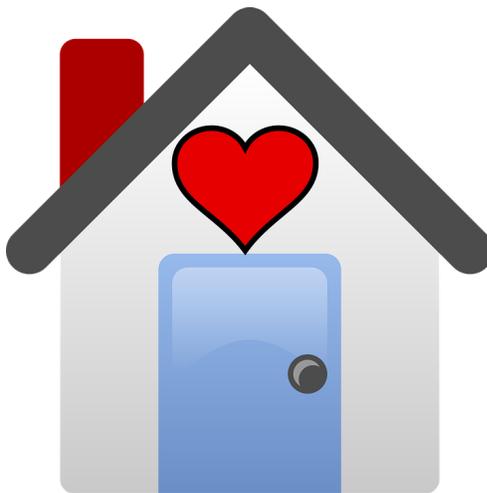


# HOLY NAME SCHOOL

Excellence • Compassion • Tradition

## HOLY NAME CATHOLIC SCHOOL FAMILY HANDBOOK

2018-19



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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 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 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 administered programs.

Holy Name Board Policy #5002

Policy Approved: September 10, 2003

July 9, 2018

Dear Holy Name Families,

My name is Tanya Murray and I am so excited to be the new principal at Holy Name School! I am so honored to have been selected to join the CUES School System which is known for its dedication to excellence, but more importantly to the children and families we serve. Over the past 18 years, I have worked in the Omaha community as a teacher, instructional facilitator, summer school principal, administrative intern, and executive director.

The most important role I played and will continue to play in my new role as your child's school principal; is to inspire our children, families, staff, and the community to "dream big" and become "goal getters" through the creation of a culture of hope and high expectations. Every day I will spend a great deal of time with your children, as I get to know them. While I am excited to get to know your children and help them to grow, I am also excited to get to know each and every single one of you. You are your child's first teacher and together, we will work to ensure your child reaches their full potential. As the old African Proverb states, "It take a Village to raise a child", and I am blessed to now be a part of your village.

We have been working hard this summer to ensure that this school year is the best one yet! I want to give a big THANK YOU and SHOUT OUT to all of our staff for all their efforts to start off this year in a smooth and efficient way. Teachers have worked hard getting their rooms organized and ready, they will spend the first two weeks of August in Professional Development learning evidence based strategies for creating a positive climate, implementing our new reading series, and starting to implement blended learning by combining online digital media resources in conjunction with traditional instructional strategies.

We have many exciting events planned for our children and families this year! The first event is our **Back to School Night Event** on August 14, 2018 from 5:00 p.m. to 6:00 p.m. We look forward to seeing you on this evening for an opportunity to visit classrooms, attain community resources, and meet new friends.

We have **NEW SCHOOL HOURS** this year! The school office and cafeteria will now open at 7:30 a.m. each day. Breakfast starts promptly at 7:30 a.m. The school day officially begins at 8:00 a.m. and ends at 3:00 p.m. Students will be counted tardy at 8:05 a.m. Our first day of school is August 16, 2018 and this is a half day. Students will be released at 12:00 p.m. Our first full day of school is August 17, 2018.

Thank you to all of you for the never ending support you give us all. You make a difference in our ability to succeed in all areas at Holy Name School. We couldn't do what we do without you!

Sincerely,

Tanya Rochelle Murray

Principal  
Holy Name School

## VISION

The vision of Holy Name Catholic School is to create a community of God-centered, self-motivated learners willing to initiate service toward others.

## MISSION AND PHILOSOPHY

The mission of Holy Name Catholic 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 the Christian Urban Education Services (CUES). CUES is a network of three schools: Holy Name, All Saints, and Sacred Heart. These schools work in collaboration to provide affordable, quality, Catholic Education for the young people of these parishes, as well as 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 Christian community rooted in the values of excellence and compassion. 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 to:**

1. Provide excellent Catholic education that addresses the needs of the whole child
2. Provide academic programs with comprehensive frameworks to determine progress
3. Provide a learning environment which integrates and reflects the population we serve
4. Foster respect for God, self, others, and the environment
5. Provide an affordable education for the members of the Holy Name community

