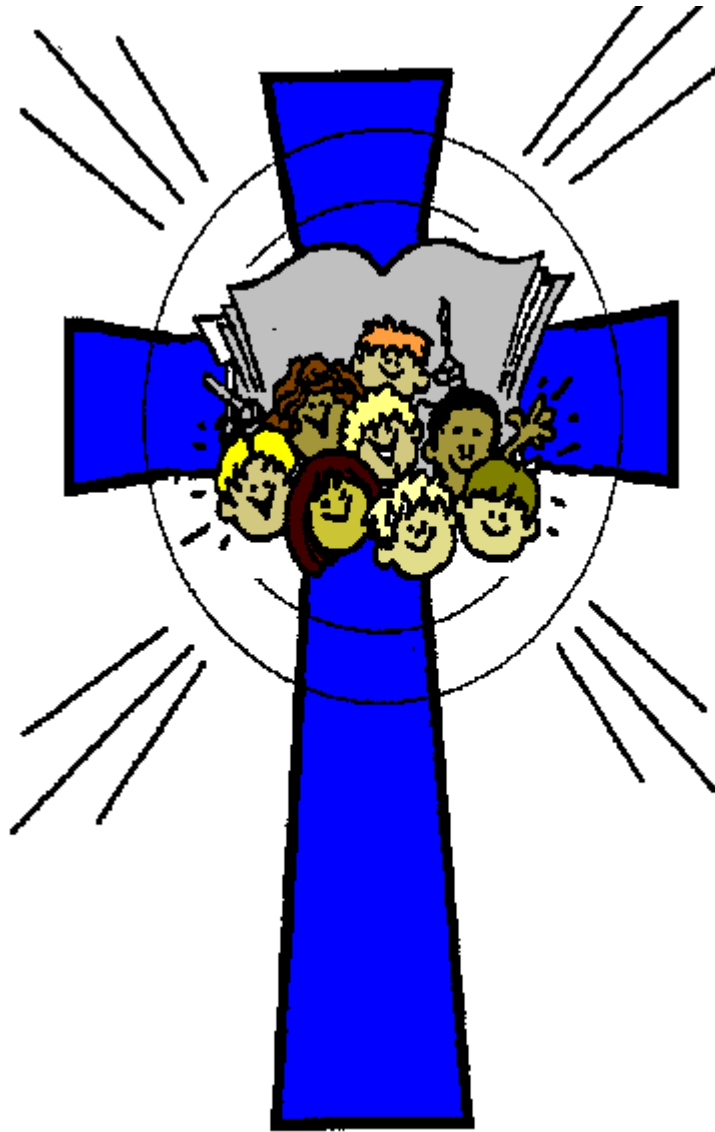


Holy Name Catholic School



2010-2011 Parent - Student Handbook

**STUDENT-PARENT HANDBOOK
ACKNOWLEDGEMENT FORM**

The Student-Parent Handbook is intended to serve as a resource to student, parents, and staff. This document defines rights and responsibilities of each member of the school community and provides general information regarding Archdiocesan and Holy Name policies, practices, and procedures. The handbook is not an all-inclusive document and may be altered periodically.

Please review this information so that there is a shared understanding of Holy Name School's expectations for student behavior and resulting consequences, as well as, the general practices of the Archdiocese.

Please remove this page and return the signed and completed form. If you have any questions relating to the Student-Parent Handbook, please contact your child's teacher, principal, or office staff.

I received a copy of the Holy Name Student-Parent Handbook. I understand that we (child(ren) and parents) will be responsible for adhering to the rules and procedures as outlined in this document. We are aware of the responsibility for reading and understanding the contents of the document.

Student Name Grade _____

Student's Signature _____

Student Name Grade _____

Student's Signature _____

Student Name Grade _____

Student's Signature _____

Student Name Grade _____

Student's Signature _____

Parent/Guardian's Name _____

Parent/Guardian's Signature _____ Date _____

PLEASE COMPLETE AND RETURN THIS PAGE TO THE SCHOOL OFFICE

FOREWORD TO PARENTS AND STUDENTS

At Holy Name School, parents are part of the teaching team. They share with the school the responsibility of teaching self-control and self-motivation and of establishing sound moral and social values to their children.

Students' academic achievement, their social and emotional growth, and their moral and spiritual development are the joint responsibilities of both home and school.

This handbook for parents/guardians and students has been prepared to provide information regarding the rules, regulations and practices of our school. It is important that parents/guardians become familiar with the school and its activities. This handbook can assist in that purpose. Handbooks are issued to each family and students. They are expected to be accountable for the information in the handbook.

The handbook is kept available for ready reference on our website or you can feel free to download it to your own personal computer. Answers to numerous questions can be obtained easily while referencing this handbook. **Students are responsible for knowing the information provided in the handbook.**

When the home and school work together, maximum benefits will accrue to the student. To this end we are all dedicated.

In His Holy Name,

Chad Mills
Principal

Note: The Student – Parent Handbook is available on the Holy Name website (www.holynamesa.org)

Parents' Prayer

**Most loving Father, the example of parenthood,
teach us what to give and what to withhold.
Show us when to reprove and when to praise.
Make us gentle and considerate,
yet firm and watchful.
Keep us from weak indulgence,
or great severity.
Give us the courage to be disliked sometimes by our children,
when we must do necessary things
which are displeasing in their eyes.
Give us the imagination to enter into their world
in order to understand and guide them.
Give us all the virtues we need to lead them
by word and example in the path of righteousness.
Amen!**

HOLY NAME PARISH SCHOOL PHILOSOPHY AND MISSION

Mission

The mission of Holy Name Catholic School is to minister to the educational needs of our families by providing a safe, secure learning atmosphere, which promotes gospel values and academic excellence for our students.

Philosophy

Holy Name Catholic School believes that

- We are committed to the religious and academic education of each child to his or her full potential.
- We are in partnership with parents, the primary educators of their child, to develop their children's ability to effectively meet the spiritual, intellectual, social, and ethical challenges of living in a technical and global society. We believe the child should assume responsibility for learning – understanding that education is a lifelong process.
- We believe our ultimate goal is to continue our faith in order to achieve eternal salvation.
- We believe that our school community strives to live the gospel of Jesus Christ through worship and service.

SCHOOL/OFFICE PERSONNEL

Principal – Mr. Chad Mills

As chief administrator of the school, the principal works directly in supervising and evaluating the total program of the school. The principal is responsible for student welfare during school hours and for promoting desirable relationships as they concern the school, the student, the teacher, and the community. The principal will help with any questions about the student's life at school.

Assistant Principal – Mrs. Lilia Holt

The assistant principal works directly with the principal in the administration of the school. They work in conjunction with teachers in regard to student behavior, discipline, and academics. The assistant principal assumes the principal's duties when he is off-campus on school business. The assistant principal also helps with any questions about life at school.

School Secretary/ Health Coordinator – Mrs. Judy Sumner

As Health Coordinator she is responsible for ensuring that required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, she may monitor immunizations, maintain health records, complete state and archdiocesan statistical reports and perform other health service-related duties as designated. Also handles phone calls and answer general school questions for parents.

Business Manager – Bro. Charles Fucik

The business manager is responsible for handling all financial aspects of the school, including payment of tuition.

Teachers

Teachers are specialists in the fields in which they teach, and they are eager to help all students get the most out of their classes. Teachers are charged with the responsibility of carrying out the rules and regulations established by the Archdiocesan Catholic Schools Office and any additional policies and rules that might be set up by the Administration.

GENERAL SCHOOL INFORMATION

Accreditation

In accordance with the decision of the Roman Catholic Bishops of Texas, each school in the diocesan system, which is recognized by the Bishop as a Catholic School, is to be accredited by the Texas Catholic Conference Education Department (TCCED). Holy Name was accredited after the TCCED visit in May 2005.

The State Commissioner of Education, after reviewing the standards issued by TCCED has determined that such standards are comparable to the TEA standards. Therefore, student credits earned in Catholic schools in Texas shall be transferable to Texas public schools, and teacher service in Catholic schools in Texas shall be transferable to Texas public schools, shall be creditable in accordance with Chapter 1221, Subchapter C of 19 TAC Chapter 97.

Non-Discrimination

Holy Name School is fully accredited by the TCCED. The school admits students of any race or national origin to programs and activities with all rights and privileges. Equal opportunity and access is provided to students without regard to race, national origin or gender. (Arch. Policy #4002)

GENERAL POLICIES

Admission

Holy Name School provides a program for 3 year olds through 8th grade accredited by the Texas Catholic Conference Education Department and the Texas Education Agency. The following age requirements should be met prior to a student registering:

3K	3 years of age on or before September 1 st and fully toilet trained
4K	4 years of age on or before September 1 st .
Kindergarten	5 years of age on or before September 1 st .
1 st Grade	6 years of age on or before September 1 st .

Prior to admission, the student's parent/guardian is required to provide the following documentation:

- Current immunization record (see Vaccine requirements)
- Birth and Baptismal certificates – copies will be made in office
- New students must bring report from last school attended
- A registration fee must be submitted with the completed application. This fee is nonrefundable and cannot be applied to any other financial obligation.
- SMART enrollment form must be completed and reviewed by business office. No tuition will be collected in the school office.
- Priority is given to siblings of currently enrolled students at Holy Name in regard to registration and admission.
In-house registration for current students takes place in February of each year. The registration fee is due at this time. This fee is non-refundable.

Certificate of Immunization

Immunization records must be complete before the first day of school in order for the child to be admitted to the classroom. A certificate from a duly qualified physician stating that the child has met required immunizations must be presented at the time of registration. Immunization records must be kept up to date as prescribed by Texas law. Additions to the immunization record must be reported to the school so that the student's permanent health record can be maintained properly. (For more information please see Vaccine Requirements.)

MEDICAL EXEMPTION FROM IMMUNIZATION (2010-2011)

Exclusion for medical reason will be considered if a parent/guardian presents a written request to the school principal with the appropriate documentation. The principal, in consultation with local school administration, will make the final decision.

In accordance with state law, the parent/guardian must present a statement signed by the child's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician. If not a lifelong condition, it is expected that the child will be vaccinated as soon as the medical condition improves and the child's physician judges that it is safe to do so.

New Student Entrance Policy

3K and 4K

After an initial interview with the Principal a decision will be made as to whether entrance testing and references are needed prior to final approval on registration.

Kinder through 8th grade

After an initial inquiry about starting or transferring to Holy Name Catholic School, an introductory interview will be set up with the principal. A time for the entrance exam will also be set.

