

**Holy Name of Jesus Catholic School**



**STUDENT/PARENT  
HANDBOOK  
2019 – 2020**

**Our Mission:**

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

**[www.holynameschool.org](http://www.holynameschool.org)**

**REVISED July 2019**

### SIGNED PARENTAL AGREEMENT

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

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

### PHILOSOPHY AND OBJECTIVES

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

A summary of our goals includes the following:

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

### RIGHT TO AMEND HANDBOOK

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

### NEW STUDENTS

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

### CHURCH

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

### COUNSELING

Counseling is an important part of Holy Name School's educational program. Short term counseling is available to the students and is provided in order to encourage personal, emotional, social, and academic growth. Counseling may be done one-on-one or in a classroom setting at the request of a student, a teacher, the principal, or a parent. Students may sign up to meet with the counselor. The appropriate teacher will be made aware of the appointment. Students **MUST** have their teacher's permission to make the visit, but need not disclose the reason for the visit. A student will not be excused from class during a test; furthermore, he/she is responsible for any material missed during his/her absence. Parents are welcome to contact the counselor, (Lyndsay Koonce), with questions, concerns, or suggestions at 270.827.3425.

### ARRIVAL

Cars should enter the school parking lot from First Street. Students should exit from the passenger side and enter the school through the office doors. Unless prior arrangements are made, the school will open at 7am. At no time should a student arrive before 7:00am without first notifying the office of a special need. There will be no morning care fee for students arriving at 7am. Students, who choose to eat breakfast, will have to pay daily. Parents should follow instructions from teachers directing traffic; we do this in order to ensure the safety of all children. **All students will wait in the lobby area between 7am – 7:15am. Between 7:15 and 7:45 students should go directly to their assigned areas (K-3 in the cafeteria and 4-8 in the gym).** Students should not wander around the school or leave school grounds without permission. For the safety of the children we will not allow them to exit their cars from Alves Street and/or Second Street.

### DISMISSAL

Car riders in grades K-5 will be dismissed shortly following afternoon prayers at 2:40pm and car riders in grades 6-8 will be dismissed at 2:45pm and should be picked up in the school's parking lot. Walkers will be dismissed to the gym with teachers' supervision at 2:50pm. **All students that are walkers must have parent permission documentation in the office (written or email to [thurtt@holynameschool.org](mailto:thurtt@holynameschool.org)).** Bus riders and extended care students will be dismissed at 2:55. **All students must be picked up by 3:10pm. Those students who are not picked up by 3:10pm will be taken to the Extended Care Services.** The Extended Care Program will bill these parents. If you do not wish to pick your child up in the school's parking lot, then you must come inside to pick your child up. Do not park in the bus loading area out front. For the students' safety, no other doors will be used for dismissal. Students who are walkers shall not return to the school grounds unless returning for extracurricular activities. (Please see Extra Curricular Activities for further information.) Any walker or any student returning for extra-curricular activities who does not have adult supervision will be taken to Extended Care Services. No other students are allowed to leave school property without physically being picked up by a parent from school grounds (including IBT parking lot or any side streets of HNS).

An orderly dismissal is expected: no running, pushing, or loud talking. Parents and students must follow the directions of dismissal presiders. Parents must stay in their cars and turn off ignitions. Parents should make every attempt to let their child know how he or she is getting home that afternoon. **A student MUST have a written note, email, or phone call to the office granting permission to leave school with anyone not listed on his/her official "pick-up list."**

### ASBESTOS

Please be informed that Holy Name School has asbestos. The school is monitored for asbestos twice yearly. Holy Name has an Asbestos Management Plan and it is located in the office for review upon request.

### ATTENDANCE

All students are required by law to attend school every day and to be on time for school and classes. Holy Name School records excused and unexcused tardies and absences daily to comply with Kentucky School Law, KRS 159.50.

### TARDINESS

***Tardiness*** - A student who misses **two hours or less** during any part of the school day **is tardy**. Any student who leaves school prior to 2:45pm is considered tardy.

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

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

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

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

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

Families will be notified to appear before the attendance board if there are additional tardies (11 or more) unless they have an excuse (from a doctor, dentist, court, or health department) that validates the reason for the tardy. Additional noncompliance may result in the family being referred to a Henderson County Court designated worker.