## ACHIEVEMENT GOALS

**At the completion of 8th grade, Holy Name students will:**

1. Demonstrate religious knowledge, virtues, and practices rooted in Catholic tradition
2. Possess and exhibit knowledge of academic disciplines
3. Demonstrate effective oral and written communication skills
4. Model self-discipline skills, problem solving strategies, and independent thinking
5. Demonstrate respect for God, self, others, and the environment
6. Recognize and practice the value of stewardship within the Catholic Church, local community, and 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. This program provides the highest and most rigorous academic expectations of educational standards in the State Accreditation.**

## FACULTY AND STAFF

Pastor	Reverend Vitalis Anyanike
Principal	Tanya Murray
Administrative Assistants	Mary Beth Reynolds Jackie Mlady Angelica Temple
Preschool	Colleen Watson/Sharon Koesters
Pre-Kindergarten	Jenny Bradley/Jolyn Schmeling
Kindergarten	Megan O'Connell Brianna Mixan
Grade One	Angelica O'Brien Kelly Kula
Grade Two	Tiffany Brown Tina Willson
Grade Three	Jennifer Ritchey Hannah Wulbert
Grade Four	Deb O'Malley Melanie Stara
Grade Five	Johanna Murphy Sandra Self
Grade Six	James McDermott
Grade Seven	Steve McCarville
Grade Eight	Maureen Snook
Librarian	Amy Nelson
Spanish	Joni Powers
Technology	Kelly Jensen
Music	Michele Michaelis
P.E. Instructor	Audrey Bowers
Grant Writer/Tech	Karen Smolinski
Title I	Janet Sauter Colleen Mertz
Resource	Tanya Davis Marlena Leister
Technology Director	Karen Smolinski
Teacher Assistants	Tamera Herbert (K) Michele Bruckner-Cartwright (1st) Sr. Roselma Legault Sr. Carol Lorenz Annie Mitchell
Speech Therapist	Jody Simpson
Counseling	Sheila St. Amant
VNA Nurse	Cathy Sharp. RN
Food Service Manager	Desiree' Bynote
Cafeteria Aide	Patty Smolinski
Maintenance	Jonatan Benitez

## **ADMISSIONS**

Holy Name School is a Catholic school supported by the people of Holy Name parish, community, alumni, multiple donors, and the Christian Urban Education Services donors (CUES).

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

**Holy Name School admits students, PreSchool through Eighth grade, according to the following prioritized guidelines:**

1. All students previously enrolled in PreSchool/PreKindergarten 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.

**New Students enrolling for the first time, including Kindergarten, must present:**

1. Original birth certificate with raised seal
2. Health record which includes a history of vaccinations
3. 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's academic and behavior status at the last school, and to discuss the financial arrangements.
4. Complete the transfer of records form. The principal has to review the information in the child's transcript before the child is accepted to attend Holy Name School.
5. **Parent/guardian is required to utilize the auto-withdrawal process for tuition payments.**

For returning students, registration forms are sent home in early Spring to plan call lists for the coming year. Forms are to be completed and returned by stated deadlines.

## ARRIVAL

### Safety

Please note the bright orange string or cones, stop signs and slow signs which restrict traffic on the playground and parking lot. Orange barriers will be present during arrival and recess times. Please do not cross the playground with your vehicle. We appreciate your cooperation to provide safety on our school grounds.

**Doors Open at 7:30 a.m.**

**Day begins at 8:00 a.m. (Doors lock)**

**Day ends at 3:00 p.m.**

**Supervision** on the school grounds will begin at 7:45 in the morning and will end at 3:15 in the afternoon. **Please do not drop your children off before 7:30 a.m. for breakfast or 7:45 a.m. if they are not eating breakfast. Please be sure to pick up your child promptly at 3:00 p.m.** School begins promptly at 8:00 a.m.. Doors will be locked at 8:15 a.m. and remain locked throughout the school day. Being punctual enables children to begin their day on a positive note and supports a successful day of learning. Please note: Breakfast begins at 7:30. Cafeteria doors remain locked until 7:30 a.m..