Once the entrance exam is completed and scored, an interview will be scheduled, at the principal's discretion. Then the Entrance Committee (made up of the principal, the assistant principal and a classroom teacher) will meet and make a decision regarding admitting the student to Holy Name. Parents will be notified either by phone call or letter as to the decision regarding admittance.

Students with Disabilities

The policy of the Archdiocese is that schools will, if able, provide students with disabilities with an opportunity for an education. Should they apply to a school that is not capable of providing the necessary facilities, they will be referred to other schools and programs which have the ability to effectively educate the disabled person.

Tuition and Fees

Tuition varies based on the number of children in a family that are enrolled. The Holy Name School Council reviews registration fees and tuition rates annually. It is school policy that **No Part** of the application and/or pre-registration fees are refundable.

Business Office Policies

In the event of a transfer to another school, records will not be forwarded unless all school accounts are clear. Report cards will be withheld if any school account is delinquent (including Extended Day, cafeteria IOUs, PTC fees, library books, or any other monies owed to Holy Name School) at the end of the year.

No post-dated checks will be accepted by Holy Name School.

Note: Please be advised that it is a fraudulent act to write checks when there are insufficient funds in the account to cover the amount. The school may, at its discretion, turn the fraudulent checks over to the District Attorney's office for collection.

Late Tuition Policy

Effective July 1, 2004 the following are the policies in regards to late payment of tuition:

1. Once a family misses the first payment their tuition is considered delinquent (the first day after a payment is missed), all extra-curricular activities for their child/children will be suspended. This includes **any activity** that a student participates in other than classroom activities. These activities include, but are not limited to AIAL, cheerleading, field trips, and choir
2. Once a family misses their second payment the child/children will be called to the office for the parent to pick up. The child/children will need to stay home until the account is brought current.

We understand that unforeseen circumstances can happen. When payment cannot be made, it is very important that contact is made with the business manager or Mr. Mills because the previous stated consequences will be strictly enforced.

Past Due Accounts

Past due accounts are subject to the following actions with or without notice:

1. A late fee will be assessed to the account.
2. Transcripts and/or Report Cards will be withheld.
3. Students may be asked to withdraw from Holy Name School
4. Students will not be allowed to register for the following year.

Student Insurance

The student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year. Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage.

Change of Address, Telephone Number

It is essential that the school office have, at all times, the correct address and telephone number for all families. In the event that you should move or change your telephone number, including the number where you can be reached in an emergency, please update your information immediately through SchoolSpeak, Holy Name online management system.

Licensed Extended Day Program

The Holy Name Extended Day Program (EDC) is a licensed facility that operates from 7:00 a.m. to 7:30 a.m. and from 3:00 p.m. to 6:00 p.m. on school days and from 7:00 a.m. to 6:00 p.m. on most school holidays. Registered students in the Extended Day Program can arrive between the hours of 7:00 a.m. to 7:30 a.m. in the cafeteria.

Students not registered in the Extended Day Program must be dropped off after 7:30 a.m. at their designated area. They, too, can arrive between the hours of 7:00 a.m. to 7:30 a.m. in the cafeteria, but a daycare fee will be charged.

The EDC Program is available to all parents whose schedules are such that it is not possible to drop-off or pick-up students at the regular school hours (7:30 a.m. – 3:30 p.m.) **It is the only school area where adult supervision of students is provided before and after regular school hours.** There is a separate fee for these services. Please contact the school office for more information.

EDC also operates the Bobcat Summer Camp. The center employs qualified personnel.

Personal Counseling: A personal counselor will be available to all students and their families during designated times. Support groups, such as Grief Support Group, are established as needed to assist students in dealing with issues that arise in their lives.

ATTENDANCE

Daily Schedule

Arrival

The school is open at 7:00 a.m. for before school care. Students arriving before 7:30 a.m. will report to the cafeteria. The Extended Day Program is available from 7:00 a.m. until 7:30 a.m. It is the only place on the school grounds that will offer adult supervision before 7:30 a.m. The cost for this service will be one-half of the drop-in rate. Teachers will be on duty to supervise the students from 7:30 a.m. until 7:50 a.m., at which time the homeroom teachers will come to take the children to their classrooms. Students arriving after 7:50 a.m. will proceed directly to their classroom. Students arriving after 7:59 will proceed to the office for a tardy slip.

The School Day begins at 7:50 a.m. Classes start promptly at 8:00 a.m.

Students in grades 3K through 5th grade are self-contained most of the day. Students in grades 6th through 8th are departmentalized most of the day.

Dismissal Schedule

3K and 4K	2:50 PM
Kindergarten, 1 st and 2 nd grades	2:55 PM
3 rd , 4 th , and 5 th grades	3:05 PM
6 th , 7 th , and 8 th grades	3:20 PM

Students left after 3:30 p.m. will be taken to the Extended Day facility. A child left after 3:30 p.m. more than 3 times will be required to register their child(ren) with the Extended Day Program and will be required to pay the appropriate fees.

Procedures for Dropping-off and Picking-up Students

Designated Areas

Drop-off

There are two (2) drop-off stations.

Kindergarten, 1st, 2nd, and Middle School

Beginning at 7:30 a.m., cars should enter from Kate Schenck and drive past the Activity Center to the crosswalk behind the Church. Patrols will be stationed there so as to make crossing easier and to monitor the safety of students. You are able to park in the parking lot in front of the Activity Center in the event you should need to buy lunch tickets. **We ask you to use the crosswalk so as to make our traffic area safe.**

3rd, 4th, and 5th Grades

The drop off station is located at the entrance of Building 2. Cars are to enter from Fairlawn and proceed past the Church until they reach the crosswalk in front of Building 2. You may park in the Church parking lot, should you need to purchase lunch tickets or come into the school office. Please use the crosswalks and follow safety guidelines.

Parents with children in **3K and 4K** are asked to park and walk their children to the classroom. This is for the safety of our little ones and to insure that they reach the classroom safely. **DO NOT SEND THEM WITH A SIBLING.**

Regardless of which drop-off station you use, you are asked to proceed across the campus slowly (7 mph) and to exit onto Nash Blvd. Please be extremely careful during drop-off and pick-up times, students are crossing in many areas and could be severely hurt by someone driving too fast or not paying attention. Please report any unsafe driving to Mr. Griggs or Mr. Mills with the description of the vehicle. We will contact anyone not following pick-up and drop-off procedures to make sure unsafe conditions do not lead to a child being injured.

Pick-up

In the afternoon there will be two pick-up stations. The first will be for Kindergarten, 1st and 2nd only. The gate on Kate Schenck will be staffed for pick-up at 2:55 p.m. and close at 3:15 p.m. This is the time that the primary teachers are scheduled to watch the students. After this time, the students will be escorted to the second pick-up site where they will remain until 3:30 p.m. Patrols will have a crosswalk station and we will ask you to please use it so as to make leaving the school safe.

The second pick-up station is in front of Building 2 and is for 3rd, 4th, and 5th at 3:05 p.m. The middle school dismissal time is at 3:20 p.m. The students will be waiting along the curbed area alongside the building.

Parents with students in 3K are asked to pick-up their children in their classroom at 2:50 p.m.

Parents with children in 4K are asked to pick-up their children in the baseball parking lot at 2:50 p.m. Again, you will always exit across the parking lot onto Nash Blvd.

Please do:

- Follow the safety patrol's directions. Their only goal is to insure your child arrives to class safely.
- Use the crosswalks. It sets a good example for our students, and is the best way we can insure your safety and the safety of your children.
- Keep your speed to 7 mph. This allows you to be aware of students and react to any sudden change in traffic.
- Be prepared when either dropping-off or picking-up your child and do not stop in a crosswalk or wait in the traffic flow for your child.
- Be patient and courteous.

Please Do Not

- **Do not pass other vehicles waiting in the line in the drive-thru area. The drive-thru is a single lane only.**
- Do not park in the drive-thru or pull over to the side while waiting for a student to be dismissed. Instead, please park in the parking lot.

Parent/Visitors to School Campus

Parents/visitors must **sign in at the office for a photo ID badge that will be printed with your picture and reason for school visit** prior to entering the buildings between 8 a.m. and 3:20 p.m. Except during lunch, parents notify the classroom teacher in the cafeteria and are not required to check-in with the main office.

We cannot over-emphasize the need for parents to drop-off or pick-up their children at the designated times. **The school cannot assume the responsibility of supervising your child(ren) before or after regular school hours (7:30 a.m. to 3:30 p.m.) unless they are in the Extended Day facility.**

Closed Campus

Students are not permitted to leave school grounds during the school day without first checking out in the school office and being accompanied by a parent or an authorized designee.

Check-Out Policy

If a student is checked out of school:

Before 11:00 it is counted as a full day's absence

After 11:00 it is counted as a ½ day's absence

A student checked out, any fraction of a day to exceed 30 minutes, (arriving 30 minutes or more tardy) will be noted as a half day absent (beginning, middle or end of the day). Any student missing more than 4 hours of the school day will be considered absent.

If you check a student out and then check him/her back in again, the amount of time charged depends on the amount of time the student is not in school.

Early Dismissals (Parent picking up before school dismissal)

Teachers shall document all early dismissals (when a parent picks up the student before school is dismissed) and the reasons for them. These will be reported on the report card as tardies.

Release of Students

When a student must leave the school campus before regular dismissal, the parent must report to the school office to pick up the student. **Parents must sign the student out in the office. The student will then be called to the office to leave with the parent. Parents may not pick up students at the classroom unless requested by the teacher.**

If your child is to leave school with someone other than yourself, a written request will need to be made prior to his/her arrival. When a parent or legal guardian requests that an individual, who normally would have the legal right to the possession of a student, not be allowed the possession of the student, it is the responsibility of the parent/guardian to furnish legal documentation to the principal preventing the release of the student to that individual.

Absence & Tardies

Student Attendance/Excuses

Attendance at school is a state law. Accordingly, students are expected to attend school unless there are valid reasons for absence.

Since both readiness and mastery of the subject matter are extremely important in our school, students who are absent, whether excused or unexcused are responsible for all work missed and are subject to the discretionary authority of the principal for determination of whether absences are excessive.

Parents are requested to contact the school when the child is absent. You may call the office at any time and leave a message. Absences must be explained in writing by the parent upon the student's return to school. Please remember that attendance records are legal documents and must be accurate. Therefore, all absences and tardies must be recorded regardless of the reason.