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

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

## ATTENDANCE/ABSENCES

**Attendance** – Educational research indicates the strongest relationship to academic achievement is good school attendance. Regular and punctual school attendance fosters the best educational environment; it is also State Law. Students are required to attend regularly and punctually the school in which they are enrolled. Recording of absences and tardies shall be made in compliance with the requirements of 702 KAR 007:125.1

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

Students are required to attend school regularly and punctually. Permission to leave the school grounds will be issued only by the principal or person designated by the principal. Absence does not excuse a student from the responsibility of the work missed due to absence. Work assigned for an absent student may be picked up at the reception desk (**or accessed on ParentWeb/Google Classroom for the appropriate grade level**) after 3:00pm.

**Excused Absences** – reasons for an excused absence or tardiness include:

- Death or funeral in the students' immediate family;
- Illness of the student with a doctor's note;
- Appointments with a doctor or dentist with doctor's note;
- Failure of bus transportation;
- Summons to appear in court;
- Other valid reasons as determined by the Principal, including trips qualifying as educational enhancement opportunities.

Within **one (1)** school day of an absence, students shall submit a written statement of verification from a parent or doctor which shall be approved by the Principal or the Principal's designee in order for the absence to be excused. Any absence or tardy, regardless the length of time, is considered an attendance event. **A maximum of one (1) absence per grading period may be excused by a parent note. A statement from a doctor, dentist, or judicial system will be required for any additional absences and/or tardies.**

**Unexcused Absences** - All absences other than those listed above shall be considered unexcused. Absences immediately before or after a school break (Fall, Christmas, or Spring) will be automatically unexcused unless the student shows proof of a doctor's note.

Additional **unexcused absences** (seven or more without a verified appointment) will be referred to the attendance board unless they have a medical excuse (from a doctor, dentist, court or the health department) that validates the reason for the absence. Additional noncompliance may result in the family being referred to a Henderson County Court designated worker.

A student who is absent (either ½ day or a full day) **may not participate in extracurricular activities that day**.

**Attendance Board** - The attendance board will consist of representatives from the faculty and administration. The decisions of this board will be final.

Reporting absences - Any absences should be reported to HNS **prior to 9:00 am on the day of the absence**. Voicemail messages may be left at any time up until 9:00 am as well. All students must be accounted for each day. Should a student's absence not be reported before 9:00 am, it is the policy of the school that a school representative will call the **custodial parent/guardian (cell phone or work numbers provided to the school) so that every effort is made to ensure that the student is accounted for. If a custodial parent/guardian can not be reached via phone the school will email and text the custodial parent/guardian via Renweb.**

## BIRTHDAYS/SPECIAL EVENTS

Parents of students in grades Pre-School-4, who wish to bring cookies, doughnuts, or cupcakes for the entire class to celebrate their child's birthday must check with the child's teacher and do so **only** during the morning recess/snack time. Students in grades 5-8 are not permitted to bring in birthday food items due to the participation in the Diocesan Food Service Program which includes power break. Food brought after the morning snack time will be held to the next school day. Any flowers, birthday gifts, balloons, etc. are not allowed; if sent they will not be given to the student until the end of the day so that the instructional flow is not interrupted. **Passing out invitations at school is strongly discouraged; however, if it is done ALL STUDENTS in the class must receive an invitation.**

## BUSING

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

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

### CAFETERIA

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

According to regulations set by Federal Lunch Program, only milk and juice may be served with lunches. **Lunch prices for this year are \$2.95 a day for students** and \$3.50 for adults. For those children who bring their lunches from home, milk or juice may be purchased for \$0.50. Reduced lunches will be \$0.40. Prices vary on all al-a-carte items. **Breakfast is \$1.95 for students and \$2.50 for adults.** Reduced price for Breakfast is \$0.30. Lunch account balances and activity can be viewed at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will be allowed to charge up to five (5) full breakfast and lunch meals only. Adults will be allowed (0) charges on breakfast and lunch meals. No charges will be allowed on a-la-carte items.

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

**While in the cafeteria every student is expected to:**

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

### RESPECT

**All students are required to respect self, others, and the school.** Students are expected to say; "Please", "Thank you", "Pardon me", "Yes, Ma'am", "Yes, Sir". Respect, during any school function, for priests, teachers, parents, volunteers, and for each other indicates a Christian atmosphere. Respect for the school includes, but is not limited to, fixtures, furniture, textbooks, playground equipment, and lockers.

