



It's more than a school...It's a way of life!

# Handbook for Students and Parents

2019 - 2020

J. M. J





—✦— CATHOLIC SCHOOL —✦—

409 South 22nd Street, Escanaba, MI 49829  
906/786-7550, fax 906/786-7582  
[office@holynamecrusaders.com](mailto:office@holynamecrusaders.com)



## **Catholic Schools in the Diocese of Marquette are:**

### Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students

### Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

### Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

### Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co curricular programs as a means to a well rounded formation of students

## Faculty and Staff

### Lower Elementary Faculty:

(Classroom assignments and grades are subject to change)

|  |                                     |                               |
|--|-------------------------------------|-------------------------------|
| Preschool and Little Lambs, Rm 115 ----- | Jackie Wiltzius                     | Aide – Stephanie Vandermissen |
| Preschool, Rm 113 -----                  | Carissa Crawford                    | Aide – Sheila Stalboerger     |
| Readiness Kindergarten, Rm 112 -----     | Judy LaMarch                        |                               |
|  | Aide – Cindy Johnson, Patti LaCosse |                               |
| Kindergarten, Rm 108-----                | Marlene McNamee                     | Aide – Kathy Lepisto          |
| Kindergarten, Rm 110-----                | Angela LaBay                        | Aide – Vic Dumas              |
| 1 <sup>st</sup> Grade, Rm 109 -----      | Michelle Carne                      |                               |
| 1 <sup>st</sup> Grade, Rm 104 -----      | Debra Casey                         |                               |
| 2 <sup>nd</sup> Grade, Rm 102-----       | Kim Bessonon                        | Aide- Lori LaMarch            |
| 3 <sup>rd</sup> Grade, Rm 106 -----      | Brigett Hartgues                    |                               |
| 4 <sup>th</sup> Grade, Rm 107 -----      | Anne Cashen                         |                               |
| 4 <sup>th</sup> Grade, Rm 105-----       | Michael Lepisto                     |                               |
| 5 <sup>th</sup> Grade, Rm 103 -----      | Amber Racicot                       |                               |
| 5 <sup>th</sup> Grade, Rm 101 -----      | Mark Chouinard                      |                               |

### Middle School Faculty:

|   |  |
|---|--|
| 6 <sup>th</sup> Grade, Rm 408 -----                   | Michelle Fox, English Language Arts        |
| 7 <sup>th</sup> Grade, Rm 406 -----                   | Amy Prey – Social Studies, 8 Health/PerFin |
| 8 <sup>th</sup> Grade, Rm 403 -----                   | Rhonda Bernson – Math                      |
| 6 <sup>th</sup> - 8 <sup>th</sup> Grade, Rm 405 ----- | Tim Barron – Science                       |
| 6 <sup>th</sup> - 8 <sup>th</sup> Grade, Rm 409 ----- | Catholic Faith                             |

### Auxiliary Faculty:

|                              |                  |
|------------------------------|------------------|
| Art, Technology, PE -----    | Michele Pangborn |
| Occupational Therapist ----- | Pam Bialik       |
| Physical Education-----      | Debbie O’Connell |
| School Psychologist -----    | Marci Valiquette |
| Speech Therapist -----       | Emily Marlett    |
| Student Support -----        | Connie Nagy      |
| Title I -----                | Yolanda McDevitt |
| Vocal Music-----             | Joe Harmsen      |

### Staff:

|                                     |                               |
|-------------------------------------|-------------------------------|
| Alumni Coordinator -----            | Michelle Bink                 |
| Athletic Director-----              | Dave Wilson and Kristy Benoit |
| Custodians-----                     | Richard Kurth                 |
| Faith Formation Coordinator-----    | Kate Veese                    |
| Finance Coordinator-----            | Todd LaFave                   |
| Kitchen-----                        | Kay Klenow, Tressa Derkos     |
| Lunchroom/Playground Monitors ----- | Aides                         |
| Maintenance Supervisor-----         | Greg Johnson                  |
| Library Director -----              | Cindy Anthony                 |
| Principal -----                     | Joseph Carlson                |

**Staff Continued**

Administrative Assistant ----- Jodi Mutch  
Office Aide-----Lynn Meintz and Sheila Stalboerger  
Scrip Coordinator----- Ashley Westlund  
Superintendent ----- Mark Salisbury

**Holy Name Catholic School Council:**

**St. Anne Parish:** Rev. Francis DeGroot, Matt Flath (chair)  
**St. Thomas/St. Anthony Parish:** Rev. Rick Courier, Troy Mosier, Heidi Charon (vice chair),  
Mickey Trottier, Karen Bougie  
**St. Joseph & St. Patrick Parish:** Rev. Eric Olson (pastoral delegate), Beth Sviland

**Home and School:**

Chair ----- Cindy Carter  
Vice Chair----- Tara Weaver  
Secretary----- Alison Hamlin  
Treasurer----- Lisa Kositzky

**School Song:**

Most schools stand up when the school song begins. At Holy Name Catholic School, we stand when we sing "...we doff our hats to thee and stand."

|                                      |   |
|--------------------------------------|---|
| Hail, Holy Name School               | The school of our youth,                |
| The greatest school in all the land, | The greatest days we spend in thee.     |
| Hail, Holy Name School,              | The friendships we have made            |
| We doff our hats to thee and stand.  | Will always live in memory.             |
| The green and white                  | Wherever we go                          |
| Spells loyalty we're proud to show.  | Our motto's always victory.             |
| Cru-sa-ders, Rah! Rah! Hoo-rah!      | Cru-sa-ders, Rah! Rah, Hoo-Rah!         |
| Holy Name School, lets go            | Holy Name School, let's go!             |
|                                      | Yay, green! Yay, White! Yay Crusaders!! |
|                                      | Fight, fight, fight!                    |

**Contact Holy Name Catholic School**

Main phone number: 906-786-7550  
Fax number: 906-786-7582  
Escanaba Catholic Faith Formation: 906-233-9566  
Holy Name e-mail address: [office@holynamecrusaders.com](mailto:office@holynamecrusaders.com)

**Holy Name Catholic School Web Site**

The Holy Name web site is [www.holynamecrusaders.com](http://www.holynamecrusaders.com)  
Here you may find the hot lunch schedule, athletic events, meetings, etc. Please bookmark the site for future reference. Holy Name has a Facebook page where information is listed, too.

**Office Hours**

General office hours are from 7:30 a.m. to 3:00 p.m. Please leave a message on the answering machine at 906-786-7550 if your call is not answered. The school fax number is 906-786-7582. The school e-mail address is [office@holynamecrusaders.com](mailto:office@holynamecrusaders.com).

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## **Background**

Holy Name Catholic School was opened in 1971, upon the closing of Holy Name High School, as the central parish school for five Escanaba area parishes: St. Anne, St. Anthony, St. Joseph, St. Patrick, and St. Thomas. Then it was named Holy Name Central Grade School. In 1997, the parishes of St. Joseph and St. Patrick were combined into one. In 2004, St. Anthony and St. Thomas consolidated their resources. Currently, these four parishes provide support and guidance for our school. Holy Name presently provides a strong education for children in pre-school through eighth grade.

Holy Name Catholic School operates under the authority of the Office of Education of the Diocese of Marquette and the Holy Name Catholic School Council (HNCSC). The policies of the school are written by the Diocesan Board of Education and the HNCSC. The pastors from the supporting parishes and eight elected laypersons (two from each parish) are the voting membership of the school council. The principal of the school is responsible for implementing the policies of the diocese and council. The academic program of the school is the responsibility of the principal and the teachers. Holy Name is accredited by the Michigan Association of Non-public Schools.

## **Grievances**

Criticism made to the council as a whole or to any individual member will be referred to the school for study and recommendations. Complaints concerning individual employees or volunteers of the school will not be accepted by the council without specific documentation. Such complaints will be referred to the council and addressed by the council in executive session when such action is necessary as recommended by the school principal.

Complaints from individuals concerning instruction, discipline, or learning materials are to be directed to the appropriate level for response according to the following sequence:

- Classroom teacher
- Principal
- Holy Name Catholic School Council

The council will address complaints only after they have been explored by the appropriate administrative level according to the above sequence. Complaints about the principal are to be submitted in writing to the council chair and addressed in executive session when such action is deemed necessary. (Policy 1312CS)

Concerns or questions regarding school policy are appropriately brought to the parish board representatives. The HNCSC meets on the third Wednesday of each month in the school library at 6:30 p.m. Meetings are open to the public.

## **Policies**

Policies of the school are contained in binders stored in the school library and the principal's office. They are available to anyone who may wish to review them.

### **The Building**

Elementary classrooms (pre-school through grade fifth) are located in the 100 section of the building. The 200 section houses the administrative offices, business office, chapel, sacristy, staff restrooms, and media center/library. Washrooms, faculty dining room, kitchen, cafeteria, and multi-purpose room are in the 300 section. The middle school homerooms, locker rooms, gym, middle school restrooms, science lab, and computer lab are located in the 400 section of the building. The Catechesis of the Good Shepherd and Vocal Music classes meet in the music rooms which are located upstairs using the stairwells at the locker room entryways.

### **Non-discrimination Statement**

Holy Name Catholic School does not discriminate on the basis of race, creed, color, sex, age, national origin, or handicap.

### **Philosophy of Religious Education**

We believe that faith formation takes place in the family, parish, and school. Faith is founded in the teachings of Jesus Christ – “In scripture...in prayer...in the events of human life and history...in the church, where all these things converge.” (NCD, 104)

Such vital, traditional faith involves the WHOLE PERSON. It involves the head with its facts and truths, the heart with its trust and love, and the hands and feet with their actions of care and service.

We provide a program of religious formation which is built on a firm foundation of scripture and gives emphasis to the Trinity, sacraments, church, morality, and Christian works.

Our goal is to help our students grow in their faith as Catholics. A Catholic faith that is alive and growing is grounded in a deepening relationship with God, in Jesus Christ, through the Holy Spirit.

### **Religious Observances**

We begin and end our day with prayer. Masses are held in the multi-purpose room on Thursdays at 9:10 a.m. During special occasions, Mass is held in the school's gym or local parishes. Parents and friends are encouraged to celebrate with us. Students in first through eighth grades prepare the liturgy for the weekly Mass. Students are expected to attend Mass in their own parishes on Holy Days and weekends. The Angelus is prayed everyday during the noon hour. Classes often participate in prayer services in their classroom or chapel.

We celebrate special feast days and the liturgical seasons when they fall within our school calendar. Parents and students are encouraged to be active participants in their parish life. This should include sharing time, talent, and treasure.

### **Non-Catholic Participation in Mass**

Non-Catholics are welcome to participate at our Masses; however, according to Canon Law, they are not allowed to receive communion. Non-Catholics attending our school are expected to participate in all religious activities held during school hours.



### Registration

Registration is held in the month of March for the upcoming school year. It is important that families turn in their forms as soon as possible so texts and supplies can be ordered for the year. We base our staffing needs on this information. Your prompt cooperation is essential for us to make the best use of our budget. Financial aid forms are due by March 22, 2019 for full consideration of available funds.

### Classroom Placement

At the end of each school year, teachers place students in a homeroom they think will best maximize the students' learning potential for the next year. Teachers take into consideration personality mixes and conflicts, gender mix, academic ability, socialization skills and more. If parents have a special request, it must be submitted in writing to the principal by end of the current school year for consideration. Doing this does not guarantee that the request will be granted. Changes will not be made unless they are deemed necessary by the principal and the teachers involved. Classroom homeroom lists will be posted the day of fall open house, about one week prior to the first day of class.

