

# **Holy Name Catholic School Parent Student Handbook**



**2011-2012**

**433 Jackson Street  
Ketchikan, Alaska 99901  
907-225-2400**

# TABLE OF CONTENTS

## **Handbook Part I**

### *Introducing Holy Name*

- Staff Welcome pg. 2
- Mission Statement pg.3
- School Philosophy pg.4
- Commitment pg.4
- Staff Listing pg. 5
- Parent Responsibilities pg. 6
- Parents in Partnership pg. 6
- Parent-Teacher Covenant pg. 7
- Christ Skills pg.8
- Seven Principles of Catholic Social Teaching pg.8

## **Handbook Part III**

### *General Information*

- Admission and Requirements pg.21,22
- Financial Policy pg.23
- Lunch Program pg.24
- Computer Use Policy pg.24
- Child Abuse Reporting pg.24
- Sexual Harassment pg.25
- Visitors pg.25
- Student Records pg.25
- Withdrawal pg.25
- Fieldtrips pg.25
- Telephone pg.25
- Transportation pg. 26
- Use of School Grounds pg.26
- Damage to School Property pg.26
- Bicycles pg.26
- Asbestos Management Plan pg.26

## **Handbook Part II**

### *Student Related Policies*

- Religion, Curriculum, Grading, Homework pg.9
- Report Cards, Textbooks, Attendance pg.10,11
- Attendance and Absence Consequences pg.12
- Promotion, Retention, and Acceleration pg.12
- Dress Code pg.13
- Standards of Behavior pg. 13,14
- Playground Rule pg. 15
- Anti-Bullying Policy pg. 15
- Discipline pg. 16,17
- Complaints/Concerns pg.17
- Awards and Incentives pg.17
- Extended School Care pg.17
- Weather Closings pg.17
- Medical Care and Health Cards pg.18
- Communicable Diseases pg.19,20
- Birthday Policy pg.20
- Communication pg.20,21

# WELCOME TO HOLY NAME CATHOLIC SCHOOL!

To the Families of Holy Name School,

Welcome to the 2011-2012 school year. This is an exciting time of year and it will be an opportunity for us to work towards academic and life successes. By working and walking together in the footsteps of Jesus Christ, we all can make this education experience a lifelong journey that values learning and loving.

Our goal as a school is to live our faith on a daily basis. We will achieve our goal by providing a Catholic education that develops students spiritually, morally, intellectually, emotionally and physically. We know the importance of providing an environment that enables each student to become a success. Holy Name School strives to understand the needs of all the students and we will do everything to ensure the growth, confidence, self-esteem and safety of all the children.

As we start the 2011-2012 school year let us remember the primary purpose of life: to be Disciples of Christ. Let us work together to make this school year successful for everyone involved with Holy Name School and the community of Ketchikan.

In Christ, The Staff of Holy Name Catholic School



## MISSION STATEMENT

*“Be it known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in its classes, the model of its faculty, the inspiration of its students.”*

Our mission is to bring the message of Jesus Christ, as understood in the Roman Catholic tradition, to the faculty, staff, students and their families in a way that challenges them to integrate the gospel of Christ into their daily lives.

To fulfill this mission Holy Name Catholic School will:

- Encourage spiritual and academic growth among students and faculty.
- Develop social skills through a Christian lifestyle expressing the values of peace and justice.
- Reinforce and support parents’ values and goals through communication with students and parents.
- Build a sense of community by helping children realize their own personal dignity and the worth of others by understanding their rights and how to give and take constructive criticism.
- Teach the skills necessary for learning and encourage children to reach their highest potential in every area of their lives.
- Develop courageous Christian leaders to keep ever before them the hope of a better world.

### The Catholic Faith

Holy Name School recognizes and respects the fact that some of its students may have different faith traditions. However, Holy Name Catholic School affirms its right as a Catholic institution to celebrate the faith traditions, which are a part of its educational mission. Students are expected to participate in all religious functions and to study the Catholic religion as an academic subject.

Holy Name Catholic School has been serving the people of Ketchikan for over fifty years. The school is open to all children, Pre-school – 6th grade, who are willing to learn regardless of race, creed or national origin. Students from different faith communities and church backgrounds are welcome and find a comfortable home at Holy Name Catholic School.

## SCHOOL PHILOSOPHY

As a school community, we believe that all human beings enjoy a special dignity as children of God. With this belief as our foundation:

- ❑ We believe that parents are the primary educators of their children. The Church is needed to assist parents in their educational role because the Church has the constant responsibility of helping all people to be able to come to the fullness of life in Christ.
- ❑ We believe that every Catholic has a right to a Catholic education, living the fullness of the Christian faith.
- ❑ We believe that every person can learn and needs to be taught in a way that is appropriate to an individual's God-given learning style.
- ❑ We believe that education is largely a matter of the heart (God's love) making moral choices and guiding the application of the mind (human knowledge).
- ❑ We believe that Holy Name Catholic School should strive to realize the threefold purpose of Christian education: to teach doctrine, to build community, and to serve. The Catholic school is the most effective means available to the Church for the education of children and young people.
- ❑ We believe that Holy Name should provide educational leadership for the community, and that the needs of the community, State, Nation and Church should strongly influence the educational programs presented by the school.
- ❑ We believe that teaching and learning are cooperative efforts among administrators, parents, teachers, students, and the community in the development of youth mentally, physically, emotionally, socially, spiritually, and culturally.
- ❑ We believe that children of different faith communities and church backgrounds need to be respected and welcomed.