### CUSTODIAL RIGHTS

**It is the responsibility of the parents to share any official custodial information decided through the courts.** Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### DRESS CODE FOR STUDENTS

<b>Shaheen's</b>	<b>994 Breckenridge Lane; Louisville KY 40207</b>	<b>502-899-1550</b>
<a href="http://www.shaheens.com">www.shaheens.com</a>		

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

- Uniform shirts, slacks, shorts, skorts and fleece jackets with the HNS logo must be purchased from the school supplier (**Shaheen's**). If there are issues getting orders filled before the start of school, please contact the HNS office for our assistance in pulling used uniforms or approving other shorts to be worn until the order is filled.

- A uniform fleece half-zip pullover is also available for purchase through Land's End. The pullover must be monogrammed from Land's End with the HNS Logo. This is the **only** uniform item that is approved for purchase through Land's End. When ordering the pull over visit [www.landsend.com](http://www.landsend.com) and enter Preferred School Number 900070855.
- The uniform is to **fit properly** and be worn in the proper fashion; shirts tucked in, **belts must be worn**, pants, shirts, skorts, and skirts (from previous supplier) worn at the proper waist level. Sweatshirts and jackets may not be tied around the waist.
- No torn, ripped, cut, split, frayed or worn-out clothing may be worn.
- **Only unprinted plain white t-shirts are permitted under the uniform shirt.** Sleeves of an undershirt may not extend beyond the length of the uniform shirtsleeve.
- The uniform shirt must be worn under the uniform sweatshirt or fleece/jacket and the collar must be visible.
- **No personal jackets or sweaters worn during the school hours (7:55 - 2:45).** Students are encouraged to wear the uniform sweatshirt or fleece if he/she is cold in some classrooms.
- Skirts, skorts, and shorts may not be more than 2 inches above the knee. (Check with uniform supplier before purchasing).
- Tennis Shoes or shoes that stay on feet with proper backing. **Sandals are not allowed.** Socks must be worn at all times and must not be a distraction. **Female students may wear solid white or black tights or leggings under skirts/shorts.**
- Tan, black, or brown **solid colored belts only.**
- Male students are not allowed to wear earrings. Body piercing is not allowed. Girls may wear small, non-dangling earrings in Pre-School through 8<sup>th</sup> Grade.
- Shorts, skorts, and skirts are not allowed to be rolled.
- Hair should be clean, neatly groomed and not a matter of distraction. Unconventional hairstyles, including but not limited to spikes, mohawks, ombre style, or engraved designs cut into hair, are not permitted. Dyed hair of unnatural color is prohibited.
- No hats, bandannas, or scarves allowed.
- Make-up must be age appropriate and kept to a minimum at the administration's discretion.
- Only one appropriate bracelet may be worn at a time.
- **Females may wear a headband to hold back their hair. All headbands must be flat and a solid color.**
- **HoUse shirts (from any school year) may be worn on Friday (tucked in) with the approved HNS bottoms.**

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

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

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

**House Days** are held to boost school spirit. **House Shirt Days are every Friday.** Students are allowed to wear a **House Shirt** (tucked in), with a belt and uniform pants on House Shirt Days. **HoUse shirts may be purchased through the Athletic Booster Club's fundraiser in August..** Occasionally, an appropriate shirt or jean day will be announced.

#### **SCHOOL DANCES/GRADUATION/AFTER SCHOOL PROGRAMS/SPORTS BANQUET/ACADEMIC BANQUET**

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

#### **EXTRACURRICULAR ACTIVITIES**

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

**A student who is absent (either ½ day or a full day) may not participate in extracurricular activities that day.** Excessive tardiness may result in the loss of extracurricular privileges.

Extracurricular activities are defined as sporting programs, KYA, Academic meets, CO-ED Y, class outings, etc.

Any student who is suspended will not be allowed to participate in the next 3 events or competitions (at a minimum). Students must be passing all classes in order to be allowed to participate in any extracurricular activity.

