Holy Name Catholic School

121 S. Connor
Sheridan, WY 82801
Email: holynamesch@bresnan.net
Website: www.hncswy.org

Parent – Student Handbook
2019-2020

PRINCIPAL
Mary Margaret Legler
307-672-2021

PASTOR
Father Glenn Whewell
307-672-2848

DIOCESE OF CHEYENNE
P.O. Box 1468
Cheyenne, WY 82003
1-800-788-4606
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Welcome From Our Principal...

Dear Parents, Guardians, and Students:

Welcome to Holy Name Catholic School. **Our school continues to be one of the most highly regarded learning communities in Wyoming**, and each year we continue to build on this success.

We are an exceptional community filled with committed teachers, staff, and stakeholders. **Holy Name Catholic School** is excited to offer **strong academic core classes** such as **Mathematics, Science, Social Studies, Reading, and Writing** as well as **advanced classes** with small group instruction. Students are enriched with several specials: **Spanish, Computer Science, Coding, Art, Music, PE, and Library**. Upper grades participate, and do exceptionally well, at state competitions, in History Fair, Science Fair, Geography Bee, Spelling Bee and Teton Science School in Jackson Hole, Wyoming, as well as various sports round out a full and educational experience.

Every day our students gather in the school cafeteria to invite Jesus into their day and guide their day by singing, praying, and honoring God. In addition, the children celebrate Mass each Friday at 8:20 a.m. It is often said that Morning Prayer and Mass highlight the uniqueness of Holy Name Catholic School. These celebrations are completely run by the students. Everyone in the community is encouraged to share in the love and joy of Jesus Christ during the Morning Prayer and children’s school Mass.

Jesus said, "Thy word have I hid in my heart, that I might not sin against thee." Psalm 119:11. Here at Holy Name Catholic School we know that we can do nothing without the help of our Lord and we understand the importance of studying Jesus and His teachings. From pre-kindergarten through eighth grade, we have daily religion classes to learn about God’s ways and memorize Bible verses. We feel it is imperative for children to remember scripture so that all can know God's will, understand God's ways, share God's truth and receive God's blessing.

This school year will be an exciting time for students, parents and staff to grow in faith and knowledge. The staff is delighted you have chosen Holy Name Catholic School for your child’s education. I look forward to you sharing in those exciting times. Thank you for your commitment to your child's education and commitment to the Holy Name Community.

In His Service,

Mary Margaret Legler, Principal
Prayer for the Beginning of the New School Year

Dear Lord, as we begin this new school year, we gather once again as your community of believers. We thank You Lord for the energy and the spirit that You renewed in us through the summer months. We thank You Lord for the time to enjoy our family and friends and to reflect on what is important in our lives. Let this year be marked by enthusiasm and love so that, with the inspiration of Your Spirit, we may continue to grow in our faith. Help us to fulfill Your hope for us with honest intentions and works of faith. Let us be gentle with ourselves and bring laughter, joy and love to others. We ask this in Your name. Amen.

Contact Information

Holy Name Catholic School
121 S. Connor
Sheridan, WY 82801
School office: 307-672-2021
Office fax: 307-673-4474
Website: www.hncswy.org
Office Email: holynamesch@bresnan.net

Teacher and Staff Email Addresses:
To access email addresses follow this rule: first initial.last name @hncswy.org
For example: Mary Legler m.legler@hncswy.org

HOLY NAME CATHOLIC SCHOOL

Administration
Pastor
Principal
Secretory
Secretary/Business Manager
Maintenance
Head Cook

Father Glenn Whewell
Mrs. Mary Margaret Legler
Mrs. Margaret Mary Thrams
Mrs. Terri Bare
Mr. Phil Klebba
Mrs. Joyce Flint
Highly Qualified Certified Teachers. Teachers at Holy Name Catholic School are highly qualified in their content area.

Christ Centered Educational Programming
Holy Name Catholic School (HNCS) curriculum follows the educational standards mandated by the Wyoming Department of Education and the National Core Standards.

Holy Name Catholic School is composed of a Primary School (Pre-Kindergarten through fourth grades) and the Upper School (fifth through eighth grades). Holy Name is dedicated to educating the whole person through a program of both academic excellence and the teaching of values and morals that reflect our unique Catholic Christian Culture.

Holy Name Catholic School: Pre-K-8th Grade…A World Class, Christ Centered Education

Holy Name Catholic School Pre-Kindergarten: Age 3-5
Pre-Kindergarten is a program designed for children turning age 3.

Kindergarten – 8th Grade
Holy Name Catholic School has an exceptional community filled with committed teachers, staff, and stakeholders. Holy Name Catholic School is excited to offer strong academic core classes such as Religion, Mathematics, Reading, Science, Social Studies, Language Arts, and Writing as well as advanced classes with small group instruction. Students are enriched with several specials: Spanish, Sign Language, Art, Music, PE, and Library. Upper grades participate, and do exceptionally well, at state competitions, in History Fair, Science Fair, and Math Counts. Field trips to Teton Science School as well as various sports round out a full educational experience.

