holy Name School students will 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 the general fund.
- Families are encouraged to participate but are not mandated.

GOVERNANCE STRUCTURE

- Our Bishop, Most Rev. William Francis Medley, governs Holy Name School.
- The Bishop appoints a Superintendent of Schools and a Pastor for Holy Name Church.
- The pastor receives guidance and feedback on school issues from a consultative council, which is our School Council.
- The pastor hires the President and Principal to administer all aspects of the school.

Diocese of Owensboro Catholic Schools Organizational Flow Chart



ACADEMICS

- The **Academic Honesty Policy** is a staple of Holy Name of Jesus Catholic School. Cheating of any kind will not be tolerated. A zero will be given as the academic penalty. *All Academic Dishonesty violations are subject to the Disciplinary Policy and are considered a Major violation of the policy.*
- **Please read the definition of plagiarism below: (subject to disciplinary policy)**
 - ***Plagiarism** is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another's idea/words or actual "theft" of those ideas/words. Students who plagiarize will lose points or receive a zero on the assignment. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero and/or a major.*
- **Please read the definition of Artificial Intelligence Generator below: (use of these tools are subject to disciplinary policy)**
 - ***Artificial Intelligence Generator** is a broad label that's used to describe any type of artificial intelligence (AI) that can be used to create new text, images, video, audio, code or synthetic data.*
- Progress Reports and Report Cards will be sent via email through the Family Portal system. Hard copies can be requested from the office.
- Students identified as needing curriculum modifications are assigned an Accommodation Form by the Guidance Office.
- New parents will receive an access number at the beginning of each school year which will allow them to view their children's progress on-line using FACTS (RenWeb).
- Honor Roll applies to students in grades 4-8.
- To qualify for the Honor Roll, Holy Name School will recognize the academic achievements of our students in grades 4 and 5 with two Honor Roll lists.
 - The first group of students will be the all "A" Honor Roll and the list will be composed 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 6th- 8th grade will be used to calculate the honor roll.

- First Honors: 3.75 – 4.33 GPA
- Second Honors: 3.25 – 3.74 GPA

- **Grading Scale**

A+	98-100% (4.33)	C+	83-84% (2.33)	S+	Excellent Progress
A	96-97% (4.00)	C	81-82% (2.00)	S	Satisfactory Progress
A-	93-95% (3.67)	C-	78-80% (1.67)	S-	Progressing
B+	91-92% (3.33)	D+	76-77% (1.33)	I	Improvement Needed
B	88-90% (3.00)	D	73-75% (1.00)	NM	Not Mastered
B-	85-87% (2.67)	D-	70-72% (0.67)	+	Mastered
		F	Below 70% (0.00)		

- **HOMEWORK**

- Homework assignments aid students in developing the ability to work independently.
- Homework is the responsibility of each student, and should be done consistently and on time.
- Parents (and students) can check the Family Portal (or Google Classroom as directed by the classroom teacher) for daily homework assignments. Emphasis should be placed on completeness, accuracy and neatness.
- Homework is assigned with each grade level's ability and development in mind.
- Homework Time Guidelines:
 - Kindergarten - 10-15 minutes
 - Grades 1 & 2 10 – 30 minutes
 - Grades 3, 4 & 5 30 - 60 minutes
 - Grades 6, 7& 8 60-90 minutes
- Homework due to vacations/planned absences
 - The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.
 - Missed assignments and tests are the student's responsibility.
 - Teachers will determine and communicate an acceptable time for the completion of make-up work, including homework, quizzes or tests.

- **NON-TRADITIONAL INSTRUCTION (NTI)**

In the event of an extended school closure due to an emergency (weather, health, or other) the school may announce a period of Non-Traditional Instruction (NTI). During this time teachers will continue to provide instruction, lessons, assignments, and feedback. Students are expected to participate fully in the NTI process to continue their education and receive credit for their work. NTI guidelines and expectations are listed below.