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

### **Cardinals NEVER Quit & always FINISH the race!**

#### ***1 Corinthians 9:24-27 New Revised Standard Version Catholic Edition (NRSVCE)***

***24 Do you not know that in a race the runners all compete, but only one receives the prize? Run in such a way that you may win it.***

***25 Athletes exercise self-control in all things; they do it to receive a perishable wreath, but we an imperishable one. 26 So I do not run aimlessly, nor do I box as though beating the air; 27 but I punish my body and enslave it, so that after proclaiming to others I myself should not be disqualified.***

Students participating in extracurricular activities are subject to the HNS "No Quit" policy. Any student that quits an extracurricular without approval from the administration will not be allowed to participate in any other extracurriculars for the remainder of the current school year. The first three practices will be considered the try-out period for both coaches and students. During this period students will be able to decide they don't want to participate without violating the "No Quit" policy. This period will also be used for the coaches to evaluate the student's attitude, effort, and skill.

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

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

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

### **FIRST AID**

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

### **FIELD AND CLASS TRIPS**

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

### **GRADES AND HONOR ROLL RECOGNITION**

The ***Academic Honesty Policy*** is a staple of Holy Name of Jesus Catholic School. Cheating of any kind will not be tolerated. **A zero will be given as the academic penalty. All Academic Dishonesty violations are subject to the Disciplinary Policy and are considered a Major offense.**

#### **Please read the definition of plagiarism below: (subject to disciplinary policy)**

***Plagiarism is defined as the actual copying of information without documentation, paraphrasing without documentation, or providing inaccurate documentation. It is a form of cheating/stealing because it involves misrepresentation of another's idea/words or actual "theft" of those ideas/words. Students who plagiarize will lose points or receive a zero on the assignment. If the majority of an assignment is plagiarized and it is apparent that the student intended to plagiarize, he/she will receive a zero and/or a major.***

Progress Reports and Report Cards will be sent via email through the Renweb system. Hard copies can be requested from the office.

(Revised October, 2016)

Honor Roll applies to students in grades 4-8. To qualify for the Honor Roll, Holy Name School will recognize the academic achievements of our students in grades 4 and 5 with two Honor Roll lists. The first group of students will be the all “A” Honor Roll and the list will be comprised of students who earn all A’s (A+, A, A-) in all subject areas where the subject is graded with A’s, B’s, etc...

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

All grades earned in the 6<sup>th</sup> - 8<sup>th</sup> grade will be used to calculate the honor roll. First Honors: 3.75 – 4.33 GPA; Second Honors: 3.25 – 3.74 GPA

### Grading Scale

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

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

100-70%	S – Satisfactory
Below 70%	I – Improvement Needed

Identified students that need the curriculum modified are assigned an Accomodation Form by the Guidance Office.

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

### PARENT CONCERNS

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

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

### HOMEWORK

Homework assignments aid students to develop the ability to work independently. Homework experience will enable the grade-level student to practice the basic skills initiated in the classroom. For the advanced student, homework is a means of providing challenging, enrichment activities. Supplemental homework complements and reinforces classroom teaching and learning. Written work is not the only type of homework; study assignments are also given. Whatever type is assigned, the child should realize early that homework is his/her responsibility, and it must be done consistently and on time. Parents in grades 5-8 can check the Parent Portal of Renweb (or Google Classroom as directed by the classroom teacher) for daily homework assignments. Emphasis should be placed on completeness, accuracy and neatness. We realize all children work at different speeds so all work assigned to be done at home will be age-appropriate. This does not include assignments not completed in class.

Homework Time Guidelines:  
Kindergarten - 10-15 minutes  
Grades 1 & 2 10 – 30 minutes



Grades 3, 4 & 5 30 - 60 minutes  
Grades 6, 7& 8 60-90 minutes

### **HOMEWORK DUE TO VACATIONS/PLANNED ABSENCES**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments and tests are the student's responsibility. Teachers will determine an acceptable time for the completion of make-up work, including homework, quizzes or tests.

The Educational Absence Policy can be accessed at <https://holynameschool.org/> (under the Family Resource icon at the bottom of the home page). Please read the form to see the requirements to have approved.

### **ILLEGAL DRUGS AND ALCOHOL**

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

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

### **LIBRARY/ MEDIA CENTER**

Holy Name Library/Media Center has approximately 17,000 books available for circulation to students, faculty, staff and parents, through a fully automated and computerized Master Library System.

The Library/Media Center is opened to all from 7:30am until 3:00pm on school days. Classes for Pre-K through 5<sup>th</sup> are held once a week. Grades 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> use the library on an individual needs basis throughout the school year. The Library/Media Center is opened at all times, for a student to return a book, to check out another book, or to pay a fine, even when another class is using the library.