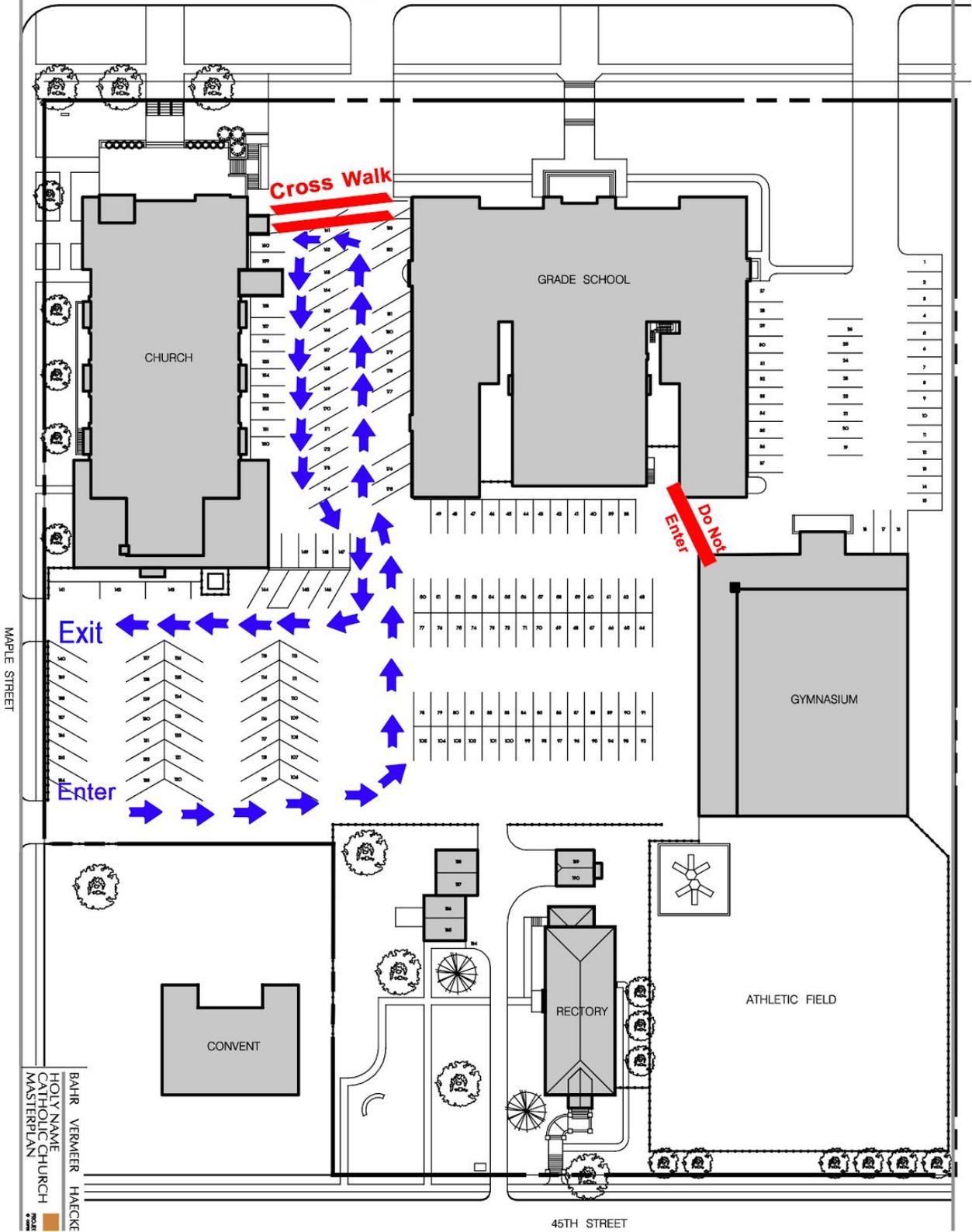
### Arrival Procedure/Map

Children will not be released during the school day without permission from the custodial parent/guardian/family member. 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. Please arrange for medical, dental, and other appointments to be scheduled outside of the school day. Please make every effort to avoid removing your child from school early.

Dismissal is at 3:00 p.m.. Students leave the school by way of designated exits. Please see the diagram below for details. **Exiting through the main front entrance toward Fontenelle Boulevard side is reserved for students boarding vans only.** All other students exit on the East and South side of the building. Please note the traffic pattern and rules for pickup.