- All work will be digital (via Google Classroom and/or email) unless alternative arrangements are made with the school office.
- Students and school families will be trained and educated on the expectations and use of the

Google digital tools we will utilize. (Google Classroom, Google Meet, Google Docs, etc)

- All Classes will consist of Assignments and Class Meetings
- Assignments
 - Assignments will be posted on Google Classroom
 - Assignments will be due within one week of being posted
 - Assignments will be graded and feedback will be provided by teachers within one week of completion
- Video Conferencing for Class Meetings (Google Meet)
 - Video Conferencing for Class Meetings will be for instructional purposes
- **Middle grades** will use Google Meet video conferencing to have regularly scheduled classes each day as follows:
 - Mondays/Wednesdays - Green Day Classes
 - 3rd Period - 8:30-9:30
 - 4th Period - 10:00-11:00
 - 5th Period - 11:30-12:30

- Tuesdays/Thursdays - White Day Classes

- 3rd Period - 8:30-9:30
- 4th Period - 10:00-11:00
- 5th Period - 11:30-12:30

- Fridays - Elective Classes

- 1st Period - 8:30-9:15
- 2nd Period - 9:30-10:15

- *If you're a middle schooler in the CIM/CAD/Music rotation the following will be your Friday schedule*

- CAD - 8:30-9:15
- Music - 9:30-10:15
- CIM - 10:30-11:15

- **Grades K-5** will use Google Meet video conferencing to have regularly scheduled classes each day as follows: *(Classes will start at the assigned times below, however duration of class time will vary by grade level.)*

- Mondays/Wednesdays -

- ELA - 8:30-9:30
- Science - 10:00-11:00
- Religion - 11:30-12:30

- Tuesdays/Thursdays -

- Math - 8:30-9:30
- Social Studies - 10:00-11:00
- Religion - 11:30-12:30

- Friday - Elective Classes *(Please refer to the chart below for the K-5 NTI Elective Schedule.)*

Library	Music PE	Spanish	Technology
Kindergarten 10:30-10:55	2:00-2:25 1:30-1:55	1:00-1:25	11:30-11:55
1st Grade 11:00-11:25	10:30-10:55 2:00-2:25	1:30-1:55	1:00-1:25

2nd Grade 11:30-11:55	11:00-11:25 10:30-10:55	2:00-2:25	1:30-1:55
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3rd Grade 1:00-1:25	11:30-11:55 11:00-11:25	10:30-10:55	2:00-2:25
4th Grade 1:30-1:55	1:00-1:25 11:30-11:55	11:00-11:25	10:30-10:55
5th Grade 2:00-2:25	1:30-1:55 1:00-1:25	11:30-11:55	11:00-11:25

- **PS/PK** will use Google Meet video conferencing to have a scheduled class time each day to establish basic educational concepts and keep students in some kind of structured routine.
 - This time will be communicated by the Early Learning Teachers
 - All classes will be live and recorded. Recorded classes will be posted on Google Classroom for students who could not log in live.
 - Each class meeting will include an attendance question. This will serve as a participation grade. ALL students are required to answer the attendance question for every class whether they are logged in live or watching the posted video at a later time.
 - Teachers will be available for questions via email during normal school hours (7:00-3:15).
 - Any variation to the schedules above will be communicated by the school or the classroom teacher.

LIBRARY/ MEDIA CENTER

- The Library/Media Center is open during the school day.
- Classes for grades K-5 are held once a week.
- Students in grades 6-8 use the library on an individual needs basis throughout the school year.
- Damaged or lost books checked out in a student's name will be assessed a replacement or repair fee.
- Parents are welcome to visit the library and check out books.

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.

STUDENT HEALTH GUIDELINES

The school attempts to provide a safe and healthy environment for students. The school employs a registered nurse, whose role includes, but not limited to, providing acute and emergency care, treating and assessing health concerns in a holistic manner, administering medications and creating action/care plans for students with chronic health conditions.

The nurse's station is not, nor intended to be, a full service clinic or treatment center, or a substitute for a primary care provider.

All health related visits to the nurse will be documented in electronic record and parents will receive notification by email, or if deemed necessary by the nurse, a call will be made to the parents or guardian.