When a student returns to school following an absence, he/she **MUST secure an admission slip from the office before returning to the classroom. The absence will not be excused unless the student has a written note from the parent.**

Excused absences consist of: personal illness; sickness or death in the family; quarantine; weather/road conditions making travel dangerous; other unusual reasons acceptable by the principal. **All make-up work will receive full credit.**

Unexcused absences are absences not excused under the provisions described above. **Make-up work must be completed and will receive partial credit.**

After nine (9) unexcused absences (per semester) the student and the parents will be referred to the administration. Students who miss more than 18 days during the school year are required under state law to be retained at the discretion of the school principal.

Physical Education Excuses

If a student is not able to participate in P.E. classes, a note from home explaining the limitations is required. If a student requires more than three (3) days excused, a doctor's note indicating the beginning and end of the restriction period will be required.

Make-up Work

When a student is absent (excused or unexcused), all make-up work including tests must be completed within the next three (3) school days or at the teacher's discretion. Students 2nd through 8th grade need to meet with the teacher and obtain a list of work that must be completed. In the event of a prolonged absence, other arrangements will be worked out with the teacher. Work not turned in when due will earn the student a zero. Keep in mind that a parent may call the office and request that the student's homework be collected and turned into the office. The work can then be picked-up by a sibling or the parent.

Tardies Initial Arrival

If a student is not in his/her classroom by 8:00 a.m. then he/she is considered tardy to school, and he/she must report to the office for an admit pass. A student will receive an admit pass from the office only for initial arrival. A student with a note will be granted an excused tardy based on the reasons considered excusable stated in the Excused Absence. Students without notes will be given an unexcused admit. **A note explaining the tardiness must be submitted to the office within 3 days.**

Tardy to Class

Tardiness to class keeps students from starting their day in a positive manner and the following consequences will result if students are not punctual to school and to each class. Examples of unexcused tardies are: woke up late, alarm did not go off. We do realize that power outages, inclement weather, and traffic accidents do result in tardiness and these are excused, but excessive incidents such as these will be reviewed.

Excessive Tardies Per Semester

Kinder – 8th Grade

A student who incurs three (3) tardies (excused or unexcused) will pay a fine of eight dollars, (\$8.00) to the school office. The succeeding tardies will incur eight dollars, (\$8.00) a day. The tenth, (10th) tardy onward will incur fifteen dollars, (\$15.00) a day.

SCHOOL POLICIES

Fire/Tornado Drills and Emergencies

Fire drills are conducted once a month. All students are informed of the proper manner in which to leave the buildings in the event of emergency. The evacuation route is practiced with the smaller children. A diagram of the evacuation route is posted in a prominent place in the classrooms. Tornado procedures are also posted in the classroom.

Inclement Weather

In the event of bad weather, Holy Name School will notify parents using our automated phone system by 6:30 a.m. the day of closure.

Early Dismissals

The principal may approve early dismissal for teacher in-service or other significant occasions. The parents will be notified in advance so plans for early pick-up at 12 noon can be made. The Extended Day facilities will remain open until 6 p.m. EXCEPT in the case of early dismissal due to inclement weather. Children will be taken to EDC if they are not picked up by 12:30.

CURRICULUM REQUIREMENTS

Curriculum Objectives

The distinct purpose of Catholic School is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect.

To achieve this purpose the Catholic School organizes its curriculum, its staff, and its physical facilities to:

1. Make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship.
2. Assist the students in developing an understanding of the Catholic Church, its community growth and its world dimensions.
3. Develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
4. Provide for all students educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and the larger society.
5. Enable students to acquire basic skills, especially in the art of communication, in quantitative and in qualitative thinking, and in the sciences.
6. Help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self-evaluation and self-instruction.
7. See that all students have available experiences to develop a sense of wonder and an appreciation for beauty and culture as their knowledge of human development expands.
8. Help students to develop and foster physical and mental health and to deal constructively with the psychological tensions inherent in change and adaptation.
(Arch. Policy #8001)

Curriculum Requirements

Each school maintains a balanced curriculum including religion, language arts (English, grammar, reading, spelling, phonics), science, mathematics, social studies, fine arts, health, physical education, computer education and foreign languages.

To implement these standards the schools follow the TCCED requirements. (Arch. Policy #8002)

Curriculum Guidelines

Curriculum implementation for all schools should follow the Curriculum Guides of the Archdiocese of San Antonio that are developed using the Texas Essential Knowledge and Skills (TEKS) with the integration of Gospel values and the teachings of the Catholic Church.

Schools in consultation with and approval by the Archdiocesan Superintendent may establish special programs and courses outside of TCCED standards. (Arch. Policy # 8003)

INSTRUCTIONAL PROGRAM

Early Childhood Program

The 3K, 4K, and Kindergarten programs at Holy Name School are developmental and readiness oriented. The curriculum is varied with emphasis on language, social, and motor skills development. Reading and math readiness are also emphasized in the Kindergarten program.

Title 1 Federal Acceleration Program

Various adjoining school districts fund the federal acceleration program. The districts provide our school with the personnel, materials, and equipment to provide additional reading and math instruction to students in those districts who qualify through predetermined SAT scores cut-offs.

Iowa Testing of Basic Skills (ITBS)

The Iowa Testing of Basic Skills (ITBS) has been adopted as the testing program for all elementary and high schools in the archdiocese. All K-8 students will be tested with the IOWA in the spring of each year.

Field Trips

Field trips serve the instructional program by utilizing those educational resources of the community and of the region that cannot be brought into the classroom.

Field trips are special occasions during the school year where the assistance from parents as chaperones is needed. Chaperones must complete a Criminal Record Search. This form is available in the school office. The processing fee is \$6.00 and paid by the prospective chaperone. This form will be processed through the Chancery **prior** to any participation at the school. Chaperones are expected to supervise their own child plus up to four other students in the class. Teachers will provide all chaperones with the following:

1. a list of the students in the groups
2. an emergency telephone number
3. an agenda of the day, and
4. other general rules or guidelines.

Chaperones are expected to keep their group with them at all times. The teacher shall remain with the class at all times during the field trip. Bathroom breaks are to be coordinated among the chaperones to ensure the safety of the children. Chaperoning the children in the class is a full time job and is a vital part of keeping our children safe when off campus; therefore, siblings are not invited.

All field trips will use the Holy Name School bus or commercial bus transportation. A chaperone parent is not allowed to transport his or her child to or from a field trip unless special permission is given by the principal.

Each student must present to his or her teacher a permission slip signed by the student's parent/guardian before he or she can attend each field trip. Permission slips shall indicate whether the child has any dietary or medical needs that may need to be addressed during the field trip. Oral permission for a student to attend a field trip is not sufficient for a child to attend a field trip. The teacher has the authority to request a child be accompanied by their parent/guardian in order to attend a field trip if the teacher feels it is in the best interest of the child.

If a child is denied permission to attend a field trip by either the administration or a parent, that child may remain at school and will be proctored in another classroom. Chaperones shall not purchase extra drink, food or gifts for students. Bringing additional money to field trips for souvenirs, etc. is discouraged.

Homework

Generally homework may be assigned every night except weekends; however, long-range projects, incomplete work, disciplinary assignments, etc. may necessitate homework over the weekend.

Homework must be done and turned in when it is due if the student wants to earn full credit. The number of minutes stated below should be considered a daily average amount of time to allocate for homework. Please keep in mind that these time limits are only offered as guidelines.

Grades 1 through 2 – 30-45 minutes

Grades 3 through 5 – 45-60 minutes

Middle School – 1 to 1.5 hours

Homework Guidelines

Provide A specific Time and Place

We recommend a set place and time for homework away from other household activities. Should written work be completed in less than the recommended time, the remaining time should be spent in study and/or reading. Some students may require more than the average time suggested to complete their homework. If both the student and his/her parents determine that homework is regularly requiring more time than has been indicated, please call the teacher(s) involved to determine why such a situation exists. If and when this situation occurs, parents are asked to note at the top of the homework the amount of time spent studying, and to sign the homework paper.

Think Positively

Homework helps your child's progress in learning. Don't pressure your child just for grades. Try to get him/her to see the value of the knowledge he/she is trying to acquire. Don't tell your child he/she doesn't have to complete work if he/she doesn't want to, and don't do the work yourself. Give as much assistance as possible, but remember that the **homework is the obligation of the child and checked by the parents** every evening to reinforce the concept of homework as a valuable activity.

Call the Teacher

If your child is having difficulty with homework, a call to the teacher will often clarify or solve the problem. Try not to complain to your child about the homework. This may cause him/her to lose confidence in the teacher or lose interest in schoolwork.

Watch for Signs

If your child is having difficulty completing homework, check his/her study habits. Moving lips when reading, writing slowly or unclearly and using poor study skills are signs your child may have problems that reduce his/her ability to get homework done. Help him/her work on these areas. Your child could be having personal problems unrelated to the schoolwork. If so, help him/her deal with these distractions.

One further note seems especially appropriate regarding homework. It seems that many students have a very narrow concept of homework, limiting their understanding to specific written assignments. Thus, many children tell their parents that they do not have any homework, when, in reality they may

have been instructed to study for a test, read assigned pages, or memorize poetry, etc. Parents are asked to remember: **HOMEWORK IS ASSIGNED DAILY!**

Library

The Library is one of the focal points of the school. As such, it is considered a part of the whole teaching program. The collection includes both print and non-print materials and equipment – books, maps, magazines, pamphlets, slides, pictures, filmstrips, tapes, globes, transparencies, and equipment to use them – designed to assure quality individualized teaching and learning for each child. Frequent use is also made of materials from the Religious Education Office, the Archdiocesan Schools' Library and Media center, the public library and other sources.

The Library Manager is a member of the teaching staff. Her chief duty is to give service by working with the children in their pursuit of education through the use of the library materials and equipment and to assist teachers in lesson planning and curriculum development.

Books are checked out for a period of seven or fourteen days. After this time they must be returned or renewed.

If a book is damaged or lost, the student must pay the cost of the book. Students must take special care of library books. They must not mark nor write in them nor turn down the pages. Nothing such as pencils, etc. should be kept in the books as it damages the binding and sometimes necessitates in replacing a book. Should a student lose or partially destroy a book, he/she must pay for it. Report cards will be withheld until the replacement value of the book has been paid.