After School Care
After school care is available for children until 5:30 p.m. for any child who needs after school supervision. Space is limited. If you wish regular after school care, please stop in and fill out the necessary paperwork. Contact the school office for additional information.

Admissions
Holy Name Catholic School accepts both Catholic and non-Catholic students from the surrounding area. Please bring birth certificate and vaccination record.

School Arrival and Departure Time. School hours are from 7:30 am - 3:30 pm. Holy Name Catholic School classes begin at 8:00 am and end at 3:00 pm. Staff will be available to supervise students on the playground after 7:40 a.m. The first bell rings at 7:50 for students to prepare for Morning Prayer. The tardy bell rings at 8:00. At this time, Morning Prayer begins. Every Friday, unless there is a special Holy Day, the Holy Name Catholic School staff and students celebrate Mass in the church at 8:20 am.

Students who participate in activities after school are to stay in an area that is supervised by Holy Name Catholic School staff or coach. Students may not remain on the school premises after 3:30 pm to wait for practice or late games unless supervised by parent or staff. Parents will be notified ahead of time if their child needs to stay after school.
Tuition, Registration, and Fees

Tuition: Pre-Kindergarten - 8th Grade
Holy Name Catholic School is largely subsidized by Holy Name Catholic Community, the Holy Name School Foundation, the Thorne-Rider Foundation and the Goar Foundation. Because of this, tuition rates are minimal.

Registered Parish Rate: K-8th Grade: $3,200.00 1st student, 2nd $2,560.00, 3rd $1,600.00, 4th free*
Pre-K: $5,200.00 (full day) per student

Non-Registered Rate: K-8th Grade: $4,200.00 1st student, 2nd $3,360.00 3rd $2,100.00, 4th free*
Pre-K: $5,200.00 (full day) per student

($275.00 of tuition cost is non-refundable)

*The fourth child in a family attending Holy Name Catholic School, K-8, in the same year does not pay tuition. Pre-K tuition is counted as the first tuition for multi-child discount.

Registration Fee: $100.00 per student, per year non-refundable payable at registration. Pre-K through 8th.
150.00 per student, per year non-refundable payable after May 31, 2019. Pre-K through 8th.

Home School/Part-time Students. This tuition determined on an individual basis.

Every effort is made to make the cost of tuition affordable for parents. Please look at the scale and if your finances do not fall into a manageable level of assistance, please contact the office and speak to me or Ms. Margaret, and we will work for a favorable outcome. Our desire is for every student to attend Holy Name Catholic School. Your information is strictly confidential.

Tuition Assistance Scale

<table>
<thead>
<tr>
<th>Size of Family Unit</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$24,690.00</td>
<td>$32,920.00</td>
<td>$45,265.00</td>
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<tr>
<td>3</td>
<td>$31,170.00</td>
<td>$41,560.00</td>
<td>$57,145.00</td>
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<tr>
<td>4</td>
<td>$37,650.00</td>
<td>$50,200.00</td>
<td>$69,025.00</td>
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<tr>
<td>5</td>
<td>$44,130.00</td>
<td>$58,840.00</td>
<td>$80,905.00</td>
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<tr>
<td>6</td>
<td>$50,610.00</td>
<td>$67,480.00</td>
<td>$92,785.00</td>
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<tr>
<td>7</td>
<td>$57,090.00</td>
<td>$76,120.00</td>
<td>$104,665.00</td>
</tr>
<tr>
<td>8</td>
<td>$63,570.00</td>
<td>$84,760.00</td>
<td>$116,545.00</td>
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Amount of Assistance

|          | 100% | 75% | 50% |

*The current scale form the government has not been released; however, HNCS will honor the above scale.

Tuition Payment Options

1. 10 Monthly payments through automatic withdrawal, starting in September. Last payment in June.
2. Quarterly payments the beginning of each 9-week quarter.
4. Annually, payment made in full at the beginning of the school year.

All payments must be made to the School Office. Payment form can be cash, check, debit card, credit card or electronic funds transfer (EFT). Two consecutive returned checks or denied EFTs will require payment in cash directly to the school office.

All fees and tuition for the previous school year must be paid before a student may attend classes at Holy Name Catholic School. Non-payment of registration results in a child’s enrollment being put on hold. If financial arrangements are not made, the school may use the means necessary to collect tuition amounts owed.
Tuition Assistance
All families receive a reduced tuition rate. If a family needs further help, tuition assistance is available for those that qualify. Applications & guidelines are available in the school office.

1. Registration fee is required for each student and is not eligible for assistance.
2. Pre-K is NOT eligible for assistance.
3. The first $275 of tuition is NOT eligible for assistance. However, this does not need to be paid in full and can be made in payments as outlined above.

