



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

Handbook for Students and Parents

2023-2024

J. M. J.





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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 between the staff, teachers, and parishes
- 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 that 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

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Faculty & Staff

Lower Elementary Faculty

(Classroom assignments and grades are subject to change)

Preschool 3's	-----	Jackie Wiltzius Aides – Lisa Tryan & Grace Rexford
Preschool 4's	-----	Brenda Adiska Aides – Lisa Mabie & Trisha
-----	-----	DeGrand
Kindergarten	-----	Marlene McNamee
1 st Grade	-----	Kristin Triest
1 st Grade	-----	Emily Lightfoot
2 nd Grade	-----	Amber Racicot
2 nd Grade	-----	Mike Lepisto
3 rd Grade	-----	Debra Casey
4 th Grade	-----	Anne Cashen
5 th Grade	-----	Yolanda McDevitt

Middle School Faculty

6 th - 8 th Grade	-----	JoEllen Hadel – Science, Health
6 th - 8 th Grade	-----	Amy Prey – Social Studies, Language Arts
6 th - 8 th Grade	-----	Ashley Kling – Math
6 th - 8 th Grade	-----	Deacon Bob Berbohm – Faith Formation

Auxiliary Faculty

Art, Technology, PE	-----	Michele Pangborn
Music	-----	Jean LaCosse
Latin	-----	
Occupational Therapist	-----	Jen Delveaux
Speech Therapist	-----	Emily Marlett
Student Support	-----	Darby Ranguette
Title I	-----	Yvonne Chenier
Religious Sister	-----	Sister Fidelia Villa (Aide)
Catechesis of the Good Shepherd	-----	Julie Rexford

Staff

Alumni Coordinator	-----	Michelle Bink
Athletic Director	-----	Tony Derkos
Custodians	-----	Troy Lee & Michael Morrison
Dean of Students	-----	Vic Dumas
Faith Formation Coordinator	-----	Deacon Bob Berbohm
Finance Coordinator	-----	Todd LaFave
Kitchen	-----	
Kitchen Assistant	-----	Diana Nolde
Lunchroom/Playground Monitors	-----	Aides
Maintenance Supervisor	-----	Greg Johnson
Library Director	-----	Kim Bessonon
Interim Administrator	-----	Jeffery Sierpien
Executive Assistant to Principal	-----	Margaret Renner
Office/Administrative Assistant	-----	Mickey Trottier
Receptionists	-----	Jackie Hastings & Amy LaMarche
Before-Care	-----	Lisa Mabie & Lisa Tryan

Superintendent-----Mark Salisbury
Pastoral Delegate-----Rev. Rick Courier

Holy Name Catholic School Council

St. Anne Parish: ----- Rev. Francis DeGroot, Andy Simon
St. Thomas/St. Anthony Parish: ----- Rev. Rick Courier, Patti Chaillier, Amee Gilbert,
----- Lindsey McDonough, Leeann Vandermissen
St. Joseph & St. Patrick Parish: ----- Rev. Tim Ferguson, Amber Hartman, Mike Nelson

Home and School Association

Chair----- Jacquelyn Trask Rahn
Vice Chair-----
Secretary-----
Treasurer----- Shannon Dukavitch

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 for information sharing and communication among the principal, the faculty, and the parents;
3. support, through fund-raising, extracurricular activities within the school and purchase those items deemed necessary.

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
Holy Name e-mail address: office@holynamecrusaders.com

General office hours are from 8:00 a.m. to 4:00 p.m. Please leave a message on the answering machine at 906-786-7550 x10 if your call is not answered.

Escanaba Catholic Faith Formation: 906-233-9566 now housed at St. Thomas Parish

Holy Name Catholic School Web Site and Social Media

The Holy Name web site is www.holynamecrusaders.com.

Here you will find the hot lunch menu, athletic events, school calendar, etc. Please bookmark the site for future reference.

Holy Name's Facebook page is www.facebook.com/holynamecrusaders. Follow us to see current happenings at school.

Instagram is at <https://instagram.com/holynamecrusaders>. The hashtag is #holynamecrusaders.

Background

Holy Name High School opened in 1954, when parochial education was widespread in the Escanaba area with four parochial grade schools. When the high school closed in 1971, Holy Name Central Grade School was established as the central parish school for five area parishes: St. Anne, St. Anthony, St. Joseph, St. Patrick, and St. Thomas. In 1997, the parishes of St. Joseph and St. Patrick were combined into one. In 2004, St. Anthony, St. Thomas consolidated their resources. These four area parishes – St. Anne, St. Anthony & St. Thomas, and St. Joseph & St. Patrick – provide support and guidance for our school. In the Fall of 2021, Holy Name High School re-opened with grades 9 and 10. Holy Name presently provides high quality, faith-based education for children in preschool – grade 11. For more about the history of the school, please visit our website at <https://www.holynamecrusaders.com/about/history/>.

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 or council). 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, one of whom is a parent representative and one of whom is a non-parent representative) are the voting members 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.

The Holy Name High School is a Chesterton Academy, named after the great English writer and Catholic convert, G.K. Chesterton (1874-1936). Chesterton schools have been established to nurture the minds and the souls of our children through an integrated classical education with a strong emphasis on developing Christian virtues and the appreciation of beauty. Its three main pillars are intellect, character, and spirituality. For more information on Holy Name High School, see <https://highschool.holynamecrusaders.com/>.

This Handbook Covers Preschool – Grade 8

This handbook covers preschool through grade 8. The high school has its own handbook, available at <https://highschool.holynamecrusaders.com/about/> (bottom right tab, "Parent / Student Handbook").

Non-Discrimination Statement

Holy Name Catholic School does not discriminate on the basis of race, creed, color, sex, age, national origin, or handicap (not all prohibited bases apply to all programs and/or employment activities).

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 nor 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 of the Diocese of Marquette policy.

The policy definitions and procedures can be found in entirety on the internet at www.dioceseofmarquette.org.

Reporting Child Abuse and/or Neglect

School teachers, administrators, and counselors are required by law to report any known or suspected child abuse or neglect to the Michigan Department of Health and Human Services (MDHHS). More information can be found online at <https://www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/childrens/mandated-reporters>.

VIRTUS (Protecting God's Children)

The Diocese of Marquette requires everyone who has contact with young people in our Catholic schools or parishes to complete the VIRTUS safe environment training and a background check. This requirement covers those volunteering in the classrooms, driving for field trips, working in our kitchen or library, coaching, chaperoning, etc. Employees and volunteers with immediate access to minors must complete the training **before** their first day of service. Those without immediate access, but who are in a position to observe minors, must complete the training within 30 days of their background check. The background check and training do not cost anything other than time. Check with the school office for more information or on the web at www.virtusonline.org. The Diocesan Safe Environment Coordinator can be reached at 906-227-9155 or mtomasi@dioceseofmarquette.org.