## OUR COMMITMENT

Holy Name School is a Catholic school encompassing grades Pre-school through Sixth grade. As a school, Holy Name is committed to teaching the learning skills and providing the encouragement the students need for their personal development and for their future educations.

As a Catholic school, Holy Name is committed to providing religious instruction and motivation in the Catholic faith and providing an atmosphere in which living a life based on Christian moral and ethical values is modeled and expected. In Holy Name Catholic School, educational development and religious formation are integrated in the unified curriculum with a commitment to excellence in both areas.

Holy Name Catholic School is open to children of all faiths whose parents desire and support the type of program provided and who, themselves, will live a life that will be supportive of the overall goal of the school, namely, Catholic Christian formation and educational development.

## HOLY NAME STAFF

Pastor: Father Scott Setimo (225-2570)

Principal: Connie Wingren (225-2400)

### Faculty:

- Pre-School: Diana Coffin, & Ann Jackson (225-2121)
- Kindergarten: Janice Wood
- First Grade: Brenda Souza
- Second Grade: TBA
- Third Grade: Anne Lucas
- Fourth Grade: TBA
- Fifth Grade: Lupe Hanson
- Sixth Grade: Ellen Bishop
- P.E. Teacher Lead
- Extended Day Tara Potts & Mykael Effenberger
- Technology Teacher Lead
- Art Teacher Lead
- Lunch Program Ann Cowles

School Office: Office hours are Monday thru Friday 8:30am to 3:30pm

- Secretary: Andrea Wick (225-2400)
- Business Manager: Molly Pihl (225-2572)

### Church Office

- Director of Religious Education: Linda Kelley (225-2120)

## PARENT RESPONSIBILITIES

Since by far, the greatest influence on a child's thinking and behavior is their parents; the school cannot attain its discipline goal without active support from the parents. It is a parent's responsibility to encourage in a child a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian. This would include the following:

1. Supporting the spiritual development of your child by attending church together regularly.
2. Fostering in the student a Christ-like concern for all classmates and their reputations.
3. Sending your child to school on time.
4. Upholding the rules and responsibilities of the school.
5. Sending the student to school in the proper attire at all times.
6. Supporting the authority of the school by refusing to criticize them negatively in the presence of children.
7. Consulting the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.
8. Being available for conferences.
9. Assisting the child to establish a specific time and place to complete homework.

## PARENTS IN PARTNERSHIP

"Parents in Partnership" is a requirement of every family at Holy Name Catholic School. The intent of PIP is to involve parents in the educational process in a way that is beneficial to students, satisfying to parents and helpful to the school. When parents show an interest not only in what happens at school but are part of what happens, children get the message that they and what they do are very worthwhile.

Knowing that the education of a child is best accomplished when home and school work together in harmony, we ask parents to take seriously the following five commitments:

1. A commitment to uphold the values expressed in our Philosophy and Mission Statement, and the policies and responsibilities as stated in this handbook.
2. Appropriate participation in home assignments.
3. Tuition agreement.
4. Provide support in areas of volunteer work.
5. 20 Share hours completed.

The success and continued operation of Holy Name Catholic School depends on full compliance with the above commitments.

\*\* Parents would also include sponsors, guardians, & caretakers.

## PARENT – TEACHER COVENANT

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or are confused with some matter regarding their child's educational experience, are asked to show similar respect by: 1. striving to learn the reason behind a policy; 2. talking to the teacher before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student to student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare for your child spiritually, academically, psychologically, and physically, and also the welfare of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. We will not tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: 1. limiting or refusing permission to enter or use school grounds or facilities; 2. asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters; 3. refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school. We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

# CHRIST SKILLS

<b>Integrity</b>	- To be honest, sincere and of sound moral principle.
<b>Initiative</b>	- To do something because it needs to be done.
<b>Flexibility</b>	- The ability to alter plans when necessary.
<b>Perseverance</b>	- To continue in spite of difficulties.
<b>Organization</b>	- To plan, arrange, and implement in an orderly way.
<b>Sense of Humor</b>	- To laugh and play without hurting others.
<b>Effort</b>	- To try your hardest.
<b>Common Sense</b>	- To seek solutions in difficult situations, to use good judgment.
<b>Responsibility</b>	- To be accountable for your actions.
<b>Patience</b>	- To wait calmly for someone or something.
<b>Friendship</b>	- To make and keep a friend through trust and care.
<b>Curiosity</b>	- A desire to learn or know about a full range of things.
<b>Cooperation</b>	- To work together toward a common goal.
<b>Caring</b>	- To feel concern for others.
<b>Respect</b>	- To honor and show consideration for others.

## Seven Principles of Catholic Social Teaching

### 1. Dignity of the person

I am created in the image and likeness of God and redeemed by Jesus; I believe every person is my brother and sister.

I protect each person's right to be born and to live with dignity; and to grow, to work, and to die with dignity.

### 2. Creation

I respect, protect, and am grateful for all of God's creation.

I know God has provided for the basic needs of all people by entrusting the environment, our property and talents, our bodies and health to our attentive care each day.

### 3. Dignity of Work

I believe all work is meant to be creative, fulfilling and sacred; our work can help build a better world and lead us to God.

I believe in the basic right of human beings to work, to be paid fairly, to be treated with respect, and to work in safe and healthy conditions.

### 4. Community

I value the common good and well being of every person.

I work for strong systems that support family and community values.

Relating and working together, we build friendships and discover our common goals.

### 5. Solidarity

I believe we are connected with every person in the world.

I stand up for the rights of all people. We encourage, teach, nurture, and promote the growth of all individuals, regardless of how different they are from us.