Books are checked out for K-5 for a one-week period; for 6<sup>th</sup> thru 8<sup>th</sup> the checkout period is two weeks. One-week renewals are made when the book is brought into the Library/Media Center.

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

Encyclopedias and reference books are to be used in the Library/Media Center and are not available for checkout.

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

All parents are welcome to visit the library and check out books, especially for the Pre-School and Primary grades. All policies above can change at the discretion of the librarian and administration.

### **OUTSIDE ACTIVITIES**

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

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

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

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

### **RULES – GENERAL**

- Follow the direction of those in authority: (president, principal, teachers, teacher aides, secretaries, playground supervisors, cafeteria personnel, maintenance people, volunteers, etc.).

- Do not bring playing cards (*including Pokémon*), spinners, game boys, dice, ball cards, CD players, I-Pods, electronic games, etc. to school.
- Students may not bring items/food/candy to sell to other students/faculty/staff.
- Students will notify a teacher or staff member when someone is being hurt or there is an emergency.
- Students in grade 5 may bring their own electronic device if asked by their teacher for an assignment. The school will not be responsible for lost, stolen or damaged devices brought from home. The student must follow all the Acceptable Use Policy as written in this handbook while using his or her electronic device at school.
- Students will move within the building in a quiet and orderly manner to respect other students working in classrooms. When moving within the building, students are asked to walk on the right hand side of the hall in single file.

### RULES – PLAYGROUND

Students will observe the following rules when on the playground:

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

### RULES – GYM

Students will observe the following rules when in the gym:

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

### TELEPHONE

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

All school time must be devoted to instructional purposes. No one may interrupt classes nor may teachers or students be called from their classrooms, except for urgent reasons. Parents who wish to discuss problems with the teacher, whether in person or by phone, are encouraged to do so outside of school hours **or to communicate via email**.

### CELL PHONES

Use of cell phones during school hours is strictly prohibited. Cell phones must be turned **off** and kept in the student's **backpack** during school hours (7am- 3:15 pm). If a student is seen with a cell phone outside of his or her backpack or the phone disturbs class, the phone will be confiscated. Any confiscated items must be picked up by a parent or guardian in the principal's office. If a second offense occurs, the phone will need to be checked into the office upon arrival and picked up after the dismissal bell. If a student is caught using his or her phone during school hours, he or she will have to check their phone in and out at the front desk. Students in the bus line or waiting to be dismissed in the gym are not permitted to use their cell phone. Students may lose all technology/media use at school. The administration reserves the right to search the contents of a confiscated cell phone. All Cell Phone/Technology violations are subject to the Disciplinary Policy (see below).

### DISCIPLINARY POLICY

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

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

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

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

It is impossible to list all inappropriate behavior and serious offenses.

**Some examples of MINOR (demerit) offenses are as follows:**

- Repeated failure to do class work and/or homework.
- Unprepared for class (incorrect or missing textbooks, assignments, etc.)
- Chewing gum, drinks, and food violations at all times in all areas. Including extra-curricular activities and extended care services.
- Dress code violations.
- Bus misbehavior.
- Cafeteria misbehavior.
- **HORSEPLAY (PUSHING, SHOVING, ETC...)**
- Making inappropriate noises.
- Restroom misbehavior.
- Hallway wanderings and/or misbehavior
- Disrespect to a teacher, staff member and/or another student.

**CONSEQUENCES for MINOR offenses (levied at the discretion of the teacher and/or administrator) may include but are not limited to the following:**

- Behavior Reflection Writing Assignment
- Working recess
- Extra work.
- Supervised isolation.
- Conference of teacher, student, and administrator.
- Detention after school hours.
- Saturday school.
- Community Service
- Loss of extracurricular privileges.

**Some examples of MAJOR (serious) offenses for which a student may receive more serious consequences.**

- Fighting or instigating a fight.
- **Cell Phone/Technology Violation**
- Cheating, especially on tests or exams.
- Lying
- Having fireworks at school.
- Any type of abuse.
- Possession of any dangerous object or weapon, any controlled substance, **tobacco** products, **alcoholic** beverages, **unacceptable or inappropriate magazines** and/or **pictures**.
- Stealing.
- Extortion.
- Blatant disrespect toward any adult or child within the school.
- Repeated violation of school rules.
- Throwing objects.
- Willful destruction or defacing of school property or the property of others.
- Setting off the fire alarm.
- Failing to stay after school for detention.
- Skipping school.
- Cyber bullying
- Cyber bullying in the context of school or resulting in disruption of the school day if participation was outside of school day
- Forging parents' signatures.
- Using inappropriate language, written or verbal.

