



Excellence • Compassion • Tradition

**HOLY NAME SCHOOL
FAMILY HANDBOOK**

2016-17

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This handbook is provided for informational purposes only and does not constitute a contractual agreement between Holy Name School and any student or any parent/guardian of any student.

The information contained in the Handbook provides a general description of rules and regulations. The school reserves the right to add to, to modify, or abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement.

This handbook does not create any restriction upon Holy Name School's right to institute any course of disciplinary action which, in Holy Name School's sole discretion, it believes is necessary and consistent with its Catholic educational mission. Holy Name principal and staff retain the right to act and make decisions that are not outlined in this family handbook. Every decision will be made based on what is best for a child, child(ren) and the overall school.

Non-Discriminatory Policy

Holy Name’s parish educational programs admit students of any race, color, faith, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the parish.

Holy Name’s parish educational programs do not discriminate on the basis of race, color, faith, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, and athletic and other parish administrated programs.

Holy Name Board Policy #5002
Policy Approved: September 10, 2003

2016-17 SCHOOL YEAR WELCOME FROM YOUR PRINCIPAL

Dear Holy Name Parents/Guardians and Students,

My first year at Holy School was amazing. These children and the education they are receiving is truly a gift from God that we all treasure each and every day they are entrusted to us. God has given each of us the gift of a Catholic education that will provide us what we all need to become true leaders and Disciples of Christ. Our goal/vision is to have every child excel well past their imagination. For that to happen we need you, we need YOU, the parent/guardian to be actively involved in your children's learning here at school and at home. YOU are the primary educator of your child(ren). When you and our teaching staff work together as a team we will truly surpass our mission at Holy Name School, "To educate children of diverse backgrounds to become academically prepared, compassionate towards others, and rooted in the Christian community."

As a major way to enhance our education here at Holy Name School we have hired another teacher in each of the following grades: Kindergarten, first, second and third. We have also hired a primary Special Education teacher. These added teachers will undoubtedly enhance the teaching and learning of every child in of those grades. The purpose here is to address each child's needs when they are in the lower primary grades. While we are pleased with where we were, our commitment is to have our children thrive. Know that we will expect our children to work harder in and out of the classroom. We need your support in acknowledging that academic expectations must be high, completed homework is a must, inappropriate behavior will not be tolerated, your support is a constant, tardies and unexcused absences MUST STOP, and that GOD must come first in all we say, think and do.

I could not be more pleased with how anxious our teachers and our staff are about the opportunity to be engaged in the multiple staff development activities they have participated in this past year. Staff development will be a constant for our staff as we strive for excellence in all we do for our children as we advance them spiritually, behaviorally and academically.

Our teachers and staff work hard to obtain, analyze, and review data to ultimately improve the instruction and learning that occurs in and out of our classrooms. During the school year, you will notice a major effort in analyzing our Math and Reading programs through the collection of data, researching best practices, and making needed advancements/changes to our mathematics and reading programs.

We are grateful for your unwavering support and our school staff recognizes that the education of your child(ren) is a team effort. We ask for your child(ren) to be here by 8:00. Not only do we appreciate that, but also know you realize the importance and value of having your children come to our school each and every day ready to learn and excel. Excellence in education is a purposeful and intentional cooperation of parents, teachers, and school staff all working toward the same goal of challenging every student to reach his/her full potential in all areas of education. Your support for these teachers and staff has to be constant, never wavered.

We are requesting that every family has a parent/guardian who is actively engaged by volunteering for one or more activities, either through the school or the Parent Club. This involvement will be one of the major keys to the success of your child and all children at Holy Name School.

Thank you for preparing your child(ren) to be his/her best as we challenge them to learn and experience the importance of hard work and to learn through prayer how much God loves them. We are confident that as you, your children, and our dedicated staff work together, we will make this a year where our children learn and achieve at a level beyond their imagination.

God Bless You and Your Family

Dr. Don N. Ridder, Principal
Holy Name Catholic Elementary School

VISION STATEMENT

THE VISION OF HOLY NAME CATHOLIC ELEMENTARY SCHOOL IS TO CREATE A COMMUNITY OF GOD-CENTERED, SELF- MOTIVATED LEARNERS WILLING TO INITIATE SERVICE TOWARD OTHERS.

MISSION AND PHILOSOPHY STATEMENT

THE MISSION OF HOLY NAME SCHOOL IS TO EDUCATE CHILDREN OF DIVERSE BACKGROUNDS TO BE ACADEMICALLY PREPARED, COMPASSIONATE TOWARD OTHERS, AND ROOTED IN THE CATHOLIC CHRISTIAN COMMUNITY.

Holy Name School is a part of the educational ministry of Holy Name Parish. It exists to provide affordable, quality, Catholic education for the young people of the parish, other parishes, as well as for those children of all faiths who wish to attend.

Holy Name is a culturally diverse Catholic School where students and faculty share values and ideals in a disciplined community atmosphere of learning. The school fosters respect for self and others, personal responsibility, and service. The school offers opportunities for the growth and development of each student in all basic areas of life - spiritual, intellectual, emotional, physical, and social.

INSTITUTIONAL GOALS

The goals of Holy Name Catholic Elementary School are:

1. To provide a quality Catholic education that addresses the needs of the whole child.
2. To provide an academic program with comprehensive guidelines and bases for determining achievement.
3. To provide a learning environment which is thoroughly integrated and reflective of the people we serve.
4. To foster respect for God, Others, and self.
5. To present an affordable educational opportunity for the members of our community.

ACHIEVEMENT GOALS

At the completion of eighth grade, Holy Name students will:

- Demonstrate religious knowledge, virtues, and practices rooted in Catholic/Christian philosophy.
- Possess and exhibit knowledge of academic disciplines.
- Demonstrate effective oral and written communication skills.
- Model the skills promoting life-long learning: self-discipline: problem solving strategies; and independent thinking.
- Demonstrate respect for self, for others, and for the environment.
- Recognize and practice the value of stewardship within the church, local community, and in global settings.

ACCREDITATION STATUS

Holy Name School is an accredited school. We have recently completed the readiness process to begin the processes necessary to become an Advanc-ED Accredited School in the fall of 2017. This program provides the highest and most rigor academic expectations of educational standards in the State Accreditation.

Holy Name School Faculty and Staff

| | |
|---|---------------------|
| Principal | Dr. Don Ridder |
| Administrative Assistant | Mary Beth Reynolds |
| Office Support/Tech Coordinator | Karen Smolinski |
| Office /Admissions Assistant | Jeni Martinez |
| Office Assistant | Jackie Mlady |
| Preschool (3 yr. Old) | Kayla Baker |
| Pre-Kindergarten (4 yr. old) | Jenny Bradley |
| Kindergarten | Tami Kuenning |
| Kindergarten | Colleen Mertz |
| Kindergarten TA | Michelle Bruckner |
| Grade One | Becky Galvin |
| Grade One | Mallory Jurgensen |
| Grade Two | Michael Reilly |
| Grade Two | Cara Woods |
| Grades One & Two TA | Sr. Roselma Legault |
| Grade Three | Janet Sauter |
| Grade Three | Hannah Wulbert |
| Grade Three TA | Sr. Carol Lorenz |
| Grade Four | Melanie Stara |
| Grade Five | Deb Jacobsen |
| Grades 4/5 TA – Lunch Books | Jolyn Schmeling |
| Grade Six MS Math/Sci | James McDermott |
| Grade Seven MS Rel/SS | Steve McCarville |
| Grade Eight MS Rdg/Eng. | Maureen Snook |
| Spanish/Language | Sarah Bender |
| Music Instructor | Michele Michaelis |
| P.E. Instructor | Betsy Bender |
| Media Specialist/Tech | Amy Nelson |
| Technology/STEM 4-8 | Karen Smolinski |
| Primary Resource Teacher | Kathy Johnson |
| Resource TA | Julia Kathrein |
| 4th – 8 th Resource Teacher | Tanya Davis |
| 4th – 8 th Resource TA | Annie Mitchell |
| Music in Catholic Schools | Joan Lovgren |
| K – 3 rd Title I | Linda Hopkins |
| 4 th – 8 th Title I | TBA |
| Speech/Language Pathologist | Meg Schwartz |
| Counselor | Peg Monaghan |
| Alegent Counselor | Sheila St. Amant |
| Early Learning/STARS Director | Lori Reed |
| Early Learning Assistant | Barb Baxter |
| Early Learning Assistant | Shannon Koesters |
| Early Learning Assistant | Colleen Watson |
| VNA Nurse | Cathy Sharp |
| Food Manager | Desiree Bynote |
| Maintenance Director | Jim Purnell |
| Maintenance Assistant/Custodian | Jonathon Benitez |
| Custodian | MLady Benitez |
| Custodian | Christin Benitez |