# A.M. Arrival

FONTENELLE BOULEVARD



## Dismissal Procedure

**ENTER:** Cars enter through SE (Southeast) entrance (Maple Street)

**\*\*Students dismiss at 3:00 p.m. to the rear of the building and stand with their teacher until their car is in the pick up lane or a parent/guardian comes to pick them up.**

**Two options:**

**I. Remain in your car and join the pickup loop**

- First car pulls forward to the stop sign at the SouthEast corner of the school building
- Cars continue around the loop in a single line without gaps
- **NO** unattended vehicles in the loop at any time. Parents or guardians must remain in their car.
- Students will enter on the right side of the vehicle
- Once students are in the vehicle, merge **VERY SLOWLY** into the through lane and proceed **VERY SLOWLY** S (South) or W (West) to exit

**II. Park your vehicle in designated parking and exit car to pick up your child.**

- Must use one of two crosswalks. See diagram for location of crosswalks
- Students are not permitted to cross without a parent or guardian
- After returning to your car with your child, you may **VERY SLOWLY** merge into the through lane and **VERY SLOWLY** exit S (South) or W (WEST)

**EXIT:** Vehicles exit S (South) onto Maple Street or W (West) onto Fontenelle Blvd. North Lot will **NOT** be used

**Holy Name's staff and Safety Committee thank you for putting the SAFETY OF ALL CHILDREN FIRST!**

## Safe Routes to School Policy

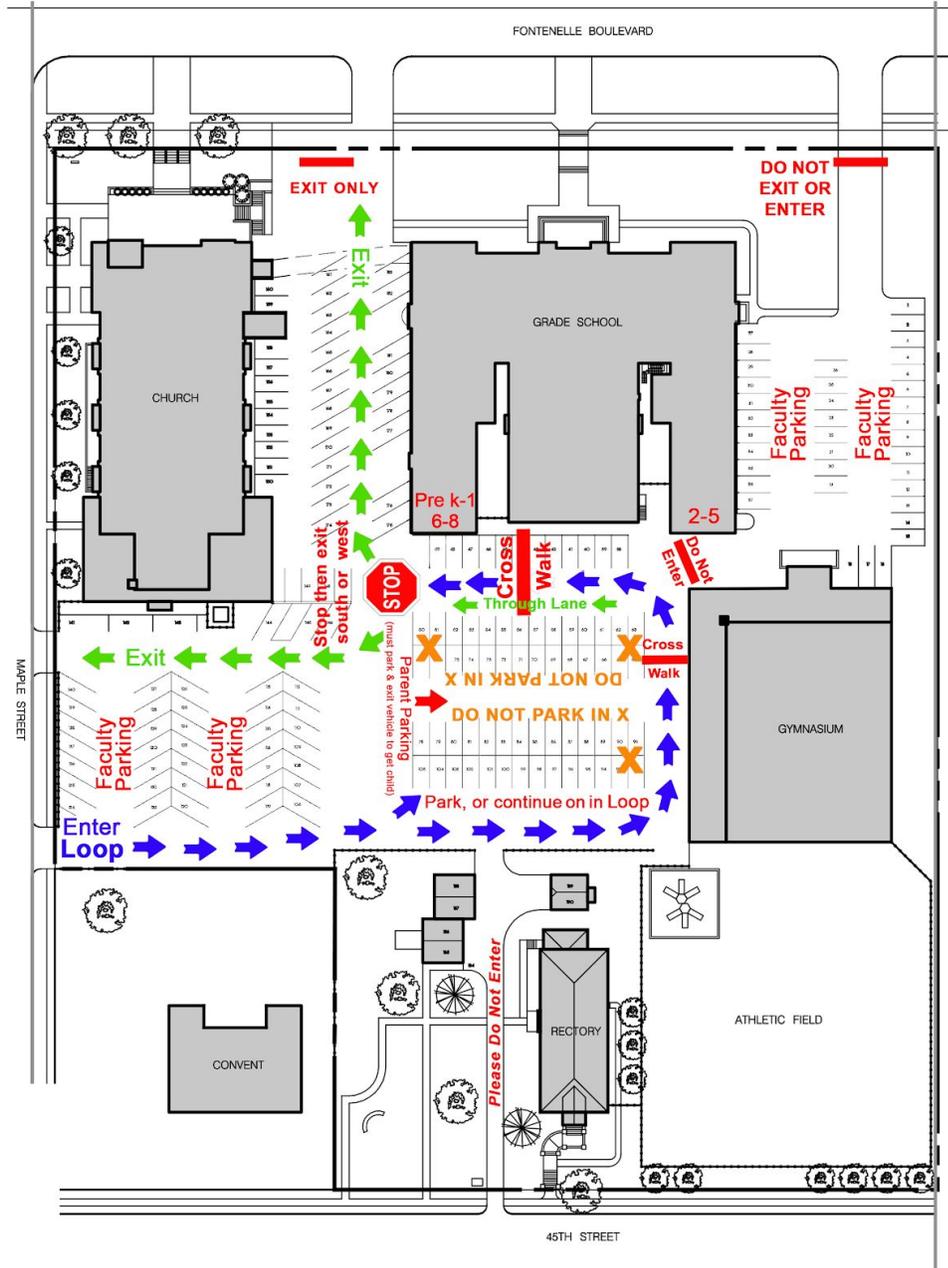
Support for Safe Routes to School:

The CUES Schools supports Safe Routes to School programs and activities because active transportation can:

- Increase physical activity levels for students
- Improve student health
- Decrease automobile congestion and related danger of injury to students,
- Reduce air pollution and related greenhouse gas emissions
- Reduce costs related to busing, and
- Improve attendance rates and student achievement.

We support efforts to increase participation in Safe Routes to School Programs and Activities in those schools with fewest resources, and among low income students, students with health challenges; and those with physical, mental, and social emotional disabilities.

# DISMISSAL MAP



## Preschool

**All Day PreSchool and Pre-Kindergarten:** Will begin at 8:00 a.m. and end at 3:00 p.m. Students will need to be signed in and out with a preschool/pre-kindergarten. Arrival and Dismissal will take place in the doors that are next to the parking lot between the church and the school. Parents/guardians are to park in the lot between the church and the school.

**Breakfast: Breakfast begins at 7:30 a.m. in the Cafeteria. If you want your child to eat breakfast, you will need to escort them into the Cafeteria and sign them in with a preschool/pre-kindergarten staff member. Children not picked up by 3:15 p.m. will be escorted to the office.** Parents are asked to call the school office before 3:00 P.M. if a delay in picking up a child is anticipated.

#### **ATTENDANCE**

Holy Name School complies with Nebraska 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.

**\*If your child will be absent, please call the school office 402-451-5403 before 8:00 a.m.**

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.

A child who arrives at school after 8:05 a.m. is tardy. A child leaving school before 3:00 a.m. is 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 should be avoided to protect the integrity of our learning environment.

Early dismissals from school will be recorded in the same manner as late arrivals. 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.

#### **AUTHORIZED DISMISSAL**

A written request or advance phone call from the custodial parent or legal guardian is required for a student to leave school before dismissal. The request must clearly state the reason for leaving. Students will not be sent off school property during school hours without 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 absence exceeds three days, Holy Name will work with parents to document occurrence and create a plan to avoid future 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/guardians/family members are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. In grades 4-8 recognition is given for academics, effort, citizenship, attendance, and other achievements at an Honor Awards ceremony at the end of each semester.

### **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.

### **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 fee will be charge for damage to bar code identification on anything 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. Questions related to library skills and materials may be directed to Amy Nelson, librarian.

### **CAFETERIA/MEAL PROGRAM**

Holy Name School contracts with Westside/District 66 Schools to provide the U.S. Department of Agriculture's school breakfast and lunch program. This program 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 \$2.00.** Reduced priced breakfast costs \$.30. **The cafeteria is available at this time only for students who are eating breakfast.**
3. **The price for a single student lunch is \$3.00. 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.** All payments for meals will be made through the school office. Please send payments with your child in a sealed envelope. Teachers will collect payment and deliver to the office. Our Cafeteria Financial Manager will contact you if your lunch account funds become insufficient.
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 2<sup>nd</sup> day

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

6. Students will practice and be encouraged to follow self-discipline skills in the cafeteria. These will include manners, respectful, and acceptable social interactions with peers. Students will 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. School lunches are ordered by 8:30 a.m.. Adult lunches must be ordered and paid for at that time. The cost is \$4.00 for an adult lunch.

**Questions regarding the lunch program or your family's account should be directed to Desiree Bynote at 402-451-0482 at email [cafeteria@hnsomaha.org](mailto: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 Thursday. 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 Take Home Thursday. 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 AS CHILDREN OF GOD**
2. **CONTRIBUTE TO THE LEARNING ENVIRONMENT**
3. **FOLLOW CLASSROOM AND SCHOOL PROCEDURES**

### **DISCIPLINE**

**The CUES School System at All Saints, Holy Name, and Sacred Heart, is rooted in Catholic Faith and Values. We share God's Love, Kindness, and Excellence.**

**Guiding Principles/Questions to be used in all levels of our systems (staff-staff, staff-student, staff-parent, student-student, parent-student, community-school, school-community):**

How did you demonstrate God's love today?