**CONSEQUENCES for MAJOR offenses (levied at the discretion of the teacher and/or administrator) may include but are not limited to the following:**

- Conference with parent/guardian and student.
- Guidance referral to counselor or priests.

- Suspension in or out of school (work assigned must be completed during suspension).
- Repairing or replacing damaged items.
- Afternoon detention.
- Saturday School
- Community Service
- Denial of participation in extracurricular activities.
- Expulsion

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

### **FIREARMS OR DANGEROUS WEAPONS**

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

### **PEER/SEXUAL HARASSMENT AND BULLYING**

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

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

Peer harassment and bullying includes unwelcome, repeated taunting, verbal or physical abuse based on religion, race, or physical appearance, which interferes with a student's learning environment. Bullying may also take the form of repeatedly excluding or ignoring another person, spreading rumors about another person, and other demeaning behavior that disrespects the rights of another person. Failure to respect the dignity of a fellow human will be addressed by the school administration and is punishable at the discretion of the administration. The mission of Holy Name School is to provide a quality environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face detention, suspension, and/or expulsion (which will be deemed appropriate by the principal.)

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

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

### **OFF-CAMPUS CONDUCT**

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

### **VISITORS**

Visitors are welcome at any time at our school. All visitors are asked to register in the school office and receive a badge that must be worn at all times while visiting the school. Please use only the main entrance when entering the school. Visitors are only allowed to access the part of the building that they are signed in to visit. Please do not disturb any classrooms on the way to your destination. Teacher conferences need to be approved by the office or scheduled in advance.

### EMERGENCY DRILLS

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

### RELEASE OF PUPILS

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

### STUDENT INSURANCE

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

### SCHOOL-WIDE THEME

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

### SCHOOL PROPERTY

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

### STUDENT INFORMATION/PICTURES/INTERNET

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

### ACCEPTABLE USE POLICY

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

- To honor all files as private property and refrain from erasing, renaming, or making unusable any file or program that is not their personal property.
- To keep user information – my name and files – confidential, and share with no one except authorized faculty and /or staff.
- To use the school's computers/technology for educational purposes only.
- To honor the privacy of all other users' passwords, never attempting to gain illegal access of use.
- To respect copyright protection for all software. To never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. Students understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.
- To keep all systems with which they work safe from any virus [bug, worm, Trojan horse, or other term]. Students will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.
- To respect all others with whom they communicate through the computer. Students will never use the computer to annoy, offend, or threaten others.
- To practice good stewardship with all technology systems. Students will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
- To recognize their own limitations and not tamper with terminals, CPU's, printers, or other associated equipment without explicit direction from teachers or technicians.
- To practice good stewardship in their use of telecommunication resources.
- To use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff.
- To use the school's telecommunication resources only for matters directly related to educational needs.

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

All students who are in use of Google Chromebooks will also be required to sign the Technology User Contract. This contract covers damage fees and the approved use of the device.

## **SOCIAL MEDIA**

### **Blogs**

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

### **INSTAGRAM®**

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

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Henderson Police Department will be notified.

## **DIOCESE OF OWENSBORO CATHOLIC SCHOOLS**

### **SOCIAL MEDIA POLICY FOR STUDENTS**

**Adopted September, 2012**

In order to establish guidelines for students' use of social media, the Diocese of Owensboro Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

Guidelines for the use of social media by Catholic school students:

1. Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.
2. Students are expected to be respectful toward school personnel and other adult members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.
3. School personnel are discouraged from accepting students as "friends" on a social networking site such as Facebook, and vice-versa.
4. Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all? Jesus replied, "The most important one is this: 'Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength.' The second most important commandment is this: 'Love your neighbor as you love yourself.' There is no other commandment more important than these two." (Mark 12.28-29)

The Catholic schools of the Diocese of Owensboro are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

## MEDICATION

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

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

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

The authorization must include the student's name, name/address/phone of physician, name of medication, dosage and route of administration, time of day for dosage, reason medication is being administered, possible reactions or side effects, parent/guardian home, work and emergency contact numbers and release from liability statement. (A form is available in the office to provide for physician/parent completion).