If any accident/injury occurs, first aid will be administered. A parent or guardian will be notified if a child becomes ill and if it is necessary for that child to return home.

Illness/absence restrictions will be based on American Academy of Pediatrics guidelines.

HEALTH REQUIREMENTS PER KENTUCKY STATUTES

The state of Kentucky has specific statutes and guidelines regarding student health and records that HNS is expected to comply with.

Current immunizations and certificates are required to be up to date. The state does allow for a religious exemption. *Of note, immunizations are not against the religion of the Roman Catholic Church.*

Failure to comply and or provide required documentation may result in students being restricted from attending school or participating in sports or extracurricular activities until compliance obtained.

ILLNESS POLICY

HNS maintains a nurse's office during school hours, and a nurse or other designated personnel is always available to handle minor emergencies, medications or illness. With the utilization of our consent for administration of over the counter medications, along with parent consent and communication, our staff will work with you to manage your child's minor symptoms/illnesses, helping them to remain in the classroom and avoid unnecessary absence.

Children should be kept home and or will be sent home with the following:

- Fever >100°F
- Vomiting/diarrhea that is not related to a non-infectious reason (i.e. a choking incident resulting in an isolated vomiting episode)
- Uncontrolled coughing/nasal secretions potentially related to infectious illness (i.e. during flu season)
- Eye infections, "pink eye" symptoms until cleared by healthcare provider and or no purulent drainage or crusting of eyes continues
- Repeat visits to the nurse's office with continued/same complaints of illness will result in a call to enlist parental assistance in an effort to identify and resolve any persistent symptoms.
- Other unusual symptoms that may indicate a communicable infection placing fellow students and staff at risk (i.e. impetigo, rash consistent with chickenpox or measles etc)

CRITERIA FOR RETURNING TO SCHOOL AFTER ILLNESSES

The following is not an exhaustive list of return to school criteria after a child has been sick, but covers the primary basic health hygiene practices in accordance with the American Academy of Pediatrics and public health guidelines

- **Fever policy:** children with **fever of greater than 100°F**, may NOT return to school until they have been free from fever for 24 hours **without the use of fever reducing medications**. Should they return to school before meeting this criteria,, the parent/guardian will be contacted and the student sent home until they meet the criteria set forth in this policy.
 - **Exception to fever policy:** In some instances students may return sooner than 24 hours fever free, such as instances involving bacterial infections such as strep throat, urinary tract infections, or ear infections, in which case, students may return to school the day after antibiotics are initiated as long as fever has resolved and feeling well enough to return. *When in doubt consult with the school nurse.*
- **Vomiting/Diarrhea:** children may return to school once they are able to tolerate normal food without vomiting, and in the case of diarrhea, normal bowel movements should have returned.
- **Wound Infections:** Drainage should be resolved or minimal and easily contained in a dressing/bandage.
- **Respiratory Infections:** Restrictions will be based on current guidelines and dependent upon the type of infection. Rule of thumb, children should be able to control and cover coughs and manage nasal secretions, while also practicing good hand hygiene

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 education is offered in the cafeteria as well as in the classroom.
- 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 Power Break for students in 5-8, through the lunch program, and with free meals served at the school during summer break.
- Physical activity opportunities are given during the school day through physical education classes and daily recess.
- Extra-curricular sports are offered for students in grades 5-8 which also provide physical activity opportunities

Medication Administration at School

Purpose: To provide the student a safe and consistent environment for medication administration for acute and or chronic illnesses/conditions in the school setting, facilitating student attendance and allowing participation in educational activities.

Policy: The HNS School Nurse or designee will provide medications as prescribed by a healthcare provider and or over the counter (OTC) medications following the guidelines noted below. The nurse's station is not, nor intended to be, a full service clinic or treatment center, or a substitute for primary care provider.