Volunteering

We at Holy Name are so grateful for the many wonderful volunteers who help in the classroom, on field trips, at special events, and the like. We couldn't do what we do without you! To find out ways to get involved, please contact your child's teacher(s), the front office, or the principal. Before the first day of service, all volunteers must complete a VIRTUS (Protecting God's Children) training and background check through the Diocese of Marquette – this applies even to field trip drivers and chaperones. Volunteers must also abide by the Holy Name Volunteer

Policy; see ATTACHMENT A. Please note that there are special requirements for preschool volunteers, per state licensing regulations, which we describe in the attached policy.

Statement on Human Sexuality

All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (Code of Canon Law, c. 795)

These truths extend into every facet of our lives, including and perhaps especially our sexuality.

If a student's expression of gender, sexual identity or sexuality should cause disruption at the Catholic school, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with the student and his/her parents. If not resolved to the satisfaction of the school, which is seeking to uphold Catholic principals, then the student will be dismissed from the Catholic school after the parents are first given the option to immediately withdraw the student from the school.

In order to maintain appearance and proper comportment throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is a must by all parties when using changing facilities, locker rooms, showers, and restrooms and all parties may only use facilities that conform to the individual's biological sex as stated on his or her birth certificate.

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 that 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 get to Heaven. A Catholic faith that is alive and growing is grounded in a deepening relationship with God, in Jesus Christ, and 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 1-8 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 every day at 1:00 p.m. 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 actively participate in their parish life. This participation should include sharing time, talent, and treasure.

Non-Catholic Participation in Mass

Non-Catholics are welcome to attend 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.

Christian Behavior 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. Behavioral tenets include:

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

The following expectations apply to the entire Holy Name student population:

- 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 of all people and property

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).

Serious violations will be subject to appropriate disciplinary action. See the Discipline Policy at the end of this Handbook. 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, pipe or vaping supplies
- 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). The school reserves the right to interpret rules and policies as individual situations and needs arise.

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.

Holy Name is a gun-free, drug-free, and tobacco-free school.

No Cell Phone Usage

No cell phones or personal tablets may be used by students during school hours, 8:00 a.m. – 3:30 p.m., unless specifically authorized by the teacher. No cell phones may be used at any time in school bathrooms or locker rooms, not even during after-school activities.

No Smoking or Vaping Policy

By law, smoking is not allowed on Holy Name Catholic School grounds or property. School grounds and property include outside the gym doors during athletic events, the parking lot, and the football field. Smoking is also not allowed on school-sponsored field trips. We are trying to

set a good example for our students by modeling correct behavior, and therefore ask that all adults abide by this rule (whether chaperoning, volunteering, visiting, etc.). Vaping is also prohibited on school grounds/property and at school-sponsored events and activities.

Admission Policy

Children must be age three and potty trained for preschool or age five for kindergarten on or before September 1st (unless a waiver is obtained for early entry into kindergarten). Students will be admitted to Holy Name School according to the following criteria:

1. Catholics with 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 admission to Holy Name. (Diocesan Policy #5111.1)

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 that textbooks and supplies can be ordered for the following year and so that important staffing decisions can be made. We base our staffing needs on this registration information. Your prompt cooperation is essential for us to make the best use of our budget. **Financial aid forms are due before school is released for Spring Break each year.** This deadline allows scholarship applications to be in the first round of awards for full consideration of available funds.

Tuition Payments

Each year, the tuition is set per student, taking into account the total number of students enrolling, operating costs, and other factors. To be eligible for the Catholic rate, families must be actively involved in their parish and each student registered with the parish. Set tuition payment schedules and payment options are available through FACTS Management. Financial assistance applications are also available through FACTS Management Grant and Aid (see Financial Assistance section below).

Any account that is past-due 30 days will incur a 1.5% monthly financing charge. If your account is past-due 60 days, your child(ren) cannot begin school the next term until your account is made current. If your account is past-due 90 days, your child(ren) cannot attend any class until your account is made current. If parents are unable to meet their tuition commitment, they are to notify the school office as soon as possible.

All registration fees, tuition costs, breakfast and lunch charges, library fines, damaged/lost textbook fines, and other damaged/lost property fines 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.** Eighth grade students' outstanding bills must be paid in full prior to graduation in order for students to participate in graduation events.

Financial Assistance

Parents/guardians who cannot commit to the published tuition rates are encouraged to request financial assistance. Funds for this purpose are provided by generous donors – the scholarship fund, tuition angel, and our special needs fund. Requests for tuition assistance must be initiated through FACTS Management Grant and Aid; FACTS sets a fee for each family's financial aid application. Some local parishes also provide tuition assistance if families are in serious need.

Families who receive tuition assistance will still be responsible for a minimum of 60% total tuition, before any scholarship award. Families who receive tuition assistance are encouraged to volunteer at the school for a minimum of ten hours each year.

Scholarship and Endowment Funds

The Holy Name Scholarship and Endowment Boards help oversee the management and investment of monies gifted to the scholarship fund and the endowment fund. The combined Boards are comprised of three members at large, one representative from each of the four supporting parishes, the priest, and the principal. The combined Boards meet regularly throughout the year.

Immunizations, Health Appraisals, and Birth Certificates

State law requires that each student enrolling in a Michigan school for the first time be adequately immunized (or have a signed immunization waiver) and be adequately vision- and hearing-tested. Immunization waiver forms are available from the local health department. Noncompliance is reason for exclusion from school.

In addition to providing current immunization records (or signed waivers), all students must provide a copy of their birth certificate upon entering the school.

Preschool students must also submit a health appraisal form, which is available in the office and in the preschool registration packet.

Hearing and vision screening is performed at the school on a regular rotating basis for all students by the local health department. Recommendations for follow-up are sent home to parents/guardians.

Medicine

The teacher and office need to be notified of any condition requiring medications. A permission form for medication must be filled out and signed by the parent/legal guardian and physician, as applicable. **All medications must be brought to school by the parent/guardian in their original containers with labeling intact.** This policy applies to both prescription and over-the-counter medications. Students are not allowed to carry controlled substances on the school bus. All student medications are kept in the school safe and are dispensed by designated school personnel. Medication permission forms are available in the office.