Registration and Tuition Deadlines
March 1- Registration opens for the coming school year.

<table>
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<tr>
<th>If Applying for Tuition Assistance</th>
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<tbody>
<tr>
<td>May 1 – Tuition assistance form due along with registration forms.</td>
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<tr>
<td>June 1 – Families notified of assistance amount.</td>
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</tbody>
</table>

June 1–Registration forms due for ALL current HNCS families
June 1-Registration Fee due for ALL current HNCS families ($100/student)
Oct 1-Final assistance decision deadline for current school for NEW families

Sports Fee. Athletics (5th-8th grade volleyball, basketball, track)
- $50 Annual, per student (Full-time students)
- $50 Annual, sports fee (Home school or part-time students)

Enrollment. Parents are required to provide copies of the birth certificates for their child(ren) at the time of enrollment. Students entering kindergarten must be five years old by September 15 and those entering first grade must be six years old by September 15.

School Records. All student records are confidential. Parents have access to this data and may give written permission for other educational institutions to obtain HNCS records. Records will be transferred to another school when requested in writing by a parent.

General Daily Schedule
8:00-8:15 Morning Prayer - Pre-Kindergarten through 8th Grade
Friday 8:20 School Mass at Holy Name Catholic Church
Parents are encouraged to attend Morning Prayer and Mass.
8:15-3:00 Self Contained Pre-Kindergarten- Grade 4th Classrooms: Religion, Mathematics Language Arts-phonics, writing, spelling, guided reading, Spanish, science, Social Studies, Physical Education and Specials- art, music, computers, library.

Religion: Christ Centered Catholic Education
Prayer and religion classes are an integral part of the education program. Religion is a core subject, taught daily in the Primary School and Upper School. Students participate in planning and celebrating the Liturgy, Penance services and other religious observances. Students in the second grade are prepared for Reconciliation and First Communion. A school Mass is held every Friday at 8:20 a.m. Parents and family members are always welcome to attend the school Mass. Non-Catholic students are held accountable for religion class and are expected to attend Mass and participate in the Mass except for receiving Holy Communion.
**Inclement Weather: School Closure.** In case of inclement weather, announcements will be made over radio station KROE/930 (672-7421) when school is not in session or changes in the school schedule. If the temperature drops to below zero, children will not be sent outside for recess.

**Guidance and Speech Services.** The Holy Name Catholic School staff works with students to help them learn to solve their own problems and make school a place that they feel successful.

**Standardized Testing.** All the testing is done through the principal’s office.

**Monitoring Student Performance.** Coordinated effort is facilitated among teachers, parents, students, and principal to maintain a high degree of academic performance.

**Special Education: Speech Services.** Holy Name Catholic School offers the following Special Education services on a limited part-time basis. Consultations, including evaluation from District #2 Special Education staff are available to Holy Name Catholic School students. If needed, speech therapy will be provided on HNCS campus. Contact the principal for more information regarding the coordination of Special Education services.

**Title-1 Services.** Title 1 is a federal program that offers programs for students who qualify for individual and small group instruction with reading, writing and mathematics.

**Health: Illness, Medication, and Immunizations**
The office staff and principal are available to all students who have health related problems, illness, or minor injuries. Hearing and vision screenings are performed yearly at school with the help of outside agencies. The school office is not equipped to take care of any serious illness.

If a student becomes ill at school, the school office will contact the parent and arrange for the student to be picked up. Parents must sign out their student in the school office before leaving the school grounds. Students should be kept at home if they have a temperature, are vomiting, or have contagious symptoms.

**Medical Emergencies and Accidents:** In case of serious accident or illness, every effort will be made to contact the parent immediately. Calls will also be made to 911. If the parent is unable to be reached, the person designated on the emergency card will be contacted. **Please promptly notify the office if there is a change of address, phone, or other information to be included on the emergency card.**

**Medication:** School personnel does not dispense any medication, internal or external, including aspirin, cough drops, and vitamins, unless requested by the child’s parent or physician. When it is necessary for children to be given medication during the school day, the medicine in its original container and a written note from the parent or doctor should be left in the school office. All medications are kept in a locked compartment in the school office and at no time is medicine to be kept in the classroom or in a child’s desk/locker. Dispensing of medication will be documented and kept on file in the school office. We request that parents inform us of any medication their child is taking that could affect school performance or have side effects. This could include anti-depressants, holistic treatments, medications for hyperactivity, etc. By informing teachers of medication, teachers can give parents the best information about the effectiveness of the medication throughout the day.

**Academics**

**Primary Grading Scale: Pre-Kindergarten-Grade 4 Grading System**

Teachers will use a five-point grade system for students in Pre-Kindergarten through 4th grade.