• **GENERAL GUIDELINES**

- All medications will be accepted on an individual basis at the discretion of the School Nurse.
- All medications administered at school will be given by the School Nurse, or trained designee in the nurse's absence (exception: sunscreen).
- **Sunscreen** products are regulated as drugs per the FDA. Parents who are concerned for their child's protection against sunburn will need to provide their own sunscreen. This applies for Early Learning as well as K-8 grades.
- First dose of medication or changed dosage should be administered at home.
- Two medications must not be mixed in one bottle.
- A medication (even if identical) may not be "borrowed" from a child for use by a sibling or other student.
- No products containing aspirin (ASA), Acetylsalicylic acid, salicylates) will be given without a healthcare provider's order.
- No narcotic/opioid medications will be administered (i.e. Lortab, Codeine, etc) except when identified in an individual care plan for a chronically ill student.

- Herbal medications and nutritional supplements will not be administered at school unless the healthcare provider deems it necessary and writes order to be given during school hours.
- Student privacy will be respected and any information will be kept confidential according to the Family Right & Privacy Act (FERPA)
- Students are to be supervised while taking medication.
 - Exceptions for students who have a documented health condition that require emergency or life-sustaining medications (i.e. asthma, anaphylaxis) may “self-carry” so that the medications may be immediately accessible (See section 6 below).
- Parents/guardians will be contacted if:
 - Temp is ≥ 100 F
 - If complaint continues
 - If complaint increase after intervention
 - Concern for frequent requests/visits to nurse office
 - Medication could not be administered as requested/prescribed (i.e. refusal, spilled, vomited, lost)
 - At any time to discuss concerns, clarification and/or for guidance.
- Parents/Guardians will follow these procedures for medication administration while at school and on field trips. *HNS will not be responsible or liable for any medication or student incident that arises from parent non-compliance with this policy.*

● **PRESCRIPTION MEDICATION**

- Must be provided by the parent/guardian with signed consent and release form (see attached form). Prescription medication cannot be administered without the appropriate health care provider’s order (licensed physician, nurse practitioner, physician assistant, or dentist who has the responsibility for the medical management of the student).
 - **The prescription container shall serve as the prescriber's original order since the prescription is on file at the pharmacy.**
- No sample medications will be given unless accompanied by a written order from the prescribing health care provider.
- Medication, including samples, must be received in original container, with intact prescription label attached, containing the following information:
 - Student's Name
 - Date
 - Prescribing healthcare provider
 - Dosage/strength
 - Directions for use (including frequency & duration)
 - Pharmacy name and address (healthcare provider information if sample)
 - Those with altered or changed labels will not be accepted
- Medications such as antibiotics that are prescribed 2 or 3 times a day should be administered at home. An exception may be made by the school nurse if the student is in the After-care School program or will remain after regular school hours for a school sponsored program/activity, if there is a designated staff member available.

- **Controlled medications** (i.e. ADD/ADHD meds) will be counted and verified by parent/guardian and nurse/designee when brought to school initially and each time refills are brought in. The medication and count will be documented on the medication administration record and signed off by parent/guardian and nurse/designee.
- **NON-PRESCRIPTION MEDICATIONS**
 - **For all over the counter medications(OTC):** No over the counter medication can be administered more than 3 consecutive days without a written health care provider's authorization/prescription (exception: sunscreen).
 - A limited supply stock of over the counter medications may be available at the school during the current school year.
 - A list of over the counter medications available at school will be provided each year. It is reviewed, approved and renewed each school year by the HNS Voluntary Medical Director.
 - Parent/guardian consent for OTC must be received and on file at the school before the student can be administered medication. This consent can be completed as part of the online registration each year.
 - **Non-prescription medications brought in from home**
 - Must be in original container
 - Medication must match the container's label
 - Label must be intact with information of indications and directions included
- **SELF-ADMINISTRATION**
 - **For emergency or life-sustaining medications only. Students must comply with these guidelines or it will result in removal of self-carry privileges**
 - **Asthma** - Students need to agree that if relief is not obtained from using inhaler as prescribed, then he/she will report to the nurse's office or staff escort and next steps of the individualized Asthma Action Plan will be implemented.
 - **Anaphylaxis** - An additional supply of this medication will be provided by the parent/guardian to be kept in the nurse's office, to be available should the student not self-possess it (i.e.forgot/misplaced medication). Students must report to HNS staff that medication was self-administered and next steps of individualized Allergy Action Plan will be implemented.
 - **Diabetes** - Low glucose medications that are self administered must also be reported to staff and next steps of individualized plan of care will be implemented.
- **CHANGES IN MEDICATION**
 - Medication changes will be documented in writing by a healthcare provider or a new prescription bottle.
 - No new medications first dose will be administered at school.
- **MEDICATION REFUSAL**
 - Student:
 - If a student refuses to take medication or is uncooperative during medication administration, the parent/guardian will be contacted and the medication may be omitted.
 - A conference will be scheduled with parent/guardian for unresolved conflicts.
 - School Nurse:

- All medications will be accepted on an individual basis at the discretion of the nurse
 - The nurse has the right to refuse to administer any medications the nurse believes is not in the best interest of the student, due to dosage, side effects or other concerns. A conference will be scheduled as needed with the parent/guardian for discussion.
- **TRANSPORTATION, RETRIEVAL AND DISPOSAL OF MEDICATION**
 - Parents/guardians may cancel medication requests and/or retrieve their student's medication from school at any time.
 - All medications must be delivered and picked up from school by parent/guardian
 - No medication is allowed on school buses at any time. (Exception: life sustaining/emergency medications)
 - Medications will be disposed of in the event of the following:
 - Medication not picked up by parent/guardian within 10 days of expiration of discontinuation.
 - Non-prescription medications not picked up within 3 days after the last day of school.
 - Any controlled substance medications (i.e. Focalin, Adderall) that are disposed of will be done in the presence of two HNS staff members, (one being the nurse or authorized designee in the nurse's absence)
 - A courtesy email message or parent text notification will be sent to parents/guardians of expired medications at school, refill medications or notifications to pick up from school.
- **MEDICATION STORAGE**
 - Medications will be stored in a clean cabinet or container, accessible to authorized HNS staff only.
 - In the event of a medication requiring refrigeration, a temp check will be checked daily and recorded on a log when school is session. The desired temp will be 33-45°F in accordance with state guidelines. If the temp is out of range it will be readjusted and evaluated hourly until proper temp is reached.
 - Expiration dates will be routinely monitored and parents will be notified in advance of expiration , so that replacements can be obtained accordingly.
- **MEDICATION ADMINISTRATION ON FIELD TRIPS**
 - Staff should notify school nurse prior to field trips, so preparations can be made for medications to be administered if needed.
 - Medications to be administered on field trip will be provided to the faculty/staff member that has had appropriate training to be delegated to administer medication
 - Student-specific prescribed Emergency Medications (inhalers, epi-pens, etc) must accompany student on field trips and be issued to faculty/staff members after appropriate training has been communicated. Copies of individualized emergency action plans will also be provided to accompany students on field trips.
 - Medication needed for field trips will be in original containers and properly labeled.
 - Staff administering medications will document on the medication administration record.
 - Upon return to school, any remaining medication will be returned to the nurse.
- **MEDICATION ADMINISTRATION TO HNS EMPLOYEES**

- At the discretion of the school nurse, principal and/or president appropriate OTC medications may be available and stored in the nurse's office for HNS employees.
- The school nurse will not administer allergy shots or other non-emergency injectable medications to employees without a healthcare provider's order.

HIV/AIDS/COMMUNICABLE/INFECTIOUS DISEASE POLICY

- See Handbook for Catholic Schools, Diocese of Owensboro

CONDUCT (OFF-CAMPUS)

The administration of Holy Name School reserves the right to discipline its students for off-campus behavior (including church activities) that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

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 hearing the concern, will contact the parent regarding the action taken.

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.

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 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, and country;
- To promote standards of Christian conduct;
- To provide dynamic and meaningful learning experiences;
- To develop a respect for the dignity of every person.

RELEASE OF STUDENT RECORDS

- 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.