All Holy Name teachers, staff members and volunteers who have direct and consistent contact with children have completed a background check and Safe Environment training through the Archdiocese of Omaha.

| | |
|--------------------------|------------------------------------|
| Director of Development | Colleen Peterson |
| Development Data Manager | Geoff Brodie |
| Marketing & Recruitment | Kevin Clarke |
| Events Coordinator | Lauren Weeks |
| Business Manager | Dick Boler |
| Family Tuition Accounts | Mary Beth Reynolds/Karen Smolinski |

ADMISSIONS

Holy Name School is a Catholic school supported by the people of Holy Name parish, community, alumni, multiple donors and the Citizens of Urban Education Schools (CUES) and operates under the administration of the principal.

Holy Name School admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available through the parish educational programs.

Holy Name School admits students, PreS through Eighth grade, according to the following prioritized guidelines and at the discretion of the principal:

- 1.) All students previously enrolled in PreS/PreK and K-8 during the past school year who are in good standing and their siblings.
- 2.) Catholics who are registered members of Holy Name Parish.
- 3.) Catholics of other parishes.
- 4.) Students of other faiths.

Students enrolling in Holy Name for the first time, including Kindergarten, must present;

- a certified birth certificate,
- a health record which includes a history of vaccinations,
- and payment of registration fees.

It is a state law that an official certificate of birth be presented to the school and a copy put in the child's file within 30 days from the time of admission. Nebraska State Education guidelines dictate that Kindergartners must be 5 years old, and first graders must be 6 years old before July 31. Holy Name adheres to these guidelines.

New students and their parents requesting admission are required to follow the Holy Name School admissions process.

1. Make an appointment to receive a tour of the school.
2. Fill out all the admission and registration papers.
3. Arrange a meeting with the principal to discuss reason for wanting to be at Holy Name, to discuss the child(ren)'s academic and behavior status at the last school, and to discuss the financial arrangements.
4. Fill out the transcript form. The principal has to review and approve of the information in the child's transcript before the children(ren) are accepted to attend Holy Name School.
5. Once approved all families are required to fill out a volunteer form indicating the volunteering opportunities available to families.
6. Parent/guardian is required to utilize the auto-withdrawal process.
7. Registration forms are sent home in early spring in order to plan class membership for the coming school year. Forms are to be completed and returned by stated deadlines.

ARRIVAL AND DEPARTURE

In the morning before school begins and during recess times, morning and noon, the playground area is marked off with bright orange string for the protection of the children and to restrict traffic from driving through the area of play. Please do not drive cross the playground with your vehicle. Your cooperation is needed in order to provide a safe place for your children before and after school, as well as during the day.

The school day at Holy Name begins at 8:00 and ends at 3:15. Supervision on the school grounds will not begin until 7:50 in the morning and will end at 3:30 in the afternoon. The homeroom teachers will lead them to their classroom following the all school prayer at 8:05. All students must be in their seat ready to learn at 8:15. **Being late or tardy for school cannot be an option.** Parents/guardians need to know this will not be an option and it will not be tolerated. All school doors are locked at 8:15 and remain locked throughout the school day.

Children will not be released during the school day to anyone except the custodial parent unless permission is granted in writing by the custodial parent. Any contacts by non-custodial parents with the child during the school day will be governed by the legally binding instrument or court order in effect unless the school has received permission from the custodial parent.

Regular school dismissal is at 3:15. All students will be exiting through the three east doors of the school building. Parents/guardians are required to be in the parking lot just east of the school prior to 3:15. All parents/guardians who are late for pick up are required to enter the building to pick up their child(ren). We want all parents/guardians to avoid removing students from school early. Medical, dental, and other appointments should be scheduled on vacation days or after school.

Pre-School and Pre-Kindergarten (AM) will dismiss at 11:15 out the southwest doors. Parents/guardians are to park in the lot between the church and the school. The PM Pre-Kindergarten children will be dismissed out the east exit at 3:15 with all the rest of the K-8th grade students.

Students who walk home are encouraged to cross Fontenelle Blvd. at the lights on Maple Street. Since there is no supervision on the school grounds after school, children are not to play behind the building or anywhere on school property after school.

Children who are not picked up by 3:30 will be automatically escorted to the Holy Name STARS after school program. They will remain in this safe environment under the supervision of our workers until their ride comes for them. A minimum one-hour fee is assessed for each visit to the STARS Center. Parents are asked to call the school office before 3:00 p.m. if a delay in picking up a child is anticipated. This will help us in our efforts to keep your child safe and calm while awaiting your arrival.





ATTENDANCE

Holy Name School complies with the State law which requires a minimum of 1032 hours of instruction a year in every accredited elementary school. The progress of each child relies heavily on the regularity and punctuality of attendance. Each family receives a school calendar which lists the days school is in session. Parents are notified of any school schedule changes well in advance. **Absences require a telephone call to the school office (451-5403) before 8:45 a.m.**

Parents are encouraged to make every effort to schedule dentist and doctor appointments outside of school hours. Excessive absences (more than ten days per semester), may warrant a parent, teacher conference to determine if missed assignments, tests, etc. have been completed in a satisfactory manner. The student may be placed on a probationary status until all school work has been completed to the satisfaction of the teacher(s) and the principal by the end of the semester in which the absences occur.

Prompt arrival at school is expected of all students. Any child who arrives at school after 8:15 a.m. is considered tardy. This will not be tolerated. This disrupts the child's learning and the learning of the other students in his/her classroom. Students leaving school before 3:15 are marked as an early dismissal. Students who arrive at school after 10:00 a.m. or leave before 1:15 are considered 1/2 day absent. Late arrival and early dismissal disrupts class, causes loss of learning time and is an embarrassment to the child.

Early dismissals from school will be recorded in the same manner as late arrivals. Continued, chronic absences or tardiness can lead to suspension or expulsion from the school along with an absence report being sent to Child Protection Services. All students who arrive late or leave early and return to school the same day must have an admit slip from the office before returning to their classroom. Students who possess chronic absences and/or tardy problems will be required to meet with the principal to resolve the problem.

Authorized Dismissal from School Attendance

A written request or advance phone call from the custodial parent or legal guardian is required for a student to leave school before time of dismissal. The request must clearly state reason(s) for leaving early. Holy Name School shall never release pupils to strangers or callers without using necessary precautions because of the grave danger involved.

Students shall never be sent on errands off the school property during the school time without the consent of the custodial parent or legal guardian. (School Board Policy #5012)

Truancy

Holy Name administrators carefully review all student absences and communicate with parents whenever absences for reasons other than serious illness occur. When a student's absences (excused or unexcused) exceed three days Holy Name will work with the parents in documenting a plan to avoid excessive absences. Continued absences may jeopardize the student's advancement in grade determination as well as a visit from the Child Protection Services.

ASBESTOS STATEMENT

In compliance with AHERA regulations we hereby notify you that: Asbestos containing materials do exist in the buildings designated as Holy Name School. These materials are kept in good repair. These areas undergo an inspection every three years. The operations and maintenance plan is followed and the areas receive surveillance every 6 months. The official management plan is available for your inspection in the school office.