### 6. Consideration of the poor

I respond to the needs of the oppressed and powerless for the good of all.

I choose to live more simply so that others can simply live. I treat others equally, making sure that all resources are shared with fairness. I work for peace by acting justly.

### 7. Rights and Responsibilities

I believe everyone has a right and duty to be an active part of our society.

I speak out, and I respectfully listen to others' opinions, as together we make decisions that affect our lives.

Handbook Part II  
Student Related Policies

RELIGION

Holy Name Catholic School exists to teach the message of Jesus Christ to its students as reflected in the Roman Catholic tradition. Therefore, religion is of primary importance in the curriculum. The school day begins with prayer. Christian attitudes and actions are integrated into the complete school day. Parents; rather than the school, will bear the greatest influence regarding attitudes and actions which are integrated into the complete school day. Parents, rather than the school, will bear the greatest influence regarding attitudes toward church attendance. Sunday Mass Participation is expected of all Catholic School families. Different classes prepare Mass once a week for the entire school.

CURRICULUM

The basic curriculum is within state and local requirements and provides for the harmonious development of the student's spiritual, moral, physical, emotional, and intellectual growth. Holy Name Catholic School provides a program which includes classes in the following subjects: Religion, Family Life, Language Arts, Social Studies, Mathematics, Science, Art, Computer Science, Library Skills, Physical Education and Substance Abuse Awareness. Curriculum objectives, under the guidelines of the Diocesan Office of Education, are periodically updated.

GRADING

Holy Name's school year is made up of four quarters. Teachers take the responsibility of grading seriously. Grades are developed with much concern and care. The staff knows the importance of giving parents and children a fair and accurate evaluation of their progress.

HOMEWORK

Students will be responsible for completion of all homework assignments given. Parents are asked to encourage their children to take this as a very serious part of learning, as well as being responsible for turning assignments in on time. Homework is assigned as the natural extension of the student's class work. The amount of homework takes into account the nature of subject matter, and the age/ability of the students. The following schedule will be used as a guide to determine the time allotted for homework each day.

Grade 1 – 10 minutes  
Grade 4 – 40 minutes

Grade 2 – 20 minutes  
Grade 5 – 50 minutes

Grade 3 – 30 minutes  
Grade 6 – 60 minutes

Homework is normally not assigned over the weekend, with the exception of make-up work and long-term projects.

## REPORT CARDS

Quarterly report cards are issued. Parent/Teacher Conferences are scheduled after the end of the first and third quarters. Report cards are furnished during conferences. We encourage you to discuss these reports with your children and to work cooperatively with teachers in their efforts to help students develop their work or if the report card itself warrants concern.

### Grading Codes

90-100	=	A	-	Excellent
80-89	=	B	-	Very Good
70-79	=	C	-	Good
60-69	=	D	-	Poor
0-59	=	F	-	Failing

## TEXTBOOKS

Textbooks that are issued to students are property of the school and should be taken care of during the school year. Students are not to write on or deface them in any way. Students will be charged a portion of or the full price of each textbook that is damaged by other than normal use.

## ATTENDANCE

Regular attendance is an essential requisite not only for individual participation and achievement, but also for the overall achievement of the total educational program. Students must attend school punctually and regularly. It is the parent's responsibility to make sure that children are in attendance regularly. State law requires 180 days of school per year; therefore vacations taken on school time are discouraged. Excessive absences may mean repetition of a grade. In this policy, absence means absence for any reason whatever, illness, doctor's appointment, injury, trips, suspension, missing a significant portion of the day through tardiness.

The school day begins at 8:45 a.m. and ends at 3:15 p.m.

Students arriving prior to 8:15 a.m. will go to Extended Day. (There will be a charge.)

Students arriving between 8:15 a.m. & 8:30 a.m. will go to Extended Day. (There will be a charge.)

Students arriving between 8:30 a.m. & 8:45 a.m. will need to go down to Extended Day (no charge).

Please remind your child that they cannot wait outside of the school without an adult present.

Students need to be supervised at all times, by an adult, for their own safety and well-being. Every student is expected to attend every hour of every day of the school year. Routine medical and dental appointments should be made out of the school hours whenever possible. We realize that this is sometimes impossible. Vacations and trips should be scheduled only at non-school times.

If your child is going to be absent, please notify the school office. If your child is not at school when attendance is taken and no notification has been received, the secretary will call to verify that the student is at home. For each absence a phone call or a note from the parent is required before admitting the student to school.

When a student misses school for any reason, they must see the teacher on the day of returning to school to learn what assignments must be made up. In such cases the teacher will supply reasonable assistance appropriate to the circumstances in helping the student catch up.

## ATTENDANCE CONTINUED

The principal and classroom teacher must be informed in writing of a planned extended absence at least one week in advance of the absence. The teacher will provide a list of subject areas that will be covered for the child to do during his/her absence; however, parents are responsible for teaching these lessons and for seeing that the work is completed, corrected and returned to the teacher.

Long absences are detrimental to the child's scholastic development and it is nearly impossible for teachers to prepare this much work for the child to complete. Students are responsible for completing all missed assignments.

Parents should be certain that a child is in good health before sending him/her to school. Attendance during illness may be harmful to the child, may expose other children needlessly, and may present a problem to those in charge. It is expected that a child who is well enough to attend school will participate in recess and physical education classes. A parent's written excuse is required for exceptions to this rule.

Students' absence for religious instruction or participation in religious exercises away from school property may be excused. No student excused for religious holidays shall be denied the opportunity to make up a test or missed assignments given on the religious holiday.