### Admission Policy

Children must be age three for preschool or age five for kindergarten on or before September 1<sup>st</sup>. Students will be admitted to Holy Name School according to the following criteria:

1. Catholics with older brothers and/or sisters currently enrolled at Holy Name
2. New Catholic families
3. Non-Catholic families with older brothers and/or sisters currently enrolled at Holy Name
4. New non-Catholic families

An appeals process will be made available to families who are refused admittance to Holy Name. (Diocesan/EACBE Policy #5111.1)

### Tuition Payments

Each year the HNCSC, in consultation with the Diocese of Marquette, sets the rate of tuition. The tuition rate is a set amount per family depending upon the number of students it is enrolling at Holy Name. Set tuition payment schedules and payment options are available through the school office. If parents are unable to meet their tuition commitment, they are to notify the school office to make arrangements. Such cooperation from parents will enable the school to meet its financial obligations. Scrip credit is also used to offset tuition fees.

All registration fees, tuition fees, lunch charges, library fines, book fees, Scrip fees, band and track transportation fees must be paid in full by the end of the school year. Students will not be allowed admission into Holy Name Catholic School the following school year if there remains an outstanding balance and **no arrangements have been made to rectify this**. Eighth grade students' outstanding bills must be satisfied prior to graduation.

### **Financial Assistance**

Catholic parents who support their parish but feel they cannot commit to the published tuition rates are encouraged to request financial assistance. Funds for this purpose are provided through the scholarship fund, tuition angel, and our special needs fund. **Requests for tuition assistance must be initiated at the time of registration prior to March 22, 2019.** Some local parishes also provide tuition assistance if families are in serious need. The Diocese of Marquette has some financial aide available also. A tuition assistance application form must be submitted to the school office and a copy of pages one and two of the family's income tax return is required. Families who receive tuition assistance are required to volunteer at the school for a minimum of ten hours. Assistance applications may be obtained from the office. For further information contact the principal.

### **Scholarship Fund**

The board of the Holy Name scholarship fund exists for the purpose of soliciting and investing monies gifted to the fund. The exclusive use of the interest income is for tuition assistance for Catholic families who desire a Catholic education for their child(ren), but are unable to meet current tuition costs. The principal and members of the scholarship committee of the school grant the funds. Board members represent each of the four parishes.

Criteria for receiving tuition assistance as set in the constitution and by-laws are:

Section 3: There are four requirements for families:

1. Current membership in an area participating parish
2. Financial need
3. Have shown a financial responsibility toward the school
4. Active in both their parish and school

Section 4: A formal application by the parents is necessary. The principal should ascertain the need through review of applications and the advice of the pastor. A copy of the family's income tax return (pages one and two) is required.

Section 5: The scholarship grants to be given each year would be as follows:

1. The amount for a scholarship grant per family will be left to the discretion of the principal. Families with children in full-day or half-day programs will be required to pay a minimum of 50% of total tuition, before any scholarship award or credits, if applicable.
2. The total scholarship grant will not exceed the accrued interest.
3. Each spring the Foundation will determine the amount available. Applications will be accepted at the time of registration.

### **Endowment Fund**

The endowment fund exists as an incorporated entity under the governance of the Bishop of Marquette. The board exists to oversee the investment of funds gifted to the endowment fund. The interest from such investments, by charter, is used exclusively for capital improvements. Board members represent each of the four parishes.

### **Scrip**

Scrip is a program of purchasing gift certificates at face value. The participating businesses give Holy Name a percentage of the total sale. This profit is used in our general fund to reduce the overall cost of running the school and to keep down tuition costs. Families will be required to earn \$200.00 scrip credit each year. After this, families can use scrip to reduce their tuition bill. For more detailed information on this program, visit our scrip office during the hours of 8:30 a.m. to 3:30 p.m., Monday through Friday during the school year. Scrip is also available at St. Anne Parish, All Saints Catholic Church, and St. Elizabeth Ann Seton Parish.

### **Home and School Association**

All parents of students attending Holy Name are members of the Home and School Association. The objectives of the organization are to:

1. foster a partnership between the parents, the school principal, and faculty
2. provide a forum of information sharing and communication among the principal, the faculty, and the parents
3. foster a spirit of community among the membership
4. support, through fund-raising, extra-curricular activities within the school and to purchase those items deemed necessary

### **Curriculum**

Holy Name follows curriculum guidelines provided by the Diocese of Marquette Office of Education. Our core knowledge consists of religion, reading, math, language arts, science, and social studies. We also offer Latin; music; physical education; art; technology; orchestra and band (grades 6-8). Our pre-school, readiness kindergarten, and kindergarten programs insure that our youngest Crusaders receive a great start in all areas as well as working on socialization skills.

### **Special Needs**

For students who have learning difficulties, the Delta-Schoolcraft Intermediate School District (DSISD) offers assistance in testing, speech therapy, occupational therapy, and counseling. Our Title I program assists students in kindergarten through grade four in the areas of reading, writing, math, science, and social studies. Our faculty and staff will accommodate special needs to the best of their abilities, if possible.

### **Treatment of Students with Temporary Disabilities**

Students must have a signed medical certification of disabilities. They will be excused from physical education class and re-scheduled into another activity if the disabilities are for a long period. They must have a signed medical certification to re-enter class after the disabilities have terminated.

### **Report Cards and Progress Reports**

Report cards are issued to students in all grades every nine weeks. Progress reports on students who are having difficulties are emailed or sent home to parents for upper grades. Lower grades will be sent home for all students about halfway through the nine weeks so that parents are kept aware of any student who is experiencing academic or behavioral difficulty. Both report cards and progress reports are used to determine extra-curricular and athletic eligibility. Middle school teachers may send home progress reports more frequently if a child is having difficulty in a subject or failing to complete assignments. Parents of students in grades three through eight will be able to view grades on the internet at [www.renweb1.renweb.com](http://www.renweb1.renweb.com). Teachers update the grades weekly and have sign-in information available for their families.

Parents are encouraged to contact their child's teacher(s) whenever they have a concern regarding grades or behavior.

### **Grading Scale**

Grades three through eight on report cards and progress reports are given in letter form. This is the percentage/letter equivalencies:

|        |    |       |    |       |     |
|--------|----|-------|----|-------|-----|
| 94-100 | A  | 79-81 | C+ | 70-72 | D+  |
| 91-93  | A- | 76-78 | C  | 67-69 | D   |
| 88-90  | B+ | 73-75 | C- | 64-66 | D-  |
| 85-87  | B  |       |    | 0-63  | U/F |
| 82-84  | B- |       |    |       |     |

Conduct refers to the student's cooperation, respect, and courtesy. Effort refers to neatness, preparation, participation, and study habits.

Grades pre-school through second use the following number codes for their areas of study:

1. Student is experiencing difficulty accomplishing tasks and/or using this skill. More time is needed for the student to develop this skill.
2. Beginning to develop. The student is being introduced to the skill and requires teacher assistance and guidance.
3. Developing. The student requires occasional teacher assistance and is progressing with some independence.
4. Independent. The student demonstrates an understanding of this skill.

### **Incomplete Work**

Students must make up any incomplete work due to illness or an unexpected reason within two days of the absence. If the work is not completed within this period, the student receives a 0%. Students not turning in work for reasons other than an excused absence, have one day to make up this work. When the work is turned in, the student will receive a 'droppable zero' if all other assignments are complete during that marking period. Middle school has only one droppable zero per class. If a student does not have any zeros (all assignments turned in complete and on time), he/she may drop the lowest grade. This does not apply to homework gathered in advance for absences such as trips, hockey tournaments, etc. Home work received in advance is due upon return to school.

If a student goes on a school sponsored activity, all make-up work is due the next school day.

### **Homework**

Homework is frequently necessary for successful mastery of curriculum content. Homework assignments may require parental supervision for neatness and accuracy. Teachers are available to help with homework from 2:30 p.m.- 3:00 p.m. The student is to do his or her own work. Homework assignments should carry the proper heading including J.M.J. (Jesus, Mary, Joseph) centered on the page; full name, date, class, and page number(s), right justified.

EXAMPLE:

J. M. J.

Joe Smith  
November 11, 2013  
Science 8C  
P. 123-124

### **Make-up Homework**

Homework requests for absent students must be called in by 9:00 a.m. to allow teachers enough time to gather materials and textbooks. Homework may be on the counter across from the office by 2:25 p.m. for parents/guardians to pick up. Homework for middle school students will be on a table in the middle school hall. If homework requests are not called in by 9:00 a.m., it is the student's responsibility to contact each teacher for missed assignments upon the student's return to school.

### **Assignment Books**

Students in grades three through eight are issued an assignment book at the beginning of the school year. It is the student's responsibility to fill out the pages with homework, test dates, and messages to parents from teachers and vice versa. Parents should check their children's assignment book daily to see that they are keeping up with assignments and to communicate with their children's teacher(s) between progress reports and report cards. Teachers will check the books to see that students are recording assignments and will sign the books indicating completion of assignments when requested by parents.

### **Honor Roll**

Academic honors are granted at each marking period to students in grades four through eight who receive all A's or all A's and B's. The students are honored at morning convocation. Seventh and eighth grade students have their names published in the local newspaper.

### **Parent - Teacher Conferences**

Conferences are scheduled after the end of the first marking period for all students. Preschool through first grade will have a second conference after the third marking period. Additional individual conferences may be initiated at any time by parents, teachers, and/or the principal. Parents are encouraged to keep in close contact with their child(ren)'s teacher throughout the year.

### **Promotion and Retention**

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Parents will be kept informed of their child's progress throughout the year. The school will keep documentation. Students who fail two or more 'core' subjects may be retained in the same grade for the coming school year. Parents will be notified by mid-April if there is a strong possibility of retention. Every effort will be made to assist students and parents if special help is needed. All requests for outside intervention must be processed through the child's teacher and/or the principal. The parents, as the primary educators of their children, have the final decision. Teachers in grades one through eight are available to give extra help to students from 2:30 p.m.- 3:00 p.m. each day unless otherwise scheduled for a meeting. Please let the teacher know a day ahead of time if your child needs help, and you need to make alternate after school pick-up plans.

### **Graduation Policy**

Students in the eighth grade will not be allowed to participate in graduation privileges and exercises at Holy Name Catholic School, if they:

1. have repeatedly refused to complete their work
2. are habitually truant from school
3. have for an average, incompletes or 'U's in several subject areas
4. have not paid in full: tuition, lunch fees, book fines, fundraising money, Scrip fee, band transportation fee, etc.

Efforts to correct the problem(s) must have been made during the first three marking periods. Parents of these students will be notified by letter in early spring if sufficient improvement has not been made and the student will not take part in the graduation ceremonies.

Caps and gowns are worn for eighth grade graduation. They will be worn the entire time graduates are in church and during the ceremony at school. Families purchase the caps and gowns.

For the graduation dance, girls need to wear dressy clothes, however strapless, open back or bare midriffs are not allowed. Halter-tops and spaghetti straps are allowed if a sweater, jacket, shawl, etc. is worn over the dress or top. Boys are to wear dress pants, collared shirt and tie, and dress shoes. Jeans are not allowed for either girls or boys.