AWARDS AND HONOR ROLL

Students receive special recognition from the school through a variety of awards. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given for academics, effort, citizenship, attendance and other achievements at an Honor Awards ceremony at the end of each semester for students in grades four through eight.

BAND – INSTRUCTIONAL MUSIC

Holy Name School participates in the "MUSIC IN CATHOLIC SCHOOLS" program offered through the Catholic School Office. Parents of students in grades 5 - 8 interested in joining the band are to contract individually for their child to receive music lessons from a qualified instructor assigned to our school. Lessons are held twice a week during the school day (or as scheduled) with the instructor. Students give a public performance with the whole band twice a year.

BEFORE AND AFTER SCHOOL CHILD CARE (STARS)

Holy Name School offers parents the service of before and after school care for their school age children. This service is available from 7:00 a.m. until 7:55 a.m. and from 3:15 until 6:00 p.m. Interested parents may contact the school office or STARS Director, Lori Reed at 402-451-1249. **Children who are left at school after 3:30 will be automatically sent to the STARS Center until a designated adult comes for them. A minimum one-hour fee is assessed when a child reports to this Center.**

BOOKS/LIBRARY

All textbooks and workbooks are furnished on a rental basis. The fee for books and materials is included in the cost of tuition. The school asks that every effort be made to protect student books. All books must be covered except those which are consumable. **Students are individually responsible for lost or damaged books, including library books and must pay the replacement cost of these items if, the books are damaged or lost. A \$1.00 CHARGE WILL BE ASSESSED FOR DAMAGE TO THE BAR CODE IDENTIFICATION ON ANY LIBRARY BOOK.**

LIBRARY MATERIALS SELECTION POLICY

Each student will develop an appreciation of literature, reading, and writing through a multiple of activities to include: sequential development of library skills, proper library etiquette, and utilization of various library media and reference materials as an extension of their Christian beliefs and classroom activities.

CAFETERIA/BREAKFAST/LUNCH PROGRAM

Holy Name School contracts with the Westside District 66 to provide the United States Department of Agriculture's school breakfast and lunch program. This enables our students to have a well-balanced breakfast and lunch each day.

1. A monthly menu for lunch will be sent home. Three options will be available each day for grades 3-8.
2. Breakfast is served from 7:30 to 8:00 a.m. in the Holy Name cafeteria, located in the basement of Holy Name Church. **The price for each breakfast is \$1.85.** Reduced priced breakfast costs \$.30. **The cafeteria is available at this time only for students who are eating breakfast.** Students who arrive during this time and are not eating breakfast must remain outside without teacher/staff supervision or go to our STARS program in the school building and be charged according to the STARS fee schedule to be paid by the parent/guardian of the student.
3. **The price for a single student lunch is \$2.85. Additional milk may be purchased for \$.50.** The reduced price for lunches is \$.40. Lunch/breakfast tickets may be purchased for 10 or 20 meals in the school office. **Checks should be made out to the Holy Name School Food Program.**
4. Children may always bring their own lunch and buy milk for \$.50.
5. Students who have used all of their paid meals on their ticket will be allowed to charge their lunch for up to two days. This situation is only for emergencies and is not to be used on a regular basis. After the 2nd

day without pay, the **student will need to bring a lunch from home. If the student does not have a lunch from home than they will receive a bowl of cereal or a sandwich.**

6. Lunch time is a time to eat and relax, but students must remember to do their part to make the cafeteria a pleasant place for others to enjoy their lunch. Students are expected to talk quietly and use appropriate table manners. Students remain in the cafeteria until they are dismissed by their teachers.
7. Parents wishing to eat the school lunch with their child MUST make arrangements in advance. Our school lunches are ordered by 8:30 AM each morning. Adult lunches must be ordered and paid for at that time. The cost is \$4.00 for an adult lunch.

All questions regarding the lunch program or your family's account should be directed to Desiree Bynote at 402-451-0482 or email her at cafeteria@hnsomaha.org.

CHILD ABUSE REPORTING REQUIREMENTS

According to law, Holy Name School employees, through the principal, are required to notify Child Protective Service and Law Enforcement officials if they suspect a child has been subject to abuse or neglect.

COMMUNICATION

A weekly newsletter will be sent home with your child on Friday, or the last day of classes for that week in the Friday Folder. Please make every effort to look for this folder and encourage your child to give you all communications from the school as well as from his/her teacher. The Holy Name Sunday church bulletin will be included in your Friday folders. It contains information about the many parish activities that help to support our school. Information via email is sent to families regularly to provide reminders and pass along additional information as needed.

COUNSELING SERVICES

Holy Name School offers counseling services on a part time basis. The counselor is a licensed, professional mental health practitioner who works with children and families on behavioral and systemic issues. Parent requests for counseling should be directed through the principal. Counseling services consist of visiting individually with students, working with teachers to meet student needs, meeting with parents and collaborating with community agencies when necessary. Services are provided to Holy Name families at no cost.

CURRICULUM

Holy Name School is in a continuous process of improving a curriculum that teaches to the child where he/she is at academically while providing processes of high expectations for every child. Religion, Math, Reading and Literature, English, World Languages, Spelling, Handwriting, Science, Social Studies, Spanish Language, Physical Education, Music, Band (instrumental music provided by the archdiocese), Library Skills, and Computer Skills. Curriculum guides for review of specific subject areas are available in the office. Student Council, Children's Choir and Show Choir, several inter-school competitions and Intramural sports are available as extra-curricular opportunities for Holy Name students.

DISCIPLINE CODE

Discipline is a system of rules and regulations that governs the conduct of the teachers and students that effectively work together so that teaching and learning are not disrupted. Just as academic learning is an ongoing process, so too, is the mastery of self-discipline skills. The goal of discipline is that each student will become self-disciplined and self-directed. Positive methods of discipline will be used and encouraged. The following skills will be taught to students and integrated with all other instruction throughout the school day.

In order to make our school a safe, comfortable, and effective learning environment all members of the Holy Name Community are expected to abide by three basic rules. These are:

1. **RESPECT YOURSELF AND OTHERS.**
2. **CONTRIBUTE TO THE LEARNING ENVIRONMENT**
3. **FOLLOW CLASSROOM AND ALL SCHOOL PROCEDURES.**

CHRISTIAN SELF DISCIPLINE

Discipline is a system of rules and regulations that govern the conduct of the teachers and students, who effectively work together so that teaching and learning are optimal. Just as academic learning is an on-going process, so is the mastery of discipline skills. The goal of discipline is for each student to become self-disciplined and self-directed.

DISCIPLINE WITH PURPOSE (DWP)

Discipline with Purpose (DWP) is a developmental approach to teaching self-discipline. It focuses on teaching the fifteen self-discipline skills to students. Self-discipline is defined as a person's ability to wait. While we wait, we think, we restrain impulsivity, and/or we delay an immediate gratification or need. Children frequently do not need a disciplinarian when they misbehave as much as they need a teacher of self-discipline. Positive methods of discipline will be expected and encouraged at Holy Name School. Information regarding the teachings of DWP will be sent home, and we are encouraging all parents to use the DWP skills at home as well. The following self-discipline skills will be taught to students and integrated with all other instruction throughout the school day.

1. Listening
2. Following instructions
3. Questioning
4. Sharing time, space people and things
5. Interacting socially
6. Cooperating with others
7. Understanding rules
8. Figuring out how to accomplish tasks
9. Exhibiting leadership
10. Communicating effectively
11. Organizing: time, people, space, and things.
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing/Serving others

APPROPRIATE BEHAVIOR

The way a student conducts himself/herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals. Three school-wide rules are expected to be followed by students and staff at all times. They include:

- Respect yourself and others as children of God,
- Contribute to the learning environment, and

- Follow school and classroom procedures.

Bullying/Harassment Policy

Holy Name School strives for an environment in which our children can grow academically, behaviorally and spiritually in a compassionate and respectful environment. In order to maintain this Catholic-Christian environment, incidents of bullying, which are contrary to these values, will NOT be tolerated. Incidents of bullying or harassment during school activities or school-sponsored activities on or off campus will be addressed as if the misbehavior happened during a school day.