Computers and Telecommunications (Acceptable Use Policy)

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school community. Network and Internet access is provided to further the legitimate educational goals of Holy Name School. The school provides computing and network resources for the use of students and employees of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

Appropriate or acceptable educational uses of these resources are as follows:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distant learning projects.
- List servers and news groups may be used to gain access to current information on local, state, national, and world event.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette or hamper the integrity or security of any network connected to the Internet

Some unacceptable practices include the following:

- Transmission of any material in violation of any US or state law including, but not limited to, copyrighted material, threatening, harassing, pornographic, or obscene material or material protected by trade secret is prohibited.
- The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources is in violation of US Copyright Law and is prohibited.
- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the educational environment. This display or transmission of messages, images, cartoons or the use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by Holy Name School.
- It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial, or commercial gain, product advertisement, political lobbying or the send of unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, examining or modifying of electronic mail/files and/or data messages of other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Discipline may be imposed for intentional overloading of school computer resources.

These guidelines apply to all computers connected to the network or the Internet. Any attempt to violate the provisions of these guidelines will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

The decision of Holy Name School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Students will be asked to sign the Student Acceptable Use Policy for the Electronic Communications System (See Appendix A)

Religion Program

Religious instruction is a very important component of the curriculum from 3K to the 8th grade. Not only is there a set time daily for formal instruction in the faith but also most importantly the entire school day is permeated with practical applications of Christian living.

Weekly Liturgical celebrations and/or Prayer Services are the high points of the religious program.

All grades actively participate in the preparations. Parents are welcome to attend these special times for prayer. **Please keep in mind that these celebrations do not substitute for the Sunday Obligation.**

Sacramental preparation for the reception of the sacraments of Reconciliation and Communion are offered to second graders and to any other students whose parents express a desire for their initiation practices. Confirmation is offered to the 8th grade.

Family living, human sexuality, and sexual morality appropriate to the age and maturity of the students is offered through the Family Life Program from the National Catholic Education Department (NCEA) to students in Kindergarten through 8th grade.

Service Hours for Middle School Students

A designated number of service hours are one of the requirements of the religion program in the middle school. This requirement is made part of the religion grade.

Grade	Breakdown by Grade
6 th	15 hours for the school year
7 th	20 hours for the school year.
8 th	25 hours for the school year.

The students will be allowed to accumulate 5 of their service hours for the year through the school.

Parent-Teacher Conferences

Holy Name School recognizes that family involvement is important to a child’s growth and therefore looks at parent-teacher conferences as vital to this process.

Teachers are urged to keep the parents informed of the student’s progress by communicating with them on a regular basis through telephone conferences, sending work home, having test papers signed and returned to school, etc.

Parents are urged to keep in touch with the teachers concerning their child’s progress or any other concern related to their child. Please call the school office for an appointment, since the teacher will not be available during school hours. The teacher will get in touch as soon as possible to schedule a time convenient to both.

An academic or disciplinary situation involving a faculty member and a student, which causes parent concern, should first be handled by asking the student to go back to the teacher for an explanation. If this procedure does not eliminate the parent concern, then the parent should make an appointment to discuss the situation with the faculty member. Only after these steps have been taken, should the parent/student/teacher concern be brought to the attention of the assistant principal or the principal. A copy of the grievance procedure is included in this handbook.

Formal Parent-Teacher Conferences will be scheduled during the first and third grading periods. Parents are required to come for their child(ren)’s report card at the time reserved for them and discuss the child’s progress with the teacher. If the parent is unable to keep the appointment, it will be rescheduled.

Reporting Student Progress

Parents are notified of student progress by the following methods: Gradespeed, phone calls, progress reports, report cards, and parent-teacher conferences.

All schools in the Archdiocese are on a quarterly (nine weeks) weeks grading period.

Progress Reports

Progress reports are sent home midway between the grading periods. Grades are reported numerically in academic subjects. These reports are to be signed by the parent and returned by the student to the homeroom teacher the following day.

Report Cards

Report cards will be issued every nine (9) weeks. Report cards for the 1st and 3rd grading periods are given out during formal Parent-Teacher Conferences; all other times, they will be given to the student to take home. Report cards or envelopes are to be signed by the parent and returned to the homeroom teacher within one week of issuance if requested by the teacher.

Holy Name School utilizes an online gradebook system that gives parents in K-8th 24 hour access to their child's grades. Information on how to access the gradebook will be provided at the beginning of each school year.

The following grading key will be used for 3K and 4K

- E – Exceptional Progress
- A – Achieved goal
- T – Transitioning
- N—Needs improvement

The following grading key will be used for Kindergarten and 1st grade:

- E – Exceptional Progress
- V – Very Good Progress
- G – Good Progress
- L – Limited Progress

4K, Kindergarten and 1st grade students will receive a checklist report card showing developmental progress at the end of every grading period.

For grades 2nd through 8th the following evaluation keys are used:

Grading Scale

- 94-100 Exceptionally High Achievement
- 85-93 High Achievement
- 75-84 Average Achievement
- 70-74 Low Achievement
- 0 - 69 Failure to Master Material

Letter Grade Equivalent

- O -- Outstanding Effort
- S -- Satisfactory Effort
- I -- Improvement Needed
- U -- Unsatisfactory Effort
- N -- Not Observed

Honors Awards Program

Holy Name School strives to achieve excellence in education. Awarding honors in grades 3 through 8 and Citizenship Awards in all grades will acknowledge high quality performance. An explanation of the systems follows:

1. **First Honors:** Students must have **a grade** of 94 to 100 in each of the five core subject areas and a minimum conduct grade of 94.
2. **Second Honors:** A student must have **a grade** of 85 to 93 in each of the five core subject areas and a minimum conduct grade of 85. Core subjects include: Religion, Language Arts, Social Studies, Science, Math
3. **Citizenship Award:**
 - a. Positive role model: Christian Attitude
 - b. Commendable conduct average grade of 92 or better.

Promotion and Retention (Archdiocesan Policy)

There are no social promotions in the schools in the Archdiocese. Students are promoted to the next grade based on their academic achievement. The following are the specific regulations for promotion for various grade levels:

Kindergarten and 1st grade students must have at least a “G” final average in reading and mathematics in order to advance to the next grade level.

2nd through 5th grade students must have at least a “70” in Religion, Language Arts (including a “70” in Reading), and Mathematics, and an overall “70” average.

6th through 8th grade students must have a “70” in all core subjects (Religion, Language Arts, Mathematics, Science, Social Studies, and Computer Literacy) and may not fail more than two of these subjects. For each subject below “70” a student must make up the class in summer school or, if summer school is not available, work will be assigned and the student will be tested prior to advancement to the next grade level.

Summer School

If a student does not maintain a yearly average of 70 or above for a course, summer school will be required before promotion is granted and report cards are released. The summer school program and the subject(s) to be taken must be approved in advance by the administration. Summer school credit will be averaged as a 5th grading period. If a student fails more than two (2) core courses, promotion will not be granted even with summer school.

HEALTH RECORDS/MEDICAL EMERGENCY INFORMATION/MEDICATION

MEDICATION POLICY

Dispensing Medication in School

Only medication, which is necessary for a child to remain in school, will be given during school hours. Medication is to be brought to the office by the parent/responsible party. If the medication is liquid **it must be accompanied with a calibrated medication dispenser, which has legible numbers on it.** Only medication prescribed by a licensed physician or dentist and labeled by a registered pharmacist will be administered during school hours. A designee of the principal will dispense medication.

“Over-the-counter” medication (including but not limited to ointments/chap sticks and cough drops) will only be given during school hours if accompanied by a signed permission form of the parent/responsible party and a specific prescription of a physician indicating the medical reason for use.

Each student’s medication must be in its original container clearly labeled with the following information:

- Student’s name and date
- Physician/Dentist’s name
- Name of medication
- Dosage
- Directions for administration
- Duration of administration

The staff member who is designated by the principal to assist a student in taking his/her medicine may refuse to do so at any time. No medication, which has expired, will be given. School personnel will return medication only to the parent/responsible party. Only by physician direction, may a student be allowed to carry and self-administer inhaler medication.

Health Services Questionnaire/Emergency Cards

A Health Questionnaire was in your registration packet, which acknowledges the different screenings that Holy Name will participate in this school year and is mandated by the Texas Department of Health.

An Immunization Record must be on file before a student is admitted. An up-to-date health record is also to be on file. Parents will be notified if a student is lacking an immunization. A parent has 30 days after notification to secure the immunization. Under penalty of state law the school can send the child home until the immunization is given and verification is received by the school nurse or Health Coordinator.

Students entering Holy Name School for the first time are required to:

- Provide an illness record
- Provide proof of updated immunization.
- Return an emergency/health information form completely filled out and authorizing two or more individuals other than parents to pick up the child in the event of an emergency. This school is not permitted to send a child to a doctor even in the event of an emergency without expressed permission from the parent or guardian.

Students currently enrolled have health files in the school office, which include the abovementioned forms. Parents must immediately notify the school office of record changes so that the health file information is accurate, i.e. emergency numbers, new medical problems, etc.

Illness Protocol

1. The student comes to the office with a referral note from a teacher.
2. The problem is assessed and treated as necessary
3. The student may either return to class, rest in the office no longer than 15 minutes, or be sent home.
4. A referral note is returned to the teacher explaining the student's status.

Parents: It must be stressed that the school must always be able to reach you or your designees in the event of emergencies, especially if it is necessary to pick up a sick child and seek immediate medical attention. Provisions must be made that on any given day parents/designees can pick up a student within reasonable time of a phone call. Sick students who are not picked up within a reasonable time will be isolated with a substitute teacher and a fee will be assessed.

If a student has a temperature of 100F or more or appears ill, please keep the student at home. Students should be free of fever for 24 hours before returning to school.

The school clinic is for first-aid treatment only. We do not have a nurse on duty. Therefore, if your child is sick (nauseous, sore throat, severe cold, etc.), please keep him/her at home. This is for the well being of the student and to prevent the spread of infection to other classmates.

DO NOT SEND YOUR CHILD BACK TO SCHOOL UNTIL HE/SHE IS FREE OF FEVER, VIRAL SYMPTOMS (NAUSEA, VOMITING, DIARRHEA, CRAMPS, ETC.) AND ON MEDICATION FOR 24 HOURS.

The clinic provides the following services rendered by certified First-Aid staff members:

- Administer first-aid according to state guidelines
- Notify parents if a child needs to be sent home.
- Help run various screenings required by the state.
- Dispense medication that has been properly requested.