- 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.
- Records/transcripts/information may be sent/disclosed to state and local educational authorities without written permission from the student/parent.
- 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.
- A record of all released transcript information is to be kept in the student's file.
- Copies of a student's record are to be made available to students and parents upon written request within not more than 45 days.
- 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).
- 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.
- 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.

RIGHT TO AMEND

Holy Name School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email communication.

SCHOOL CLOSURES

Short Term Closures

School closures of two days or less will be considered Short Term Closures. They will be documented as banked days up to five days. Days in excess of five will be added to the end of the school year. Non-Traditional Instruction (NTI) will NOT be used.

In the event that a Short Term School Closure begins with two days but evolves into more than two days Non-Traditional Instruction will begin on the third day of the closure. *(See the handbook section labeled Non-Traditional Instruction for more information).*

Long Term Closures

School closures that are immediately announced as more than two days will be defined as Long Term Closures. In the event of a Long Term Closure Non-Traditional Instruction will begin immediately and will continue according to the NTI schedule until notified otherwise. *(See the handbook section labeled Non-Traditional Instruction for more information).*

SEARCH AND SEIZURE

Holy Name School abides by the DIOCESE OF OWENSBORO SEARCH & SEIZURE POLICY

To safeguard all involved, adults may feel the need to make a physical inspection of a person or his/her possessions. If an adult asks a student/participant to hand over something, that is not considered a search. If an adult asks a student/participant to take something out of his/her pocket, that is not considered a search. One only needs to have another adult acting as an official witness if a student / participant is searched.

Diocesan Search and Seizure Policy states:

1. No search shall be conducted unless there are reasonable grounds to believe the search will reveal evidence of a violation of the Code of Conduct or the law.
2. Two adults must be present for a search. Searches shall only be conducted by those directly responsible for the person's conduct (e.g. Director/Coordinator of Faith Formation, youth minister, teacher/principal, parish chaperone, etc.) along with another adult witness.
3. When a search is conducted, either the conductor of the search or the adult witness must be the same gender as the subject of the search.
4. Searches: a. do not involve touching of the participant by an adult. Note: no pat-down searches b. are limited to a person's outer clothing, pockets, or his/her personal effects (e.g. handbags, backpacks, etc.). c. may include requiring participant to empty pockets or personal items. d. may include requiring participant to pull pants legs up and pull socks down.
5. Only legal authorities (i.e. police) have authorization to conduct pat-down searches.
6. No search shall be conducted in the presence of any other participant (except the parent/guardian of the person being searched, if he/she is in attendance).
7. Legal authorities, if appropriate, and parent/guardian will be notified immediately.
8. Items that may be seized are illegal items (e.g. weapons, drugs, etc.) and any other possessions reasonably determined by authorized personnel to be a safety / security threat.
9. Other items may be seized temporarily if they disrupt or interfere with the individual's or others' participation. Such items will be returned to the participant at the end of the activity. (Examples include cell phones and other electronic equipment, keys, etc.) If cell phones or personal electronic equipment are taken away, they must not be searched except by law enforcement personnel.
10. Those who fail to cooperate with search request shall be subject to other disciplinary action, up to and including dismissal or removal from the premises.

SEXUAL HARASSMENT AND BULLYING

Harassment and bullying occur when one person makes **repeated verbal or physical contact** 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, repeated 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 repeatedly 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. The mission of Holy Name School is to provide a quality environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion (which will be deemed appropriate by 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 be in violation of this policy will 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.

Social Media & Personal Technology Use

BLOGS/VLOGS

Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. **Inappropriate comments made on HNS or Holy Name Church social media are also subject to discipline procedures.** Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Student and Parent Social Media Accounts

Photos and captions on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action. Inappropriate comments made on HNS or Holy Name Church social media are also subject to discipline procedures.

Group Messaging, Texting, and Sexting

Students involved in inappropriate group or individual messaging, digitally threatening conversations, cyber bullying, or students possessing or transmitting inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. When conversations of these natures disrupt the school day and do not support the development of a positive Christian environment they will result in disciplinary action. In accordance with the law, the Henderson Police Department will be notified.