Any student arriving in their classroom after the 8:50 a.m. tardy bell, and will be considered tardy unless the tardiness is due to bus trouble. ALL late arrivals must check in with the office. Consistent tardiness will require a conference with the parents. Any student arriving after 11:00 a.m. will be considered absent for ½ day.

Any student who leaves the school during the day for any reason must have written permission and must check in through the school office when leaving and immediately upon returning. Parents or delegates must pick the child up at the school office only, and must sign in at the office when the child leaves and immediately upon the child's return. If someone other than the parent is coming to take the child, written permission is required.

### ATTENDANCE RECORDS

Student attendance is recorded daily at the beginning of the school day. Attendance records are kept permanently on file or computer.

### EDUCATIONAL RECORDS

Educational records are available to parents and others, as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99 – Privacy Rights of Parents and Students, passed June 17, 1976 (amended January 25, 1977).

Procedure:

1. Through written request, the parent asks to view the student's educational records.
2. Within a reasonable time, the principal sets a specific date and place for viewing the file.  
(The principal or his/her delegate may be present while the file is being read.)

Holy Name Catholic School abides by the provisions of the Buckley Amendment with respect to the right of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## ABSENCE CONSEQUENCES

The following regulations will be followed when students are absent during the school year, whether those absences are excused or unexcused: \*TEN ABSENCES AND/OR TARDIES IN ONE QUARTER IS CONSIDERED EXCESSIVE.

- a. Seven (7) absences: School office notifies parents by telephone when seven absences reached.
- b. Ten (10) absences: Letter will be sent to the parents. A meeting with the principal may be required.
- c. Fifteen (15) absences: A parent meeting with the principal and teacher will be required.
- d. Twenty (20) absences: The student may be expected to repeat his/her current grade level. A parent meeting with the teacher and principal will be required to determine future action. A written record of this meeting will be placed in the student's school file and a copy furnished by mail to the parent.
- e. Tardies: Any three (3) tardies, whether excused or unexcused, will be recorded as one (1) absence. Three tardies when converted to one absence will start the tardy count at zero.

## PROMOTION, RETENTION, AND ACCELERATION

Only those students who complete the work of a particular grade in the basic skill areas and who are correspondingly mature shall be promoted to the next grade level. Credit for courses should be given solely on the basis of skills mastered. Promotion is not automatic. Teachers will consult the principal regarding the possible retention of a student. At the end of the second quarter, the principal and teacher will consult with the parents or guardian concerning the possible retention of their child in the same level due to unsatisfactory achievement, lack of maturity, or lack of attendance in classes. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision with respect to retention.

Every teacher should strive to identify students with exceptional ability and to direct them toward additional study which will challenge their talents. Rarely should a student be allowed to skip a grade, and then only after careful consultation. Even exceptional children will develop more satisfactorily if allowed to advance with their own age group.

## DRESS CODE

We believe there is correlation between personal appearance and attitude, and studies support this belief. Parents are primarily responsible for their child's appearance and so we ask for your continued and constant cooperation.

### THE FOLLOWING GUIDELINES APPLY WHILE STUDENTS ARE AT SCHOOL:

1. Clothing must be clean, neat and appropriately sized. Clothing with captions or designs that promote tobacco, drugs, alcohol or use profanity or suggestive captions may not be worn. Torn or tattered clothing is unacceptable.
2. Skirts, split skirts and dresses must be at an appropriate length. Short dresses or skirts will not be allowed.
3. Pants must be hemmed, no cutoffs. Spandex shirts or leggings, bike pants and lycra tights worn as outer garments are unacceptable.
4. Undershirts, tank tops, muscle shirts and crop tops may not be worn. Shirts and skirts or pants must meet, comfortably, at the waist.
5. Hair must be clean and groomed appropriately. No extreme hairstyles or dyes are allowed. Make-up is not allowed. Earrings below the lobe are not allowed.
6. Hats are not to be worn inside the school.
7. Socks are a mandatory part of the dress code. Shoes are to be age appropriate and fastened properly. For safety reasons, no flip-flops or other open toe footwear are allowed.
8. Clothing should be appropriate to the weather conditions.
9. Appropriate length walking shorts may be worn.
10. Increased attention should be given to student dress on occasions such as Mass on Fridays.

If students are not in compliance, parents will be notified and expected to take measures of correction. If there is a second noncompliance, parents will be called for an immediate conference with the principal.

## STANDARDS OF BEHAVIOR

Providing a secure, nurturing, caring and Christian environment is central to the faculty and staff at Holy Name. We expect that students will treat others with dignity and respect. It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school and in no way to deprive other students of their right to an education. In order to accomplish this, the student must observe the following standards of behavior:

1. Model Christ's teachings about love for one's neighbor in all interactions.
2. Arrive at school on time.
3. Behave in a respectful and friendly manner toward all school personnel, other students, volunteers, and any visitors.
4. Respect all property. A student is required to pay for all loss or damage done to school property.
5. Oppose behavior in students whose behavior does not conform to these standards.
6. Students will refrain from gum chewing at all times.
7. Students will use acceptable Christian language.
8. Students must abide by the dress code.

## STANDARDS OF BEHAVIOR CONTINUED

9. Students may not leave the school grounds without written permission from a parent or guardian and appropriate permission from the school office.
10. Holy Name School believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. To respect the educational purpose underlying all school activities, all students need to prove to themselves that they can do successful work as a result of their own efforts. The school expects that students will not cheat, lie or plagiarize. The school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating, and that anyone discovered cheating will be penalized.