Students are expected to stay in the room where the dance is held. There will be no leaving without the permission of the chaperones. If these rules are broken, the parents will be called and the student(s) will be asked to leave the dance immediately.

### **Standardized Tests**

We administer the ACRE test for religion. The AIMSweb Assessment Program which measures the students in math three times per year in grades K-8. The IOWA Test is also administered.

### **Textbooks**

All school-owned textbooks are required to be covered with a removable cover. All books are to be cared for by students as their private property. Replacement charges will be assessed for loss, unusual wear, or destruction.

### **Library / Media Center**

Students using the library are expected to use their time reading, studying, checking out books, or doing research. Computers are available in the media center for students' use. Students are to refrain from disturbing others. All materials leaving the media center must be checked out at the desk.

Books are expected to be returned promptly. Students will be notified at regular intervals of overdue books. If, at the end of the school year, overdue books have not been returned or have been lost, the book will have to be paid for. If/When the book is found, the fee will be returned. Fines must be paid before parents can receive the final report card for school year. Parent volunteers are always welcome in the library.

### **Christian Expectations / Code of Conduct**

Holy Name students are expected to show Christian consideration and concern for everyone in the school community, including fellow students, school personnel, and visitors. Courtesy, respect, and obedience are expected of all students at all times.

Middle school students will be required to do service projects as part of their educational experience at Holy Name.

The following general expectations apply to the entire student population of Holy Name Catholic School:

- Reverence of the Blessed Sacrament as you pass by the chapel
- Raise your hand and wait to be called upon

- Follow directions at all times
- Keep your hands, feet, and objects to yourself
- Walk in the classroom, halls, and lunchroom
- Be respectful to all people and property

Serious violations will be subject to appropriate disciplinary action. Serious violations include, but are not limited to, the following:

- Cheating (this will also result in a zero on the assignment)
- Possession of alcohol or a controlled substance
- Possession of cigarettes, chewing tobacco, cigar, or pipe
- Habitual use of vulgar or obscene language (written/oral/gestures)
- Sexual harassment (written/oral/gestures/social media)
- Possession of weapons of any kind
- Defiance of authority
- Intent to do bodily harm or threats, including bomb threats
- Theft or vandalism
- Habitual misbehavior
- Moral or sexual misconduct
- Other inappropriate conduct, whether inside or outside the school, that is detrimental to the reputation of the school

Any serious violation of the Holy Name Christian Expectations must be submitted in writing to the school principal for appropriate action (Diocesan Policy #5131CS). Holy Name Catholic School is a gun free/drug free school.

A complete copy of the school's Christian Expectations plan is available in the school general office. The school reserves the right to interpret rules and policies as individual situations and needs arise.

### **Conduct**

All Holy Name students shall conduct themselves as Christians living and studying in a Christian community. To help the students at Holy Name, appropriate discipline has been initiated on all levels. Behavior management plans and classroom rules are established to protect students' learning rights and teachers' teaching rights.

Rules are set up by the individual teacher, appropriate for each grade level (Diocesan Policy #5122CS and Rule # 5144CS). Specific rules and consequences (positive and negative) are sent home at the beginning of the school year and posted in each classroom.

Damage to school property, which is the result of carelessness or disorderly conduct, will be repaired at the expense of the student causing the damage. The student must always 'right the wrong.' The school is not responsible for offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school or hinders the advancement or the moral good of other students is sufficient cause for appropriate action at the discretion of the principal.

### **Sexual Harassment Policy**

Under State and Federal Law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students.

The diocesan policy is as follows:

A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.

B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II.

The policy definitions and procedures can be found in entirety on the internet at [www.dioceseofmarquette.org](http://www.dioceseofmarquette.org).

### **Suspension**

In reaching decisions on student suspension, consideration is given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

Parents shall be notified of a suspension. A student will never be asked to leave the school before parents have been contacted and they have granted permission for the student to proceed home.

Suspension, while investigation takes place, shall be limited to no more than three school days. Reasons for the suspension shall be in writing.

The duration of the punitive suspension shall be determined by the principal.

### **Expulsion**

Expulsion shall be defined as the permanent dismissal of a student from the school. Like suspension, it shall be enacted only as a last resort after all other means of motivation and correction have failed.

The school principal shall recommend expulsion only after having had a conference with the student's parents and pastor or HNCSC representative. The matter must then be taken to the HNCSC which shall determine the final decision. Parents and students may seek a review of the matter with the education council if they so desire (Diocesan Policy #5114.1).

### **Parental Rights**

Parents have the right to:

1. have their children receive an academically sound education
2. talk with school personnel and to have requests for meetings answered in a timely manner
3. receive fair hearings on concerns and grievances
4. have students supervised in a safe and appropriate manner
5. review their child(ren)'s records
6. participate in the life of the school

Cooperation and communication between parents and teachers is vital for the success of the children. Parents who have a concern should first bring the concern directly to the teacher. If a concern cannot be resolved successfully with the teacher, parents are invited to make an appointment with the principal.



Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Non-custodial Parental Rights**

Both parents have the right of access to a child's grades and information unless one parent produces a legal (court-certified) document to the contrary. The school will supply current grade information to the non-custodial parent upon receipt of a written request.

Changes in children's normal routine must be approved by the custodial parent/guardian. Children will not be dismissed from the school to the non-custodial parent without the written consent of the custodial parent/guardian.

### **Extracurricular Activities**

Participation in extracurricular activities is considered a privilege and provides an opportunity for an individual's physical and social development. This involvement also includes responsibilities which must be understood and accepted by participating students and parents. Academics come first! Extracurricular activities may include, but are not limited to athletics, cheerleading, performances, programs, and various competitions. The academic policy for eligibility in extracurricular activities is as follows:

1. For all students in grades 4 – 8 that are participating in athletic or club activities, academic eligibility checks will be made at the start of each season and every week thereafter.
2. An average of all class scores of 2.0 GPA or better is eligible. Numbers are not rounded up – 1.99 is ineligible. Exceptions could be made if all teachers and the administrator agree based on an individual student's education plan.
3. Students below the 2.0 GPA are ineligible for ALL competition (games, meets, etc) until the next grade check in one week. Students should still be attending practices and games in their uniform and sit on the bench with their team. If a student is able to bring his/her grades up to or above the 2.0 GPA average of all class scores in between grade checks, it is **THEIR** responsibility to show the athletic director or club advisor to determine if they can participate in the next game before the next official grade check.

Members of geography, spelling and religion bees are exempt from the policy. More details are in the athletic/club handbook.

A serious violation of the Holy Name code of conduct will result in a temporary suspension from extracurricular activities. Suspension from school for any length of time may result in permanent suspension from extracurricular activities.

### **Athletics**

Athletics are specifically covered in the athletic handbook. A parent meeting is held prior to the first athletic practices to review rules and regulations. The handbook is given to each family. Parents and students in grades five - eight must sign a compact prior to beginning practice agreeing to abide by the rules. Academics always come first. The athletic director and coaches work with the principal to ensure that student safety, well-being, and education are the prime concern. Students in seventh and eighth grades must have a current (after May 15 of current

school year) physical examination form on file with the athletic director before being allowed to participate in practices or competitions. Students in third, fourth, fifth and sixth grades are strongly encouraged to have current physicals.

Basic physicals are given to 7<sup>th</sup> and 8<sup>th</sup> graders for sports participation for the following school year. The cost is \$10.00 and is done in conjunction with the public schools. If a student cannot have the physical done at the scheduled time, he/she must have it completed privately.

### **Band and Orchestra**

Students in grades six, seven and eight may elect to take orchestra or band which is offered through the public school system. Students wishing to participate in band or orchestra must arrange for their own instrument. Instruments may be rented or purchased from Jim's Music, 1513 Ludington St., Escanaba. Families may also choose to obtain an instrument out of town or through personal contacts. Students must have their instrument ready for class by the end of the first full week of school. Holy Name owns a van and transports our students to the appropriate public school and back. If a student decides to drop band, parent must call Escanaba Area Public Schools to have student removed from their rolls. Also, a note will need to be sent to Holy Name Catholic School office, otherwise the student may still be transported to EAPS.

Once students begin band or orchestra at the beginning of the school year, they cannot drop the class until the end of a quarter; they must attend the all the sessions even if their instrument is not at school.

The band/orchestra instructor(s) will introduce fifth grade students to various instruments at the end of the school year. The director will work with parents and students to help determine which instrument is most appropriate. Any questions regarding the band or orchestra programs should be referred to the director.

### **Bicycles**

Bicycles must be parked in the racks provided at the 3<sup>rd</sup> Avenue South gym entryway, and **locked and chained** for the student's protection. Holy Name Catholic School will not be responsible for loss or damage to bicycles. Students who ride bicycles to school are expected to obey all traffic safety regulations.

### **Bus Service**

Holy Name Catholic School students use the Escanaba Area Public School's busses for transportation and must be five by September 1. Students may only ride their assigned buses unless they have a written note from a parent or guardian. If a proper written request is not received, the child will be sent home on his/her regular bus, except in emergencies. For more information on bus routes and rules, contact the transportation director at the Escanaba Area Public Schools bus garage at 786-4661.

### **Bus Conduct**

The safety of bus students is a basic concern, therefore, students and parents are asked to cooperate in the application of those regulations set by the Escanaba Area Public Schools regarding bus procedures and safety. Habitual misbehavior may result in the student losing the privilege of riding public school buses.

### **Traffic Regulations**

Vehicles are permitted to enter the school parking lot through the east entrance near the football field and exit through the west exit near the gym entrance. There is a designated pick-up/drop-off zone for vehicles near the gym entrance. This zone is not intended for parking, it is for brief stops to either pick up or drop off your child. If you would like to walk your child into school, please park your car in the parking lot to do so. This is the same for after school pickup. There is a no parking zone from our parking lot on the south side (school side) of 3<sup>rd</sup> Ave. South to the corner of 22<sup>nd</sup> Street.

All busses transporting Holy Name children will load and unload on South 22<sup>nd</sup> Street in the areas as designated by the director of transportation. Please do not park in front of school because this is a designated fire lane and bus-loading zone between the hours of 7:00 a.m. - 8:00 a.m., and 2:00 p.m. - 3:00 p.m. Please do not block the playground gate on South 22<sup>nd</sup> Street.

Parking is permitted on the west side of South 22<sup>nd</sup> Street across the street from the school; however, please do not park in front of our neighbor's driveways. Parking on east side of 22<sup>nd</sup> Street (front of school) is permitted between the hours of 9:00 a.m. and 3:00 p.m.

**Students and parents may not walk between parked or moving buses. This can be very dangerous.**

### **Morning Procedures**

Students in first through eighth grades who come to school prior to 6:50 a.m. must report to the multi-purpose room where they are supervised beginning at 7:00 a.m.

1. Students must be seated. The altar, stage, and kitchen are off-limits.
2. Indoor voices need to be used at all times.
3. Students may leave only with the permission of the supervising teacher.
4. Students may play or socialize quietly at the table. Throwing objects, balls, or toys is not permitted.
5. No cell phones or tablets may be used.

### **Tardiness**

Students are considered tardy if they are not in the classroom when the bell rings at 7:40 a.m. or at the beginning of any class period during the day. They must obtain a tardy slip before going to their homeroom. Frequent unexcused tardiness will be cause for discipline.