- **5** Exemplary: Above proficient expectations
- **4** Proficient: Meeting grade level expectations
- **3** Approaching Proficient: Approaching proficiency
- **2** Not Yet Proficient: Limited proficiency
- **1** Insufficient evidence towards this standard
Upper Grading Scale: Grade 4-8  Advanced Grading System/Proficiency
Teachers will use the following system to determine letter grades for students in grades 4 through 8.

A  93-100%
B  85-92%
C  77-84%
D  69-76%
F  Below 68%
I  Incomplete
S  Satisfactory
U  Unsatisfactory

Incomplete Grades. Students who fail to meet course requirements during a quarter may receive the grade of Incomplete. It is the student’s responsibility to complete the required work. Upon completion of the course requirements, to at least a D grade, the incomplete quarter grade will be changed to a letter grade. Teachers may determine if an Incomplete is applicable for each student based on academic standing in that specific class. If eligible for an Incomplete, students have five school days after the end of each quarter to complete work.

Promotion, Retention, Summer School
Holy Name Catholic School adheres to Wyoming State Standards and the National Core Standards for all Pre-Kindergarten to eighth grade students. Standards are learning goals for students and are expected to be mastered before a student moves on to another grade.
The following are guidelines for promotion, summer school placement, and retention:

Promotion
• Student passes all core classes

Summer School
• Student fails 2 or more quarters in a single core class; and/or student fails majority of common assessments (MAPS, etc.) in a core class

Retention
• Student fails 2 or more core classes for the year; and/or
• Unsuccessful completion of summer school

Report Cards and Progress Reports. Reports of student’s achievement are mailed home at midterm and at the end of each nine-week quarter. Some upper school teachers issue weekly grade reports for students to take home to their parents. Parents are encouraged to examine the grade reports and contact teachers about any concerns.

Headmaster Online Grading Program. Headmaster is the online grade program for grades 5-8. Parents and student’s password are distributed at the open house in August.
Log in Information: https://secure.headmasteronline.com/
Site Number: 157484

Conference. Parent-teacher conferences are held in the fall. Individual conferences are scheduled with each student’s homeroom teacher during this time. Conferences are used to gain parents’ input and ideas and share student progress. Additional conferences may be initiated by parents/teachers as needed. We encourage all parents to request a conference with their child’s teacher if they feel the need.

Honor Roll. Two honor rolls exist at Holy Name Catholic School. They are computed using a compilation of all graded classes.
• “A” Honor Roll. Criteria for the “A” honor roll include a grade point average of 3.75 or above and no grade lower then B.
• “B” Honor Roll. Criteria for the “B” honor roll include a grade point average of at least 3.0 and no grade lower than a C.
Upper Grade Awards. Academic awards are given out during the school year. In addition to A or B Honor Roll Awards, students in grades 5-8 are chosen as Students of the Quarter and Most Improved Students. Awards are presented at the Honors Mass at the end of each quarter.

The criteria for “Student of the Quarter” are chosen by the teachers and are based on grades and behavior in every class. The “Most Improved Student” is also chosen by the teachers and is based on the student with the most improvement in either behavior or grades or both in all classes.

Spring Honors Ceremony. An honors ceremony is held in the spring for honor roll students and students who are chosen for other academic awards including:

- **Hininger Award (Given at Athletic Banquet).** This award is given to a seventh or eighth grade student for excellent grades, leadership and citizenship.
- **Rojo Award (Given at Athletic Banquet) and Faculty Award (Given at Honor Roll Mass).** These awards are given to eighth grade students for excellent grades, leadership and citizenship.
- **Jurosek Award.** The Jurosek Award is given at the fourth quarter Honor Roll Mass to an eighth grader who has demonstrated outstanding sportsmanship, academics and leadership.

Athletic Banquet. An athletic banquet is held in the spring and awards are presented to athletes in the areas of girls’ volleyball and basketball, boys’ basketball, and girls’ and boys’ track.

Homework Policy, Expectations, and Interventions
Homework is an important part of our school program. Although some homework is written, it often involves study or reading. It is important that assignments are complete and handed in on time. Unless excused, because of illness or other acceptable reason, failure to turn in an assignment may result in a zero. Students in grades 4-8 should write homework assignments and communication regarding the completion of those assignments in their planner. Parents are strongly encouraged to sign the planner indicating their review of the previous week’s work. Our teachers normally give time in class to begin their homework and get assistance. If students are regularly spending excessive time on homework, parents should contact teachers as soon as possible. Before, during lunch and after school assistance is available.

School Advisory Board
The purpose of the School Advisory Board is to provide advice, guidance and recommendations to the principal and Pastor. Advisory Board members serve a three-year term and meet the first Tuesday of each month at 5:00 p.m. All families and staff are welcome to attend the meetings. Other than general comments, people requesting to be placed on the agenda must contact the Advisory Board president or school office at least ten days before the meeting.