### 11. OBEY SCHOOL RULES FOUND BELOW:

#### HALL RULES:

- a. Walk in the halls and on the stairs.
- b. Use a quiet voice.
- c. Keep hands, feet and objects to yourself.
- d. No eating in halls.

#### CLASS RULES:

- a. Be kind to others.
- b. Follow directions
- c. Come to class prepared with the necessary supplies and ready to learn.
- d. Homework should be completed on time.
- e. Students may not bring CD players or similar electronic equipment to school.

#### BATHROOM RULES:

- a. Flush and wash.
- b. Use quiet voices.
- c. Return to class promptly.
- d. Keep bathroom clean.

## PLAYGROUND RULES:

### a. General Rules

- Follow teacher's directions.
- Stay within playground area.
- Do not throw anything but playground balls.
- No hardball are allowed at school.
- No climbing on or over the fence.
- Electronic devises are not allowed on the school grounds.
- Football is touch only. Tackle football is never allowed.
- Skateboards, roller skates, heeies and bicycles are never allowed on the playground.

### b. Climbing Wall

- Teacher or Playground Attendant Supervision Required
- Apparatus is appropriate for ages 5 thru 12 years of age.
- Capacity at one time on apparatus is 10 to 12 children
- No touching others while on the wall.
- One child at a time on ladder.
- No jumping of the climbing wall.

### c. Pre-School Structure

- Maximum capacity at one time is 18 children ages 2 thru 5 years of age.
- Children may climb through the tube, but may NOT CLIMB ON TOP OF THE TUBE.
- Older students are permitted when younger students are not present.

### d. Swings

- One (1) child per swing at any given time.
- Child may count 30 swings and then must switch turns.
- No climbing up poles

### e. Metal/Wooden Structure

- No climbing up slides.
- A maximum of six may SIT on top of the bars.
- No hanging upside down on bars.

## ANTI-BULLYING POLICY

We recognize bullying behavior as any word, look, sign or act that inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or property. We also recognize bullying as a type of violence that occurs whenever a student intentionally, repeatedly or over time inflicts or threatens to inflict physical or emotional injury or discomfort on another's body, feelings or property. To make our school violence-free and safe from bullying, we tolerate no bullying in our school, intervene in bullying behaviors and strictly enforce rules against bullying, and empower staff and students to report bullying behavior and treat one another with respect.

# DISCIPLINE

## Philosophy of Discipline

Holy Name Catholic School exists to provide a Christian atmosphere whereby parents, teachers, and other adults and peers surround the students with the support, boundaries and structure they need to thrive. Holy Name will provide a caring and supportive environment while setting and enforcing standards of behavior.

School rules and consequences are clearly established and shared with students and parents. Importantly, students must be involved in problem solving. When a student has created a problem, he or she must be part of the solution. Consequences should be logical and fair. When students exhibit problem behaviors and break rules, parents will be informed. Their support and insight are invaluable.

Our goal is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. The emphasis is on “teach” because children need to be taught what is expected of them, they need consistent standards, and they need to know the consequences for acting contrary to the expectations.

Children need adults who will consistently model values and actions, which are in accord with our Christian philosophy. The uniqueness of each child must be considered as well as the common good.

## DISCIPLINARY ACTIONS

These may include time after school, restitution for damage, loss of privileges, written accounts, a telephone call to the parents at home or at work or other appropriate logical consequences.

### Probation

Probation is a formal warning that unless set conditions are met, more serious action will be taken. The students and parents will be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and/or teacher and reviewed with the student concerned.

### In-house Suspension

In-house suspension means that the student will not be allowed to attend school in the classroom or any class activities such as lunch, recess, PE, etc. Instead the student will work in an isolated area with adult supervision.

### Suspension

Suspension means that the student will not be allowed to attend Holy Name School for a period of one to five days. The student is responsible for the work missed during the suspension. The following offenses committed by children while under the jurisdiction of the school could be reasons for suspension:

1. Willful disobedience to authorized personnel.
2. Vandalism, which includes damage, destruction or defacing school property.
3. Arson
4. Unauthorized entry to or use of school facilities.
5. Stealing.
6. Possession or use of alcoholic beverages, illegal substances, drugs, or tobacco.
7. Fighting.
8. Harassment, which includes repeated conduct or expression directed toward another.
9. Forgery of documents and/or signature of parents or school authorities.

## DISCIPLINE CONTINUED

10. Repeated disruption of the learning environment.
11. Disrespect shown toward volunteers or personnel, either verbally or by action.
12. Repeated violation of school rules.
13. Failure to meet the conditions of probation.

### Expulsion

Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur only after all efforts had been made to resolve the problem and when, in the opinion of school authorities, the student's continued presence would be detrimental to the good of the whole. Due process will follow the procedure outlined in the Holy Name Policy Manual. This manual is available for viewing in the school office.

The principal, in consultation with the pastor, is the final authority in all disciplinary situations (except expulsion). The principal, at his/her discretion, may waive any disciplinary rule for just cause.

## COMPLAINTS/CONCERNS

Parents who have complaints about a teacher's instruction or management should communicate directly with the teacher. If the problems are not resolved, parents should bring them to the attention of the principal. Any complaints relating to the general school administration should be expressed to the principal. If problems are not resolved with the principal, parents may contact the Pastor who may schedule an executive session of the School Advisory Board.

Students who have concerns of a serious nature should request a personal conference with their teacher, and if they wish, their parents. If it is not resolved, the student and/or parents should bring it to the attention of the principal. The principal will make every attempt to facilitate a solution to the problem.