**Excused Tardiness:** An excused tardy will result in the student being allowed to make up the missed work for credit. The parent/guardian must call or email the office, or send a signed note with the student in case of tardiness. Just because the office is notified of the tardy does not necessarily mean the tardy is excused. An example of an excused tardy would be a doctor's appointment, bad weather, transportation breaking down, sickness, anything that is prearranged with the school, or **unusual circumstances out of control of the student and/or parent/guardian**—at the discretion of the principal.

**Unexcused Tardiness:** An unexcused tardy will result in the student having to make up missed work, but not receive credit for it. An example of an unexcused tardy would be over-sleeping, lingering in the hallway, being detained for disciplinary reasons, or any other circumstances under control of the student or parent/guardian.

**Consequences:** Morning tardiness and in between class tardiness will fall under a level one consequence in the code of conduct.

### **Absences: Excused & Unexcused**

Excused absence means that the school recognizes the reason for the absence as being necessary and legitimate, and a parent/guardian calls or emails the school office by 9:00 a.m. of the day of absence. The student may make up work which was missed during the absence and will receive credit. When calling, please give your name, the name of the student, his or her homeroom, and the reason for the absence. Unreported absentees will be verified by a phone call home or place of work, or by email and the absence will be considered unexcused.

Unexcused absence means that the school does not recognize the reason for the absence as being necessary or legitimate, such as truancy, or school was not notified by a parent/guardian of the absence by 9:00 a.m. on that day. The student receives no credit for the day's work. If any student misses more than half of the class time, morning, or afternoon, due to illness, early dismissal, or dentist/doctor appointment, they will be considered absent even if they are excused. The principal may make exceptions to this regulation.

A pattern of frequent absences may be reported to the school's liaison truancy officer for further action. All children must, upon returning to school, bring a written note signed by a parent or guardian stating the reason for the absence and the date(s) upon which the absences occurred. The note is to be given to the homeroom teacher who will keep it on file as verification for allowing make-up schoolwork.

### **Lunch Period Conduct**

The usual standards of courtesy and good manners are to be followed in the cafeteria.

1. Use good table manners. No throwing or playing with food.
2. Clean the area where you have eaten: table, chair, and floor. Food stays in the lunchroom.
3. Talk quietly.
4. Walk at all times.
5. Be respectful to the monitors.
6. No electronic devices or cell phones are to be used at this time.

### **Lunch Period Procedures**

Hot lunch/breakfast money, in an envelope with the student's name clearly written on it, may be turned in to the office or homeroom teacher. Hot lunch is currently \$2.90 per day for students including milk. Extra milk is \$.25 per carton. Breakfast is \$1.80 per day for students. Breakfast is served to students from 7:00 a.m. – 7:45 a.m. in the multi-purpose room. Payment for school lunch and breakfast may be turned given to teachers or the office; the payment needs to be in an envelope and clearly marked with the student's name and amount included.

Lunch is tracked through the website [www.renweb1.renweb.com](http://www.renweb1.renweb.com). The system will accept the code once per meal per day so students cannot use another's number. Each student's name is in the system and one statement per family will be sent home regularly.

A hot lunch calendar is emailed to families at the end of the month. Holy Name receives Federal funds toward our lunch program. Because of our receiving these funds, food from restaurants cannot be brought into the school and served during lunchtime to students. Also, if a child chooses to not have our school hot lunch and they bring lunch from home, those lunches will

not be warmed in the microwave. The only exception is if we have been provided with documented dietary reasons for not eating our lunches or for religious beliefs.

Meal prayers are said in the homeroom prior to going to “the Multi” to eat. Eating must be confined to the cafeteria during lunch periods. Gum chewing is not allowed in school or on the playground; unless a special exception has been made by the teacher or principal.

Our lunch schedule: Pre School, 10:30-11:00; kindergarten, 10:00-10:30; grades one through three, 10:15 -10:35; grades fourth and fifth ,10:50-11:10. Middle school, 11:10–11:30. Exceptions may be for students involved with band and orchestra.

### **Recess and Playground**

Students are expected to go outside for recess on a daily basis and should come to school dressed for the weather (snow pants, mittens, boots, hats, etc.). Students must have a written excuse to stay in for recess. Acceptable excuses are for medical reasons i.e. sprained ankle. If a student is too sick go out for recess, he/she is too sick to be in school. In case of severe weather, students will have indoor recess in the gym or study hall in the multi-purpose room.

Students are supervised on the playground or in the gym during recess periods by lunch monitors, faculty, and/or the principal. Courtesy, respect, and safety are expected at all times. Students are prohibited from playing contact sports such as tackle football and king-of-the-mountain. Skateboards, roller skates, and roller blades are not permitted on school grounds.

### **Leaving School Grounds during School Hours**

Students are not allowed to leave the school grounds during the school day without written permission. Written requests for early dismissals for doctor or dental appointments, which should be made only if another time cannot possibly be arranged, are made to the homeroom teacher. All other written requests for early dismissal are made to the school office. Those who leave without permission will be considered truant. Students leaving the school grounds during school hours must have a parent/guardian sign a dismissal form in the school office before leaving.

**Parents are never to take children directly from the playground at any time.**

### **Dismissal**

Dismissal for full-day students in grades kindergarten through 8th is at 2:20 p.m. Preschool and readiness kindergarten is at 2:30 p.m. Those walking home or being picked up are dismissed through the gym entrance to the school parking lot. Bus students are dismissed through the main entryway on South 22<sup>nd</sup> Street. Dismissal for half-day preschool is approximately 10:30 a.m.

All children are expected to be out of the school building within ten minutes of dismissal unless they are under direct supervision of a teacher or coach, involved in a school-sponsored event or with a parent. If the children are waiting for a ride home, they must wait quietly in the office.

Children will not be allowed to change their normal daily school routine without written permission from a parent or guardian. Students who attend after-school activities on a regular basis such as Boy Scouts, sports practices, tutoring, music lessons, etc. will only need one signed note for the year. Last-minute changes of routine will not be permitted without written

permission from the parent or guardian of the child, except in the case of an emergency. Students will be sent home by their regular means of transportation.

### **Bad Weather**

In case of bad weather, school closings will be announced on the phone app Remind101, also on local radio stations, TV-6, and the school's Facebook page. Whenever Escanaba Public Schools are closed due to bad weather, Holy Name is closed too. Emergency closings that occur during the school day will also be announced over the local radio stations. Children will not be dismissed from school unless we are sure there is someone available to care for them.

### **Dress Code**

Students in first through eighth grades wear uniforms. Preschool, readiness kindergarten and kindergarten students do not wear uniforms. Uniform suppliers are French Toast Official School Wear; J.C. Penney Catalog Company and Lands' End School.

#### **Boys:**

Grades 1-5

- White or hunter/forest green, plain polo shirt, long or short sleeves – no logos or designs
- Navy blue corduroy or twill slacks - no cargo pants
- Navy blue "walking" uniform shorts (to come approx. 2" above the knee)
- White (plain) or navy socks – must match. No logos or designs
- Navy or white sweater. No other sweater, sweatshirt, jacket, or hoodie can be worn during school.
- Footwear is at the discretion of parents – no open toe shoes for safety reasons

#### **Girls:**

Grades 1-5

- Belair plaid, split front jumper. Must be no more than two inches above the knee
- White collar blouse, long or short sleeves – no logos or designs
- White or hunter/forest green, plain polo shirt, long or short sleeves – no logos or designs
- Navy blue corduroy or twill slacks, or capris, pleated or flat front; no cargo style. May not be worn under skirt.
- Navy blue 'walking' (Bermuda style) uniform shorts. Must be two inches above the knee
- Navy blue skorts, pleated or flat front; no cargo style. Must be two inches above the knee
- White or navy socks, knee-highs, or tights; must match - no logos or designs
- Navy or white sweater. No other sweater, sweatshirt, jacket, or hoodie can be worn during school.
- Footwear is at the discretion of parents - no open toe shoes for safety reasons

## Middle School 6<sup>th</sup> – 8<sup>th</sup> Grades

### Girls

- **Skirts:** Only the khaki A-line Ponte skirt from Land's End may be worn  
Skirt must be to the knee Item #442570-BPO  
ONLY tights may be worn under the skirt (no leggings)
- **Tops:** White or navy collared & buttoned shirt  
It can be long or short sleeve  
It can be a blouse or a polo  
Undergarments cannot be seen through the shirt  
White undershirts are acceptable  
No logos or designs on shirt or undershirt can be visible  
No colored undershirts  
Collars must be turned down  
Shirts must be buttoned & tucked in
- **Sweaters:** Navy pull-over or waist length cardigan sweater w/ long sleeves  
No ribbing  
No zippers or buttons  
No logos
- **Bottoms:** Khaki pants or khaki capris  
No shorts  
No cargo pants or baggy pants  
No skinny jean type or form fitting pants (ie. Straight leg)  
May not be worn under skirt  
Must be twill, flat or pleated front is acceptable  
The waistband of the pants or capris must come to the student's hipbones
- **Socks or tights:** White, khaki, black or navy socks or tights (knee high socks allowed)  
No designs or logos  
Socks must match  
White or nude tights may be worn under skirt. NO leggings
- **Footwear:** is at the discretion of the parents. However, no open toe shoes for safety reasons – this includes flip-flops and sandals.
- **Belts:** black, tan, khaki or brown belts are acceptable and required if needed.
- **Headwear:** No hats may be worn in building (this includes scarves, handkerchiefs and hoods)
- **Girls' green Tie:** supplied by Holy Name is to be worn on Mass days & can be worn other days
- **Blazer:** Navy blazers at parents' discretion may be worn (no logos, slogans or designs)
- **Mass days:** white button up blouse with lady's green tie and khaki skirt or slacks

**Any student who is not within the dress code will have a Level 1 consequence.**

## Boys

- **Shirts:** White or navy collared & buttoned shirt
  - It can be long or short sleeve
  - It can be a dress shirt or a polo
  - White undershirts are acceptable
  - No logos or designs on shirt or undershirt can be visible
  - No colored undershirts
  - Collars must be turned down
  - Shirts must be buttoned & tucked in
- **Sweaters:** Navy sweater vest with long sleeve white button-down shirt or navy v-neck pull-over sweater
  - No ribbing
  - No zippers or buttons
  - No logos
- **Pants:** Khaki pants
  - Shorts to the knees
  - No cargo pants or shorts and no baggy pants or shorts
  - No skinny pants
  - Must be twill, flat or pleated front is acceptable
  - The waistband of the pants must come to the student's hipbones
- **Socks:** White, khaki, black or navy socks
  - No designs or logos
  - Socks must match
- **Dress jacket:** navy dress coats are an option for daily wear
  - No logos or designs or slogans
- **Footwear:** is at the discretion of the parents. However, no open toe shoes for safety reasons – this includes flip-flops or sandals.
- **Belts:** black, tan, khaki or brown belts are acceptable and required if needed.
- **Headwear:** No hats may be worn in building (this includes scarves, handkerchiefs and hoods)
- **Tie:** Holy Name tie is to be worn on Mass days & can be worn other days
- **Mass days:** button up white collared shirt with Holy Name tie

**Any student who is not within the dress code will have a Level 1 consequence.**



## **Gym Class and Sporting Practice Dress Code**

- T-shirts must be worn intact and cannot have cut off sleeves etc.
- Shorts must be to at least two (2) inches above the knee
- No athletic wear can have inappropriate language or pictures
- Gym shoes must be worn

Students outside of these guidelines will not be able to participate in gym or sports practice until it is rectified.