Bullying Behavior of Parents/Guardians

Parents/guardians who present bullying behavior towards teachers/staff members at Holy Name School may be asked to leave the school. Should this be the case the child(ren) of that parent/guardian will no longer be permitted to attend Holy Name School.

Definition:

Bullying is a repeated pattern of offensive behavior in an environment of an imbalance of power which includes, but is not limited to the following categories:

- Physical intimidation
- Assault
- Social intimidation
- Oral or written threats
- Forced isolation

Specific examples of bullying behavior may include, but are not limited to:

- offensive references, gestures, language, jokes, graffiti based on specific traits of in individual including gender, race, religion, disability, or age
- unwelcome physical contact, verbal or written suggestions
- name calling or taunting

Responsibility:

It is the responsibility of every member of the Holy Name School community, including parents, to report suspected bullying to the appropriate authorities; the appropriate authorities include:

- Teachers
- Teacher aides
- School counselor
- Administration

It is then the responsibility of these authorities to take the appropriate steps necessary to deal with the situation, using the guidelines listed below. The decision on how bullying is dealt with rests with the principal.

4th THROUGH 8th GRADE DISCIPLINE PROGRAM

Behavioral expectations are high at Holy Name School. Our DWP program is a major part of our curriculum. It is critical that our students recognize that success results when all students learn and follow the behaviors combined with expectations taught in the program. Choosing to follow the steps outlined in our DWP program ensures a positive learning environment with minimal distractions. 4th-8th grade students will be issued behavior cards. These cards will allow them to self-monitor through the issuance of demerits and merits.

- Merits will be issued for behaviors that are praiseworthy beyond general classroom conduct in order to reinforce a positive school environment and to assist students in recognizing leadership qualities. Accumulations of merits will earn students privileges and override demerits.

- Demerits are formal signs that student actions are in direct conflict with Holy Name’s behavioral guidelines. Accumulations of demerits indicate a lack of self-discipline and on-going behaviors which could prove detrimental to the students learning, the school community and Holy Name’s educational mission.

The behavior card provides students and parents with a tangible record of positive behavior and behavior needing correction. It should be reviewed **weekly** at home. If a demerit is received, the parent must sign and return.

DETENTION

Keeping children after school has long been an effective method of handling many problems in the elementary grades. These problems can range from a need for extra time to complete assignments to minor forms of misconduct. A detention log is created and an email is sent home and to the principal at the teacher’s discretion. When this happens, the student will be expected to notify his/her parent/guardian as soon as possible. The fact that a student rides with a carpool does not excuse him/her from detention. When a student is notified of a detention, it is his/her responsibility to arrange transportation. All detentions will be served with a staff member. Detention time will be from 3:30 to 4:00, and the student will be doing activities such as cleaning, remove finishing missing assignments or other activities deemed appropriate by the supervisor or teacher.

Students serve detentions either before or after school, at the discretion of the teacher and principal. Parents and students will receive notification in written and verbal forms. Skipping detention results in a doubling of the assigned time.

INTERVENTION BY ADMINISTRATOR

More serious inappropriate behaviors will be brought to the attention of the Principal. Examples of such behaviors include, but are not limited to such things as:

- Three or more detentions in one quarter,
- Repetition of minor misbehavior,
- Severity of behavior warrants higher-level intervention (fight, abusive language, being disrespectful to adults, etc.).
- Any situation that has the potential to violate the safety of our students and/or staff.
- Every situation will be handled in a case by case solution and intervention with the principal making the final decision on all disciplinary actions.

SUSPENSION/EXPULSION POLICY

On occasion, students can or will be suspended and/or expelled, not only for their well-being, but for the well-being of all the other students and staff at Holy Name School. Any serious behavior infractions regarding a student, on or off school grounds during school or a school sponsored activity, can or will be grounds for suspension or expulsion. Also, serious behavioral infractions done outside of school or off of school grounds will be investigated by the Principal, and if deemed as a situation that may harm any portion of the school community, then serious disciplinary action may or will follow. This decision and all disciplinary actions will rest with the Principal.

When a student is suspended, the parents/guardians are called. A meeting with the parents/guardians and the Principal may be scheduled in order to discuss the student’s academic future at Holy Name School.

Suspension is a temporary exclusion of a student from school and school activities. A suspension may be for a few hours during the day or up to several days. When a student is suspended, he/she will do homework as well as other activities to be determined by the Principal. Holy Name School personnel strive to resolve discipline problems in a Christian manner with parent/guardian and student involvement and cooperation. However, in serious situations, it may become necessary to discipline a student with an in or out of school suspension. Every effort will be made to notify the parents/guardians of the suspension as soon as possible. The decision to suspend a student rests with the Principal.

Expulsion is the permanent exclusion of a student from school and school activities. Holy Name School will use expulsion when the student's behavior is a hindrance to the welfare, learning, and progress of the school community and/or there is evidence of repeated disregard for the philosophy, policies, rules, and regulations of the school.

- The decision to expel a student rests with the Principal.
- The Principal will investigate the behavior problem by talking to person(s) involved and the student involved.
- Parents/guardians will be involved in the expulsion process; including a written notice identifying the reasons for the expulsion, the measures being taken, and the right to due process.
- The Principal will notify the Archdiocesan Superintendent of Schools and upon request provide record of the evidence justifying expulsion of the student.
- The Principal will also notify the public school authorities.

DRESS CODE (K-8)

Holy Name School has established a uniform and a dress code policy. It is the responsibility of the school professionals

to enforce the policy. Parents are asked to reinforce the guidelines of the established dress code and encourage proper grooming habits for their children. The dress code at Holy Name serves several purposes:

1. to promote a sense of community and pride within our school and individual students;
2. to provide a means for a child to associate dress with behavior.
3. to create an environment of uniformity and safety for all students;
4. to reduce clothing expenditures;

To promote these established principles, Holy Name students are expected to follow the guidelines identified below.

Girls

1. Plain collared white shirts (no logos), long or short sleeved. White turtleneck shirts are permitted. Shirts must be kept tucked into the skirt/skort or slacks at all times.
2. A Holy Name **uniform jumper, solid navy pants or uniform skort** is required for girls in grades K-5. **All girls in grade 6, 7, and 8 must have a plaid uniform skirt/skort or solid navy blue pants.** Plaid uniform jumpers and skirts/skorts are preferable for all Mass days. The plaid jumpers and skirts are available at the Dennis Uniform Company.
3. Solid white, red or navy blue sweaters or vests may be worn with the uniform blouse.
4. **Tights and/or leggings can be worn under skirts, jumpers and skorts and must be solid colors of white, navy or black only. Leggings should cover legs to the ankles.**
4. **Make-up and fingernail polish may not be worn at school. Fingernails must be kept trimmed so that nails do not extend beyond the tip of the natural finger.**

Boys

1. Solid white shirt with plain collar, long or short sleeved. The shirt may be knit or woven fabric. White turtleneck shirts are permitted; crew neck shirts are not permitted. The shirt must be tucked into the pants or slacks.
3. Navy blue dress pants or slacks of cotton twill, or corduroy may be worn. Slacks and pants must fit appropriately around the waist. Baggy or loose fitting slacks that slide from the waist are unacceptable. If necessary, a belt should be worn to ensure proper fit.
4. Solid white, red or navy blue sweater or vest may be worn with a white collared shirt underneath.