## AWARD & INCENTIVES

We believe that every child has a special gift that deserves recognition. Numerous awards will be presented to students for a variety of activities covering all academic, social, and moral development areas. Awards are given out on the first Friday following the end of a month. Teachers will contact parent if their child is being awarded.

## EXTENDED SCHOOL CARE

Extended school care is available to students both before (7am to 8:45am) and after (3:15pm to 5:30pm) school hours. Forms and prices for extended school care are available in the school office.

## WEATHER CLOSINGS

If school operates on a delayed schedule, is closed early, or is not in session, it will be announced on the following radio stations:

KRBD FM 105.3, KFMJ Radio FM 99.9, or KGTW Gateway FM 106.7. Announcements are made by 7am. If Holy Name School closes and it does not coincide with a public school closing we will call all parents to let them know of our plans.

## MEDICAL CARE

### FIRST AID

If the student has a simple scratch or scrape; the secretary or teacher may treat (wash and cover) the wound. The parents will be called if the situation warrants.

### MEDICATIONS

If your child must bring medications to school, the following requirements must be met. No medications may be given to students unless the following conditions have been met:

- Must be clearly marked as to the name and type of medication.
- Must be in the original container.
- Must carry a prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
- Prescription must be current.
- Must be kept with the office during the school day.
- Must have written consent on file with the school.

Children may not carry any type of medication on their person during school including over the counter medication.

### ASTHMA

Parents must notify the school of their child's asthma conditions. Parents are asked to ensure that the school is provided with a labeled inhaler. The inhaler needs to be handed into the school office. All inhalers are kept in a marked container behind the secretary's desk.

### ALLERGY POLICY

Parents must notify the school of their child's allergies, including life threatening food allergies. Two EpiPens prescribed to the child should be provided – one to the teacher and one to the school office. All EpiPens must be labeled by the parent with the child's name.

### EMERGENCY CARE

Every student must have complete and current emergency information on file at the school. The school should be notified if any of the information on it changes. In an emergency, if the parent cannot be reached, emergency persons listed will be contacted. If emergency treatment is necessary, the student will be transported to the nearest emergency facility.

## HEALTH CARDS

Health cards and immunization records CIS (Certification of Immunization Status) are required for every student. They are transferred to the new school at the time of a student's transfer.

# COMMUNICABLE DISEASES

There will be time when a student with a communicable disease will need to be excluded from school. When a student is suspected of having one of the following but not limited to this list of communicable diseases, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school.

- Chickenpox – A student is excluded for at least five (5) day after vesicles appears or until vesicles become dry.
- Conjunctivitis (Pink Eye) – A student who has been sent home from school due to suspected conjunctivitis may return to school only after treatment for 24 hours if it is bacterial conjunctivitis. Otherwise they may return to school with a doctor's note which indicates that the conjunctivitis is not bacterial in nature.
- Impetigo – Student is excluded from school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas that are exposed need to be covered.
- Fever – Any student with a temperature of 100 degrees or over will be sent home from school. That child should not return to school until his/her temperature has been below 100 degrees for 24 hours.
- Head Lice – Any student found to have lice shall be excluded from school. They may return to school once treatment, as recommended by their health care provider, has been done and all nits have been removed. Please check in with the school office upon returning. A letter will be sent home to parents of students with head lice and to all parents in a class after cases are identified.
- Ringworm – Any student suspected of having ringworm will be sent home. They may return to school only after treatment for 24 hours. If ringworm was not confirmed by your physician then the student may return with a doctor's note which indicated that the student does not have ringworm.
- Measles (Rubella/Rubella), Fifth's Disease, or any fever with rash – The student is excluded from onset of first symptoms until physician determines that the condition is no longer a communicable disease.
- Scabies – The student is excluded until one (1) treatment with prescription medication for 12 to 24 hours is completed. Proof of treatment must be provided.
- Strep Throat – Any student diagnosed with strep throat must begin treatment with an antibiotic and may return to school on the second day after medication has started.
- Mononucleosis – Student is excluded from school if there is presence of a fever or any other symptom of acute illness.
- Hepatitis B – Student is excluded from school until physician allows them to return.
- Mumps – Student is excluded from school from onset for nine (9) days until salivary gland swelling has subsided.

In cases of life-threatening communicable diseases there may be medically justifiable reasons for limiting participation in school activities or situations. This includes students already enrolled as well as those seeking admission.

## COMMUNICABLE DISEASES CONTINUED:

Admission to school of students infected with a life-threatening communicable disease will be dealt with on a case-by-case basis by the Executive Committee and may be restricted or denied. When a physician has diagnosed a student, staff member or volunteer as being infected by a life-threatening communicable disease, the principal is to be notified immediately by either the parent or guardian of the infected student or by the infected staff member or volunteer.

It is recommended that the teacher be a member of the pastoral team because of his/her almost constant contact with the infected student. However, consent from the student's parent or guardian must be obtained. Holy Name Catholic School aims to serve everyone with compassion, justice and concern. The identity of the infected person as well as all health and other pertinent records shall be kept to a minimum.

## BIRTHDAY POLICY

Birthday party invitations may be handed out at school only if every child in that class is invited. Otherwise, use discretion and mail the invitations. Each teacher will make available to the parents a list of student names and addresses. Parents of birthday children must work with the teacher on the treats and time.

## COMMUNICATION

The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the parent/school partnership. We strive to keep our communication open and frequent.