Illness or Infection

Regular attendance is important for all grades; but, if a student is sick, he/she should stay home to recover. A sick child cannot learn well and may infect others. Parents/guardians should call or email the school office (906-786-7550 x10) by 9:00 a.m. of the day of absence and give the

reason. If a student becomes sick at school, the parent/guardian or emergency contact will be called to come pick him/her up. The student needs to stay home until he/she is fully recovered.

We ask all parents to follow simple precautionary rules for the benefit of all our children. If you think your child has been exposed to a contagious disease, please keep your child home; call the doctor, then the school. Children should be kept home if there is any doubt.

Please use the following chart to guide these decisions.

Symptom	Description	Keep child home until . . .
Fever	Temperature of 100° or higher (101° when taken orally)	Temperature reads below 100° and normal behavior for 24 hours
Runny Nose	Thick yellow or green discharge	Discharge clears
Sore Throat	Especially with fever and swollen glands	Doctor determines no strep infection exists and throat is healed
Cough	Severe enough to cause child to get red in the face or make high-pitched whooping	Either coughing subsides or no other symptoms exist (fever, sore throat, etc.)
Diarrhea	Runny, watery or bloody stools	System returns to normal for one day
Vomiting		Child is eating normally without causing stomach upset for one day
Rash	Especially with fever	Doctor determines the cause and gives written recommended return time
Eye discharge, Pink eye	Thick mucus or pus draining from the eye	Child must be seen by a doctor and treated for pink eye for 24 hours or when redness, draining, and itching are gone
Ear ache	Child pulls at ear and complains of pain; Ear canal may be red or leak fluid	Doctor examines the ears and prescribes medication if needed
Pale, flushed, or yellow skin		Color returns to normal
Head lice	Parasite or its eggs (nits) are present (usually on scalp); intense itching	Child and family members have been treated and home cleaned; no new nits are found

Holy Name Catholic School will follow the recommended guidelines from the Michigan Department of Health & Human Services 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. Such decisions will take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

Minor Injuries

For minor injuries, the designated staff assesses the condition of the child and administers immediate first aid. If the child needs to go home, a parent is called; otherwise, first aid will be administered and the child will return to class. Parents will be notified of the incident and of the first aid administered (e.g., ice pack, bandage, etc.).

Major Hospital Emergency

For emergency situations, the child is transported using car or ambulance as appropriate. An adult accompanies the injured child and takes along accident/injury documents. Parents are notified promptly. An accident report form is completed by the appropriate personnel and submitted to the school office within twenty-four hours.

COVID-19 Response

As protocols develop, the response plan will be updated. Please feel free to reach out to the administration or the school office to learn about the latest response plan, if applicable.

Calendar, Bulletins and Announcements

A school calendar is posted on the school's website at the beginning of the school year. Most announcements are made during morning convocation. Teachers send newsletters home throughout the school year concerning classroom activities. A "Friday Focus" from the school office is emailed each week highlighting the upcoming week's events. Other important information will be sent by email, by text message through Remind101, or by hardcopy with the oldest child or child otherwise designated to receive correspondence for 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, and Facebook page also carry information.

Vacations Outside of the School Calendar

Taking students out of school for vacations is discouraged. Students miss much valuable classroom discussion and review. If teachers do have assignments available, they may give these to the student upon parental request. Make-up work is the responsibility of the student. The expectations for make-up work are outlined in the "Make-Up Work Expectations" section below.

Absences

We ask that all absences be kept to a minimum to minimize disruption to learning. In the event a student will be absent:

1. Parent/guardian calls or emails the school office (906-786-7550 x10) by 9:00 a.m. of the day of absence. When calling, please give your name, the name of the student, his or her homeroom, and the **reason for the absence**.
2. If any student misses more than half of the school day, morning, or afternoon, due to illness, dentist/doctor appointment, etc., they will be considered absent half day.
3. Unreported absentees will be verified by a phone call/text/or email.

A pattern of frequent absences may be reported to school personnel for further investigation.

It is up to each individual teacher how the student will complete any schoolwork missed because of absences.

Tardiness

Students are considered tardy if they are not in the classroom when the bell rings at 8:30 a.m. or at the beginning of any class period during the day. Late students must obtain a tardy slip before going to their classroom. Frequent tardiness may be cause for discipline. A continued pattern of tardiness may be reported to school personnel for further investigation.

It is up to each individual teacher how the student will complete any schoolwork missed because of tardiness.

Consequences for tardiness are as follows:

Grades K-2 (Offenses determined per semester)

1. 1st– 9th tardy – Handled by classroom teacher / letter to parents
2. Over 10 tardies – Dean of Students referral for recurring issues / letter to parents

Grades 3-5 (Offenses determined per semester)

1. 1st – 5th tardy – Handled by classroom teacher / discussion with family
2. 6th & 7th tardy – Letter to parents
3. 8th tardy and beyond – Dean of Students referral for recurring issues / letter to parents

Grades 6-8 (Offenses determined per semester)

1. 1st – 2nd tardy – Teacher warning
2. 3rd – 5th tardy – Letter to parents
3. 6th tardy and beyond – Dean of Students referral for recurring issues / letter to parents

Perfect Attendance, Preschool – Grade 3

Certificates may be awarded at the end of each quarter for “perfect” attendance. Perfect attendance is defined as zero (0) absences AND zero (0) tardies (except for Mass attendance on Holy days). Holy Name Catholic School recognizes that some appointments or family activities will be scheduled during school hours. This certificate is to be awarded to those students who daily strive to be present and ready for school.

Changes at Home

Parents/guardians 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/guardians should 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 support the children effectively and compassionately.

Change of Address, Phone Number, or Email Address

Any change of address, telephone number, or email address 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.

Tuition is prorated for any transfer, according to the number of days the student was registered at Holy Name Catholic School minus an administrative fee and/or outstanding breakfast/lunch, library, or other fees, depending on how far into the school year the transfer occurs.

Visitors

Visitors are always welcome at Holy Name Catholic School. We ask that, upon entering the school, visitors report to the general office in the 200 wing off South 22nd Street. Students should always show friendliness and courtesy to visitors in the building and should offer assistance as needed. Students should courteously respond to a visitor who enters the classroom. Students should never leave the building with a visitor without written permission from the parent/guardian and without first being signed-out in the office.

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.

Snack Policy

Parents of children in younger grades (preschool – grade 2) are asked to provide a snack for their child(ren)'s class once or twice a month. A monthly snack calendar will be sent home, or the teacher may send out a request if the "snack cabinet" gets low.