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

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

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

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

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

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

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

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

- hydrogen peroxide
- isopropyl alcohol
- first aid ointment
- sunburn relief gel or ointment
- triple antibiotic ointment (Neosporin, polysporin, etc)
- toothache ointment (such as Orajel)
- calamine lotion
- saline solution

- petroleum jelly
- wound cleanser (i.e. Bactine)
- moisturizing skin lotions
- no-sting liquid/spray bandage (i.e. NuSkin, Nexcare, etc)

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

#### Illness Policy

HNS maintains a nurse’s office during school hours, and a nurse or other designated personnel is always available to handle minor emergencies, medications or illness. With the utilization of our consent for administration of over the counter medications, along with parent consent and communication, our staff will work with you to manage your child’s minor symptoms/illnesses, helping them to remain in the classroom and avoid unnecessary absence. Should your child develop diarrhea, vomiting, or fever over 100 degrees Fahrenheit, it is our policy that the parent/guardian will be contacted and the child sent home from school. Additionally, should your child have 2<sup>nd</sup> visit to the nurse’s office with the same complaints (persistent low grade temp, upset stomach, headache, etc) you will be notified of the unresolved symptoms. These students are NOT being sent home, we are merely enlisting parental assistance in an effort to identify and resolve any persistent symptoms.

#### Fever Policy

Should your child develop a cough, or any other respiratory symptoms (nasal congestion, sneezing, runny nose, etc) **that is accompanied by a fever of greater than 100 degrees Fahrenheit**, they may NOT return to school until they have been free from fever for 24 hours **without the use of fever reducing medications**. Should they return to school before they have been free from fever for 24 hours after the last dose of fever reducing medication, the parent/guardian will be contacted and the student sent home until they meet the criteria set forth in this policy. As this policy is a matter of public health, and recommended by the CDC and local health department, it is not optional. Any questions regarding this should be directed to the nurse in the student health office or the principal.

#### Wellness Policy:

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

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

#### SUPERVISORY ADULT CODE OF CONDUCT

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

<https://88bpj3zl9hl49dhnbl91tjy6-wpengine.netdna-ssl.com/wp-content/uploads/FormD4SupAdult-1.pdf>

#### GOVERNANCE STRUCTURE

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

#### RIGHT TO AMEND

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



## HOLY NAME SCHOOL COUNCIL POLICIES

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

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

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

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

### **1000 COMMUNITY RELATIONS**

#### **(L)** Volunteers

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

### **2000 ADMINISTRATION**

#### **(S)** Release of Student Record Information

- (1) Records/transcripts/information may be sent/disclosed to other elementary/secondary school officials without written permission from the student/parent when the officials are determined to have legitimate educational interest in the student.
- (2) Records/transcripts/information may be sent/disclosed to post secondary school officials without written permission from the student/parent when there is reason to believe that the student seeks or intends to enroll at that institution.
- (3) Records/transcripts/information may be sent/disclosed to state and local educational authorities without written permission from the student/parent.
- (4) Records/transcripts/information may be sent/disclosed to state and local officials or authorities without written permission from the student/parent only if the officials or authorities can provide a statute or subpoena requiring disclosure.
- (5) A record of all released transcript information is to be kept in the student's file.
- (6) Copies of a student's record are to be made available to students and parents upon written request within not more than 45 days.
- (7) Full rights are to be given to either parent (including both natural parent and guardian) unless a court order to the contrary has been received. (Note that if the student is 18 years old or older, parents may not sign for disclosure).
- (8) Directory information may be released without written permission. Directory information is information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended.
- (9) Permanent records, transcripts, and other records (including the last report of the year) will be forwarded to another school at the written request of the parent(s), student, or institution upon satisfaction of all outstanding financial obligations to Holy Name School.