Boys and Girls

- No other outerwear is permitted inside the school building during the school day. Holy Name Sweatshirts may be purchased through the Parent Club Association.
- Navy blue walking shorts may be worn from the beginning of the school year until end of **1st quarter, October 14th** and again from **beginning of 4th quarter, March 13th** until the end of the school year. Walking shorts are those with a hem that comes to the top or middle of the knee.
- No logo or colored t-shirts are to be worn underneath the white uniform shirts – only white t-shirts will be allowed.
- **Tennis shoes are the only acceptable footwear for school. Opened-toed and/or open-heeled shoes are not allowed** because of the extra hazard they pose to students at recess and on the stairs of the school building. Dress shoes and hard soled shoes are also discouraged except on special occasion days.
- Socks or stockings worn must be white, navy blue, or black.
- All clothing should be clean, in good repair and modest. On school Mass days and other days with special activities students will be asked to be especially attentive to their appearance.
- Jeans are allowed only casual dress days or on days specifically identified by the Principal. On designated casual dress days, clothes of appropriate size and fit are accepted. Students are expected to be neat in appearance and choice of clothing. Clothing should be modest and acceptable for school wear. The administration reserves the right to make the final judgment on any questions concerning appropriateness for school wear.
- If a student is not dressed according to the code, she/he will be sent to the school office. The student will be informed of the violation and be requested to comply with the code. Parents will be called and asked to bring appropriate attire if necessary. Continued refusal to comply with the dress code may lead to a student's dismissal from school.

Hair

- Boys' hair must be the student's natural color, clean, combed, well-groomed, above the collar, above the eyebrows and half-way above the bottom of earlobe. The following are not permitted: excessively long hair, facial hair, sideburns below the earlobe, bleached, colored or dyed hair, lettering, symbols, carving, etching, hair combed to one side to disguise the actual length, ponytails, Mohawks, etc. In any case, all teachers and principal have discretion to determine what is acceptable.
- Girls may wear any tasteful hairstyle. No gaudy or extreme cuts, designs are allowed for girls. Girls may wear hair accessories as long as they are not distracting and/or dangling to keep hair out of the student's face. Girls are allowed to wear the plaid hair accessories sold at Dennis Uniform or Educational Outfitters.
- All students must come to school with clean and groomed hair. No gaudy or extreme cuts, designs are allowed for girls or boys. Girls may wear hair accessories as long as they are **not distracting and/or dangling (such as feathers or brightly colored or printed designs)** to keep hair out of the student's face. Girls are allowed to wear the plaid hair accessories sold at Dennis Uniform.

Jewelry

- Watches (without alarms) and religious medals (tucked inside shirt) are permitted. Students may only have their ear lobes pierced. Small earrings/posts only may be worn to keep pierced ears open. No hoops or dangly earrings are allowed. For safety reasons, necklaces, bracelets, and rings are not permitted.

Makeup

- Students are not allowed to wear makeup of any color and lip color with the exception of cover-up for blemishes. Lip protection such as Chap Stick is allowed as long as it is clear. Perfume, body splash, or hairspray may not be applied at school.

DRESS DOWN DAY

Parents/guardians and students will be notified about scheduled dress down days. Dress down day dress code stresses modesty in clothing apparel. Students will receive a dress code violation if he/she does not meet the dress down day guidelines. If a student has a dress code violation after the 1st uniform violation, he/she will be unable to participate in dressing down on the next scheduled dress down day. Students' street clothes must follow these guidelines:

1. Pants or jeans are acceptable but must be the correct size and worn appropriately.
2. Girls may also wear dresses, skirts, or skorts. Hemline must be longer than 3 inches above the middle of the kneecap.
3. Clothing must be neat, clean, and free from holes.
4. Clothing with inappropriate or derogatory logos or slogans is not permitted.
5. Students may wear shorts through October 14th and after March 13th. Shorts must be longer than 3 inches above the middle of the kneecap.
6. All tops must have sleeves, no halter tops, spaghetti straps, tank tops or muscle shirts.
7. **Any shoe that has a covered toe and heel is permitted on dress down days.**
8. Baseball hats or head coverings are not allowed. This is different??? Cultural head covering?
9. No revealing, form-fitting or too tight clothing may be worn to school such as yoga pants, athletic tights, leggings, skinny jeans. The outfit worn on dress down days must be at least 3" above the middle of the kneecap or longer. All school staff will determine if any clothing is inappropriate.
10. Holy Name School logo t-shirts may only be worn on designated dress down days. The logo must be visible at all times and not be under other layers of clothing.

DRILLS

Fire Drills

Fire drills are conducted in accordance with State regulations. Detailed escape plans are posted in each classroom and the children practice with their teacher before an actual drill is planned. Two rules are followed: walk to the planned exit and remain silent during the drill. These drills are important for the safety and well-being of all children.

Tornado Drills

The warning signal is five intermittent buzzer sounds. Silence and order must be maintained during a tornado drill. Students and teachers move into the little gym. Detailed escape routes for both fire and tornado drills are posted in each classroom.

DRUG & ALCOHOL POLICY

A student who is found at school or school functions to be using, in possession of, or selling cigarettes, alcohol or drugs, look-a-like drugs, drug paraphernalia or whose behavior is affected by alcohol or drugs through prior use of a substance, will be suspended or expelled immediately from classes and held in the Principal's office until the student's parent/guardian comes for him/her. If a student has drugs, alcohol or any other illegal substance on school property, the police and his/her parents/guardians will be called immediately and the student is to remain in the office until his/her parents come to pick them up. Reentry into the school for students with alcohol problems rests entirely with the Principal. Circumstances that may be considered are an evaluation of the severity of the situation and whether the student has an alcohol problem. A qualified professional or agency must do the evaluation. If the student does have a drinking problem, counseling and treatment services must be agreed upon by the counselor, the Principal, and the parent/guardian of the student before re-entry to the school. The school will contact the police if at any time an action is or could be in violation of the law.

Holy Name School is bound by the laws of Nebraska regarding the use of alcohol, tobacco, and illegal drugs. State laws and school policy strictly prohibit the use, evidence of use, or possession and/or transfer of narcotics, depressants, stimulants, hallucinogens, look-a-like pills of any type, alcohol, tobacco, or possession of drug related paraphernalia anywhere on school property or at any school-sponsored activity. The school may suspend or expel a student for engaging in such activity. Legal authorities (police) will be notified.

If a chemical dependency evaluation is recommended, a student and parent or guardian must comply with the request for an evaluation and school access to the results, or expulsion will automatically be sought. If the evaluation recommends specific steps to be taken, the student and parent or guardian must comply with those recommendations in order for the student to remain at Holy Name School. (School Board Policy #5036)

EMERGENCY INFORMATION

In case of emergency each student is required to have on file at the school office the following information:

1. Parent or guardian name.
2. Complete and current address
3. Home phone and parent/guardian work phone.
4. Emergency phone number of friend or relative.
5. Physician's name and phone number.
6. Medical alert information.

Parents must keep the school office informed regarding any changes in this information throughout the school year. Failure to do this prevents an immediate response to emergency needs of your children.

EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

Holy Name School and Parish support several extra-curricular activities for students. Student participation in these activities is reliant on qualifications established by each moderator or coach. Opportunities for student involvement include but are not limited to Student Council, Show Choir and Mass Choir, Archdiocesan Contests, Science Fair, Chess Club, and Geographic Bee.

The Holy Name Men's Club sponsors student athletic teams in Volleyball, and Boys and Girls basketball. Holy Name also forms soccer teams in the fall and in the spring. Parents have the responsibility to determine for their child the level of participation in any chosen activity.

FIELD TRIPS

Field trips are taken to enhance students' educational experience in a setting outside the classroom. Parents or guardians are asked to sign and return the required **Archdiocesan Field Trip Permission form** before their child is permitted to participate in a class or group field trip. These are sent home with the child several days before the trip is scheduled to occur. It is school policy that no Holy Name student may leave school property without such written permission. Verbal permissions and written notes on paper other than the school's official form cannot be accepted.

GRADING, REPORT CARDS AND PROGRESS REPORTS

The school's curriculum guides identify the knowledge and skills which students are expected to master and teachers provide instructional experiences to assist the students in such mastery. Teachers assess each student's level of performance on annual norm-referenced tests and encourage each student to achieve to the maximum of his or her potential. Teachers also know that diligence and self-discipline are essential to academic success and the full realization of each student's potential. Parents who expect diligence and self-discipline of their students, who require development of good study habits, well-done assignments, and supplementary reading, greatly enable the academic achievement of their child.