Parent Involvement Program (PIP)
The PIP provides families with opportunities to volunteer their time and assist the school in a variety of needed ways. All families are asked to donate 20 hours of volunteer time each year. Ten hours per year will be accepted for single parents.

The guidelines for volunteering include:

1. All families are asked to donate 20 hours or $200.00 per year. (Single parents-10 hours or $100 per year.)
2. Extended family members, including grandparents and older siblings that are not at Holy Name, may help donate hours. Students themselves may also donate hours.
3. PIP hours must be turned into the school office or emailed to pto@hncswy.org.

Parent Teacher Organization (PTO)
The PTO meets the second Tuesday of each month at 5:30 p.m. All families are encouraged and are welcome to attend and get involved in their child’s education. The principal, superintendent, or board must first approve solicitations of donations for HNCS, an activity sponsored by HNCS, and fundraisers.
**Fundraisers to Keep Tuition Cost Affordable**

**Chili Supper and Carnival.** Every fall, the Holy Name parents holds a chili supper and carnival fundraiser. All families are encouraged to assist with the carnival, as it is a major fundraiser for our school. Volunteers are needed for a variety of events.

**Mayfest.** Mayfest occurs annually in the spring, and is the main fundraiser for the school. It is important that all Holy Name parents volunteer at this time. This major event offsets cost of tuition and operating costs of Holy Name Catholic School.

**Golf Tournament.** Each summer several businesses work with the Holy Name Catholic School parents to raise money for teachers and students with an annual golf tournament. The money raised goes directly to the teachers and students for programs. Parent and staff volunteers are always needed to help with this event.

**Weekly Communication.** Newsletters are sent home weekly or emailed to the parent every Monday. Student-Parent-Handbooks: are distributed in the registration packet and online for reference.

**Safety**

**Parking.** Cars should not be parked in front of the school for an extended length of time when school is in session.

**Please encourage your child to cross the street at the corners only... no J-walking.**

All visitors and parents are required to sign in at the school office at 121 South Connor upon arriving at the school.

**Fire Drills, ALICE and/or Lockdowns.** Fire drills, ALICE, and/or lock downs are held monthly by the Sheridan County Fire-Rescue Department. When the fire alarm is sounded, all students, staff, and visitors must vacate the building according to the designated fire escape routes. When a lockdown is announced, students, staff, and visitors are to remain in their rooms, take cover, and the buildings will be “locked down.” ALICE is a mix of both evacuation and lockdown.

**Asbestos Notification.** In compliance with the federal asbestos regulations for managing asbestos-containing materials in school buildings, HNCS has implemented an approved asbestos management plan that effectively addresses asbestos issues in the school. The plan was first instituted in 1988 and has continued to evolve to meet changing conditions. There is a copy of the 2019 management plan in the school office, which is available to anyone interested. Questions, call Phil Klebba at 763-6584.

**Volunteer and Personnel Background Checks.** The Diocese of Cheyenne requires that all individuals who have direct contact with students complete background checks. This procedure is required to help ensure the safety of all Holy Name Catholic School students. Contact the school office at 307-672-2021 for more information.

**HNCS Dress Code**

**Monday, Tuesday, and Wednesday Logo Attire** Students are expected to wear a school embroidered logo uniform on Monday, Tuesday, and Wednesday. Students can wear clothes with different colors or patterns with some restrictions. Logo attire must be visible on logo days.

**Thursday** is free dress.

**Friday Mass Day**- Students may “dress for the Lord” in their “Sunday best” or wear a logo shirt. No jeans or shorts are allowed.

**Primary Field Trips**– Embroidered logo attire.

*Please note, we will contact you to bring a change of clothes for your child if your child's attire does NOT meet our "Dress for Success" expectations. If you have any special situation regarding dress code, please contact administrator.*
Uniforms for Students:

Tops - red, white, or navy blue logo embroidered shirt

Jackets - Hooded sweatshirts are allowed only if they have the logo printed on the front. Jackets are worn outside, but not in the buildings. An embroidered logo must be visible at all times. Embroidered logo sweaters and vests are acceptable.

Bottoms - Navy Blue, black, or khaki shorts, pants, skirts, jumpers or uniform dresses. Blue denim may also be worn except on Mass days. No athletic/yoga shorts or pants. Shorts are acceptable but have to be “Docker” style- solid or plaid color. Embroidered logo jumpers or dresses are also allowed. Dresses/skirts/shorts must be no shorter than mid-thigh above the knee. Shoes- Closed toe if playing on playground. Laced shoes should be tightly laced. Slides/slippers are prohibited.

Every student is expected to present a neat and modest appearance. Any appearance that is immodest or extreme or an appearance that calls undue attention is not appropriate.