We ask that all snacks provided be simple and nutritious (e.g., pretzels, carrot sticks, fruit). Please save cupcakes and cookies for special celebrations like birthdays and holidays. Birthdays will be celebrated on the day itself or as close to it as possible. Please be aware that some students may have allergies.

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 in.

If children's birthday parties are planned for outside of school, invitations need to be sent through the mail/email/text unless all students (or all girls or all boys) in the class are invited. We expect parents to set the example of caring about the feelings of others. Holy Name personnel cannot give out personal information about any students, including address and phone number, without consent of the student's parent/guardian.

Parental Rights

Parents have the right to:

1. have their children receive an academically sound education
2. talk with school personnel and 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 are vital to the students' success. **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 with the office a court-certified copy of the custody section of the divorce or separation decree. 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.

Parent - Teacher Conferences

Conferences are scheduled after the end of the first marking period for all students. Preschool – grade 1 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.

Curriculum

Holy Name Catholic School follows curriculum guidelines provided by the Diocese of Marquette Office of Education. To view the Diocesan Foundations Document for the Catholic School Curriculum, and additional curriculum resources, see <https://www.dioceseofmarquette.org/catholic-schools>. Our curriculum aims to instill in our students a love of God, virtue, and Christ's truths, all in a developmentally appropriate manner. Our core curriculum consists of religion, reading, math, language arts, science, and social studies. We also offer Latin, music, physical education, art, technology, and library. Our preschool, readiness kindergarten, and kindergarten programs aim to ensure that our youngest Crusaders receive a great start in all areas by, among other things, setting a strong foundation for learning and helping them develop good socialization skills. Additional middle school offerings include a mentoring program, orchestra and band (grades 6-8), and one semester of high school health (grade 8).

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 the end of the current school year for consideration. Submitting this request does not guarantee that the request will be granted. Changes to classroom placement will not be made unless they are

deemed necessary by the principal and the teachers involved. Classroom homeroom lists will be posted on the day of fall open house, about one week prior to the first day of class.

Assessment: Grades K – 8

Teachers will evaluate student work by letter, percentage, or comment. HNCS operates on a quarter system. At the completion of each quarter, report cards are issued. The assessment given each quarter is a composite of quizzes, tests, written and oral assignments, and other achievements in various forms.

Grading Scale and Conduct

Grades 3 – 8 receive report cards and progress reports with letter grades. The percentage/letter equivalencies are as follows:

<u>Letter Grade</u>	<u>% & Correlation</u>	<u>GPA Point Equivalent</u>
A+	101 and above	4.50
A	93 - 100	4.00
A-	90 – 92	3.67
B+	87 – 89	3.33
B	83 – 86	3.00
B-	80 – 82	2.67
C+	77 – 79	2.33
C	73 – 76	2.00
C-	70 – 72	1.67
D+	67 – 69	1.33
D	63 – 66	1.00
D-	60 – 62	0.67
F	0 – 59	0.00

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

Grades preschool through second use the following number codes for their areas of study:

A "4" means "Independent." The student demonstrates an understanding of this skill.

A "3" means "Developing." The student requires occasional teacher assistance and is progressing with some independence.

A "2" means "Beginning to develop." The student is being introduced to the skill and requires teacher assistance and guidance.

A "1" means student is "experiencing difficulty accomplishing tasks and/or using this skill." More time is needed for the student to develop this skill.

Assignments: Grades K – 8

Homework is just as important as class work. It is where students work independently without coaching and guidance of the teacher. Students should have a regular routine of time and

place for homework. They should complete their own assignments, developing independent study habits.

It is the practice of HNCS to be reasonable in the amount of homework assigned. On average, students in grades 1 – 4 can expect roughly 10 minutes per grade level each evening (10 min in grade 1 up to 40 minutes for grade 4). Students in grades 5 – 8 can expect roughly one to two hours of homework each evening, on average.

Make-Up Work Expectations

It is the student's responsibility to ensure that all work and tests missed due to absence are completed by the date specified by the teacher. Homework and/or tests made up after an absence are not considered late if turned in by the specified date. Homework and/or tests may be penalized up to 10% for each school day they are late past the specified date. Individual teachers may alter the late policy for individual assignments at their discretion.

Any work missed not due to an absence may be penalized up to 10% for each school day it is late. After ten (10) school days, the assignment will not be eligible for credit. Some assignments by nature will not be accepted when handed in late.

Academic Probation / Eligibility: Grades 5 – 8

HNCS wants to help students prioritize their many responsibilities as they grow academically in all fields. The goal is to help students, families and staff identify academic deficiencies before they become crippling and to aide in offering remedial measures. Approximately every four (4) weeks, or at the discretion of the administration, the school will run academic reports on all students. Any student who has a 60% or lower (D-) in **any** class will be placed on academic probation. Probation will result in a meeting of the student and parents with the teacher(s), administration, and coach(es), if applicable, to discuss reasons for the deficiency and to develop a written academic plan. In addition, students on academic probation will be required to use any and all study periods during the week. At the time that the student is placed on academic probation, the student may become ineligible for extracurricular activities. The ineligibility will remain in effect until a subsequent grade check shows no failing grades or successfully reached goals as outlined in the academic plan.

Advancement and Retention: Grades 5 – 7

Students will receive full credit for all classes completed with a cumulative percentage of at least 60% (D- or above). Credit for year-long courses will be given one semester at a time. It will be possible for students to pass one semester of a year-long course and fail another. When a student fails one semester of a year-long course, the student will receive credit only for the semester that the student passed. The failed semester will be considered a deficiency. The grade given in any one semester of a two-semester grade will not affect the grade of the other semester.

If a student fails a course required for advancement/graduation, the student must fulfill the school's advancement goals and/or graduation requirements **before** being granted advancement (i.e., before being promoted to the next grade or before participating in the graduation ceremony and receiving a diploma – see section below on Graduation Requirements). The teacher(s) and administration will assess the adequacy of any individual student's advancement/graduation arrangements.

Students who fail a course during the school year may be subject to retention at the discretion of the administration. A retained student will repeat the previous year's course work.

Academic Violations: Grades 5 – 8

Cheating and plagiarism are grounds for academic and disciplinary actions. Academic cheating is defined as representing someone else's work as your own. It can take many forms, including copying or sharing another's work, getting or purchasing a term paper or test questions in advance, collaborating with another student or students during the academic exercise without the consent of the instructor, asking or paying another to do the work for you, or getting the information from an unauthorized source (such as the internet or an expert in the subject). It is important to realize that anyone who aids another in cheating is a participant in the deception and will be treated in the same way as the primary actor.

Here are some examples of actions that fall under the category of "cheating".