Sycamore: Middle School students and parents will be given access to our school grading database. In September a login code and password will be assigned. This will allow parents and students to monitor academic progress on a daily basis.

Progress reports for each student are sent home mid-quarterly to keep parents informed regarding their child's progress. **Report cards** are sent home at the end of each quarter of the school year. Parents are asked to sign the report card and return it to school within one week after it is sent home.

Parent/Teacher conferences are held at the end of the first quarter grading period and again in the middle of third quarter. Parent-Teacher conferences, however, may be held at any time during the school year at the request of the parents and/or teachers. Call the school office (402-451-5403) to make arrangements for such a conference.

Students' cumulative records, containing grades, absence and tardy reports and standardized test results are kept in the school office. The school grants right of access to custodial and non-custodial parents in the same way unless a legally binding document has been received regarding the non-custodial parent which dictates otherwise.

Transcripts needed at the time a student transfers from school or graduates are sent by the school office when requested.

Grading Scales:

| | | |
|---------------------------|---|---|
| K, 1, 2: Excellent | = | E |
| Satisfactory | = | S |
| Needs Improvement | = | N |
| Unsatisfactory | = | U |
| Incomplete | = | I |

| | | |
|-------------------------------------|---|-----------------------|
| 3, 4, 5, 6, 7, 8: A - 93-100 | = | Outstanding Progress |
| B - 86-92 | = | Good Progress |
| C - 78-85 | = | Satisfactory Progress |
| D - 70-77 | = | Little Progress |
| F - Below 70 | = | Poor Progress/Failure |
| Excellent | = | E |

| | | |
|-------------------|---|---|
| Satisfactory | = | S |
| Needs Improvement | = | N |
| Unsatisfactory | = | U |
| Incomplete | = | I |

Grades in physical education and music report student progress by indicating: S = Satisfactory; N = Needs Improvement; I = Improving.

Middle School students that hold a “D” grade status will not have the option to take Exploratory Class. They will automatically be placed in a Study Skills Class until the grade is a C or better.

HOMEWORK

The educators at Holy Name School assign homework appropriate to the grade level of the student. Homework provides practice and drill which reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

LEAVING SCHOOL GROUNDS

Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of their teacher and/or parent/guardian. Permission to leave the school grounds will only be granted upon written or verbal permission from the student's parent or guardian.

LITURGICAL CELEBRATIONS

Holy Name is a Catholic school and religious activities and services are planned during the school day to provide opportunities for children and staff members to celebrate our gift of faith. All that the school provides is meant to compliment the efforts of parents in providing similar faith development experiences at home. When both the family and the school community make continuous efforts to assist students in the formation of their faith, students grow in and become committed to their faith. The Church is strengthened in its mission of proclaiming the Gospel.

We ask that parents continue their efforts in all of the above areas and continue to model for your children the discipleship of Christ which is the fruit of our adult faith. Your own commitment to prayer, to the Eucharistic liturgy, to the Sacrament of reconciliation, to service of others, and to compassion and assistance to those in need, will form your children in ritual and practices that will enable them to deepen their relationship with God.

At Holy Name School celebration of the Eucharist (Mass) is observed weekly for grades K-8. Exceptions to this occur when a Holy Day is observed during the week. Reconciliation services are planned during the seasons of Advent and Lent. Non-Catholic students will receive a blessing in lieu of reconciliation.

All students, including those of other faiths, are expected to attend these liturgies and other liturgical services. The students take turns helping to plan liturgies. All are encouraged to actively participate in singing and responding to prayers.

LOST AND FOUND

A "lost and found" is located in the school office area. Students are asked to check there when items are missing. Parents are also encouraged to come in and check for any lost clothing or personal items. All remaining items left in "Lost and Found" are turned over to our Humble Jumble Store at the end of each quarter.

MEDICATION ADMINISTRATION AND HEALTH SERVICES

Medication Administration Policy

The following guidelines are the recommended policy and procedures for distribution of medication to students during the school day taken from the Visiting Nurses Association, the State Department of Education, and the State Health Department.

Any student requiring medication during school hours shall comply with the school's medication policy and procedures outlined below.

A **written** physician's order and parental permission must be provided by the parent/guardian when a student must receive medication at school.

Parents who wish students to receive medications at school will consult with the principal to make arrangements and comply with the school's policies. The school administrator retains the discretion to reject requests for administration of medicine and/or medical treatment. Physicians should be consulted regarding the timing of medication. Some prescriptions can be written to eliminate the need for giving medication during school hours. Holy Name School is not staffed with a full time registered nurse and legally medication cannot be given without verbal or written permission from a physician.

When a student must take medication during school hours the following guidelines will be applied:

1. The parent/guardian shall provide a written, signed, and dated permission statement requesting medication be administered during school hours. This form is available in the school office.
2. A current, signed physician's order must be provided by the parent/guardian. In the case of a short term prescription medication (i.e. an antibiotic) a currently dated prescription bottle detailing instructions may serve as the physician's order.
3. Medication must be brought to school in its **original container**. Prescribed medication must be labeled with the student's name, date prescribed, name of medication, dosage and time medication is to be taken, and physician's name.
4. It is the parent/guardians responsibility to see that the medication arrives at school safely. **All prescription and nonprescription medication which a child needs to take during the day should be brought to the school office and dispensed by office personnel.**
5. Medications are given by a member of the school personnel selected by the principal and instructed in the appropriate methods of administering medications.
6. Over the counter medication (i.e. aspirin, non-aspirin pain relievers, cold tablets, cough drops, anti-acid tablets, etc.) cannot be administered without written permission from a parent/guardian. It must arrive at school in an **original container** accompanied by written instructions regarding dosage, date, and time the medication should be taken.
7. All medication is stored in a locked cabinet. Holy Name School reserves the right to limit the amount of medication stored at school.
8. The school nurse assists in teaching proper medication administration techniques, benefits and side effects of medication. The school nurse is notified when students are receiving medication at school.
9. A written record is kept of all medication administered during the school day.
10. All medications not picked up will be properly disposed of at the end of the school year or when the student is no longer enrolled in the school.

Emergency Response Policy

Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

Holy Name School has adopted the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol mandated by the Nebraska Board of Education in Rule 59. Trained responders will be available to provide an EpiPen injection and Albuterol nebulizer treatments to ANY student or school staff member should an emergency arise in the school building while school is in session. A copy of the mandated protocol is available in the school office for review.

IMPORTANT: The emergency EpiPen and Albuterol are not intended to replace a child's own prescribed medications for asthma/allergy control and management. Parents are expected to ensure their children have inhalers, EpiPen, etc. available at school and have an Asthma/Allergy Action Plan or emergency medical plan on file with the school.

Health Services

Holy Name School contracts with Creighton University School of Nursing and the Visiting Nurses Association for health care services. Health services provided by Holy Name beyond those mandated by State Law are subject to time and budget constraints.

Nebraska law requires that all school children be immunized against the diseases of rubella, measles, diphtheria, whooping cough, tetanus, mumps, polio (DPT) and chicken pox. Students must be immunized before entering any public, private or parochial schools, and a record of immunization must be on the permanent health records of the student's cumulative school record. Current health records must be maintained by the school office; the school nurse or school health chairperson may periodically request updated information to revise your child's health record.

All students entering kindergarten, grade 7, or entering from out of state must, by Nebraska law, have a physical examination. Forms are available at the school office.

Mandatory screening for vision, hearing, weight, and height is completed each year in cooperation with the Creighton University School of Nursing. Recommendation for further examination or follow up is made to parents/guardians of children who show a need. Special screening procedures, such as scoliosis screening, are set up according to the needs of the children. Parents will be notified in advance when these procedures are to be held.

The following communicable diseases require exclusion from school, but do not require a written note from a physician:

1. Chicken pox (student shouldn't return to school until at least 6 days after eruption).
2. German measles (student shouldn't return to school until at least 5 days after the rash appears).
3. Mumps (student shouldn't return to school until at least 9 days after the swelling appears and until all swelling is gone).