Should a student get sick or be injured during school hours, the parents will be notified. All information on the student's Emergency Card must be up to date so we can contact the parent/responsible party or a designated person as soon as possible. **PLEASE KEEP THIS INFORMATION CURRENT AT ALL TIMES.**

All students should eat a nourishing breakfast and are **REQUIRED** to bring a sack lunch or purchase a hot lunch from the cafeteria.

Reportable Communicable Diseases

According to law, some communicable diseases must be reported to the school. If school absence is due to a reportable communicable disease, the school must be informed as soon as sickness appears. A signed release from the doctor is required for the student to return to school. A "Contagious Diseases and Health Department Guidelines Chart" is displayed in the office for your information.

Pediculosis (Head Lice)

Holy Name will not allow a student to return to school after being diagnosed with Pediculosis until all nits are gone and upon returning to school the child must be checked by the school office designee.

HIV

Based on the current opinion of the scientific and medical community, AIDS is caused by a virus known as HIV that attacks and cripples the body's immune system, thereby leaving the body vulnerable to opportunistic infections. A person afflicted with AIDS suffers a variety of viruses and/or fungus-caused illnesses that debilitate the body resulting in a substantially high mortality rate within three years after diagnosis. The spread of the virus has occurred through the exchange of body fluids (blood, blood by-products, or semen) between individuals. No evidence exists to indicate the spread of the virus through casual contact.

Recognition of a student with AIDS/HIV is not reason alone for exclusion from Holy Name School. Each person will be evaluated as an individual case, and exclusion from the school environment will be based upon the person's physical limitations, psychosocial activity patterns, and the opinion of a panel of responsible persons designated by the school administration. This panel may include, but is not limited to a student's parents and physician, the school health coordinator, the principal and the pastor.

Blood Borne Pathogens

All schools follow the blood borne Pathogens Exposure Control Plan approved by the Superintendents of the Texas Catholic Conference Education Department in 1993 with the following modifications:

All schools are to have a designated waste receptacle in the area of the health coordinator. The receptacle should be of heavy duty plastic. It should have a fitted lid which opens in and not out. The receptacle should be lined at all times with plastic.

Role of School Health Coordinator

The health coordinator is appointed by the principal and is responsible for insuring that required health screenings are performed, followed-up and documented according to state regulations by certified screeners. Additionally, they may monitor immunizations, maintain health records, complete state and archdiocesan statistical reports and perform other health service related duties as designated.

School Records for Documentation

Each school is to maintain a daily log of health related incidents, illnesses, or complaints, as well as a daily medication log.

Supplies

School supply lists will be provided during the summer to all registered Holy Name families and also on the Holy Name website. The list will be available on the school website, and sent home by mail. They will be notified during the year as additional supplies are needed. Each student must supply his/her own materials to avoid class interruptions or borrowing from other students.

Communication Folders

A communication folder will be sent home once a week on Wednesday to all parents. Information for the PTC, the parish, and the school office will be included with the student's paperwork and notices from the teacher. This does not pertain to the ordinary academic and disciplinary papers that may need to be sent home daily or to statements from the school business office. These folders must be signed by the parents and returned to the school by the student the following day.

School Volunteer Service Hours

School volunteers are always welcome since they provide an indispensable service in our school. You will receive credit for your service hour requirement. Volunteers assist in the school office, do clerical work for teachers, and assist teachers in the classroom, computer aide, library aide and assist in the cafeteria and playground. Every school volunteer is to be approved by the principal and have submitted an archdiocese criminal background record check that has been approved by the Department of Catholic Schools. A fee of \$5 is required and the form is available in the office.

Room Parents

Room parents are volunteers who work directly with the homeroom teachers. They contact other parents from the room for assistance in carrying out the projects requested by the teacher. They are facilitators and may help organize projects with the teacher but at no time should they organize any activity on their own without the teacher's prior knowledge or consent.

Volunteers/Deliveries

All visitors (parents, guardians, etc.) are to report to the office when they come on campus.

The office will issue a visitor's pass/badge to be worn while on campus and to be returned to the office upon departure. After the first bell and before 3:20 p.m., parents need a pass to enter the buildings. No interruption of classes to talk with teachers or students during this time is allowed.

Any special deliveries to the student (balloons, flowers, etc.) during school hours are distracting in a learning environment. If any do arrive, they will be given to the student after dismissal.

Please bring "forgotten" lunches and other necessary items to the school office. A staff member will deliver them.

Transfers

From Holy Name

The principal and homeroom teacher should be notified in advance when a student is about to withdraw or transfer from Holy Name. On the student's last day in school, transfer clearance will be issued to the student by the principal.

Before the final checkout is completed, the parent or guardian will be asked to sign a release form authorizing the school to send copies of the student's complete school records to the new school. ALL UNPAID ACCOUNTS MUST BE CLEARED BEFORE RECORDS CAN BE RELEASED.

When a student terminates his/her schooling at Holy Name, his/her permanent folder is retained. Copies of the students' records are sent to authorized agencies upon request with legal authorization by parents/guardians or adult students.

To Holy Name:

Students who transfer to Holy Name during the school year will be on probation during the first grading period in attendance. Two discipline referrals to the office or an over-all grade average below 75 will be grounds for dismissal. In such cases where dismissal is requested, the tuition fee will be prorated. The registration and other general fees will not be refunded.

When a student transfers to Holy Name, his/her official transcript and copies of other pertinent educational information and immunization records are requested from the school previously attended.

Cafeteria Policies

The school cafeteria serves nutritious hot lunches daily and is a part of the Federal Free and Reduced lunch program. As such, it is under federal supervision and guidelines. Forms to participate in this program are made available to all parents at the beginning of the school year or upon registration during the school year.

To purchase hot lunches for your child[ren], go to Holy Name website at www.holynamesa.org and register through the link "My Nutrikids.com."

A menu (subject to change) available on the school website at www.holynamesa.org.

Please note: Students are not allowed to use the microwave in the cafeteria.

Lunch Visitors

Parents, grandparents, etc. are welcome to join their child(ren) for lunch and are to wait for their child(ren) in the cafeteria **after signing in at the visitors' table**. Students must eat with visitors at the designated table. It is school policy that parents may eat only with their child(ren) and not with friends of the child. If they plan to purchase a hot meal, please inform the cafeteria at 337-2633 no later than 9 a.m. or send a written note with the student.

Child Abuse/Neglect Reporting

Holy Name School is committed to the physical, emotional, spiritual, intellectual, and social well being of all students. Therefore, the school will comply with the federal mandate that provides for the reporting of suspected child abuse and/or neglect.

A teacher/staff member having cause to believe that a child's physical or mental health and/or welfare has been or may be adversely affected by abuse or neglect shall report this belief to the school administration and school counselor to assure consistent handling of such situations. The person reporting the incident is not responsible to determine if abuse or neglect has indeed occurred; that duty belongs to the Social Services Department. This report shall immediately be turned over to the Department of Child Protective Services.

Custody, Records Access, and Release of Records

Holy Name School abides by all rights of custodial and non-custodial parents as specified by the laws of Texas. Parents have access to all of their child(ren)'s records. However, the school will comply with any exceptions to this as deemed by the courts. Therefore, all court orders pertaining to the well being of the child(ren) **MUST** be given to the school administration as soon as registered in the court. The orders will be kept confidential in the student's file. In addition, parents are asked to settle any dispute outside the school environment so that their child(ren) can prosper in the academic environment provided. Failure of parents to comply with these obligations may jeopardize a student's enrollment at Holy Name School.

All material in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information. (Family Educational Rights and Privacy Act, 1974)

A non-custodial parent may also have the right of access to the student's educational records. In this case, the school shall delete all references in the records to place of residence of the custodial parent of the student before releasing copies of the records. (Amendment of Texas Family Code, Section 14.04, 1983)

Non-Solicitation Policy

Individuals, organizations, companies, or agencies may not solicit parents/guardians of children attending Holy Name School for products or services offered by Holy Name School Organizations or agencies or companies, without first receiving approval from the Principal.

Student Uniform Policy – New changes effective June 15th, 2010

Girls Regulation Uniform

5K through 8th

- Blouse: White Middy Poplin blouse with a loop for the tie.
A Holy Name School patch must be sewn on the left sleeve.
- Tie: Navy blue ties will be used with all blouses.
- Skorts: Navy blue pleated skorts no shorter than 2 inches from the knee

- Socks: (5K – 8th) Long navy blue socks that come up to the knee.

Shoes: (5K – 8th) Black and white saddle back shoes that can be purchased at School Shoes Unlimited in two variations: Traditional Saddle Oxford Predictions or Smartfit Brick Bottom Oxford both in black and white. These shoes are required for the middle school and can be used by the K-5th girls. K-5 girls can also choose from a Keds model . The Keds model is the School Days II Saddle Shoe available at keds.com for \$29.99. Make sure to choose navy and white. This shoe is also available at School Shoes Unlimited and StrideRite.

Undershirts: Only white undershirts can be worn by girls.

Winter Options:

Sweater: Navy blue long sleeve cardigan sweaters are allowed. They should be a solid color, No designs. Other sweaters approved by the administration will also be allowed.

Slacks: Girl's navy blue slacks (navy blue sweat pants may be worn during PE only)

Blouses: White long sleeve shirts may be worn under middie blouse, round or turtle neck style. No other colors will be allowed.

Tights: Navy blue or white tights may be worn under skorts.

Outerwear: Jackets, coats, etc. must be removed when entering classrooms or attending church.

No jackets will be permitted that have any logos, etc. Only blue or navy blue jackets will be accepted.

Undershirts: Only white long sleeve undershirts can be worn by the girls.

Boys Regulation Uniform 5K through 8th

Shorts or Pants: Navy blue walking shorts, the length no more than 2 inches above the top of the knee. Navy blue pants with or without pleats. Either may be worn at anytime during the school year.

Shirt: Gray short sleeve knit polo shirt with the Holy Name School emblem. The shirt is to be worn tucked in at all times.

Belt: Plain navy blue or black belt with plain buckle. All belts should fit properly so as to reach the loop after the belt is buckled and not hang loose.

Socks: White ankle socks with HNS initials on the binding of the socks.

Shoes: Solid black, non-marking shoes suitable for PE. They should have a rigid soft sole with adequate traction for playing, running, etc. No high tops, boots, or dress shoes of any kind may be worn.

Undershirts: Only gray undershirts will be allowed for the boys.

Dress Shirts and Tie for Friday Mass: White collared dress shirt, short or long sleeve with a navy blue tie. This will be worn the whole day, however, the boys will be allowed to change to polo shirt at teacher's discretion. If they change, it has to be back into their gray school uniform polo.