## **Non-Uniform Days (N.U.T. days)**

- Clothing must not be any more revealing than the uniform
- No logos across the bottom of pants, sweats etc.
- Skirts, dresses or shorts must come to at least the top of the knee
- Leggings, straight leg & skinny jeans/pants are only acceptable if worn under a skirt, dress and comes to the top of the knee
- No pajamas may be worn
- No undergarments may be shown
- Torn clothing is not acceptable
- No midriff showing or spaghetti straps
- No inappropriate pictures or slogans
- On special theme days, (patriotic day, Yooper day, green & white etc) students are to either participate in the theme or wear their uniforms
- On “the shirt” day, students can either wear the uniform or the current shirt of the year with jeans or pants EXCEPT on Mass days where it is jeans or uniform pants only. (same rules apply regarding length, logos and tears)
- On special trips where swimming is involved (including retreats and the 8<sup>th</sup> grade class trip), swim wear must be one-piece for girls and full swim trunks for boys. Swim shirts over a two-piece or tankinis for girls is acceptable.

## **Non-uniform Days**

Non-uniform days are held periodically throughout the school year. Clothing worn for dress-up days (shirt, pants, skirt, dress, dressy jeans, sweatshirts, etc.) must be at least as “dressy” as the uniform, and no more revealing. On spirit days, students are expected to wear the school colors (green and white) or Holy Name logo clothing. About once a month is wear “the Shirt” day when students, faculty, and staff wear the current school T-shirt with jeans, casual pants or uniform pants. On special theme days (pajama day, patriotic day, etc.) students are to participate in the day’s theme or wear their uniforms.

Skinny jeans, yoga pants and leggings are not acceptable wear. However, IF they are worn, the shirt/top/dress/etc. must be no more than two inches above the knee and must cover the front and back. Students are not allowed to wear the following on non-uniform days: torn clothing, short skirts or shorts (must be at least to the knee), t-shirts with inappropriate slogans, shirts with midriff showing or spaghetti straps, slogans across the butt of pants / sweatpants / shorts.

### **Phone Usage**

Students are not allowed to use the phone in the office or their classroom except in case of emergency or for disciplinary reasons. Exceptions may be made by the teacher or principal. Plans for after-school activities must be made in advance. Students may not use the phones to order lunch.

Please leave phone messages for your children only when it is absolutely necessary. The message must be at school prior to 1:00 p.m. for full-day preschool through eighth grade; or 10:15 a.m. for half-day preschool to ensure that your child will receive it before dismissal.

**Phone messages after these times may not get to your child. Phone calls are not sent to the classrooms during instructional times.** Students are not allowed to carry cell phones, pagers, I-pods, MP3 players, or other listening devices during the school day. These interfere with the learning and teaching process for many students and teachers.

### **Parent Contact**

Parents who plan to be away from home are asked to notify the school in writing of the name and telephone number(s) of adults who will be responsible for their children.

Parents should also notify the school if there have been any life-altering changes in a student's home life. Students often react in different ways to the loss of a pet, severe illness of a parent, parents' divorce, family member moving, etc. Having this knowledge helps our teachers and staff deal effectively with children.

### **Change of Address or Phone Number**

Any change of address or telephone number must be submitted promptly to the school office. We must be able to contact you in case of an emergency.

### **Transfers**

Sufficient notice should be given to the school office and student's homeroom teacher if he/she transfers from Holy Name School. All records are sent by mail directly to the new school upon receipt of a written records request from the proper school authorities with the signature of the parent or guardian. Records for Escanaba Area High School and Gladstone High School for our graduating eighth grade students are hand-delivered to the proper authorities prior to the beginning of their freshman year. No records request is necessary.

Any transfer, tuition is prorated according to the number of days in attendance at Holy Name Catholic School minus an administrative fee depending on how far into the school year has passed.

### **Calendar, Bulletins and Announcements**

A school calendar is provided to each family at the beginning of the school year. Most announcements are made during morning convocation. Teachers send weekly newsletters of school activities home on Friday concerning classroom activities. A "Friday Focus" from the principal is emailed each week highlighting the upcoming week's events. Other important information will either be emailed, text message by Remind101, or sent home with the oldest or most reliable child in the family. Tuition statements are usually sent via email from F.A.C.T.S. Management. Any student or parent wishing to submit an announcement must first have it authorized by the principal. The school's website, [www.holynamecrusaders.com](http://www.holynamecrusaders.com), or Facebook may also be used to find information.

### **Birthdays**

Parents are welcome to celebrate their children's birthdays with treats to share with the entire class. The teacher needs to be asked ahead of time when he/she would like treats brought.

If children's birthday parties are planned for outside of school, invitations need to be through the mail unless all students (or all girls or all boys) in the class are invited. We expect parents set the example of caring about the feelings of others. Holy Name personnel cannot give out personal information about its students including addresses and phone numbers.

### **Medicine**

The office needs to be notified of any condition requiring medications and a medical release form needs to be filled out and signed by parent or legal guardian. Medicines must be brought to school in their **original container by the parent or guardian**. Students are not allowed to carry controlled substances on the school bus. The school may not supply pain relievers or any other medications so parents must supply over-the-counter medications, too. All student medications are kept in the school safe and are dispensed by designated school personnel.

### **Communicable Disease**

Holy Name Catholic School will follow the recommended guidelines from the Michigan Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

If, at any time, a child is exposed to a contagious disease or parasite, the parent will be notified. All parents are requested to follow simple precautionary rules for the benefit of all our children. Children should not be sent to school if parents think they have been exposed to a contagious disease; the doctor should be called, then the school. Children home should be kept home if there is any doubt.

### **Immunizations/Health**

State law requires that each student must have current immunizations or a signed waiver on file when the student begins school. If a family has a waiver on file, a new waiver will need to be signed every school year. **Noncompliance is reason for exclusion from school**. Preschool students must submit proof of immunizations prior to the start of school. The State of Michigan requires parents wishing to sign immunization waivers obtain one from their local health department; Holy Name does not have waivers available.

Hearing and vision screening is done on a regular rotating basis for all students. Recommendations for follow-up are sent home to parents.

### **Lockers**

Lockers are the property of Holy Name Catholic School and are provided for the convenience of the students. Students are assigned lockers by their homeroom teacher. Students should not allow waste paper or articles of food to collect in their locker. The outside of the lockers should not be marred in any way. Lockers should be cleaned weekly and gym/athletic clothes brought home for laundering.

No personal locks may be used on the hall lockers. Valuables should never be kept in lockers. Money may be kept in the school office or safe until the end of the day. Large sums of money should not be carried by students. Students are never to tamper with another student's locker. If students discover something missing from their lockers, they need to notify their homeroom teacher immediately.

Gym lockers may be shared. Students must provide their own combination lock or key lock and give the combination/key to the athletic director. Students are cautioned to keep their gym locker locked so that expensive shoes and other items do not 'disappear.' We recommend that gym lockers be cleaned and clothes taken home and washed weekly.

### **Damaged Furniture and Equipment**

Students and teachers are responsible for the furniture and equipment in the school. Repairs to school property because of abuse will be made at the expense of the individual who has caused the damage.

### **Assemblies**

Throughout the year there are occasions when students assemble in the gym or multi-purpose room for speeches, demonstrations, concerts, pep rallies, and other events. Students will report to the assembly directly from the class preceding the assembly. The teacher will accompany the class to the assembly and direct them to the proper seating. Courteous attention is given to the speaker or performers. Booming is never acceptable behavior. At the end of the assembly the students are to show proper appreciation and then wait to be dismissed.

### **Field Trips**

Field trips are at the discretion of the principal. On any field trip there must be adequate supervision. Students must have written permission for each field trip. If a student does not have signed permission, he/she will stay at Holy Name under the supervision of school personnel. Students ride to and from the trip with the same driver. Students may ride only with drivers who have filled out driver information forms including insurance coverage, and have been VIRTUS trained. Students must be buckled in seat belts at all times while in the vehicle. Students under age thirteen may not ride in the front seat of a vehicle with passenger-side air bags. Younger children will be in approved car seats as required by law.

### **Vacations Outside of the School Calendar**

Taking students out of school for vacations is discouraged. Students miss much valuable classroom discussion and review. Teachers are not required to supply schoolwork to students who are taken out of school for vacation. If teachers do have assignments available, they may give these to the student upon written parental request. Make-up work is the responsibility of the student. It is the students' and parents' responsibility to request make-up work upon return from vacation and have it given to the teachers in accordance with the "Incomplete Work" paragraph printed in this handbook. Tuition reimbursement is not given for missed days.

### **Pet Visits and Classroom Pets**

All pets, whether classroom or visiting, must be up-to-date on shots and parasite free. Pets must be on a leash, caged, or otherwise under control. Parents/guardians need to consult with the classroom teacher before bringing any animal into school. We have many students with allergies and/or fears. Blessing of the pets is held each October near the Feast Day of St. Francis of Assisi. Families are encouraged to bring their pets to school for this outdoor blessing ceremony, but the pets must remain outside.

## **Dances**

Holy Name Catholic School may sponsor a dance:

1. Permission to hold a dance must be obtained from the principal before each dance.
2. The names of the sponsoring teacher and chaperones, as well as the clean-up committee must be provided to the office in advance.
3. If custodial staff is required, the sponsoring organization must request staff through the office and pay the costs of this service.
4. Dances are for Holy Name students only unless arranged as a special open invitation by the principal.
5. Students are to wear what is acceptable for a dress-up day. This means inappropriate slogans, shirts that show the midriff or spaghetti straps will not be allowed. Slogans across the butt of pants or shorts will not be allowed. Shorts and skirts must be mid-thigh.
6. Students are expected to stay in the room where the dance is held. There will be no leaving without permission of the chaperones. If these rules are broken, the parents/guardians will be called and the student(s) will be asked to leave the dance immediately.
7. Students from visiting schools are invited with permission of the principal. They are required to fill-out a permission form and return it before entering the dance. The same dress code and other guidelines apply to visiting students, too. Visiting students must be in sixth, seventh or eighth grade.

## **Fire Drill Procedures**

Fire drills will be held regularly with appropriate exits assigned for each class. Exits are clearly marked and escape routes posted in each classroom. Students are to leave the building in an orderly, quiet manner by the nearest exit. Windows and doors are to be shut and lights turned off upon leaving the classroom. Teachers take attendance as soon as the students are safely away from the building. Students are to remain outside with their teacher until signaled to return to the building. All adults in the building follow the same procedure. From time-to-time, an exit may be blocked to practice an alternate escape route.

## **Severe Weather Drill Procedures**

Severe weather drills are held during the school year. The signal for a severe weather drill is a continuous ringing of the school bell or the special 'ambulance' beeping on our P.A. system. Students leave the classroom and go to the nearest area without windows. The classroom door is shut if it is a tornado emergency. In the elementary wing, students and teachers go by their locker, squat facing the locker with their heads down, and covered with their hands. Students remain in this position until the all-clear signal. Students in readiness kindergarten and pre-school will move up the hallway until they are away from the end hall window. Students in the middle school wing follow the same procedure or go into the gymnasium against the west or east wall. All volunteers and adults in the building follow the same procedure.

## **Emergency Response Plan Drills**

Three times per year, Holy Name School holds an emergency response plan drill to familiarize students with the proper procedures in case of a bomb threat, harmful person in the building, or other out-of-the-ordinary event. Personnel are alerted through the P.A. system and proceed with the proper emergency plan until given the all clear signal.