The following are examples of inappropriate dress or appearance:

- heels over 1 ½ inches
- excessively baggy or tight clothing
- excessively make-up
- excessively body piercing
- excessively see-through shirts or blouses
- excessively cutoffs
- excessively yoga pants, athletic shorts
- excessively cutoffs or frayed hem

Holy Name Catholic School Policies, Philosophy, and Procedures

Attendance Policy: Regular school attendance at school promotes mental and emotional development of children, reduces delinquency, enhances good citizenship, and promotes good general health, safety and welfare of the community. The Wyoming State Legislature, in recognition of the importance of regular school attendance, has passed compulsory attendance laws that require students between the ages of 7 and 16 to be in regular attendance at school. These rules are designed to comply with those laws and to promote regular attendance at school.

Excused Absences: An excused absence is an absence that Holy Name Catholic School, with the knowledge of the parent/guardian, considers compelling or unavoidable. Examples of excused absence include: student illness or death in the family/family crisis, court hearings where the student is required to attend, natural disasters or if weather jeopardizes travel, medical/dental treatment, absences that have been arranged in advance with collaboration with the principal or school office. If a child is absent because of illness during the school day, they are not permitted to participate in after school extracurricular events that day.

Unexcused Absences and Truancy: An unexcused absence is an excuse that the school considers non-compelling or avoidable. A student shall be considered truant when his/her absence is deemed unexcused. Truancy shall be considered an unexcused absence for any school day or part of a school day. An absence will be recorded by the teacher if a student enters the classroom more than 10 minutes after the tardy bell has rung, or misses class for 10 or more minutes. A student is expected to make up the time and/or work missed.

Excessive Absences: Twelve (12) absences in a year are considered excessive; this excludes medical absences (with a doctor’s note) and school sponsored/related absences.

Attendance Reporting: If your child is ill and will not be attending school that day, please contact the school office (672-2021) by 8:30 a.m. Please notify the office if you are leaving town. Students should present a written notice from their parents when they have appointments. All students are to be signed in and out of the office by the parent. No one other than the parents or legal guardian may check a child out of school without written permission from the parents or legal guardian.
Make-up Work: Students submitting make-up work due to an absence will be permitted to do assigned work without penalty within the two days per absence policy. Assignments may be requested for the student if the school office is contacted in the morning. Often the absent work can be available for pick up by the end of the day. There is no equivalent replacement for classroom instruction. Most of the learning opportunities at Holy Name Catholic School cannot be replaced through paper assignments. When a student returns to school after an absence, they are encouraged to confer with each teacher about missed content.

Prearranged Absences: For reasons other than illness or family emergencies, parents should prearrange absences in the school office or send written notice. This will enable teachers a reasonable amount of time to prepare lessons and assignments for the missing school days. Students are expected to complete all make-up work prior to returning to school; however, individual teachers could allow additional time upon the student’s return. Again, there is no equivalent replacement for classroom instruction. Most of the learning opportunities at Holy Name Catholic School cannot be replaced through paper assignments. With this in mind, parents and students must be aware that a passing grade in class may be in jeopardy when a student absent from class.

Tardiness: Getting to class on time is an important academic and work related skill. Tardy is defined as: not being in the threshold of the classroom door when the tardy bell rings. Students are expected to be at school by 8:00 am. Morning Prayer is part of Religion class and is an essential part of Holy Name Catholic School’s curriculum. The following consequence protocol will be used for tardiness, with students starting at zero each nine weeks. If a teacher, administrator, or other school employee detains a student, the student’s tardiness will not be penalized. Habitual tardies will be handled case by case basis by administration.

Holy Name Catholic School Philosophy. The Holy Name Catholic School philosophy holds Christ as the model of behavior. The ultimate objective is for students to treat each other the way they would like to be treated. The faculty, through regular religion classes, teaches students about respect and making wise decisions about their behavior. Students are responsible for their behavior and are held accountable for their behavioral choices.

“While the Catholic School is like any other in this complex variety of events that make up the life of a school, there is one essential difference: It draws its inspiration and its strength from the Gospel in which it is rooted.” (The Religious Dimension in a Catholic School)

Positive Discipline: Our goal is to educate students in a positive, Christian environment. This means that all students treat each other and staff with respect at all times. We hold students responsible for their own behavior, with emphasis on logical consequences. In order for this goal to be accomplished, it is critical that parents and the staff work together to consistently enforce the discipline policies. These policies are established to allow all students to benefit from maximum instruction time and to provide a safe and inclusive school community where no student feels left out or isolated.

The Role of the Staff: The staff will teach and model the skills that the school expects from students. The staff will also communicate with parents that day if their child has needed to be removed from class and sent to the office because of disruptive behavior. Documenting behaviors and communication between the principal, and the parents is an important part of the staff’s responsibility.

The Role of the Principal: The principal has the authority to amend and implement the discipline policies in the best interest of the students and the school. Discipline will depend on the age of the student, the severity of the problem and the number of times the student has been sent to the office previously for misbehavior.