How did you demonstrate Kindness today?

In what ways have you demonstrated excellence today?

**Discipline will be implemented through a focus on the positive, re-teaching, and problem solving. We will focus on the following 6 areas this year:**

1. **Investing in People and Building Relationships**
2. **Creating a High Level of Family and Community Involvement**
3. **Implementing a Shared Vision**
4. **Being Role Models**
5. **Setting the Tone**
6. **Celebrating and Praising Successes**

### **APPROPRIATE BEHAVIOR**

Holy Name holds high expectations for the behavior of all students. Students will practice being respectful, courteous, and compassionate toward all members of our learning community. Three basic school-wide rules as listed above are expected to be followed by students and staff at all times.

### **BULLYING POLICY**

Holy Name School provides a safe environment for all children to grow in faith, academics, and character. 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. Parents, guardians, or family who present bullying behavior toward teachers or staff will be asked to leave the school. In such a case, the student of said family may be suspended or expelled from school.

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:

1. Physical intimidation
2. Assault
3. Social intimidation
4. Oral or written threats
5. Forced isolation

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

1. offensive references, gestures, language, jokes, graffiti based gender, race, religion, disability, or age
2. unwelcome physical contact, verbal or written suggestions
3. name calling or taunting

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:

1. Teachers
2. Teacher aides
3. School counselor
4. Administration

It is then the responsibility of these authorities to take the appropriate steps necessary according to grade specific guidelines.

### **DETENTION**

Students may be detained after school for work completion or misconduct. Detention logs will be kept on Sycamore by the homeroom teacher. Students will notify parents by phone call. Carpool obligations do not excuse a student from detention. Detentions are served under supervision of staff between 3:30 p.m. and 4:00 p.m. Students in detention will engage in learning activities such as completing homework, reading, or drawing. Failure to report to detention will result in a phone call to parents by the supervising teacher to schedule detention for the following school day.

### **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:

- Three or more detentions in one trimester,
- 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 problem solving and intervention with the principal making the final decision on all disciplinary actions.

## **SUSPENSION/EXPULSION POLICY**

Students may be suspended or expelled for serious behavior which jeopardizes the safe environment of the school. Serious behavior infractions by a Holy Name student outside of school, on the school grounds, during a school activity, or school sponsored activity may be grounds for suspension or expulsion. A serious behavioral infraction outside of school may be investigated and if deemed harmful to the Holy Name school community, will result in suspension or expulsion.

Parents or guardians will be called in the event of suspension or expulsion. A meeting with the parents or guardians and the principal will be scheduled to discuss the student's academic future at Holy Name School.

### **SUSPENSION**

Suspension is a temporary exclusion of a student from their peers and school activities. A suspension may be for a few hours during the day or up to several days. Suspended students will complete their daily class schedule and homework under supervision of the principal in cooperation with the classroom teachers.

### **EXPULSION**

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 serious threat to the safety and well-being of the learning environment.

1. The decision to expel a student rests with the principal.
2. Parents/guardians will be receive a written notice identifying reasons for the expulsion, measures taken, and the right to due process.
3. The principal will notify the pastor, Executive Director of CUES, and the Archdiocesan Superintendent of Schools with a written record of evidence justifying expulsion of the student.
4. The principal will also notify public school authorities.

### **DRESS CODE (K-8)**

Holy Name School has a uniform and a dress code policy. Teachers will enforce the uniform 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

### **UNIFORM GUIDELINES**

#### **Girls**

1. Plain collared white shirts (no logos), long or short sleeved. White turtleneck shirts are permitted. Shirts must be kept tucked in 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. Vouchers to offset cost can be obtained in the school office.
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. No capris pants may be worn.
5. Cosmetics 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.
2. 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.
3. Solid white, red or navy blue sweater or vest may be worn with a white collared shirt underneath.