Please note: Pants should be worn during Church days for boys. During the warmer months, they can bring a pair of uniform shorts to change into at their teacher's discretion.

Winter Options:

- Sweater: Navy blue long sleeve sweaters are allowed. They should be a solid color, no designs.
Outerwear: Jackets, coats, etc. must be removed when entering classrooms or attending church.
Undershirts: Only gray undershirts will be allowed for the boys.

3K and 4K Regulation Uniform – both boys and girls

- Shirts: Gray T-shirt with Holy Name School emblem.
Pants & Shorts: Navy blue shorts, pants or sweat pants with an elastic waistband. Shorts are to be no shorter than 2 inches above the knee.
Shoes: Solid black, non-marking athletic type shoes, Velcro or tie closure. They should have a rigid soft sole with adequate traction for running, playing, etc. No high tops, sandals, boots, heels or dress shoes of any kind.

Winter Option:

- Sweater: Solid navy blue sweater may be worn over the Holy Name T-shirt.
Socks: White ankle socks with HNS initials on the binding of the socks.
Hair: Hair needs to be out of the child's face as a safety precaution. Hair bows should be small so that they remain in the child's hair all day. Hair must be clean, conservatively cut and not hanging in child's eyes.
Jewelry: At this age, we ask that only stud earrings, on the bottom of the earlobe be worn. No other jewelry will be allowed as a safety precaution. No make-up or colored fingernail polish.
Good grooming is required and will be evaluated daily by the school staff.

Change of Clothing

Each child is required to have at least one full set of extra clothes in the classroom in case of an "accident." This includes shirt, pants, underwear, socks, and if possible, shoes.

Related Uniform Regulations 3K through 8th grade

- Good grooming for both boys and girls.
- Uniforms are to be clean and in good state of repair.
- Patches are to be white and not off-colored due to excessive wear and washing. Any patches that lost their blue coloring need to be replaced with new ones.
- Hair is to be clean, conservatively cut and not hanging in eyes. Hair should be the student's natural color. No fad haircuts or hairstyles are allowed. No spiked haircuts will be allowed. Boy's hair length should be no shorter than a #2 blade cut and no longer than the top of their shirt collar.
- Hair items for girls: Narrow hair ribbons or small bows, fabric pony tail holders, headbands, and the like will be allowed only in navy or white. Hair clips and barrettes should be small and modest—not gaudy.
- Girls are not permitted to wear make-up, colored or clear fingernail polish or dangling earrings or artificial fingernails.
- Jewelry
 - A simple wristwatch and one ring may be worn.
 - The wearing of necklaces, chains or bracelets will not be permitted as a safety precaution, especially for PE and during recess.

- Girls may wear one pair of stud earrings.
 - Boys may not wear earrings.
- Students are required to have a note from parents when out of uniform and the administration will determine if the note has a satisfactory reason for not following the dress code.

Uniform Policy Violations

If a student fails to comply with the school uniform policy, he/she will receive a violation notice, which must be signed by the parent and returned the following school day. Three (3) uniform violations will warrant a lunch detention. Every subsequent violation will be a detention.

Free Dress Day Guidelines

Spirit Day will be every Tuesday of the school week.

- Shirts: Holy Name School Spirit t-shirts for the last two years only.
The t-shirts should be relatively new, not faded, old or torn.
- Pants: Students may wear any style pants, including blue jeans, as long as they are not worn-out, frayed, torn, or excessively tight or loose.
- Shoes: Shoes must be appropriate for PE and recess. No boots, sandals, heels or dress shoes will be allowed.

Free dress passes are allowed only on Thursday of each school week.

- Shirts/blouses: Muscle shirts, cropped tops, tight fitting or sleeveless shirts/blouses are not acceptable.
All shirts and blouses need to be tucked in and buttoned properly.
- Pants: Students may wear any style pants, including blue jeans, as long as they are not worn-out, frayed, torn, or excessively tight or loose.
- Shorts: Walking shorts are permitted so long as they are not more than two (2) inches above the knee.
Spandex shorts, bikers or gym shorts are not acceptable.
- Dresses/skirts: Dresses must be neither flashy nor gaudy. They need to be no more than two (2) inches above the knee and must have sleeves.
- Shoes: Shoes must be appropriate for PE and recess. No boots, sandals, heels or dress shoes will be allowed.

“Free Dress Day” is a privilege, not a right, therefore, should this be abused the following consequences will occur:

1. A student who is dressed inappropriately will not be permitted to attend class.
2. Parents will be called and they will bring the student’s uniform to school so the student can attend class.

Important – These uniform policies are strictly in effect while inside Holy Name Catholic School.

Any clothing or personal property advertising, promoting, or advocating the use of racism, drugs, sex, alcohol, or tobacco products is not acceptable. Also, any clothing decorated with suggestive or obscene language or pictures is prohibited.

*****IMPORTANT** – These uniform policies are strictly in effect on Holy Name Catholic School grounds and any other school sponsored event.

**Final determination of acceptable dress and grooming rests with school administrators.
Krystal Lacel’s is our school uniform provider. Located at 3350 Lassess (at Goliad) Ph: 337-4305.**

Holy Name School Discipline Philosophy

Holy Name School emphasizes positive expectations, recognizes differences, and provides options that will work with today's students. As we strive to understand current trends in society, we accept students as they are today and set expectations that are realistic and that reflect our school mission.

Three fundamental premises constitute the core of our discipline program:

- All students have the potential to learn and to behave appropriately
- The best discipline is self-discipline.
- Everyone has responsibility for solving problems in the school

We have identified a number of key elements to use as guidelines in the implementation of the Students' Code of Conduct – School wide expectations determined by the faculty and the administration and the classroom expectations determined by both the teachers and the students.

We have identified six key elements as guidelines in the formulation of all school expectations. The process toward self-discipline should be:

- Christ-centered in the Catholic tradition
- Formative
- Supportive
- Peace producing
- Respond to student's needs
- Promote a positive environment.

SCHOOL WIDE CODE OF CONDUCT

GENERAL SCHOOL WIDE Expectations

Students will follow directions.

Students will not have food or drink anywhere except the cafeteria. Gum is not permitted on campus

Water IS allowed in the classroom in pop-top bottles.

Students will not call each other names or use any vulgar language or signs.

Students will not write on or damage the school's or another person's property or litter on campus.

Students will not leave the school campus or be in restricted areas during the day without permission.

Students must be in their seats and ready to begin work when school starts..

Students will not fight or engage in dangerous horseplay.

Students must have textbooks covered all year.

Students involved in AIAL, cheerleading, dance team, band, choir and after school PSIA will be allowed to have cell phones.

Students in the 4th grade and below are not allowed to have cell phones.

Students in the 5th grade will leave cell phones with their classroom teacher.

Students in the 6th through 8th will keep their cell phones in their respective lockers.

If these items are seen during school hours they will be confiscated and parents must come by the school office to reclaim the phone. Cell phones should not be used on campus unless permission has been given by a Holy Name staff member.

IMMEDIATE XPULSION

A student may be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group such as a gang.

- Possesses, uses or delivers narcotics, dangerous drugs or alcohol on school campus .
- Smokes or uses any tobacco product on school property or at school-related activities.
- Possesses or uses or conceals a weapon (a weapon is any instrument which may produce bodily injury or harm to a student/school personnel).
- Threats of bodily injury or harm to student/school personnel.
- Assaults a student, parent or any school personnel.
- Vandalizes school property or the property of others.
- Engages in chronic or repeated behavior, which disrupts the learning environment.

AREA GUIDELINES

CAFETERIA GUIDELINES

- Students will follow directions of staff the first time they are given.
- Students must put all trash into the proper receptacles.
- Students must keep hands, feet and objects to themselves at all times.
- Yelling, unnecessary noise and horseplay are not allowed. Certain times may be designated as quiet time during the lunch period.
- Students will not throw food.

HALLWAY/STAIRWAY GUIDELINES

- Students will follow directions
- Students will walk quietly in the halls and stairways at all times.
- Students will always walk on the right side of the hallway and on the stairways.
- Students must have a pass when in the hallway during class hours.
- All hallways are quiet zones.

RESTROOM GUIDELINES

- Follow directions.
- Use equipment and materials properly
- Use assigned restroom.
- Restrooms are quiet zones.

LIBRARY GUIDELINES

- Follow directions.
- Use materials properly.
- No food or drink is allowed
- Student may not enter the Library without a pass or a teacher.
- The Library is a quiet zone.

CHURCH GUIDELINES

- Follow directions
- Walk quietly to the assigned area.
- No talking.
- No distracting objects.
- Students may not leave their assigned area in church once Mass has begun.
- Jackets must be removed in church. Only navy blue sweaters will be allowed in church.

AFTERNOON PICK-UP

- Follow directions the first time they are given from teachers.
- Stay in appointed area.
- Students not picked up by 3:30 will be admitted to After School Care. Fees will be assessed.
- See sample referral letter in Appendix B.

Definition of Terms

Lunch/After-School Detention

Lunch detention means that the student sits away from other students and remains in detention until the class has finished with recess. After-school detention will run from 3:30 p.m. until 4:30 p.m. or a time designated by the teacher. Teachers will notify parents when after-school detention has been assigned.

On-Campus Suspension

On-campus suspension is used as a disciplinary measure by the school administration as an alternative to off-campus suspension and as a means to help students learn to assume more responsibility for their actions. Students will work in isolation and will not be allowed to mingle or talk to other students. Students in On-campus suspension may not attend or participate in any school activity. This includes any after school activities such as sports, choir, cheerleading, etc. Students in On-campus Suspension must arrive at school by 7:30 a.m. and report directly to the office. Students will be dismissed after the rest of the student body (3:15) and must be picked up by a parent in the office. Infractions will result in further disciplinary actions. Students will be expected to successfully complete assigned class work. Supervision of on-campus suspension will incur no additional cost.

In-School Suspension: In-school suspension (ISS) is used as a means to help students learn to assume more responsibility for their actions. Students will work in isolation and will not be allowed to mingle or talk with other students during the school day.

Students in ISS may not attend or participate in any school activity. Students must report directly to the school office upon arrival. They will be expected to successfully complete assigned class work so that they will be up to date in their academic subjects. This work will only be given partial credit. Any tests missed during ISS will result in a zero.

Supervision of ISS will entail a fee of \$50 per day and will be absorbed by the parent. We strongly advise that parents make the student responsible for this fee in the best way they see fit.

In addition, ISS can be assigned on Saturdays.