The Role of the Students: Students are expected to conduct themselves in a Christian manner that facilitates a positive learning environment. We believe all behaviors fall under the rule “Do unto others, as you would have them do unto you.” Students are expected to maintain a standard of conduct, which means being responsible and proper at all times in any place under the control of the school. Specifically, the regulations prohibit the possession or use of tobacco, alcohol, and controlled substances. Also prohibited is the use of offensive language, hazing, bullying, general cruelty, disruptive conduct, theft, vandalism, and undue display of affection. Violations of these regulations may be considered as grounds
for suspension. Insubordination to or disrespect of staff members by any student is not tolerated. This behavior may be considered grounds for suspension.

**Role of the Parent:** We value parent involvement because we know that when parents and teachers work together, students are provided the highest quality education possible.  

Grievance Procedure. Parents are asked to use the following communication procedure to express their concerns:  
1. Meet directly with the staff member with whom there is a concern. *If unresolved…*  
2. Meet with that staff member and the principal. *If unresolved…*  
3. Meet with that staff member, the principal, and the Pastor.

Parents helping at school are asked to inform a staff member of any problem noticed at school rather than taking it upon themselves to enforce the discipline policies. To help students be successful at Holy Name Catholic School we ask parents to:

- Know what behaviors are expected of your child; Be knowledgeable of your child’s behavior at school.  
- Support and follow through with school policies.  
- Maintain communication with faculty and staff; read weekly newsletters.  
- Make sure your child arrives on time at school in good health and with the proper rest and nourishment.  
- Help your child follow the dress code.  
- Check Student Planner and sign it, indicating you have reviewed the previous week’s work.  
- Make sure students arrive at school on time and are picked up on time.  

_Holy Name Catholic School is not obligated to serve students who disrupt school and violate the rights of others. The main emphasis of the policy is to encourage students to become responsible for their own behavior. The discipline of children is confidential. Kindly remember, the wheels of justice are moving even if the details are not public knowledge._

**Noncustodial Parent.** In the absence of a court order to the contrary in the student file, HNCS will provide the noncustodial parent with access to the academic records and other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Bullying and Harassment.** Holy Name Catholic School considers bullying and harassment a serious issue because it negatively influences the victim’s academic and social progress. Consequences for these behaviors will be dealt with in accordance with the law and by the Holy Name Catholic School administrative team.

**Academic Dishonesty: Plagiarism and Cheating**

**Plagiarism.** Plagiarism is the act of using another person’s ideas, words, or visual images without giving credit to the originator. Students must properly cite where they have obtained the information used in their papers whenever they use: Another person’s idea, opinion, or theory; Any facts, statistics, graphs, drawings – any piece of information – that is not common knowledge; Quotations of another person’s actual spoken or written words; paraphrase of another person’s spoken or written words.  

**Cheating.** Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means.

**Consequences for Plagiarism and Cheating.** With the first offense, the student will receive a zero on the particular assignment or test and parent will be notified by teacher. The second offense will yield a zero plus an after school detention or lunch detentions and parent will be notified. The third offense will yield a zero plus a Behavior Contract created with teacher, principal, student, and parents.

**Progressive Discipline Matrix.** When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by school officials will be in proportion to the severity of the behavior of a particular student and will take into account the student’s discipline history, the age of the student and other relevant factors. **In all cases, administrative discretion will be exercised.** This matrix is located in the school office. Please request a copy anytime.
The Code of Conduct. Following are the main rules that need to be followed by all students to keep our school a safe and maximum learning environment. Consequences of infractions may include 1-Visit to the Principal 2-Phone call home 3-After or before school/lunch detention. Consequences for extreme infractions include suspension, or expulsion from the school and charges may be filed, as appropriate, against the student. 

- Show courtesy by walking quietly in the halls and cafeteria.
- Show orderly and considerate behavior in bathrooms.
- Treat all staff and adults, including visitors, with respect. Talking back or arguing is not tolerated.
- Chewing gum is allowed only with the classroom teacher permission.
- Have planner signed and homework completed on time.
- Be on time for class, prepared and ready to work.
- Treat school and other’s property with respect.
- Wear clothing that follows the dress code.
- Stay out of other students’ lockers.
- Students may not use toys, electronics, cell phones, cards, etc. These items are to be kept in the office. Teachers will confiscate these items and hold in the office for parent pick-up. The school cannot be responsible for personal property of students.
- Be respectful and kind to all students.
- Bullying or picking on other students is considered serious and will not be tolerated. Students at our school should feel welcome.
- Respect other people by keeping hands to yourself. Pushing, shoving, pulling, tripping, etc. are not permitted.