- Copying another student's work (with or without his/her knowledge) on a test, on a homework assignment, or on an in-class project or lab
- Copying, cutting, and pasting information from an electronic source
- Using any kind of notes during a quiz, test, or exam, unless specifically allowed by teacher
- Having a friend, sibling, or parent produce or complete any part of the assignment
- Copying the answers from the back of the book
- Inventing or counterfeiting sources

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment regardless of how you got it. The following are considered to be forms of plagiarism when the source is not cited:

- Word-for-word copying of another person's ideas or words (even copying a three-word phrase can be considered plagiarism)
- Interspersing of one's own words here and there while, in essence, copying another's work
- Paraphrasing an author's original theory or idea without proper citation
- Re-submitting one's own previously-written paper (or portion of it) for a different assignment (self-plagiarism)

Given the challenging nature of the curriculum, parents and other family members will often find themselves offering assistance to students. However, parents are asked to be conscientious in

the extent of help that they provide. It is essential to our goal of educating students that the work the students submit for evaluation is entirely their own.

Students will receive a zero on any assignment where cheating or plagiarism is evident. Repeated incidents of cheating and plagiarism may lead to more serious disciplinary actions, such as suspension. Serious academic violations may be reported to high schools if the high schools so request.

Graduation Policy

Students in the 8th 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 a 59% or lower in any class for both semesters of the 8th grade year OR did not complete an approved academic plan

If a student is exhibiting any one (or more) of the above criteria, parents will be contacted by the student's homeroom teacher at progress report/report card times. A meeting will be scheduled with the student, parent(s)/guardian(s), teacher(s), administration, and coach(es), if applicable, to form a written academic improvement plan. The student will remain on the academic improvement plan until a subsequent progress report/report card shows grades at or above 60%. For 8th grade students, the 4th quarter progress report will be the last opportunity for an academic improvement plan to be created for the student to achieve graduation requirements.

Caps and gowns are worn for 8th grade graduation. They will be worn the entire time graduates are in church and during the ceremony at school. Families must purchase the caps and gowns.

For the graduation dance, girls must wear dressy clothes; however, strapless dresses, open-back dresses, and bare midriffs are not allowed. Halter-tops and spaghetti straps are allowed only if a sweater, jacket, shawl, or the like is worn over the dress or top. Skirts and dresses must come to approximately the knee – no higher than 2" above the knee. Boys must 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.

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 – grade 4 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.

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. The student must either be picked up or proceed home alone if the parent has granted permission for the student to do so.

Suspension, while investigation takes place, will ordinarily be limited to no more than three (3) school days. Reasons for the suspension shall be in writing. The duration of the punitive suspension shall be determined by the administration.

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 administration shall recommend expulsion only after having had a conference with the student's parent(s)/guardian(s) and pastor or HNCSC representative. The matter must then be taken to the HNCSC, which shall make the final decision. Parents and students may seek a review of the matter with the HNCSC if they so desire (Diocesan Policy #5114.1).

Grievances

Any criticism of the school made to HNCSC as a whole or to any individual member of the council will first be referred to the school for review and recommendations. When the school principal so recommends, HNCSC will then review and address any such criticism in an executive session. The council will not accept any complaints concerning individual school employees or volunteers without specific documentation.

Complaints from individuals concerning instruction, discipline, or learning materials must 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 every other month, Wednesdays at 6:30 PM, in the conference room. Meetings are open to the public.

Morning Procedures

Students in kindergarten – grade 8 who arrive at school prior to 8:20 a.m. must report to the multi-purpose room, where they are supervised beginning at 8:00 a.m.

1. Students must be seated. The altar, stage, and kitchen are off-limits.
2. Indoor voices must 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 personal tablets may be used during school hours, 8:00 a.m. – 3:30 p.m., unless specifically authorized by the teacher. No cell phones may be used at any time in school bathrooms or locker rooms, not even during after-school activities.**

Breakfast & Lunch Period Procedures

Breakfast is available for purchase from 8:00-8:25 a.m. in the multi-purpose room. Students who qualify for free/reduced lunch also qualify for free/reduced breakfast.

Lunch is available for purchase on a daily basis. The lunch menu is posted on the school's website and available in the office. All families interested in ordering meals must fund their meal account by paying the front office at the start of the school year and as needed throughout the year, unless they qualify for free lunch. This meal account must stay in a balance above zero dollars. The office will circulate weekly meal statements to families.

Families that qualified for free or reduced lunch the year prior will automatically keep this status for the first 30 days of school, and then will have a new request reviewed. These request forms are available in the office.

Holy Name receives Federal funds toward our lunch program. Because we receive these funds, food from restaurants cannot be brought into the school and served during lunchtime to students.

Meal prayers are said in the classroom prior to going to the cafeteria to eat. Gum chewing is not allowed in school or on the playground, unless a special exception has been made by the teacher or principal.

Breakfast & 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 cafeteria.
3. Talk quietly.
4. Walk at all times.
5. Be respectful to the monitors.
6. No electronic devices or cell phones may be used at this time.

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 an acceptable excuse to stay in for recess. Acceptable excuses are for medical reasons, e.g., 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 in classrooms.

Students on the playground or in the gym during recess periods are supervised by staff. 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 permission. Those who leave without permission will be considered truant. Students leaving the school grounds during school hours must have a parent/guardian or other authorized individual sign them out in the school office before leaving. Students in grades 6 – 8 who participate in band must sign themselves out in the school office and wait for school personnel to accompany them to band practice off-site at the public school.

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

Dismissal

Dismissal for full-day students in grades 1 – 8 is at 3:30 p.m. Full day preschool, readiness kindergarten and kindergarten dismissal is at 3:20 p.m. Dismissal for half-day preschool is approximately 11:30 a.m.

Students walking home or being picked up are dismissed through the gym entrance to the school parking lot. Bus students are dismissed through the playground entryway on South 22nd Street.

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 activity or event, or with a parent. If children are waiting for a ride home, they must wait quietly in the office.

Children will not be allowed to change their normal dismissal routine without permission from a parent or guardian, except in the case of an emergency.

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 procedure is the same for after-school

pickup. There is a no parking zone from our parking lot on the south side (school side) of 3rd Ave. South to the corner of 22nd Street.

All busses transporting Holy Name children will load and unload on South 22nd Street in the areas as designated by the Escanaba Area Public School bus director. 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. - 8:30 a.m. and 3:00 p.m. - 4:00 p.m. Please do not block the playground gate on South 22nd Street.