Administrative Level Consequences

For those behaviors that have been classified as intolerable (will not be tolerated under any circumstance), or at the point where a teacher feels he/she has made every attempt with the student and parent to resolve any behavior that continually disrupts the classroom environment, the teacher has the right to refuse this child's return to his/her class. The teacher will refer the student to the administration.

List of behaviors that will not be tolerated under any circumstance

1. Actions seriously detrimental to the moral, physical and/or spiritual welfare of other pupils.
2. Assault, battery or any threat of force or violence directed toward school personnel or pupils.

3. Repeated profanity or vulgarity.
4. Open, uncorrected defiance of the teacher's authority.
5. Possession of alcohol, narcotics, marijuana or any other controlled substance on or near the school premises, at any school-related activity or any other location.
6. Smoking or having tobacco of any kind.
7. Stealing
8. Willful cutting, defacing or otherwise injuring in anyway, property, real or personal, belonging to the school premises.
9. Possession of fireworks, lighters, smoke/stink bombs or matches.
10. Possession of weapons (knives, chains, clubs, etc.)
11. Leaving the school grounds without permission from the school office.
12. Any action deemed serious enough by the administration.

Consequences executed by the Administration.

1. Long term In-School Suspension
2. Off-School Suspension
3. Probation and Restitution
4. Expulsion

Definition of Terms

Long Term In-School Suspension: All ISS imposed by the Administration are carried out as previously stated. The difference is the duration of the ISS. Long term ISS imposed as a result of Punitive Steps at the Teacher Level requires documentation of previous interventions used.

Off-School Suspension: The Principal shall have the right to suspend a student from school (OSS) as a punishment for disciplinary violations. The Principal shall contact the parent(s) to report the suspension. OSS may be for a designated period of time, normally one to three days. These days are treated as unexcused absences. The student will be given class assignments and will be expected to have them completed and ready to turn in when he/she returns. Suspended students are not to come to the school or any school-sponsored event during the time of the suspension. The student will be placed on probation once they have completed an Off-School Suspension (OSS) and will spend time doing some form of restitution.

Probation and Restitution: When a student returns to school after an Off-School Suspension (OSS), the student and parent will meet with the Principal. The student will be made aware of the fact that they are now on probation for nine weeks and during this time any major infraction could result in an expulsion. A student must also maintain a grade average of at least 75 in all subjects and a minimum of 85 in conduct.

The student will be asked to make restitution for his/her behavior. Restitution helps the student connect the behavior with the consequences, in order to restore their relationship within the school community. Our goal is to help the student grow in their decision-making and communication skills with their peers, teachers, and parents. Thus the child becomes accountable for his/her behaviors in the school setting.

Expulsion

Expulsion is a very serious matter and is invoked only as a last resort. Normally, it will follow a single grave offense or a series of offenses indicating a basically hostile attitude on the part of the student. When such a serious case arises, the following procedures will be followed:

1. The student will be placed in In-School Suspension until the parent can be contacted.
2. There will be a conference with the principal, teacher, and student. If it is evident that the student actually did what was alleged, the principal will contact the parent(s) and inform them of the incident and its seriousness. The principal will also contact the pastor and the student will be placed in Off-School Suspension until a meeting can take place and the seriousness of the incident can be discussed with all parties present (student, parents, principal, and pastor.)
3. The principal and pastor then decide either to readmit or expel the student.
 - a. If readmitted, the principal will inform the parents of the decision. The student will remain on probation for the remainder of the school year.
 - b. If the decision is for expulsion, the pastor and the principal will meet with the parents to inform them of the decision. The Archdiocesan Superintendent of Schools will be notified of the fact and given a brief explanation of the reason.
 - c. The parents of the student expelled may appeal the case, following the published grievance procedures of the school.

Substance Abuse Policy (Archdiocesan Policy#4603)

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term on or off school premises at a school-related function or event.

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drug.

Definition of terms

“Use” means a student has smoked, ingested, injected, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, and/or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Section 1

Students who violate this policy shall be subject to disciplinary action including expulsion.

Section II

Administrators may search lockers and other personal property for alcohol, drugs, and other controlled substances.

Section III

- A. A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy

- B.** The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Students involved in such actions shall be expelled from school.

Searches

When the principal has reasonable cause concerning the possession of illegal, dangerous or immoral material on campus, or the possession of an alleged stolen item of high intrinsic or monetary value, a search for such item(s) will be conducted. The principal in the presence of another staff member will do the search.

Locker Regulations

Lockers are made available to students as a convenience for storing books, coats, etc. These lockers remain the property of the school and are subject to all school regulations. For reasons of health, safety, and school security, the school retains the right and responsibility to inspect lockers and examining the contents.

- Students must have a school locker assigned.
- Students will not move to another locker unless approved by the principal.
- Students must have a combination lock on their locker.
- Students will make sure that their locker combination is on file in the school office. **No locks that utilize keys will be permitted.**
- Students will keep their locker:
 - Free of graffiti – inside and out
 - Organized and neat
 - Free of unsightly decoration or photos in poor taste
 - Free of damage
 - Locked unless being used
- Students will not give their combination to other students.

The school reserves the right to remove locker privileges from any student who does not follow the above regulations. To make sure the above regulations are followed, expect to have your locker inspected at least once a month by the principal or other school staff.

Restraint

Contact by school personnel toward students may be necessary to remove and/or separate unruly students.

Weapons Free Zone

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents of any student who is arrested for violation of this statute. (Arch. Policy #6206)

Harassment-Free Environment for Students

Holy Name will work to provide an environment free of harassment (sexual or otherwise) and intimidation.

The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors and consultants.

It is the responsibility of the student to:

- Conduct himself/herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Immediately inform anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidents of discrimination or harassment to the principal or assistant principal. If he/she is not available, report incidents to another school staff member.
- Inform the student of the perceived behavior as being discriminatory, intimidating, harassing or unwelcome conduct and to discontinue the conduct immediately.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when any of the following occur:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement or any other nature.
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student.
- Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile or offensive school environment.

Verbal Harassment must include derogatory remarks, jokes or slurs and can include belligerent or threatening words spoken to another.

Physical Harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement.

Harassment and intimidation will be reported directly to the Principal or Assistant Principal depending upon the intensity of the infraction. Appropriate action in the form of corrective discipline or suspension/expulsion will take place.

Complaint Filing and Investigation Procedure

The following procedures must be followed for filing and investigating a harassment claim.

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
2. If the complain is against the principal, the person must report the incident to the pastor or the superintendent of schools.
3. As soon as the verbal report has been given to the proper administrator, the school personnel must report the incident to the parent and the superintendent.

4. The person alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
5. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations.
6. Once the facts of the case have been gathered, the principal, in consultation with the pastor and superintendent will decide what, if any, disciplinary action is warranted. The disciplinary actions pertaining to and including expulsion.
7. If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Archdiocesan Grievance Procedure (Expulsion)

Holy Name School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the parents of students may seek redress from a policy, regulation or decision that is perceived to work hardship on an individual or group. Students in the presence of their parents or legal guardians will present student grievances. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter.

Grievances may be heard from individuals, parents and parent organizations, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

As used in this procedure, a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations; or a complaint by an employee regarding discharge, discipline or working conditions.

Procedure

Prior to the initiation of a formal grievance, terminated employees, and parents who seek redress for their expelled child must first confer directly with the principal (“conference”) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are the steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary within **3 school days of the conference**, or decision resulting there from, whichever is later. The date and time of filing will be recorded on the original complaint.
1. The school council secretary will, within **24 hours of filing**, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence of arguments within **7 school days of its receipt of the grievance**. The LGC will render a decision within **10 school days of its receipt of the grievance**.
3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor within **3 school days of the decision of the LGC**. The pastor will receive all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place **within 7 days of the Pastor’s receipt of such an appeal**. The Pastor will then render his decision within **5 school days**.
4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation. Such an appeal must be sent in writing within **5 school days of the Pastor’s decision**

5. Pending outcome of the formal grievance, only the principal or pastor may, with or without condition, abate the expulsion or the termination.

Local Grievance Council

Composition

1. The Local Grievance Council (LGC) shall be composed of three members appointed by the local school council.
2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One member may be a present or former school council member. The other two members should have no direction relationship to the school.
4. The appointment to the LGC is for one year and is renewable.

Duties

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.
2. If the decision of the LGC is to uphold the Principal's decision, then the process moves to No. 8.
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the LGC.
5. Both parties will appear before the LGC together and make an oral presentation of the written statements presented to the LGC. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter closed session to consider the oral and written presentations.
7. The LGC may recall, together, both parties to the grievance for clarification of points that may have been raised in either the written statement or oral presentation.
8. The Local Grievance Council will render its decision in writing according to the prescribed Grievance Procedure.

Grievance Procedure (Non-Expulsion)

All complaints that do not result in expulsion or termination will be resolved at the local school level. Neither the Local Grievance Council nor the Archdiocesan Council of Conciliation will hear these matters.

Holy Name School provides an opportunity for individuals to be heard in redress from a policy, regulation, or decision that is perceived to work hardship on an individual or group. The student in the presence of their parents/responsible party will present student complaints. The primary aim of any local procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees.

Procedure

1. A written statement of complaint, including a brief summary of the initial conference will be prepared and given to the teacher **within 3 school days**. The date and time of the original filing of the grievance will be documented on the statement.
2. Within **24 hours** this statement will be forwarded to the Principal. The Principal will then investigate, and may bring together the aggrieved parties. The Principal will have **5 school days** to render a decision.

3. If the aggrieved party is still not satisfied with the decision, they may appeal to the Pastor who will have the final word. The Pastor will have **5 school days** to investigate and respond to the grievance.

STUDENT ACTIVITIES AND PROGRAMS

Extra curricular programs that will enhance the instructional program may be provided by the school's instructional staff or by other professionals. Principal's approval is required prior to implementation.

Student Council

The student government of Holy Name School has been instituted to provide the students with an opportunity for learning leadership, responsibility, and some of the problems of cooperative living. Its main purpose is to serve as an instrument in democratic education.

The officers of the council are from the 7th and 8th grades, and they constitute the Executive Board. The members of the council are the elected representatives from grades 3- 8. All activities to be undertaken by the council are subject to approval by the faculty sponsor and the administration.

National Junior Honor Society (NJHS)

The Holy Name Chapter of the National Junior Honor Society promotes academic achievement and civic responsibility. It is also instrumental in promoting citizenship and a sense of community among the student body.