For further information and guidelines please see [Diocese of Owensboro Catholic Schools- Social Media Policy for Students](#)

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, on social media and on the school website. Students also appear from time to time on the morning and afternoon school announcements. **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.**

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.

ABUSE AND NEGLECT

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.
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.

SUPERVISORY ADULT CODE OF CONDUCT

The Catholic Diocese of Owensboro is committed to providing a safe environment for minors and vulnerable adults within all activities and ministries of the diocese. All the faithful cooperate in taking every reasonable action to ensure the safety of anyone under their care. The following policies are in effect whenever adults are acting as employees and/or volunteers of diocesan institutions ("Church representatives"). Click the following link for the full code of Conduct: <https://owensborodiocese.org/download/6440/>

TELEPHONE USAGE

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 outside of school hours or to communicate via email.

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. A student exhibiting threatening behavior will be removed from the situation and placed under the direct supervision of appropriate school persons.
2. The parent/guardian of the student will be 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 a need for 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.

False Threats

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

TUITION

The continued success of Holy Name School depends upon the commitment of all school families to:

1. Make Catholic education a financial priority within the family budget;
 - a. Be involved in the education of their student(s);
 - b. Make tuition payments on a timely basis;
 - c. Participate to the fullest extent in HNS fundraising activities;
 - d. Proactively communicate with school administration regarding significant changes in financial circumstances.
2. Tuition payments may be made as follows:
 - a. Cash or check payment in full by July 15 (2% cash discount)
 - b. Two payments due July 15 and January 15 (1% cash discount)
 - c. 10-monthly payments due August 1 through May 1

- d. 12-monthly payments due June 1 through May 1
 - e. Credit card payment (2.5% will be added to all credit card payments)
3. Payments may be made by cash, check, ACH, or credit card. HNS accepts Mastercard and Visa.
 4. Tuition payments are due and must be paid by the last day of each month.
 5. Payments returned by the bank for any reason will incur a \$35 fee, which will be added to your tuition account.
 6. All new families must sign a tuition agreement. All existing families will be bound by this policy by signing the Student/Parent Handbook acknowledgement form. By signing said agreement or form, said person is deemed to be the person responsible for the payment of tuition in full.
 7. In the event that multiple parties have co-responsibility for tuition, each responsible party must sign a Tuition Agreement indicating the percentages of responsibility. If legal documentation of financial responsibility exists, a copy of said court order or agreement shall be provided to the President.
 8. If any school family is having difficulty meeting tuition commitments, we are here to help. The family must contact the President, schedule a meeting with the Tuition Committee, and bring documentation that will support the payment plan.
 9. On November 1 of each school year, any family that is past due on tuition will be placed on tuition probation. 10. 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.

Tuition Probation

1. Any family on tuition probation will be required to meet with the Tuition Committee to make a payment plan.
2. A review of the payment plan will take place 60 days after the initial meeting. The Tuition Committee will then determine if there has been compliance to the payment plan.
3. Failure to comply with the payment plan may lead to any of the following:
 - Report cards, transcripts, and Edline will be withheld until payment in full is received.
 - Students will not be permitted to participate in extended care.
 - Families will not be permitted to pre-register or return the following academic year until the balance is paid or an acceptable alternate plan for payment is in place.
 - Students in the 8th grade will not be permitted to participate in graduation activities.

If a parent/guardian fails to act in good faith, the administration, after consultation with the Pastor, may refer the delinquent balance to a collection agency.

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!



“The CARDINAL 10”

1. We are Christ- like.
2. We are shepherds.
3. We use our time, talent, & treasure for God.
4. We give respect. We say yes ma’am & no sir; we say thank you & we speak when spoken to.
5. We are always honest, no matter the circumstances.
6. We surprise others by performing random acts of kindness.
7. We accept responsibility & do not make excuses for our failures.
8. We learn from mistakes, correct them, & move on.
9. We are humble when we win; we maintain self-control when we lose.
10. We never quit & always finish the race.