All other communicable diseases and contagious skin diseases require that a child have a written release from a physician before returning to school.

If your child has a sore throat, earache, discharge from the nose, skin rash, skin eruptions, eye infection or elevated temperature of 100 degrees or more, he or she should be kept home.

If a child becomes ill or complains of consistent discomfort during the school day, the following steps are taken.

- a.) The school will call the parent/guardian at home or work place. **PLEASE KEEP YOUR EMERGENCY PHONE NUMBER UP-TO-DATE SO THAT THERE IS NO DELAY IN PROVIDING THE PROPER CARE FOR A CHILD.**
- b.) Parents/Guardians or designated emergency contact individual will indicate whether the child is to walk home or will be picked up at school.
- c.) If the child walks home, the parents are asked to phone the school office upon the child's arrival at home.

To be excused from Physical Education class, a written request from the parents or guardian is required. In cases of frequent or prolonged absences from physical education, the school requires a current, written recommendation from a physician.

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| Students entering 7 th grade | Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster) |
| Students transferring from outside the state at any grade | Must be immunized appropriately according to the grade entered. |

NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

PARENTAL DISAGREEMENT WITH SCHOOL PROGRAMS AND ACTIVITIES

Holy Name parents are always kept informed regarding the educational programs and activities offered at school for their children. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns with the administration. If parents are seriously dissatisfied with an aspect of the school's programs or activities that have been approved by the Holy Name Board of Education as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the Principal will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children

PARENT CLUB

All Holy Name parents belong to the Holy Name Parent Club. This organization exists to acquaint parents with school happenings, to allow parents and teachers to meet each other informally and get acquainted, and to help parents become more personally involved with school programs and functions. The association is also involved in fund raising for the school.

The Holy Name Parent Club consists of parents who meet monthly to organize and plan activities related to the school community. This group also gives counsel to the Principal regarding school procedures and policies.

PARTIES

Classroom parties are held at the discretion and direction of the classroom teacher. Designated parent volunteers may provide treats for these parties. **Treats may be brought in for student birthdays after the date and time are cleared with the classroom teacher. It is requested that birthday treats be limited to simple snacks which are individually wrapped. Beverages of any type are prohibited.**

PLAYGROUND

The Holy Name School playground is located behind the school on the black-topped area and also the grassy area beyond. Students are expected to play safely and cooperatively on the playground during recess times. Children who repeatedly violate the directions of the teacher supervisor risk losing their recess privilege.

POLICE QUESTIONING & APPREHENSION

A pupil may be questioned in private and with confidentiality by police and/or social service officers at the school. The principal or a designated staff member may remain during such interviews unless the investigating officer specifically requests to conduct the interview in private.

Any parental/guardian participation in such an interview is at the discretion of the interviewing officer. The interview, by law, may take place whether the parent or guardian is present or not. The principal will contact the parent or guardian regarding the interview unless the police have directed that no such contact be made.

RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent except under two circumstances: (1) a transcript will be forwarded to another school when a student transfers; (2) a transcript will be sent when a student applies for admission to a secondary educational institution.

Regulations Governing Access to School Records by Non-custodial Parents.

1. Upon written request, non-custodial parents shall be entitled to exercise all parental rights regarding student records, including the right to request that the records be forwarded to other parties, to the extent that such rights are not restricted by a legally binding instrument or court order.
2. Non-custodial parents not otherwise restricted by a legally binding instrument or court order may obtain information from their child's records on a regular basis by submitting a written request.
3. Holy Name School assumes that the non-custodial parent has the right to obtain information from their child's records unless it has evidence to the contrary.
4. The school does not need permission from the custodial parent to give access to records to the non-custodial parent. The school will notify the custodial parent of the non-custodial parent's request for access to records.
5. General notices and school activities information sheets are not considered to be part of student records. The school may provide such information to non-custodial parents if requested if such is not restricted by a legally binding instrument or court order and if it is administratively feasible to do so. A request by a non-custodial parent for such information must be in writing.

RESOLUTION OF PARENT CONCERNS

Parents/guardians are asked to contact the appropriate teacher about any concerns they have regarding their children or their children's education. If their concerns are not resolved through discussion with the teacher, the principal will meet with parents/guardians and teacher to assist in resolution of the concern. We ask the parents to make an appointment for these discussions to retain confidentiality and to prevent personal informant from being overheard by the other students/parents.

Concerns are most effectively addressed and resolved when both parties to the concern speak from first-hand knowledge of events, remain open to, and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are always encouraged to be sensitive to, and responsive to, the concern parents have for their children. Parents are encouraged to be trusting of the teacher's role as an authority essential to effective instruction of groups of students.

The principal is responsible for the day-to-day operations of the school, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns. In the event that a parent feels that his/her concern has not been given due attention or that the resolution of the concern is not in accord with the mission, goals, and objectives of the school, he or she may request further discussion from the pastor.

SACRAMENTAL PREPARATION

Catholic students in second grade prepare for the reception of the sacraments of Reconciliation and First Eucharist during the school year. They receive these sacraments in the spring. Parent participation is required in

order that parents may assist their children in understanding the sacraments and come to an appreciation of them. Catholic students in grade 7/8 are instructed in the sacrament of Confirmation. Holy Name Parish students receive the sacrament according to a schedule provided by the Archdiocese of Omaha.

SCHOOL PICTURES

Holy Name School contracts annually to have student pictures taken. All students and faculty have their pictures taken. Parents are welcome to bring younger siblings of students at a specified time to be determined by the school.

SMOKE-FREE BUILDING

All buildings on the Holy Name Parish and school campus are smoke-free.

SPECIAL SERVICES AVAILABLE

Certain services which include Speech/Language Therapy; Title I Reading and/or Math; Audiology testing; and Psychological, Academic testing are available to students at Holy Name School through the Omaha Public Schools. The OPS policy is that a parent or guardian who requests such a service should get the necessary forms from our school office and submit them through us so that eligibility can be determined.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- 1). Come to class prepared with pencil (pen), paper, and other necessary materials.
- 2). Be an active participant in class. Listen well and take part in class.
- 3). Ask questions to clarify problems.
- 4). Plan your day and schedule time for homework.
- 5). Use what is learned and apply it to new situations.
- 6). Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY

Recognizing the need for individuals to develop search and discernment skills in regards to digital information and communication technologies, Holy Name School is providing access to digital equipment and filtered Internet for all students. To insure all students receive the full educational value from this opportunity, the following guidelines have been set:

1. Internet sites visited can not contain any objectionable or inappropriate material. Judgment of content is made by the adult in charge. If a student should accidentally enter a site with inappropriate material, they can exit the site and inform the instructor or person supervising them of the problem.
2. Any student who chooses to use the digital equipment and/or Internet to transmit or view unauthorized information or attempts unauthorized access, including hacking, accessing another person's documents and other unlawful activities, forfeits the use of the equipment for a minimum of one semester. Parents/guardians are notified. Offenses result in disciplinary action that may include permanent loss of Internet privileges.
3. Students will follow all copyright laws. Plagiarism will be treated as a serious offense and students will forfeit Internet access for a minimum of one semester.
4. Due to privacy issues, use of personal Email accounts at school without teacher permission is not allowed. A school Email address may be provided for web based projects. This address is available for the duration of the project and used only for educational purposes. Recognizing it is illegal (Federal Law CIPA requirements) to send personal information over the Internet on school premises, no student is allowed to send any personal information other than a first name over the Internet.
5. Students may transfer documents, photos and digital media to and from school and home through flash drives or email. Flash drives will be sold at the student store. Users should not expect that files stored

on school-based computers will always be private. Electronic messages and files stored or created on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

6. Social networking sites may be made available to students for instructional and educational purposes. Parents will be notified prior to usage and given instructions for joining the social networking site if they choose.
7. All digital products are the property of the school. The content may be used in web pages and for publicity purposes. ***Web pages designed and posted by the school staff and students will never have the student's full name. The school Facebook site may include pictures of classes and activities. Pictures will not be labeled or tagged with student's name.***

Technology Devices

- **Social media devices ARE NOT TO BE BROUGHT INTO THE SCHOOL BUILDING. All phone calls must go through the school office. Should a student bring a phone or any other electronic device to school, Holy Name retains no responsibility for the safety/security of a device during the day.**
- **If the device is found by any staff member it will be given to the principal. The parent/guardian will be responsible for picking up the device from the principal.**

Outside of school (at home), families bear responsibility for the same guidance of digital media/communications and Internet as they do with any other information their child may receive.