## **Boys and Girls**

1. Holy Name Sweatshirts may be purchased through the Parent Club Association.
2. Navy blue walking shorts may be worn from the beginning of the school year until the end of the **1<sup>st</sup> Trimester** and again from **beginning of 3rd Trimester** until the end of the school year. Walking shorts are those with a hem that comes to the top or middle of the knee.
3. No logo or colored t-shirts are to be worn underneath the white uniform shirts.
4. **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
5. Socks or stockings worn must be white, navy blue, or black.
6. 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. Mass day is Wednesday.
7. Jeans may be worn on casual dress days or on days specifically identified by the principal. On designated casual dress days, only clothes of appropriate size, modesty, and fit are acceptable. Students are expected to be neat in appearance and choice of clothing. The administration reserves the right to make the final judgment on any questions concerning appropriateness for school wear.
8. 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.

## **HAIR**

**Boys:** Hair should be natural color, clean, well-groomed, above the collar, above the eyebrows, and halfway above the bottom of the earlobe. No facial hair, sideburns below earlobe, bleached, colored, lettering, symbols, carving, combed to one side to disguise actual length. A hairstyle traditional to a boy's culture may be deemed appropriate by the principal.

**Girls:** Girls are encouraged to wear the Holy Name plaid hair accessories sold at Dennis Uniform and Educational Outfitters. Hairstyle should be neat, away from face, and not distract from learning. Hair should not be dyed.

## **JEWELRY**

Watches (without alarms) and religious medals (tucked inside shirt) are permitted. Students may only have their ear lobes pierced. Only small earrings/posts may be worn to keep pierced ears open. No hoops or dangly earrings are allowed. Necklaces, bracelets, and rings are not permitted. Boys may not wear earrings.

## **COSMETICS**

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

## **CASUAL DAY**

Parents/guardians and students will be notified about scheduled casual days. Casual 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 1<sup>st</sup> uniform violation, he/she will be unable to participate in dressing down on the next scheduled dress down day. Casual day clothes should follow these guidelines:

1. Pants or jeans must be the correct size and worn appropriately.
2. Girls may 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 during the first and third trimesters. Shorts must be longer than 3 inches above the middle of the kneecap.
6. All tops must have sleeves.
7. Any shoe that has a covered toe and heel is permitted on dress down days.
8. Hats may not be worn indoors.
9. No leggings. School staff may determine if clothing is inappropriate.
10. Holy Name School logo t-shirts may only be worn on dress down days. The logo must be visible at all times and not under other layers of clothing.

## **FIRE DRILL**

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 DRILL**

The warning signal is a calm announcement over the intercom addressing faculty to move children to the Little Gym storm shelter location. Silence and order must be maintained during a tornado drill. Detailed escape routes for both fire, tornado, and intruder/shelter in place drills are posted in each classroom.

## **DRUG & ALCOHOL POLICY**

A student who is found at school or school functions in possession of, or selling cigarettes, alcohol or drugs, look-alike drugs, drug paraphernalia or whose behavior is affected by alcohol or drugs will be suspended or expelled from classes and supervised by the principal until a parent or guardian comes to school. If a student has drugs, alcohol or any other illegal substance on school property, the police and parent or guardian will be called and the student will remain in the office until parent or guardian picks them up. A qualified professional or agency must do an evaluation. If the student is dependent on alcohol or drugs, counseling or treatment services will be agreed upon by the counselor, the principal, and the parent/guardian of the student before returning to school. The school will contact the police 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-alike 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. School retains the right to search schools lockers or a student backpack if suspicion of illegal substance or weapon is suspected.

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 an 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 Geography 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. Teacher's 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: Students and parents in grades 4-8 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** will be sent home. **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 the 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 SCALE:** The following grading scale should be used as a guide for determining student grades.

**Kindergarten, 1st, 2nd Grades:**

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete

**3rd, 4th, 5th, 6th, 7th, 8th Grades:**

- A: 100 - 93 = Outstanding Progress
- B: 92 - 86 = Good Progress
- C: 85 - 78 = Satisfactory Progress
- D: 77 - 70 = Little Progress
- F: Below 70 = Poor Progress/Failure

**P.E., Music, Art (All Grades):**

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

**Spanish**

- S, U, N is grades K-5
- Letter grades 6-8 Middle School

**Students that hold a “D” grade status will be supported with a plan designed by one of Holy Name’s two Learning Services Coordinators. Parents will be notified of progress status, the implemented plan for improvement, and their role to assist at home.**

### **HOMEWORK**

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 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 complement 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 help 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 trimester.