Parking is permitted on the west side of South 22nd Street across the street from the school but is discouraged if you are staying for an hour or longer, in which case the parking lot is preferred. Please never park in front of our neighbor's driveways. Parking on east side of 22nd 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. Doing so can be very dangerous.

Bicycles

Bicycles must be parked in the racks provided at the 3rd Avenue South gym entryway and **locked and chained** for the student's protection. Holy Name Catholic School will not be responsible for any loss of 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 may use the Escanaba Area Public School's busses for transportation. They must be five by September 1. Students may ride only on their assigned buses unless they have permission from a parent or guardian to make a change. Without this permission, 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 906-786-4661.

Bus Conduct

The safety of bus students is a core concern; therefore, students and parents are asked to cooperate and abide by the 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.

Bad Weather

In case of bad weather, school closings will be announced on the phone app Remind101, 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 as well. Emergency closings that occur during the school day will be announced on the phone app Remind101 and the local radio stations.

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. They are announced via our P.A. system. Students leave the classroom and go to the nearest area without windows. Students in readiness kindergarten and preschool will move up the hallway until they are away from the end hall window. 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, covering their heads with their hands. Students remain in this position until the all-clear signal. Classrooms nearest the doors move down the hallway and follow the same procedure or go into the gym against the west or east wall. All volunteers and adults in the building follow the same procedure.

Emergency Response Plan Drills

Several times a 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.

Extracurricular Activities

Participation in extracurricular activities is a privilege. It provides an opportunity for an individual's physical, social, mental, and/or artistic development. With this privilege comes responsibilities that all participating students and parents must understand and accept. Academics come first! Extracurricular activities may include, but are not limited, to athletics, cheerleading, drama performances, clubs, and various competitions.

The academic policy for eligibility in extracurricular activities is as follows:

1. For all students in grades 4 – 8 who are participating in athletic or club activities, academic eligibility checks will be made at the start of each season and periodically throughout the season by the athletic director, coach, or advisor.
2. A student is eligible for play/participation if he/she has an average of all class scores of 2.0 GPA or better (numbers are not rounded up – 1.99 is ineligible) **and** the student shall not have a failing grade (F) in any class. The student **MUST** meet both requirements to be eligible. Exceptions can be made if all relevant teachers and the coach/advisor/athletic director agree based on an individual student's education plan.

3. A student's quarter Grade Point Average (GPA) is calculated by totaling up all the grade points earned in all the student's courses that quarter and dividing by the total number of credits attempted.
4. Students below the 2.0 GPA and/or failing a class are ineligible for ALL competition (games, meets, etc.) until the next grade check in one week. Students must still attend 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 meet eligibility requirements in between grade checks, it is **the student's responsibility** to show the coach/advisor/athletic director these grades to assess whether participation is possible before the next official grade check.
5. If repetitive ineligibility occurs the Coach / Advisor / Athletic Director may remove the student from the club and/or sport for the remainder of the season.

Members of academic 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 available to each family. A parent meeting is usually held prior to the first athletic practices to review the school policies and expectations.

Parents and students in grades 5 – 8 must sign various acknowledgement forms prior to the start of practice agreeing to abide by school policies. 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 grades 6 – 8 must have a current physical examination form, dated on or after April 15 of the current year, on file with the athletic director before being allowed to participate in practices or competitions.** Students in fourth and fifth grades are strongly encouraged to have current physicals on file.

Band and Orchestra

Students in grades 6 – 8 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, or Heid Music in Green Bay/Appleton. Families may also choose to obtain an instrument 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. We encourage students in band and orchestra to bring a cell phone with them for emergency use, if they have one. They must keep these phones stored, however; they cannot have them out or use them in any way, except in case of an emergency.

Once students begin band or orchestra at the beginning of the school year, they cannot drop the class until the end of the quarter. They must attend all the sessions through the end of the

quarter even if their instrument is not at school. If a student decides to drop band, a parent must call Escanaba Area Public Schools (EAPS) to have the student removed from their rolls. A parent must also notify the Holy Name Catholic School office, otherwise the student may still be transported to EAPS.

The band/orchestra instructor(s) will introduce fifth grade students to various instruments at the end of the school year. The band/orchestra 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.

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 or badly damaged, 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.

Field Trips

Field trips are at the discretion of the principal. On any field trip there must be adequate supervision. Students must have signed 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 completed their VIRTUS training and Diocesan background checks. 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.

Assemblies

Throughout the year, students will 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. Students must give their courteous attention to the speaker(s) or performer(s). Booming or haranguing are never acceptable. At the end of the assembly, the students must show proper appreciation and then wait to be dismissed.

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 members, 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 by the principal as a special open invitation.
5. Students must wear what is acceptable for a dress-up day. Not allowed are: inappropriate slogans; shirts with midriff, spaghetti straps, or undergarments showing; slogans across the seat of pants / sweatpants / shorts; torn clothing, even if there is an under layer. Skirts must come to approximately the knee – no higher than 2” above the knee.
6. Students are expected to stay in the room where the dance is held. They cannot leave without permission of the chaperones. If these rules are broken, the parents/guardians will be contacted and the student(s) will be asked to leave the dance immediately.
7. Students from visiting schools are invited only 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. Visiting students must be in sixth, seventh, or eighth grade.

Textbooks

All school-owned textbooks are encouraged 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.

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 to be washed weekly.

Damage to School Property

Students and staff must act responsibly towards school property, including furniture and equipment. Any individual who causes damage may be responsible for the cost of repairs and/or replacement.

Use of the School Building

The Holy Name Catholic School building is to be used primarily for spiritual and educational purposes. We do, however, occasionally lend our building to approved groups for use as a meeting site or for athletic practices. There may be a fee to use HNCS facilities to cover the cost of lights, heat, and maintenance. To schedule use of the building, contact the office, the athletic director, and the principal. All activities must be planned and scheduled on the school 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 must be picked up and returned to the office. **Duplication or retention of any key without proper authorization will result in that group being denied use of the building and possibly being charged for the school having to change its locks.** Every group using the building is responsible for security and maintenance (including lights). Areas of no admittance include the boiler room and administrative offices.

Community Signage in the Building

Signs and/or posters may not be hung in the school without permission of the principal.

Updating This Handbook

This handbook is reviewed and updated annually. It provides information of a general nature. Specialized handbooks are available for various programs, including preschool, readiness kindergarten, kindergarten, and athletic programs. We welcome comments and/or suggestions on how to improve this handbook; please contact the principal or the school office.

School Policies

School policies are available to anyone who may wish to review them. All policies are available in the school office; some are posted on the school's website.