Playground Rules.
Specific recess rules include:

- Students must ask the recess supervisor’s permission to leave for any reason.
- Keep hands to yourself. Rough play such as pushing, shoving, pulling is not allowed.
- Soccer and football games must be played on the field.
- Treat all students and staff with respect (kind words and actions).
- No jumping on or off playground equipment. Sit on swings correctly, no pushing friends, and use swings in a safe manner.
- Balls are not allowed to be kicked or thrown at buildings or other students.
- No throwing sand, snow, sticks, rocks, or ice. Feet first while going down the snow hill.
- No playing on ice or in puddles: Snow pants, boots and gloves are required for playing in the snow.

Cafeteria Procedures. The school cafeteria is a vital part of the health program of the school. The following cooperation and behavior is expected during lunch:

- Disposing of all lunch litter in containers. Leaving the table and floor clean around the area where seated.
- Eating and drinking only in the cafeteria or other approved areas.
- Being polite and patient in line. No cutting or saving places is allowed.
- Maintaining safety by avoiding any running to or from lunch.
- Sitting and talking quietly while at the lunch table; Keeping hands to yourself.
- Asking permission to leave the cafeteria.
- Lunch prices are determined on a year-to-year plan.
- Holy Name Catholic School participates in the Government Free and Reduced Lunch Program.
- Holy Name policy for Lunch Bills owed are sent out monthly and will continue until accounts are paid.

Student Cell Phones and Office Telephone: No cell phones are allowed in school. Teachers are asked to confiscate any cell phone and hold in school office for parent to pick up if this rule is violated. The office phones are business phones and should only be used by students for emergencies.

Public Displays of Affection: Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Students are expected to show good taste and conduct themselves respectfully at all times. Inappropriate public displays of affection will not be tolerated.
Gum, Candy and Healthy Snacks: Healthy snacks are encouraged. Candy, gum, and healthy snacks can be eaten with permission from the teacher.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027. Find it online at http://www.ascr.usda.gov/sites/default/files/usda nondiscrimination statement.pdf.

Extracurricular Activities, Sports and Programs

Mission. The major role of the activities program at Holy Name Catholic School is to develop skills, positive concept, and positive values and attitudes as followers of Christ. Fifth through eighth grade students may take band and participate in Student Council. Our athletic program includes girls’ volleyball, boys’ and girls’ basketball, and boys’ and girls’ track. Students desiring to play football or wrestle may do so with Sheridan Junior High School. All students are encouraged to participate in the school’s extra-curricular activities.

Student Council. Student leadership is a vital component of our school. The Student Council is composed of students from the fifth, sixth, seventh, and eighth grades. The council meets weekly. Student Council members are expected to have appropriate behavior and passing grades. The Student Council sponsors a variety of activities including school parties and community service projects. Contact the school office for more information.

Band. Band is offered to students in the sixth through eighth grades.

Field Trips and Extracurricular Activities. Field trips are privileges and are considered part of a well-balanced educational program. Students who fail to meet academic or behavioral requirements can be denied participation. Parents are welcome and encouraged to participate in field trips. Primary students are to wear logo shirts on field trips. Parents will be provided with all pertinent information concerning field trips and the parent/guardian must grant written permission before a child will be allowed to participate. Teachers will review acceptable behavior for the trip and students will be expected to conduct themselves appropriately.

Athletic Programs

Physical. The State requires that students participating in any sports program have on file with the school, a record of an updated physical examination that has been signed by their parents and doctor. A physical must be on file before the first practice.

HNCS Athletic Fee. An annual athletic fee of $50.00 per student is payable at the beginning of each school year or individual sports season.

Home School and Part Time Students. Home school or part-time students are welcome to participate in the athletic program. The school registration fee and athletic fee is required. Students are expected to meet all of the behavior expectations of a HNCS student.

Lockers for Athletics and Physical Education. Grade 5-8 students need to have a clean pair of gym shoes, socks, shirt, and shorts that are kept at school and used only for gym classes. These items of clothing should be labeled with the
student’s name. Lockers, as well as desks, can be inspected by teachers or the principal at any time. Staff has the right to regulate the use of the lockers.

*Students may remain on school grounds after 3:30 p.m. to wait for late afternoon games only with prior approval from a teacher, coach, or the principal.*

**Academic Eligibility Policy.** Students participating in school sports programs are expected to maintain acceptable behavioral and academic standards. The principal will determine each student’s ongoing eligibility for participation. Students participating in athletics must be eligible by having no grades lower than “C-” for the previous week.

**Eligibility Procedure:** Each Thursday by 3:00, teachers will create grade reports for any student participating in activities earning a grade below 70%.

- The teacher will conference with the student and a notification will be sent home to the parents.
- Students with a grade below 70% will have a conference with teachers to develop a plan to avoid sports ineligibility.
- Any student who has a grade below 70% will be placed on the ineligibility list for one week. Eligibility will run from Monday to Monday.
- Once the student’s grades are 70% they will become eligible.
- If any student is in after school detention, they may practice after the detention is served.
- Any out-of-school suspension (OSS) participant is not permitted to participate in activities until the (OSS) is completed.