TESTING

Holy Name School follows the Catholic School Office directives concerning testing by conducting general achievement testing in the fall of each school year. The Terra Nova tests are given to children in grades 3, 4, 5, 6, 7 and 8. The tests are scheduled in early fall and parents are asked to assist their children in preparing for these tests by encouraging them to do their best, seeing they get plenty of rest and eat a good breakfast before coming to school. Also it is important that students be present each day the tests are given. Making up tests is neither convenient nor enjoyable for your child. Reports are sent home at the end of the second quarter and give a general overview of the child's test results. Parents are welcome to arrange a conference with the teacher to further discuss the results and what they mean for their child.

Holy Name School will be assessed in other venues throughout the year with the sole purpose of utilizing the assessment results to improve teaching and learning.

TUITION

The family portion of the non-parishioner tuition covers \$2,800 of the \$7,056.00 actual tuition cost. The difference between tuition and actual cost is subsidized by Holy Name Development Program, Children Scholarship Fund, Holy Name Tuition Assistance program, CUES, and multiple other avenues needed to make ends meet. In addition to the tuition charges, a \$50 per child registration fee is due before school starts in the fall.

Holy Name School reserves the right to hold grade reports at the quarter and/or semester until tuition accounts are current. Accounts not paid will jeopardize a child's continued attendance at Holy Name School.

Holy Name School is requiring all parents/guardians to utilize an automatic withdrawal from their account for the 10 month payments. The only exception would be families who choose to pay it all at once or in two lump sums.

TUITION SCHEDULE 2016-17

PARISH FAMILY TUITION RATES

| # Children | Family Tuition |
|------------|------------------------------|
| 1 | \$210.00/month \$2,100/yr |
| 2 | \$329.00/month \$3,290/yr |
| 3 | \$419.00/month \$4,190/yr |

NON-CATHOLIC FAMILY TUITION RATES

| # Children | Family Tuition |
|------------|------------------------------|
| 1 | \$282.00/month \$2,820/yr |
| 2 | \$402.00/month \$4,020/yr |
| 3 | \$515.00/month \$5,150/yr |

UNAUTHORIZED ARTICLES

All students are not to bring toys, games, radios, or electronic devices to school. **Such items will be removed from the student's possession if deemed an obstacle or distraction to the classroom learning environment. The principal will give the item to the parents at the end of the day or whenever the parents stop in the office to pick it up.**

USE OF SCHOOL GROUNDS

Holy Name School and the school grounds are supervised for use by students between the hours of 7:45 am and 3:30 pm. The only exceptions are:

1. The child care program before and after school from 3:15 to 6:00pm.
2. The homework rooms
3. Times when a teacher will be working with students after school
4. And any other adult supervised activity involving students during non-school hours (Scouts, sports practice/games, club meetings, etc.). Unsupervised or unauthorized use of the playground is prohibited.

VALUABLES

The school authorities and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them in the school office.

VANDALISM

Our school building and school equipment is school property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid for before a student is allowed to return to class, or arrangements have been made for payment with school authorities. Any student writing on desks or walls or who has lost or damaged books shall be responsible to pay for damages or replacement. Any type of vandalism will be reported to the police.

VISITORS AND GUESTS

All visitors, including parents, must sign in at the welcome desk, wear a name tag indicating their name and destination, and they must sign out before they leave. This is in compliance with State Law LB 1381 as passed in 1969, and does carry a penalty and/or fine for violators. The doors are kept locked during the day for the protection of the children and staff. Please use the south door from the south parking lot between the church and school, for entry and departure from school during the day. Visitors must ring the doorbell and identify themselves before the door will be automatically released to enter the building.

In respect to the importance of student learning Parents/Guardians, relatives, friends etc. are not permitted to visit the school during school hours unless permission is granted from the principal. This does not include dropping children off in the morning before school.

VOLUNTEERS

Holy Name School is requiring all parents/guardians to volunteer for the school in some capacity. Failure to do this would be only by a special exception approved by the principal. Volunteers play an important role in our school programs. All volunteers who work directly with students should remember to respect the privacy of these students. Events witnessed while volunteering in a classroom or with individual students should never be the topic of general discussions with friends or acquaintances. If a concern is raised due to something a volunteer witnesses, the volunteer should go directly to the teacher responsible for the activity or the principal to discuss the matter. It is essential for the smooth operation of the school that volunteers cooperate fully with the administration and faculty when carrying out any duties related to the volunteer's school activities.

Volunteers are considered extensions of the professional staff at Holy Name School. Professional and appropriate behavior and dress is expected of all who assist us in our education of children. **All volunteers who have direct and regular contact with students are required to complete a background check and receive Safe Environment training through the Archdiocese of Omaha.**

WEATHER CANCELLATION OF SCHOOL

If severe weather develops during the school day, listen to the local T.V. and radio stations for an announcement that all Omaha Catholic or Parochial Schools (which includes Holy Name) are closing. Parents are requested, under these circumstances, to sign out in the school office when picking up their children. Students who do not have signed permission slips on file at the office which give them permission to walk home in the event of an early dismissal, will be kept at school in the STARS room until they are picked up or arrangements have been made.

If Omaha Public Schools (OPS) decides to close school due to severe weather, the Catholic schools in Omaha generally will close, also. **If no closing announcement is broadcast, school will be in session. PARENTS ALWAYS HAVE THE OPTION OF NOT SENDING CHILDREN TO SCHOOL ON A DAY WHEN INCLEMENT WEATHER IS**

DEVELOPING OR HAS BEEN FORECAST. Such absences are treated as any other absence, under the guidelines and policies stated in the handbook.

In the event that a tornado warning (not a watch) is in effect, (the tornado or civil defense sirens are blowing or have already done so and the all-clear has not sounded) during a regular dismissal time, students will be retained in the basement (little gym) of the school until the principal decides it is safe for them to leave.

WEAPONS POLICY

State laws and school policy strictly prohibit the possession of any weapon judged to be harmful or dangerous to the person or others on school property. The following are examples of instruments ordinarily or generally considered weapons: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals. The principal holds the right to determine what is and isn't a weapon or a seriously dangerous item. An ordinary object utilized in a harmful manner is also prohibited. Any student who violates this rule will be immediately suspended from school and referred to the appropriate authorities. The school principal holds the right to provide further disciplinary action while consulting with the parents and other school authorities. (School Board Policy #5037)

WITHDRAWAL FROM SCHOOL

A letter of withdrawal should be written by the parent, informing the teacher and the administration, of any student who is withdrawing from Holy Name School. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school of enrollment.

HOLY NAME SCHOOL 2016-2017 ACKNOWLEDGMENT OF FAMILY HANDBOOK (PLEASE COMPLETE ONE FORM PER FAMILY)

You will find the updated 2016-2017 Family Handbook in Sycamore and on the web page. In order to ensure that every family reads **supports** and abides by the guidelines of Holy Name Family Handbook, we require that you

complete this sheet and have your youngest and/or only child return it to their teacher on or before Friday, August 19th. However, before you complete this form, please discuss the contents with your child(ren). We, the below listed family members, read, in its entirety, the 2016-2017 Holy Name School Family Handbook and will abide by all the procedures, policies, and rules. Your signature below will also provide Holy Name School the approval for your child's picture (not the name) to be used while highlighting school and CUES activities in and out of school.

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Signature of Parent/Guardian

Date

Print Name of Student

Date

Print Name of Student

Date

Print Name of Student

Date

Print Name of Student

Date

Print Name of Student

Date