Holy Name Dress Code

Preschool – Kindergarten: Preschool, readiness kindergarten, and kindergarten students at Holy Name do not wear uniforms. These children should wear clothing that is sturdy, washable, and easy to manage. All articles should be labeled with the student's name. Winter clothing, including boots, must be easy to put on. A pair of clean, non-scuff soled gym shoes is needed for physical education class. These shoes are kept at school.

A complete change of clothes (socks, underwear, shirt, pants) should be in the student's locker and replaced when a change of clothes occurs during school.

Grades 1 – 8: Students in grades 1 – 8 must wear the uniforms described below, except if pre-announced otherwise (e.g., on "N.U.T." days – "No Uniform Today").

Please understand that we expect each student's daily uniform to follow this dress code. Just as adults must follow certain dress codes according to their jobs (e.g., a nurse/doctor, a police officer, a professional athlete, etc.), so must our students.

***** A student not in compliance with the dress code will have a level 1 consequence. *****

A personal jacket/hoodie may be worn before school, during lunch, to recess, and at the end of the day. Any personal apparel worn on school property should not have inappropriate slogans and/or pictures. No jacket/hoodie may be worn in the classroom during school hours.

If the article of clothing has an item number next to it, it is to show an example of a correct uniform piece. The skirt, skort, micro-fleece, and pullover are **ONLY** available at **Land's End** and need to be purchased directly from that vendor. The other items may be purchased from **Land's End**, but are not required to be so purchased, **EXCEPT** for the skirt, skort, micro-fleece, and pullover. Any other articles of clothing may be purchased from other vendors at the family's discretion, but must match the same color and style as **Land's End**.

School code for Land's End – 900059007 @ landsend.com
click on "schools", then "shop by school"
Land's End School Customer Service 1-800-469-2222

BOYS:

- Interlock plain polo shirt (long sleeves or short sleeves).

Gr 1-5 color(s) are white or evergreen

Gr 6-8 color(s) are white or navy

Shirts will be buttoned, tucked in, and collar turned down while at school.

- Rapid Dry polo shirt (short sleeves or long sleeve).

Gr 1-5 color(s) are evergreen or white

Gr 6-8 color(s) are navy or white

Shirts will be buttoned, tucked in, and collar turned down while at school.

- Twill or Chino slacks (flat front or elastic waist).

Gr 1-5 color is navy

Gr 6-8 color is khaki

No elastic at ankle or skinny style pant.

- Walking shorts (flat front or pull on)

Gr 1-5 color is navy

Gr 6-8 color is khaki

To come approximately to the knee – no higher than 2" above the knee

- White, navy or black socks - must match. Logos will be small and colored either white, black, gray or navy. Socks may not have numbers or pictures or be bright neon colors.
- Navy blue sweater with no hood. (V neck pull over sweater or cardigan zip). A school polo shirt must be worn under the sweater.
- ¼ zippered evergreen micro fleece w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the fleece for the required logo stitching.*** Uniform shirt must be worn under fleece.
- Full zip evergreen micro fleece w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the fleece for the required logo stitching.*** Uniform shirt must be worn under fleece.
- ¼ zippered evergreen pullover w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the pullover for the required logo stitching.*** Uniform shirt must be worn under pullover.
- Footwear is at parent's discretion. Shoes must not have holes (like a Croc style) or open toes for safety reasons.
- Belts are black or brown and only worn if needed.
- Undershirts, if worn under a school shirt, must be white with no logo or writing on it.
- No hats or other head gear may be worn once in the building.
- Hair style and color cannot be a distraction.

BOYS in GRADES 6 – 8 ONLY

- Mass day will be a white collared shirt (long sleeves or short sleeves) with the khaki uniform pants or shorts. Collared shirts must have a plain white undershirt underneath and be

buttoned up and tucked in. Shirts with long sleeves will be kept with sleeves unrolled. The HNCS tie must also be worn.

GIRLS:

- Interlock plain polo shirt (long sleeves or short sleeves).

Gr 1-5 color(s) are white or evergreen

Gr 6-8 color(s) are white or navy

Shirts will be buttoned, tucked in, and collar turned down while at school.

- Rapid Dry polo shirt (short sleeves or long sleeve).

Gr 1-5 color(s) are evergreen or white

Gr 6-8 color(s) are navy or white

Shirts will be buttoned, tucked in, and collar turned down while at school.

- Twill or chino slacks (flat front or elastic waist).

Gr 1-5 color is navy

Gr 6-8 color is khaki

No elastic at ankle or skinny style pant.

- Walking shorts (flat front or pull on)

Gr 1-5 color is navy

Gr 6-8 color is khaki

To come approximately to the knee – no higher than 2" above the knee

- Ponte pleat skirt *****This item must be purchased through Land's End.***

(Little kid sizes 4-6; Big kid sizes 7-16; Adult sizes).

Gr 1-5 color is navy

Gr 6-8 color is khaki

To come approximately above the knee – no higher than 2" above the knee

- Ponte pleat skirt *****This item must be purchased through Land's End.***

(Little kid sizes 4-7; Big kid sizes 8-20; Adult sizes).

Gr 1-5 color is navy

Gr 6-8 color is khaki

To come approximately above the knee – no higher than 2" above the knee

- Black or navy leggings may be worn under skirts.
- White or navy tights may be worn.

- White, navy or black socks - must match. Logos will be small and colored either white, black, gray or navy. Socks may not have numbers or pictures or be bright neon colors.
- Navy blue sweater, with no hood. (V neck pull over sweater or cardigan zip). A school polo shirt must be worn under the sweater.
- ¼ zippered evergreen micro fleece w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the fleece for the required logo stitching.*** Uniform shirt or uniform blouse must be worn under fleece.
- Full zip evergreen micro fleece w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the fleece for the required logo stitching.*** Uniform shirt or uniform blouse must be worn under fleece.
- ¼ zippered evergreen pullover w/ embroidered school logo *****This item must be purchased through Land's End. A \$8.95 charge will be added to the price of the pullover for the required logo stitching.*** Uniform shirt must be worn under pullover.
- Footwear is at parent's discretion. Shoes must not have holes (like a Croc style) or open toes for safety reasons.
- Belts are black or brown and only worn if needed.
- Undershirts, if worn under a school shirt, will be white with no logo or writing on it.
- Hair bows, barrettes, scrunchies and head bands are to be a solid white, black or navy. These items are the only allowed hair accessories. No decorated headbands, hats, scarves, handkerchiefs, hoods, or other head gear may be worn in the building.
- Hair style and color cannot be a distraction.