### **Lost and Found**

The school office is designated as the lost and found department. Small lost articles may be claimed there. Large items are placed in a container in the main hallway for students and parents to claim. Please check this frequently.

### **Visitors**

Visitors are always welcome at Holy Name Catholic School and we ask that upon entering the school, visitors report to the general office in the 200 wing off South 22<sup>nd</sup> Street. Students should always show friendliness and courtesy to visitors in the building. They should offer to be of assistance whenever a visitor is in the school. Students should courteously respond to a visitor who enters the classroom. Students should never leave the building with a visitor without written permission and being signed-out in the office.

### **Reporting Child Abuse and/or Neglect**

The staff is required by law to immediately report any known or suspected child abuse to the Michigan Department of Human Services or law enforcement agency.

### **VIRTUS (Protecting God's Children)**

The Diocese of Marquette requires everyone who has contact with young people in our Catholic schools or parishes to go through the VIRTUS sexual abuse awareness training. This includes volunteering in the classrooms, driving for field trips, working in our kitchen or library, coaching, chaperoning, etc. The background check and training do not cost anything other than time. Check with the school office to find out the dates and times of VIRTUS training or on the web at [www.virtusonline.org](http://www.virtusonline.org). Volunteers also need to complete the background information on line at the same website.

### **No Smoking Policy**

It is law that smoking is not allowed on school property so smoking is not allowed on Holy Name Catholic School grounds or property. This includes outside the gym doors during athletic events, the parking lot, and the football field. Smoking is not allowed by volunteers or chaperones on school sponsored field trips. We are trying to set a good example for our students by modeling correct behavior. We ask that all adults and visitors abide by this rule.

### **Use of the School Building**

The two primary uses of Holy Name Catholic School are for spiritual and educational purposes. We do, however, lend our building to approved groups for use as a meeting site or for athletic practices. There is a use fee to cover the cost of lights, heat, and maintenance. Use of the building is scheduled through the general office and the athletic director. All activities must be planned and scheduled on the master calendar to avoid conflicts in use. Organizations renting our facilities must provide proof of liability insurance listing Holy Name Catholic School. Keys for the building are picked up and returned to the general office. **Duplication or retention of any key without proper authorization will result in that group being denied use of the building.** Every group using the building is responsible for security and maintenance (including lights). Areas of no admittance include the boiler room and administrative offices. Signs and/or posters may not be hung in the school without permission of the principal.

### **Handbook**

This handbook is reviewed and updated annually. It provides information of a general nature. Special handbooks are available for pre-school, readiness kindergarten, and kindergarten, along with the athletic programs. Comments and/or suggestions for improvements to these handbooks can be made to the principal. Thank you.

## **MIDDLE SCHOOL SECTION**

### **Middle School Curriculum**

Our school also teaches and incorporates Catholic morality and virtuous living into all aspects of the school day and all subjects.

#### **Catholic Faith Class**

The religious education of children involves the teaching of doctrine (cognitive), the modeling of Christian attitudes (affective), and the imparting of values (behavioral). All three of these areas integrate and influence each other. Religious education programs for students offer experiences of faith, sharing, worship through liturgy and prayer, opportunities to be of service and formal instruction within the context of Christian community. Our Catholic faith education is based off the Diocese of Marquette curriculum. The curriculum used is Theology of the Body (TOB).

|          |   |
|----------|---|
| Sixth:   | Following Christ, TOB, Ch. 1-3                        |
| Seventh: | The Life of Grace, TOB, Ch. 1-6, puberty lesson       |
| Eighth:  | Our Life in the Church, TOB, Ch 1-8, sensitive topics |

#### **Reading/Language Arts**

A holistic approach to language development provides students with an understanding of language functions, and integrates the various elements of communications with all the disciplines. The Holy Name Catholic School language arts curriculum fosters an appreciation of the beauty of the English language. The curriculum encompasses the cultural, experiential, and religious forces that have shaped and changed our language.

Goals for grade 6-8 students:

- become oral communicators
- become good listeners
- use efficient, purposeful, and expressive writing
- use correct written and oral grammar
- use a variety of media for reference, research, and presentation
- become strategic, independent readers

#### **Mathematics**

We strive to meet the needs of all students in the area of mathematics education and to develop the strategies necessary to solve problems for decision making in personal living. As a prerequisite for a better understanding of today's technological society, the mathematics curriculum includes the appropriate use of calculators and computers. It provides the background for a variety of educational and vocational options and opportunities.

Goals for grade 6-8 students:

- Understand the structure of and relationship of number systems and operations
- Know measurement and applications
- Understand geometric concepts
- Learn and understand algebraic concepts
- Understand problem solving strategies

#### **Health**

Holy Name offers freshman credit for 1 semester of high school health taught in 8<sup>th</sup> grade. This curriculum centers on the three areas of health: physical, mental and emotional, and social. Students will take a final comprehensive exam at the end of the semester and must achieve a C+ or better for high school credit.

### Social Studies

The goal of the social studies curriculum is to develop concerned, educated Christian citizens. Educators aim to empower students with vision, values, attitudes, and skills to become reasonable and active participants in the world. The challenge is to develop students who will be proactive as stewards, peacemakers, and reconcilers. Both 7<sup>th</sup> and 8<sup>th</sup> grades use the Catholic Schools Ignatius textbooks.

Social studies areas of concentration and goals by grade:

| 6 <sup>th</sup> Grade   | 7 <sup>th</sup> Grade                 | 8 <sup>th</sup> Grade  |
|---|---------------------------------------|--|
| Ancient civilizations to 1500's<br>Geography skills<br>Western hemisphere | Eastern hemisphere<br>World geography | U.S. history to 1865<br>American government<br>Economic concepts & interrelations<br>Citizenship |

### Science

The science curriculum is permeated with the vision of our Catholic faith while meeting the Diocese of Marquette standards with higher expectations. The program creates a love and respect for the natural world while leading toward stewardship, ultimate respect and the love for our Creator. The goal of these skills is an appreciation of the totality of God's universe.

The curriculum centers on the development and growth of each individual as a whole person. It emphasizes moral and ethical decision-making; meeting physical and emotional needs; developing social and cultural guidelines; and continual growth in intellectual perception. The program includes the development of scientific knowledge and skills experienced in the laboratory and the classroom.

|                         | 6 <sup>th</sup> Grade                                 | 7 <sup>th</sup> grade   | 8 <sup>th</sup> grade   |
|-------------------------|---|---|---|
| <b>Earth Science</b>    | Inside the Restless Earth<br>Earth's Changing Surface | Water on Earth<br>Weather and Climate                               | Elective  |
| <b>Life Science</b>     | Environment<br>Resources<br>Animals                   | Characteristics of<br>Living Things<br>Heredity                     | Animals   |
| <b>Physical Science</b> | States of Matter<br>Energy                            | Introduction to Matter<br>Intro to Periodic Table<br>Forms of Waves | Interactions of Matter<br>Chemistry<br>Force, Motion, Energy        |
| <b>Dissection</b>       | Crayfish<br>Grasshopper<br>Sheep eye                  | Starfish<br>Leopard Frog  | Squid<br>Pig<br>Sheep heart   |
| <b>Science Fair</b>     | Project<br>Experiment<br>Board<br>Presentation        | Project<br>Experiment<br>Board<br>Presentation<br>Scientific Report | Project<br>Experiment<br>Board<br>Presentation<br>Scientific Report |



## **Computer Technology**

Computers in the educational process are available to all students and extend to all grade levels. The computer is a tool to aid and enhance higher levels of thinking. Teachers facilitate learning by integrating the computer in curricular areas. Students have the opportunity to become active learners. Creativity, initiative, and problem solving are especially encouraged by using computers.

Ethical issues related to computer use are integral to the curriculum. Christian values and attitudes appropriate to the use of computers emphasize that advanced technology is the result of human ingenuity and creativity

## **Physical Education**

Physical education is an integral part of the total education program. Movement experiences which focus on improving physical fitness and developing physical skills will help students maximize their potential, not only during their formative years, but also throughout their lifetime.

Participation in physical activities contributes to the development of self-confidence, cognitive skills, social skills, and an appreciation of God's gift of life and movement. A comprehensive physical education program contributes to the total development of the Christian person.

Goals for grades 6-8 include:

- psychomotor activities
- flexibility and agility
- physical fitness
- positive attitudes and behaviors

## **Instrumental Music**

Music is an integral part of a student's surroundings and is an essential component of Catholic school education. Exploring the special relationship of music to the arts and related disciplines enriches the educational process. A student's self-concept and self-expression is developed through positive secular and religious musical experiences. Band and orchestra are offered through the Escanaba Middle School. Students are transported to the school and back to Holy Name via Holy Name's van.

## **Art Program**

The art program is a balanced curriculum centered in four areas: art production, aesthetics, art criticism, and art history. The curriculum treats art as a subject for study yet allows for the joy of creativity. The goal for art education is to emphasize the elements and principals of design; and the application of skills, techniques, and processes in art production.

Our art program strives for the following:

- Conceptual understanding is developed through sequential art experience.
- Creativity is encouraged and developed.
- Students receive instruction in art history, criticism, and appreciation.
- Aesthetic values are stressed as a basis for making artistic choices.
- Pride and self-confidence are fostered through artisanship and the creative process.

## **Mentoring Program – Information for parents**

The education of a person is not simply or exclusively the teaching of a series of facts and numbers—that’s only a limited part of what an education entails. The education of a person in its deepest sense is how he knows himself and the world around him; how he grows in virtue; and how he, ultimately, reaches his full potential. In the full sense of the word education, it is obvious that the role of parents is crucial, and the role of the mentor, although important, only secondary.

The mentor’s secondary role complements the parents’ own because the mentor gets to know the students in a different context: the school environment. There the mentor sees his/her mentee interact with his peers and with his teachers. He will see the student in class and on the playing fields. The mentor also will have regular conversations with the mentee. These conversations give the mentor a great opportunity to know his mentee well. “What are his/her talents? What are his/her shortcomings? What motivates him/her and discourages?”

The purpose of mentoring at Holy Name Catholic School is for middle school students to feel **heard** and **supported** and to hopefully for staff to have a finger on the pulse of what the general morale of this age group and how we can support them if needed. The conversation between the mentor and the student will have a relaxed tone—an exchange among friends.

Middle school mentors will include: homeroom teachers (Mrs. Bernson, Mrs. Prey and Mrs. Fox), school staff (Mr. Barron, Mr. Carlson, Mr. Chouinard, Mrs. Nagy and Mrs. Pangborn). Mentors and students will remain paired up for the entirety of the school year.

The time commitment would be approximately 10-15 minutes per student per meeting. Intentional and scheduled meetings would take place three times during the school year; however, mentors are encouraged to touch base with their mentee several times throughout the year. Meetings will take place around the school building.