- Website Upon logging in to this website, much more information is available to the Holy Name community. This is a secure website facilitating communication between teachers, staff, parents and students. It includes school-wide events, announcements and information as well as classroom-specific events, announcements and assignments. Stay tuned for more about this exciting new site!
- Calendar At the beginning of each school year, a calendar listing known events for the entire year will be sent home to each family.
- A School Newsletter is sent home weekly. The newsletter keeps you informed of activities taking place at school. The newsletter and other information is sent home every Thursday. This flyer contains information about special events, classroom news, and a note from the principal. This is a great tool for school to parent communication. Please read this important flyer.
- Change in Address or Phone Number. Please notify the school office whenever your address or phone number changes. Our records must be kept current and accurate. Phone and address information will be consolidated into a school phone directory unless families indicate they do not wish to release that information.

## COMMUNICATION CONTINUED

- Parent Teacher Conferences. School-wide conferences between teachers and parents (and child where appropriate) are scheduled in the fall and spring. You may arrange for a private conference with a teacher at any time by making an appointment with that teacher.
- Principal's Open Door Policy. If you have any concerns or comments about the school I would be more than happy to hear them from you. Please make an appointment by calling the School Office at 225-2400 so that we can discuss your concerns. We need to work together as a team in order to make Holy Name a great school.
- Classroom Visitation. You are welcome to visit classrooms at anytime throughout the school year. However, clear all visits with the classroom teacher. Visitors are NOT to go to any classroom or walk through the building without first signing in at the school office. If you want to observe a class, make advance arrangements with the principal and teacher. Please do not interrupt a teacher while they are teaching a class. If it is necessary to confer with a teacher, make an appointment.

### **HANDBOOK PART III**

#### General Information

### ADMISSION

An interview is required of all parents and students prior to admission. The completion, signing, and returning to the school office of the Student Application form is required for enrollment in Holy Name School. Enrollment will be offered first to continuing students after a review of tuition and parents in "Parents in Partnership".

The non-refundable "Enrollment Fee" must be paid in full before a student will be considered enrolled. Children entering Kindergarten must be at least 5 years old by September 1<sup>st</sup> and all students must have a current immunization record.

After the deadline for enrollment, the names forming the wait-list will be taken in the following order:

1. Children with siblings in the school.
2. Catholics
3. Non-Catholics ( Maximum class size is 20 students)

Holy Name does not discriminate against students with special needs. It must be determined, however, if those needs can be met with the resources available at Holy Name Catholic School. Students' progress maybe reviewed at any time upon the request of a teacher, parent, or principal.

## ADMISSION CONTINUED

Anyone wishing to enroll at Holy Name Catholic School must provide to the school any previous records indicating special needs as soon as possible. Parental support in the form of transportation, child assistance, etc., may be required.

If throughout the school year, a child is identified as having particular difficulties succeeding at an expected level, either academically or behaviorally, the teacher, parent or principal may refer this student for further observation and/or testing. Upon referral for testing, the child will be scheduled to be tested by the Ketchikan Gateway Borough School District. After testing, the Ketchikan Gateway Borough representative will share the results with the parent, teacher and/or principal. If parents refuse to have their child tested, the school reserves the right to terminate the student's enrollment.

Students who apply for admission to Holy Name Catholic School will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teacher and/or the principal or designee. Within 30 days of the student's enrollment, staff shall complete their observation and evaluation and the principal or designee shall determine the student's eligibility and correct grade placement.

Holy Name Catholic School admits students of any color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or athletic and other school administered programs.

### Admission Requirements:

The following items are to be submitted at the time of registration of new students:

1. Birth certificate.
2. Catholic Baptismal & First Communion Certificate if applicable.
3. Latest report card and/or release card from the last school attended.
4. Current immunization record.

All students must have on file a current immunization record. Immunization records must be up-to-date by the first day of school.

A conference with the principal or the pastor is required of new students. A three-week probationary period is required of all new students.

### Enrollment Review:

Students are expected to meet the academic standards and to conform to the school's rules to retain their places at Holy Name Catholic School. The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest. Enrollment is reserved for students who have shown good work, effort and attitude. Students with serious academic or discipline problems might not be invited to return to the school.

## FINANCIAL POLICY

Tuition is sent out around the 15<sup>th</sup> of the month and due by the first of each month. A \$10.00 late fee maybe added to tuition paid after the 15<sup>th</sup>. Checks returned for insufficient funds, will be billed an additional twenty-five dollars. After one check of this nature, the school may require future payment in cash. If there is sufficient reason for a late payment and the Principal has been contacted, an extension of time may be granted and the above policy waived.

Families are billed in **ten** monthly installments for the 2011 – 2012 school year. If a student has enrolled 5 weeks after the start of school, the tuition will be prorated to the higher 9 month tuition schedule. If a student withdraws during the school year, all the previous enrolled months tuition will need to be prorated to the higher 9 month tuition schedule.

**PRORATED SCHEDULE:** The prorated difference per month for each student level is as follows:

Parishioner Rate:	1 child \$36.50	-	2 children \$57.00	-	3 children \$77.00
Non-Parishioner Rate:	1 child \$43.50	-	2 children \$68.00	-	3 children \$92.50

### REFUND POLICY:

Please see Business Manager if refund situation is needed.

The financial policies of Holy Name Catholic School are based on a need to remain financially solvent. Families that can pay full tuition are expected to do so. Families unable to pay full tuition are expected to consider carefully and prayerfully, their budget, giving high priority to tuition. Financial aid may be applied for if tuition cannot be met. Limited financial aid is available at Holy Name Catholic School. Those requesting financial aid must:

1. Obtain a financial aid form from the school office.
2. Complete the financial aid materials and return them to the office, along with a copy of the previous year's tax form by the stated date. (This needs to be done each school year.)