#### **(S)** 2400 Section of KRS Chapter 527

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

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

**(L) 2500 7<sup>TH</sup>/8<sup>TH</sup> Grade Admissions:**

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

**(L) 2600 Parental/guardian cooperation**

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

**3000 BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**(L) 3100 Tuition:**

1. The continued success of Holy Name School depends upon the commitment of all school families to:
  - Make Catholic education a financial priority within the family budget;
  - Be involved in the education of their student(s);
  - Make tuition payments on a timely basis;
  - Participate to the fullest extent in HNS fundraising activities; and,
  - Proactively communicate with school administration regarding significant changes in financial circumstances.
2. Tuition payments may be made as follows:
  - Cash or check payment in full by July 15, 2015 (2% cash discount)
  - Two payments due July 15 and January 15 (1% cash discount)
  - 10-monthly payments due August 1, 2015 through May 1, 2016
  - 12-monthly payments due June 1, 2015 through May 1, 2016
  - Credit card payment (2.5% will be added to all credit card payments)
3. Payments may be made by cash, check, ACH, or credit card. HNS accepts Mastercard and Visa.
4. Tuition payments are due and must be paid by the last day of each month.
5. Payments returned by the bank for any reason will incur a \$35 fee, which will be added to your tuition account.
6. All new families registering a child for the 2015-2016 school year and beyond must sign a tuition agreement. All existing families will be bound by this policy by signing the Student/Parent Handbook acknowledgement form. By signing said agreement or form, said person is deemed to be the person responsible for the payment of tuition in full.
7. In the event that multiple parties have co-responsibility for tuition, each responsible party must sign a Tuition Agreement indicating the percentages of responsibility. If legal documentation of financial responsibility exists, a copy of said court order or agreement shall be provided to the President.
8. If any school family is having difficulty meeting tuition commitments, we are here to help. The family must contact the President, schedule a meeting with the Tuition Committee, and bring documentation that will support the payment plan.
9. On November 1 of each school year, any family that is past due on tuition will be placed on tuition probation.
10. All school tuition for the current school year must be paid in full by May 31 or the child's enrollment for the following school year will not be given priority status.

**(L) 3125 Tuition Probation:**

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

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

**(L) 3150 Graduation Policy:**

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

**(L) 3200 Competitive Bids**

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

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

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

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

**(L) 3300 HNS facilities**

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

**(L) 3400 Fundraising**

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

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

**(L) 3500 Integrated Pest Management**

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

## **4000 PERSONNEL**

- (D)** 4100 a Cafeteria Plan for employee benefits will be established in accordance with Internal Revenue Code Section 125, enacted in 1978.
- (D)** 4701 Sexual Harassment see Handbook for Catholic Schools, Diocese of Owensboro.

## **5000 STUDENTS**

- (D)** 5123 Conduct and Discipline

See Handbook for Catholic Schools, Diocese of Owensboro

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

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

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

See Handbook for Catholic Schools, Diocese of Owensboro

- (L)** 5200 Uniforms

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

- (L)** 5300 School Sponsor Activities

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

- (D)** 5400 Threatening Behavior

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

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

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school persons.
2. Student parent/guardian is notified. Pastor (Priest/Pastor) and Superintendent of Schools are also apprised.

3. It is possible to have a range of penalties that take into consideration the age of the child. Very young children who make threatening statements may be required to attend a conference in which the student and parent are clearly told that any further threats may result in suspension and required mental health assessment. Definitions and penalties should be clear and signed by the student and parent/guardian.
4. Because the school needs professional assurance that the student does not present a danger to him or herself, or to others at the school, the student may be suspended from school and may not attend any school activity or be present on school grounds pending a mental health assessment and final placement decision. The expense of any required counseling would be borne by the parent/guardian.
5. Mental health assessment results and recommendations are shared with the principal who makes a final placement decision that may include conditions for reinstatement and follow up. In making the final placement decision, the principal considers the results of mental health assessment, and history of problematic behavior, the circumstance surrounding the threatening behavior, the nature of the threat, the development stage of the student, and other relevant information.
6. There is need of written documentation of each phase of the case.

#### Homicidal Threats

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

#### False Threats

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

#### **(L)** 5700 Search and Seizure

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

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

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

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

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

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

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

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

#### **(L)** 5800 School Sponsored Activities:

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

**(L) 5900 School Medication**

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

**6000 Instruction**

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

**(L) 6200** Cap Size for Classroom:

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

**(L) 6300 Kindergarten**

Holy Name School will only offer full day kindergarten.

## **School Colors:**

**Green and White**

## **School Mascot:**

**Cardinal**



## **School Song:**

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