- What is mentoring?
  - Student driven agenda
  - Relationship based
  - Casual atmosphere
  - Strength focused
  - Not punitive
  - Not counseling
  - Time for self-reflection for students
  - Time for support and encouragement from staff in the areas of: intellectual, moral, physical, and spiritual development
  
- Topics students can discuss at their meeting (not limited to this list)
  - School work/grades
  - Reasons for good/bad grades
  - Study habits
  - Anticipating possible problems
  - Reading for pleasure
  - Temperament and Personality
  - General temperament: extrovert, introvert, calm, nervous, etc.
  - Strengths and Weaknesses

- Self-knowledge
- Interests/hobbies
- Friendships
- Human refinement: language/dress/personal grooming
- Family Life
- Charity to parents and siblings
- Use of time
- Obedience to parents
- Responsibilities at home: chores; spirit of service; example to younger siblings
- Moral formation and character
- Learning to choose the good
- Seeking truth
- Use of technology
- Respect for others: parents, sisters/brothers, friends, classmates, teachers/staff/principal
- Self-dominion
- Courage to do and say the right thing
- Life of Faith
- Taking advantage of the spiritual activities at school
- Serving others
- Learning to pray
- Aspirations: What is the mentee looking forward to?
- Worries and concerns

### **School Song**

Most schools stand up at the beginning of the singing of their school song. At Holy Name, we stand when we sing “. . . we doff our hats to thee and stand.”

Hail, Holy Name School  
 The greatest school in all the land.  
 Hail, Holy Name School  
 We doff our hats to thee and stand.  
 The green and the white  
 Spells loyalty we're proud to show  
 Cru-sa-ders, Rah! Rah! Hoo-rah!  
 Holy Name School, let's go!

The school of our youth,  
 The greatest days we spend with thee.  
 The friendships we made  
 Will always live in memory.  
 Wherever we go  
 Our motto's always victory.  
 Cru-sa-ders, Rah! Rah! Hoo-rah!  
 Holy Name School, let's go!

## **Holy Name Catholic School Christian Behavior Expectations**

### **Be Prompt and Prepared**

Be on guard, therefore the Son of Man will come when you least expect it. Luke 12:40

### **Respect Authority**

Pay attention and you will have understanding.  
What I am telling you is good, so remember it. Proverbs 4:2

### **Respect the Rights of Others**

Whatever you do for the least one of these you do for me. Matthew 25:40

### **Respect Property**

Every good gift and every present comes from God. James 1:17

### **Display a Concern for Learning**

If you want to be wise, keep the Lord's commandments,  
and He will give you wisdom in abundance. Sirach 1:26

### **Display Appropriate Character**

Each one as a good manager of God's different gifts must use for the good of others  
the special gifts he or she has received from God. 1 Peter 4:10

**LEVEL I – Before School Tardy**

An unexcused tardy is any tardy that results from anything that is within the family’s control. Examples are, but not limited to, overslept, doing homework, clothes not ready, in the school hallway, etc. Calling student in with tardy information will still be defined as unexcused if the reason is within family’s control.

Student is tardy, if they are not in their classroom seat, ready for the start of class, when the final bell rings, at 7:35 a.m.

Grades K (Tardies determined quarterly)

- 1<sup>st</sup> – 3<sup>rd</sup> unexcused tardy – Handled by classroom teacher
- 4<sup>th</sup> – 6<sup>th</sup> unexcused tardy – Discussion w/ family at parent / teacher conference
- Over 6 unexcused tardy(ies) – Office referral of reoccurring issues

Grades 1-5 (Tardies determined quarterly)

- 1<sup>st</sup> – 3<sup>rd</sup> unexcused tardy – Teacher / staff warning
- 4<sup>th</sup> – 6<sup>th</sup> unexcused tardy – Teacher warning to family of pending loss time at recess
- 7<sup>th</sup> – 9<sup>th</sup> unexcused tardy – Letter home family outlining loss of recess 5 minutes next day
- 10<sup>th</sup> unexcused tardy – Letter home family outlining loss of recess 10 minutes
- Over 10 tardy and beyond –Conference with parents and possibly Truancy Officer

Grades 6-8 (Tardies determined quarterly)

- 1<sup>st</sup> – 2<sup>nd</sup> unexcused tardy – Teacher / Staff warning
- 3<sup>rd</sup> – 5<sup>th</sup> unexcused tardy – Letter to Parents
- 6<sup>th</sup> unexcused tardy and beyond – Detention, consecutive detentions increase by 15 minutes, and principal referral

**Loss of Recess time/detentions will try to be implemented the next day as the tardy, but there may be situations when the principal will schedule detention for another day.**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Unexcused tardy dates: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

\_\_\_\_\_

.....  
**Parent / Guardian – Please sign and return this form**

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is there any help that the family may need to assist the student in getting to school on time?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

Reviewed by Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## LEVEL I – Actions Disruptive to Learning

### EXAMPLES – but not limited to:

Missing required classroom supplies  
Disregard for other personal space / property  
Inappropriate language, gestures, or physical contact  
Chewing gum, food and/or drink (other than water), other than teacher's discretion  
Between class tardiness  
Improper storage of electronics  
Use of electronics and cell phones during school hours  
Dress code violation

\*\*While students may sometimes bring cell phones or other electronic devices to HNCS, *they are not allowed to use them during school hours*

### Consequences for Actions Disruptive to Learning

#### Grades K (Offenses determined daily)

- 1<sup>st</sup> Offense – Handles by classroom teacher
- 2<sup>nd</sup> Offense – Discuss at parent / teacher conference
- 3<sup>rd</sup> Offense – Office referral with reoccurring issues

#### Grades 1-5 (Offenses determined daily)

- 1<sup>st</sup> Offense – Teacher / staff warning
- 2<sup>nd</sup> Offense – Loss of recess 5 minutes
- 3<sup>rd</sup> Offense – Loss of recess 10 minutes
- 4<sup>th</sup> Offense and beyond –Conference with parents

#### Grades 6-8 (Offenses determined daily)

- 1<sup>st</sup> Offense – Christian Expectations Essay
- 2<sup>nd</sup> Offense – Christian Expectations Essay
- 3<sup>rd</sup> Offense and beyond – Detention, consecutive detentions increase by 15 minutes, and principal referral

#### BEFORE SCHOOL UNEXCUSED TARDINESS

For DK – 8<sup>th</sup> grade students / quarter

Unexcused tardy is any tardy that results from anything that is within the family's control. Examples are, but not limited to, overslept, doing homework, clothes not ready, etc

1<sup>st</sup> and 2<sup>nd</sup> unexcused tardies – warning

3<sup>rd</sup> unexcused tardy – Steps outlined at left starting with step 1

4<sup>th</sup> unexcused tardy – Steps outlined at left starting with step 2

5<sup>th</sup> unexcused tardy – Steps outlined at left starting with step 3

**Detentions will try to be implemented the same day as the offense, but there may be situations when the principal will schedule detention for another day.**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

Description of incident and consequences administered:

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Reviewed by Principal: \_\_\_\_\_

Additional Consequences:

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**LEVEL II – Actions Disrespectful to Self, School, Students, Teachers,  
Staff and Others**

EXAMPLES – but not limited to:

- Gossiping
- Offensive language / gestures
- Destruction of other's personal property
- Cheating
- Lying
- Throwing objects
- Pushing / shoving / rough play or other unwanted physical contact
- Shouting
- Insubordination, defiance, not listening
- Inappropriate / non-harmful materials (squirt guns, magazines)

**Consequences for Actions Disrespectful to Self, School,  
Students, Teachers, Staff, or Others**

Grades K-5 (Offenses determined per quarter)

- 1<sup>st</sup> Offense – Parent contact by student
- 2<sup>nd</sup> Offense – Loss of recess and parent contact by student
- 3<sup>rd</sup> Offense – Silent lunch with detention and parent contact by student

Grades 6-8 (Offenses determined per quarter)

- 1<sup>st</sup> Offense – Christian Expectations Essay
- 2<sup>nd</sup> Offense – Detention - silent lunch
- 3<sup>rd</sup> Offense and beyond – Detention – 30 minutes after school and principal referral

***Detentions will try to be implemented the same day as the offense, but there may be situations when the principal will schedule detention for another day.***

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher:

\_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

Description of incident and consequences administered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_

Additional Consequences:

\_\_\_\_\_

## LEVEL III – Actions That Are Harmful

**EXAMPLES – but not limited to:**

- Theft (value under \$25.00)
- Demeaning written / verbal language
- Profane comments in verbal or written form
- Obscene gestures
- Graffiti or defacing property
- Intimidation
- Racial / ethnic / sexual comments or actions
- More severe physical contact than Level I or II
- Dangerous misuse of items (scissors, pencils, etc)

### Consequences for Actions That Are Harmful

Grades K (Offenses determined per quarter)

- 1<sup>st</sup> Offense – Listening, reteaching, with parent contact
- 2<sup>nd</sup> Offense – Office referral, possible behavior plan and parent contact; student meets with principal
- 3<sup>rd</sup> Offense – Behavior contract developed at conference with parent and principal

Grades 1-8 (Offenses determined per quarter)

- 1<sup>st</sup> Offense – Office referral, parent contact, detention
- 2<sup>nd</sup> Offense – Office referral, 1 day ISS (In school suspension), priest referral
- 3<sup>rd</sup> Offense – Office referral, 1 day OSS (out of school suspension), priest referral, behavior contract developed at conference with parent and principal

**Grades 1-2:** Schoolwork will be completed during in school suspension,

**Grades 3-8:** ISS = Homework will be completed and turned in the next school day with a 10% deduction.  
OSS = Zero for all homework assigned or tests taken that day.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

\_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

Description of incident and consequences administered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_

Additional Consequences:

\_\_\_\_\_



## LEVEL IV – Actions That Are Intentionally Physically Destructive

### EXAMPLES – but not limited to:

Racial / ethnic / sexual harassment  
Fighting  
Threat of assault  
Battery  
Vandalism of school or personal property  
Extortion

### Consequences for Actions That Are Intentionally Physically Destructive

#### Grades K

- 1<sup>st</sup> Offense – Office referral, ½ day to full day of ISS, priest referral
- 2<sup>nd</sup> Offense – Office referral, full day of ISS, priest referral
- 3<sup>rd</sup> Offense – Office referral, OSS, priest referral, behavior contract developed at conference with parent and principal

#### Grades 1-8

- 1<sup>st</sup> Offense – Office referral, 1 - 2 day of ISS (in school suspension), priest referral
- 2<sup>nd</sup> Offense – Office referral, OSS (out of school suspension), priest referral, behavior contract developed at conference with parent and principal

**Expulsion may be considered. An informed decision will be made based on past and current Level IV infractions.**

**Grades 1-2:** Schoolwork will be completed during in school suspension,

**Grades 3-8:** ISS = Homework will be completed and turned in the next school day with a 10% deduction.  
OSS = Zero for all homework assigned or tests taken that day.

#### **REIMBURSEMENT FOR ANY DAMAGE AND/OR CLEAN-UP**

The student(s) and their family(ies) will be responsible for any expense the school incurs in clean-up, repair or replacement.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher:

\_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

Description of incident and consequences administered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_

Additional Consequences:

\_\_\_\_\_

**LEVEL V – Actions Resulting in Immediate Automatic Suspension**

EXAMPLES – but not limited to:

- Weapons
- Bomb threats
- Illegal use of substances
- Under the influence
- Severe fight at school or on personal property
- Tobacco

**Consequences for Actions Resulting in Immediate, Automatic Suspension**

The following rule infractions will result in out-of-school (OSS) suspension, parent contact, and public safety will be contacted, as per the law. A parent conference will be required in order to reinstate the student in school.