The pastor and principal will award scholarships based on prayerful consideration and need.

Tuition commitment and methods of payment will be discussed during registration. All financial information will be kept confidential. Discussions involving the financial position, financial need or financial aid to individual families, other than between the pastor and principal to determine financial aid eligibility, will be limited to executive sessions of the school board meeting and then allowed only if specific concern demands it.

## LUNCH PROGRAM (Subject to availability)

Students may bring a lunch, or they may sign up for hot lunch from our lunch program. The lunch system is set up much like a checking account. Deposits are made into the account and, as your child eats in the cafeteria, withdrawals are made from the account. Your lunch billing statement will be sent twice a month via lunch billing envelopes or by email. Money received into the school office will be marked "lunch" and will be deposited into your child's lunch account. Money intended for milk purchases will also be deposited into this account. Lunches cost \$3.50 each and Milks cost 50 cents each. For those who qualify the State of Alaska has a "Free and Reduced" lunch program. Applications are available in the school or accounting office. If you have further questions please call 225-2572.

## COMPUTER USE POLICY

1. The computers and Internet may be used by students only for school or parish purposes. Use for personal purposes is not permitted.
2. No student may use a computer unless permission is first obtained from a staff member. Students may not use the Internet unless they have been given approval by a staff member. Internet usage will be limited to use for educational purposes with supervision by a staff member.
3. No student may monitor or participate in any chat room or similar site, or receive or send E-mail without approval by a staff member. Students will be allowed to use E-mail within the school for educational purposes only.
4. Student use of and work on the computer and Internet is not private, and may be checked by a staff member at any time.
5. No student shall load any program, use any computer disk, or make any programming changes on a computer without permission of a staff member.
6. Students will not be allowed use of a computer without staff supervision.
7. Student violation of this policy will result in discipline appropriate to the nature of the violation, up to suspension from school.

## CHILD ABUSE REPORTING

Any teacher or other school employee who suspects or hears that abuse or neglect is adversely affecting a child's physical or mental health or welfare, shall report to the principal, and is required by law to call the Division of Family and Youth Services.

"Abuse" means infliction, by other than accidental means, of physical or mental harm upon a child.

"Neglect" means the failure to provide necessary food, care, clothing, shelter or medical attention for a child.

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need without incurring civil or criminal liability "unless it can be proven that a false report was made" and the person making the report "knew or should have known the report was false".

## SEXUAL HARASSMENT

(Sexual or Bullying Behavior)

The school recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Holy Name School shall not tolerate the harassment of any student by any other students or school employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or pastor. The principal or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

## VISITORS

We are happy to have visitors at Holy Name Catholic School. All visitors are required to report to the school office upon entering the building. This is necessary to avoid interruptions of the instructional program and to maintain building security.

## STUDENT RECORDS

Cumulative records are kept for every student. A copy of this record is kept permanently at the school. The original is then forwarded with the rest of the student files to the new school. No educational records are transferred to another school until all fees have been paid in full.

## WITHDRAWAL

Notice of transfer from the school should be made to the school office two weeks in advance of moving. Records will be sent to the student's new school after all financial obligations are met.

## FIELD TRIPS

All field trips shall be approved by the principal and be of some educational value. They must have at least one teacher and enough additional adults to provide adequate supervision for each class. Seat belts shall be worn by each student when riding in a private vehicle. Written permission is absolutely necessary for any student to participate in the field trip. Field trips are an integral part of the curriculum. However, field trips are a privilege and no student has an absolute right to participate. Students who fail to submit a proper permission slip form will not be allowed to participate in the field trip.

## TELEPHONE

The office telephone is available in emergency situations. A student must have teacher authorization to make telephone calls. Social visiting for after school time should be settled with parents before children come to school.

## TRANSPORTATION

Our students ride the public school buses. For information regarding stops and schedule times, please call the First Student Bus Company at 225-3806. Kindergarten and First grade children should have name, address, where they get off, (which number/color of bus), and phone number of parents pinned on their jacket during the first few days of school.

## USE OF SCHOOL GROUNDS

Holy Name Catholic School cannot be responsible for any accidents occurring on the school grounds on weekends, vacation days and any other time when grounds are unsupervised. Accidents occurring due to failure to follow rules during school hours are not the responsibility of Holy Name Catholic School. We will supervise the grounds at all times when school is in session.

## DAMAGE TO SCHOOL PROPERTY

Any damage done to the school property must be paid for in whole or in part depending on the circumstances.

## BICYCLES

Bicycles can be brought to school as long as they are locked to the playground fence, but they cannot be used by any students during any recess time.

## ASBESTOS MANAGEMENT PLAN

On October 22<sup>nd</sup>, 1986 President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which enacted rules that require all school districts Kindergarten through twelfth grade, to inspect for the presence of asbestos in building materials that may have been used in school building construction and document this information in a comprehensive management plan. Holy Name Catholic School's "Asbestos Management Plan" was completed January 29<sup>th</sup>, 1988 and approved by the State of Alaska July 24<sup>th</sup>, 1989. Since then the school has been inspected every three years. This plan stipulates what materials may contain asbestos and what procedures must be followed when any work is done that may involve these materials. Inspections look for any disturbance of materials containing asbestos. The last inspection found no such disturbance. The "Asbestos Management Plan" is on file at Holy Name School and may be reviewed by requesting the document at the school office.