Students who meet the criteria set by the NJHS are invited by the faculty to join and are inducted into the society at a special ceremony sometime in the fall and/or spring.

Although membership in the NJHS does not automatically transfer to the National Honor Society in High Schools, it is the first step in showing a certain degree of commitment to academic excellence and civic responsibility which is looked upon very favorably by the high school faculty who are in charge of screening potential candidates.

NJHS Selection Procedure

Selection of students for memberships is the responsibility of the local school through its faculty council. The Holy Name Chapter of the NJHS will use the following procedure because it adds some very objective criteria that the faculty can use to assist them in this difficult, partially subjective task.

1. Students' academic records will be reviewed to determine scholastic eligibility. The academic requirement at Holy Name is a cumulative grade point average of 85%. This standard is based on grades received solely in the standard curriculum.
2. Curriculum, not on modified standard curriculum or remedial. Membership is open to qualified sixth, seventh and eighth graders who have been in the school at least one semester.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NJHS Chapter they may complete the student Activity Information Form.
4. If additional faculty input would be beneficial, faculty members could be invited to make comments on candidates. However, the appointed members of the faculty council must make the actual selection.

5. The faculty council, along with any other verifiable information about each candidate, should review the Student Activity Information Form. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

Parents and students must understand that no student has a right to the honor of NJHS membership, only the right to be fairly considered for membership. To uphold the integrity of Society standards, we will not respond to parent inquiries regarding why a particular student may or may not have been selected.

Members are expected to exercise leadership qualities, to maintain good grades in all subjects, to possess good disciplinary records and to show a healthy attitude toward life and school.

Safety Patrols

The 4th grade class is responsible for being Safety Patrols. Student may volunteer at the beginning of the school year. The sponsor will determine the duties and schedule of patrols. The teacher in charge of patrols may allow other grade level students to participate as needed.

School Choir

Students in grades 5K through 8th are invited to join the school choir. The choir leads the singing at all school liturgies, at a number of parish liturgies, and participates in special performances during the school year.

A.I.A.L

Holy Name School is a member of the Archdiocesan Interscholastic Athletic League. The league assists in the preparation of future adults who are to foster Catholic values in a spirit of fair play, team cooperation and good fellowship. Membership is open to students in grades 5, 6, 7, and 8. Holy Name participates in the following sports throughout the school year: baseball, basketball, cross-country, soccer, softball, track and field and volleyball.

P.S.I.A.

Holy Name Catholic School is a member of the Private School Interscholastic Association. As a member of this association, students from Holy Name in grades 1 through 8 will qualify themselves at the local school level for a variety of academic and skills-related competitions. Once they qualify at the local level either through teacher nominations or competitions, they are then able to compete at the district level meet. If they place high enough, they are then qualified to attend the state meet.

Cheerleading Team

During the 2010-2011 school year, Holy Name Catholic School will have the following groups as their cheerleading:

Kinder and 1st Grade Students -

Lil Boots – A touch of cheerleading and dance with cowgirl style.

Cheerleading type uniform but with cowgirl hat and cowgirl boots will be the uniform.

2nd through 8th Grade Students –

Cheerleading – Bobcat Pride Uniform

POLICY REGARDING EXTRACURRICULAR/AIAL ACTIVITIES

Holy Name Catholic School will follow the AIAL policy regarding extra-curricular activities. Students who are only failing one class will be allowed to continue in the sports program with their parents and administration permission. If a child is failing (below 70) two subjects when progress reports or report cards are distributed, they will not be allowed to participate in sports until the next grading period when their grades rise above 70. Next grading period refers to the next time progress reports or report cards are distributed.

Catholic Schools Week

Catholic Schools Week is usually celebrated the last week of January. It is organized by the Department of Education of the United States Catholic Conference and provides an opportunity for the school community to focus on a yearly theme. It is a time to celebrate the uniqueness of our Catholic schools with the entire parish community through a variety of scheduled events throughout the week.

School Socials

Middle school classes/organizations may sponsor parties or dances at various times during the school year. They must have the approval of the Principal. Only currently enrolled students of Holy Name School may attend these socials. The “No Uniform Days Dress Guidelines” (except shoes) will be enforced.

GRADUATIONS

Kindergarten

The Kindergarten Graduation is meant to be a simple ceremony, with dress appropriate to wear at Sunday Mass. Student awards will be distributed at this time. A simple reception will follow. This will be the last day of school for the kindergartners.

Eighth Grade

This ceremony is followed by a simple reception hosted by students and other volunteers. Simplicity in dress is expected of the graduates and of the 7th graders. Attire appropriate to wear at a Sunday Mass is recommended.

END OF YEAR AWARDS

The following awards may be distributed at the end of the year for 1st through 8th grade:

1. Certificate of Achievement

- a. 1st grade: A combined over-all academic average of Very Good in the areas of Language Arts and Math.
- b. 2nd – 8th grades: Awarded to students with a combined over-all academic average of 94-100 in the following academic subjects: Religion, Math, Language Arts, Science, and Social Studies.

2. **First and Second Honors for the Year** (3rd through 8th): Same criteria as the nine-week awards based on the final grades.

3. **Principal's Award:** Presented to a student who has shown exceptional progress during the year.
4. **Certificate of Citizenship:** A student who is a positive Christian role model to his/her peers.
5. **Perfect Attendance:** To qualify for this award, a student's attendance record must be outstanding; no absences, tardies, or early dismissals (excused or unexcused).
6. **Physical Fitness:** This award is given to those students who reach a required level of proficiency. This is done as part of the P.E. program.
7. **PTC Scholarships:** Awarded to the two (2) top students who will attend a Catholic High School. (8th grade students only)
8. **Most Like Christ :** Those students in each class that exemplify Christ every day of the year. This is not only excellent conduct, but a Christ-like attitude in everything they do.

Related Information

Student Pictures:

Student pictures are taken annually in the fall with make-up pictures taken at a later date for those who were absent. Group pictures are taken in the spring. Graduation, First Holy Communion, and Confirmation pictures are taken on the date of the event. Purchase of all pictures is optional.

Yearbook

A yearbook is published and available for sale in the fall of the school year. Individual photos of student in all grades, as well as group pictures and candid shots are included. A member of the faculty sponsors the project.

Classroom Parties

In grades 3^K through 5th, the following parties will be held during the last 30-45 minutes of the school day: Halloween, Christmas and Valentine's Day.

In grades 6th through 8th, the only party to be held during the last hour of the school day is the Christmas Party. The other holidays, Halloween and Valentine's, will not be celebrated in the classroom. The room parents may provide a treat for the students to enjoy in the cafeteria at their lunchtime.

School Property

Textbooks are rented to the students and are property of the school. Each student is responsible for the set of books given for his/her use. All textbooks are to be neatly covered at all times. Students may be fined for books that are uncovered. Covers are not to be taped to the inside of the book. Students may not write in textbooks or deface them in any way. The student must pay for books that are damaged or lost. Lost books must be paid for before report cards are received at the end of the grading period. This fee is non-refundable even if the book is returned.

Students are responsible for any and all equipment or materials used. Damage to school property will be the full responsibility of the parent.

Educational Endowment Fund (EEF)

The Holy Name Educational Endowment Fund was established in 1983 by Bishop Charles Herzig, as an endowment to provide for the future needs of our parish school. Contributions (memorial or charitable) are invested for growth. The interest from the endowment fund will help provide financial assistance for our parish school in future years. Envelopes are available at the rectory or school office.

Modifications, Additions, or Deletions to the Handbook

The school and/or principal reserve the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties at the time of the decision.

Holy Name Catholic School
3814 Nash Blvd.
San Antonio, TX 78223

Chad Mills
Principal

Lilia Holt
Assistant Principal

Student Acceptable Use Policy for the Electronic Communications System

You are being given access to Holy Name's electronic communications system. It will be your responsibility to follow the rules for appropriate use.

Safety of Self and Others:

- Student users will report to their teachers or other school personnel or any other appropriate personnel any message received that is inappropriate or makes them feel uncomfortable.
- Student users will not reveal personal information about themselves or others.
- Student users will not agree to meet with someone they met online without parent knowledge or participation.
- Student users will not use the system to threaten others.
- Student users will use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
- Student users will not transmit (send or receive) obscene pictures or messages.

Access and Uses:

- Student users will not send messages under a false identity.
- Student users will not access e-mail, files and/or documents of other users without permission.
- Student users will not use the Internet for financial gain or for political or commercial activity.
- Student users will not use the system for purchasing products or services

Copyright Law:

- Student users will be aware of copyright

Illegal Activities:

- Student users will not use the system for illegal purposes or any other activity prohibited by Holy Name policy.

System Security:

- Student users will not attempt to harm equipment, materials or data.
- Student users will not knowingly infect a computer or network with a virus.
- Student users will not provide passwords to other users.
- Student users will always report any known violations of the Holy Name Acceptable Use Guidelines to a teacher or administrator.

Respect for System Limitations:

- Student users will not download large files unless absolutely necessary.

Holy Name has a large technology infrastructure that exists to support the educational process. Any attempt to damage, disable, gain unauthorized access to data or equipment or illegally copy software is a violation of Holy Name policy and applicable Federal laws. Holy Name School reserves the right to refer offenders to the appropriate agency for prosecution of said applicable laws.

Students who misuse computers or violate Holy Name’s Acceptable Use Policy are subject to disciplinary consequences, which may include, but are not limited to, suspension and alternative education placement.

PARENT: I HEREBY RELEASE Holy Name School, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature from my child’s use of or inability to use the Holy Name School system. I will instruct my child regarding the restrictions against accessing materials that violate the schools’ Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to access the Internet. Yes No

I give permission for my child’s work to be displayed by Holy Name on the Internet. Yes No

I give permission for photographs of my child to be displayed by Holy Name on the Internet. Yes No

I give permission for my child’s first name to be displayed by Holy Name on the Internet. Yes No

I give permission for my child’s **first and last** name to be displayed by Holy Name on the Internet. Yes No

If one or more of the above items have been marked “no”, the school will take appropriate steps to comply with your wishes.

Parent/Guardian Printed Name _____

Parent/Guardian Signature Date _____

STUDENT: I have reviewed the schools’ policy. I also understand that should I violate the school’s policy, my access to computers may be revoked and/or school disciplinary action may be taken. I understand that this agreement will be considered valid for future years until such time as I notify the school in writing that this agreement is revoked.

Student’s Printed Name _____

Student’s Signature _____ Date _____