**Expulsion may be considered. An informed decision will be made based on past and current Level V infractions.**

**Expulsion is also an option for any infraction listed below at the discretion of the principal.**

| <b>Rule/Infraction</b>                    | <b>Length of Suspension</b>               |
|---|---|
| Knowingly creating false emergency        | 1 day suspension plus A                   |
| Severe, malicious fighting                | 1 -2 days suspension plus A               |
| Possession or use of weapon               | Expulsion plus A                          |
| Bomb threat                               | 1 – 3 days suspension or expulsion plus A |
| Possession of illegal substances          | 1 – 3 days suspension plus A & B          |
| Possession and/or use of tobacco products | 1 – 3 days suspension plus A              |
| Major theft (value over \$25.00)          | 1 day suspension plus A                   |

[A] = Police referral (also defer to Diocesan Policy # 5114)

[B] = Substance abuse assessment

OSS = Zero for all homework assigned or tests taken that day.

**REIMBURSEMENT FOR ANY DAMAGE AND/OR CLEAN-UP**

The student(s) and their family(ies) will be responsible for any expense the school incurs in clean up, repair, or replacement.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Date of Consequences: \_\_\_\_\_

Description of incident and consequences administered:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reviewed by Principal: \_\_\_\_\_

Additional Consequences:

\_\_\_\_\_

## **Probation, Suspension, and Expulsion (diocesan policy # 5114)**

The following disciplinary measures may be imposed separately or progressively:

1. **Probation** is ordinarily imposed in conjunction with counseling. Probation may be imposed for either academic or behavioral reasons. A behavior contract is the supervision and evaluation of a student by the principal for a specific period of time, at the end of which a determination is made as to whether the student has overcome his/her problem or is in need of further corrective procedures.
2. **Suspension** is the isolation of a student by the principal from some or all school activities. Suspension is normally a result of unacceptable student behavior. The student may be required to report to school but be separated from his/her ordinary classes and be expected to continue school work on an independent or private study basis. In some instances, the student may be barred from school entirely. The suspension should not normally exceed one week.
3. **Expulsion** is the permanent dismissal of a student from the school by the Holy Name Catholic School Council upon the documented and written recommendation of the principal. Expulsion requires the transfer of the student to another school. Except in extreme cases, expulsion shall be imposed only after a period of probation and/or suspension.

The principal shall consider the Christian development and welfare of the individual student and the practical, common good of the students and teachers before imposing probation or suspension on a student or before recommending expulsion.

Parents and/or guardians shall be directly notified of the probation, suspension or possible expulsion of their child and shall normally be requested to attend a conference with the principal, the student, and, where appropriate, other persons such as the parish priest, involved teachers, or other professionals.

Parents and/or guardians may request a review of a probation, suspension, or expulsion by the commission.

# Holy Name Catholic School

## Christian Expectations: J.M.J.

We all have weaknesses and the Lord knows that. That is why he sent His only son to redeem us. He also gave us the Ten Commandments as a guide to eternal happiness. We understand that you are going to make mistakes this year. We all will. However, to grow and learn from our mistakes it is important to first acknowledge what we have done and second to make a plan on how we are going to avoid making the mistake again. With the guidance of your teacher or your parent, please select one of these commandments that you feel you need to work on.

Teacher Report on Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher name: \_\_\_\_\_ Date: \_\_\_\_\_

Level of offense: \_\_\_\_\_ # of offense at that level: \_\_\_\_\_

### **Student Reflection:**

Please write a 100 word essay about what and why you need to work on and what you are going to avoid in the future. Some offenses are not direct violations of a commandment. However, they may be bad habits which can lead to a lack of virtue. With this in mind, your essay could reflect the virtue you would like to grow in. Return this to the teacher who gave this to you to talk about what happened and encourage you in your journey to make better decisions. Thankfully, our God is a merciful one. Please let your teacher know if you would ever like to go to confession and s/he will set up an appointment with one of our priests. Thank you.

I need to work on \_\_\_\_\_ (list a commandment or a virtue).

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## The Ten Commandments:

1. I am the Lord your God. You shall not have strange gods before me.

Let someone or something influence my choices more than God?  
Have I neglected my daily prayers at convocation, the Angelus, and classroom?  
Have I behaved disrespectfully in the chapel or at Mass?

2. You shall not take the name of the Lord your God in vain.

Do I use God's name carelessly?  
Do I use God's name in anger?  
Have I spoken about the Faith, the Church, the saints, or sacred things with irreverence, hatred or defiance?  
Have I used vulgar, suggestive or obscene speech?  
Have I misused places or things set apart for the worship of God?  
Do I knowingly eat or drink within one hour of receiving Communion (other than medical need)

3. Remember to keep holy the Lord's Day.

Did I participate in the prayers and singing at Mass?  
Did my behavior make it difficult for others to participate in Mass?  
Have I remembered to pray daily?

4. Honor your father and your mother.

Do I obey my parents?  
Do I obey and respect my teachers?  
Have I completed my homework to the best of my ability?  
Do I do follow through with what my teachers ask me to do?  
Have I been disrespectful to teachers, coaches or others in authority?  
Have I done my school work without complaining?  
Have I talked in class when I was not supposed to?  
Did I distract others from what they are supposed to be doing?

5. You shall not kill.

Do I keep my patience or do I lose my temper?  
Do I hold grudges and try to get even with others?  
Have I been unfair to others, especially those who are different from I am?  
Have I inflicted bodily harm on another person?  
Have I unjustly threatened another person with bodily harm?  
Have I verbally or emotionally abused another person?  
Have I purposely provoked another by teasing or nagging?  
Have I refused to control my temper?  
Have I been unforgiving to others, when mercy or pardon was requested?  
Have I belittled others in my speech?

6. You shall not commit adultery.

Do I show respect for my body?

Do I respect the bodies of others?

Do I avoid harmful things like drugs, tobacco and alcohol?

Have I listened to music or jokes that are harmful to purity?

Have I watched movies or viewed pictures that are harmful to my purity?

Do I dress modestly or do I dress for attention or to show off?

7. You shall not steal.

Have I taken something that belongs to someone else?

Have I “forgotten” to return something that I borrowed?

Have I used money responsibly?

Have I cheated on an assignment or test?

Have I deliberately defaced, destroyed or lost another’s or school property?

8. You shall not bear false witness against your neighbor.

Do I play fairly or do I ever cheat at school or games?

Have I been honest or have I lied?

Have I hurt someone by what I have said or done?

Have I spread a true or false rumor about someone?

9. You shall not covet your neighbor's wife.

Have I been jealous of the friends that someone else has?

Have I tried to be kind to others?

Have I thought less of myself because of a lack of friends?

10. You shall not covet your neighbor's goods.

Have I been jealous of the things that my friends have?

Have I nagged my parents or teachers into doing things because another class/classmate is doing something?

Have I helped others when they needed help?

### **The Human Virtues**

*Human virtues* are firm attitudes, stable dispositions, habitual perfections of intellect and will that govern our actions, order our passions, and guide our conduct according to reason and faith.

They make possible ease, self-mastery, and joy in leading a morally good life. The virtuous man is he who freely practices the good.

The moral virtues are acquired by human effort. They are the fruit and seed of morally good acts; they dispose all the powers of the human being for communion with divine love. (CCC)

Some virtues are listed here but are not limited to...

Humility- seeing ourselves as we truly are

Liberality- being generous with our goods and talents

Chastity- generosity with ourselves and self-control with our desire for pleasure or desire to be seen

Patience- moderating anger and enduring hardships without sadness or resentment

Sobriety- using created goods well, with proper limits

Brotherliness- wanting the best for others and being happy for their goods and successes

Diligence- attention to and perseverance in the spiritual life

Responsibility- reliable or dependable

Timeliness- a type of justice, respecting and honoring others' time

Gentleness (also a fruit of the Holy Spirit)- kind, mild mannered

Modesty- not vain, not seeking attention for oneself

Honesty- being truthful in the way we live and what we say

Mercy- having pity on someone who is suffering (either spiritually or physically)

### **The Cardinal Virtues**

The Cardinal virtues are hinge virtues. All other virtues depend on them. These can be achieved with practice and allow us to live in right conduct with the world and others around us. (CCC)

Prudence enables the person to discern, in every circumstance, our true good and to choose the right means for achieving it.

Justice consists in the firm and constant will to give God and neighbor their due. A just person evaluates each situation carefully and judges the proper course of action (playing fairly, worshiping the Creator, being honest, etc.)

Fortitude enables us to confront difficulties and dangers with courage and hope. A person of fortitude does what is right no matter what others do.

Temperance moderates the attraction of the pleasures of the senses and provides balance in the use of created goods. A temperate person controls his/her desires and acts moderately and reasonably. A temperate person uses created goods well.

## Definitions

- **Assault:** an attempt or implied promise to inflict harm upon another person; no actual contact is necessary.
- **Battery:** the unlawful, intentional touching or application of force to another person in a rude, insolent, or angry manner.
- **Behavior Contract:** a contract developed by the principal, homeroom teacher, and parent(s) that outlines specific behavior expectations, conditions that must be met by the student, and consequences for not meeting the identified conditions. The teacher, principal, parent(s), and student all sign the contract.
- **Behavior Modification Plan:** less formal than a behavior contract, a behavior modification plan is still a written plan between the student, teacher, and parent(s) that identifies unwanted behaviors, and sets consequences and reinforces for changing behaviors.
- **Detention:** student is detained for a pre-arranged period of time after school. The student calls a parent to inform him or her of the reason and arrange the pick-up time.
- **Extortion:** obtaining money or property (something of value) from an unwilling person by either physical force or intimidation.
- **Fighting:** characterized by violent behavior of two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “pulling, pushing, shoving, or scuffling.”
- **ISS – In School Suspension:** a parent is contacted and the student is removed from the regular classroom setting and is assigned to a supervised location, such as the principal’s office. The area is isolated from the other classmates. Class assignments will be given to a student placed in ISS. Students assigned to ISS will be required to complete a reflection form on their behaviors and outline strategies for preventing the behaviors from recurring.
- **Insubordination and Defiance:** failure of a student to obey, comply with, or carry out a reasonable request of directions from an adult in charge.
- **Loss of Privilege:** loss of non-academic privileges, such as off-campus lunch, athletics, and class trips, etc.
- **Obscene:** characterized by being disgusting to the senses or deeply offensive to morality.
- **Office Referral:** a student may be referred to the principal’s office when the seriousness of the offense, the persistence of the behavior, or the disruption to the classroom makes the continued presence of the student in the classroom detrimental to the educational process. Parents are always informed. Actions taken as a result of a referral vary and are dependent on the reason for the referral, but may include a conference with the student or parent, or loss of privilege.
- **OSS – Out of School Suspension:** student is not allowed to attend classes but may, with teacher or principal approval, complete assignments. The student is not allowed to be on or near school premises or to attend school or activities during the duration of the suspension. The student is to be under the guidance and direction of a parent or guardian during the suspension. Suspension is a serious disciplinary measure and a suspended student will be required to attend an administrative conference with his or her parent(s) or guardians(s) before returning to school.



- **Profane:** misuse of the Lord's name; inappropriate language and/or gestures
- **Racial / Ethnic Comments, Actions, or Harassment:** unkind words or actions that are based on ethnicity or national origin. This includes the use of racial or ethnic slurs or name-calling. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds.
- **Sexual Comments, Actions, or Harassment:** verbal or physical actions that cause discomfort or embarrassment to another person. These may include sexual "jokes", spreading rumors about a person's sexual behavior, touching another's private parts, or sexual comments. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds. Due to the vast maturity differences between grades K – 8, intent will be considered before defining an action as sexual.
- **Vandalism:** deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another.