### **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 for a student to legally receive medication at school.

The principal 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.

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/guardian's 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 the ***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. This includes a dental exam. 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 discomfort during the school day, the school will call the parent/guardian at home or work. PLEASE KEEP YOUR EMERGENCY PHONE NUMBER UP-TO-DATE SO THERE IS NO DELAY IN PROVIDING THE PROPER CARE FOR A CHILD.**

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

Students entering 7 <sup>th</sup> 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 prohibits 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 will be informed of educational programs and activities. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss questions and concerns with the administration. If parents are seriously dissatisfied with an aspect of the school's programs or activities, as integral to or in the best interest of the school's goals, they may wish to exercise their option of choosing another school.

If serious dissatisfaction results in continued agitation for parents or guardians, 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 student.

**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 and become acquainted, and to help parents become more personally involved with school programs and functions. The association is also involved in fundraising for the school. The Parent Club meets monthly to organize and plan activities related to the school community. This group may also give 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. If your child(ren) are celebrating a special event in their lives and want to invite friends from school, all invites must be clearly labeled and hand delivered to the classroom teacher who will then place them in those children's Take Home Thursday Folder.

**PLAYGROUND**

The Holy Name School playground is located behind the school on the black-topped area and also the grassy area beyond. Students will play safely and cooperatively on the playground and during recess under teacher supervision.

## **POLICE QUESTIONING AND APPREHENSION**

A student 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 parent/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, as long as it 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 information 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 and responsive to

parent concerns. 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 Executive Director of CUES.

### **SACRAMENTAL PREPARATION**

Catholic students in second grade prepare for the reception of the sacraments of Reconciliation and First Eucharist during the school year. Parent participation is requested in order for parents to assist their children in understanding and participating in the sacraments. 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**

School pictures are taken annually. 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**

Special services include speech/language, Title I reading and math, audiology testing, psychological and academic testing, and counseling. Services are available through the Omaha Public Schools, independent licensed contractors, or employees of the school.

### **STUDY SKILLS**

A parent can help their 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.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do your best work.

### **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 ensure 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 should 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 trimester. 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 trimester..
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 ensure 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.**

#### Devices

1. **Cell phones are NOT allowed on school premises.** All phone calls must go through the school office. Should a student bring a phone or any other electronic device to school, Holy Name has no responsibility for the safety/security of a device during the day.
2. If the device is found by any staff member it will be given to the principal. Parent/guardian will be responsible for picking up the device.
3. Outside of school, 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. Attendance is important during testing week. Reports are sent home at the end of the second quarter and give a general overview of the child's test results.

Students will be assessed in other venues throughout the year with the sole purpose of utilizing the 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, and CUES.. In addition to tuition, 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 trimester until tuition accounts are current. As part of the CUES School System, we strive to make tuition affordable and to make Catholic education available to all children. We provide every family the financial ability to choose Catholic education for their children through tuition assistance plans, tuition scales based upon free/reduced lunch application status acceptance, and payment plans

**Holy Name School requests all parents/guardians to utilize an automatic withdrawal for tuition payment.**

### PARISH FAMILY TUITION RATES FOR 2018-19

# 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	\$280.00/month \$2,800/yr
2	\$400.00/month \$4,000/yr
3	\$500.00/month \$5,000/yr

### UNAUTHORIZED ARTICLES

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 a distraction to the learning environment. The principal will hold the item until parents 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 3:15 pm. The only exceptions are:

1. The homework rooms
2. Times when a teacher will be working with students after school
3. 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

**Visitors, including parents, must come to the school office, sign in, and wear a guest pass indicating their name and destination. Visitors will sign out and return the guest pass before leaving.** 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 TV and radio stations for an announcement that all Omaha Catholic 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 remain at school until pick up is arranged.

If Omaha Public Schools (OPS) decides to close school due to severe weather, the Catholic schools in Omaha generally will close. If no closing announcement is broadcast, school will be in session. PARENTS/GUARDIANS 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 2018-19  
ACKNOWLEDGMENT OF FAMILY HANDBOOK  
(PLEASE COMPLETE ONE FORM PER FAMILY)**

You will find the updated 2018-19 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 request that you **complete this sheet and have your youngest and/or only child return it to their teacher.**

We, the below listed family members, read, in its entirety, the 2018-19 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