GIRLS in GRADES 6 – 8 ONLY

- Mass day will be a white collared shirt (long sleeves or short sleeves) with the khaki uniform pants, shorts or skirt. The collared shirt must have a plain white undershirt underneath and be buttoned up and tucked in. Long sleeved shirts will be kept with sleeves unrolled. The HNCS tie will be worn also.

Gym Class and Sport Practice Dress Code

1. T-shirts must be worn intact (no tears) and cannot have cut off sleeves, etc.
2. Shorts must be to approximately to the knee – no higher than 2" above the knee
3. No athletic wear can have inappropriate language or pictures

4. Gym shoes must be worn

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

No Uniform Today (N.U.T.) Days

1. No holes in any clothing, including jeans.
2. Leggings, straight leg and skinny jeans/pants are **ONLY ACCEPTABLE** if worn under a skirt or dress which has a hemline that comes to approximately the knee, no higher than 2" above the knee. A sweater will not count as an over-shirt for leggings, straight leg or skinny jeans/pants, unless the sweater is completely buttoned up and hangs to approximately the knee, no higher than 2" above the knee. The sweater must be worn buttoned up the entire school day.
3. Short skirts or shorts must come to approximately the knee – no higher than 2" above the knee.
4. Students are not allowed to wear the following on non-uniform days:
 1. T-shirts with inappropriate slogans.
 2. Shirts with midriff, spaghetti straps, or undergarments showing.
 3. Slogans across the seat of pants / sweatpants / shorts.
 4. Torn clothing - even if there is an under layer. No tears allowed.

Theme and Spirit Days

- Non-uniform days are held periodically throughout the year. Clothing worn for dress-up days (shirt, pants, skirt, dress, dressy jeans, sweatshirts, etc.) must be no more revealing than the school uniform.
- On spirit days, students are expected to wear the school colors (green and white) or Holy Name Catholic School logo clothing.
- On special theme days (patriotic day, Yooper day, green and white day, etc.), students must either participate in the theme or wear the school uniform.
- No hoodies or other coverups may be worn.

Discipline Policy

DISCIPLINE LEVEL I – Actions Disruptive to Learning

All discipline must be documented on this form and on RenWeb, and parents must be notified.

EXAMPLES include, but are not limited to:

Missing required classroom supplies
Disregarding another's personal space/ property
Using inappropriate language, gestures, or physical contact
Chewing gum, food and/or drink (other than water), except as allowed by the teacher
Improper storage of electronics
Use of electronics and cell phones during school hours
Dress code violation

TARDINESS
See Tardiness Policy in Handbook

****Although students may sometimes bring cell phones or other electronic devices to HNCS, they are not allowed to use them during school hours unless they have teacher permission to do so.****

Consequences for Actions Disruptive to Learning

Incident may result in a higher level of discipline or be handled under the anti-harassment policy

Grades K (Offenses determined per school year)

- 1st Offense – Handled by classroom teacher
- 2nd Offense – Parent/Teacher conference
- 3rd Offense and beyond – Dean of Students referral – Parent / Teacher / Dean of Students conference

Grades 1-5 (Offenses determined per school year)

- 1st Offense – Teacher/Staff warning documented in RenWeb
- 2nd Offense – Refocus and Restitution
- 3rd Offense – Dean of Students referral – Parent/Teacher /Dean of Students conference
- 4th Offense and beyond – Dean of Students to handle; discipline could range from detention to suspension based on incident

Grades 6-8 (Offenses determined per school year)

- 1st Offense – Teacher/Staff warning documented in RenWeb
- 2nd Offense – Commandment/Virtue Essay
- 3rd Offense – Dean of Students referral – Parent/Teacher /Dean of Students conference
- 4th Offense and beyond – Dean of Students to handle; discipline could range from detention to suspension based on incident

Student: _____ Grade: _____ Teacher: _____

Date of incident: _____ Date of Consequences: _____

Description of incident and consequences administered: _____

Reviewed by Dean of Students: _____

Additional Consequences: _____

DISCIPLINE LEVEL II – Actions Disrespectful to Self, School, Students, Teachers, Staff, or Others

All discipline must be documented on this form and on RenWeb, and parents must be notified.

EXAMPLES include, but are not limited to:

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

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

Incident may result in a higher level of discipline or be handled under the anti-harassment policy

Grades K-5 (Offenses determined **per school year**)

- 1st Offense – Parent contact by teacher
- 2nd Offense – Refocus and Restitution – Parent contact by teacher
- 3rd Offense – Detention – Parent contact by teacher
- 4th Offense – Dean of Students to handle; discipline could range from increased detention to suspension half-day to three (3) days
- 5th Offense and beyond – Dean of Students to handle; discipline could range from increased suspension to possible expulsion

Grades 6-8 (Offenses determined **per school year**)

- 1st Offense – Teacher / Staff warning documented in RenWeb
- 2nd Offense – Commandment / Virtue Essay
- 3rd Offense – Detention – Dean of Students referral
- 4th Offense – Dean of Students to handle; discipline could range from increased detention to suspension half-day to three (3) days
- 5th Offense and beyond – Dean to Students to handle; discipline could range from increased suspension to possible expulsion

In Case of Suspension: Homework must be completed and turned in, and missed tests taken, the next school day.
There will be a 50% reduction in all work graded.

Student: _____ Grade: _____ Teacher: _____

Date of incident: _____ Date of Consequences: _____

Description of incident and consequences administered:

Reviewed by Dean of Students: _____

Additional Consequences: _____

DISCIPLINE LEVEL III – Actions That Are Emotionally or Physically Harmful

All discipline must be documented on this form and on RenWeb, and parents must be notified.

EXAMPLES – but not limited to:

Theft (value under \$25.00)

Graffiti or defacing property

Intimidation

More severe physical contact than Level I or II

Demeaning written or verbal language → Could be LEVEL V depending on circumstances

Profane comments in verbal or written form → Could be LEVEL V depending on circumstances

Obscene gestures → Could be LEVEL V depending on circumstances

Consequences for Actions That Are Emotionally or Physically Harmful

THESE CONSEQUENCES COULD POSSIBLY INCLUDE POLICE INVOLVEMENT

Incident may result in a higher level of discipline or be handled under the anti-harassment policy

Grades K (Offenses determined **per school year**)

- 1st Offense – Parent contact by teacher
- 2nd Offense – Dean of Students referral & parent contact
- 3rd Offense and beyond– Behavior contract (see Definition in Student/Parent Handbook)

Grades 1-8 (Offenses determined **per school year**)

- 1st Offense – Dean of Students referral & parent contact – Detention
- 2nd Offense – Dean of Students referral – Suspension half-day to three (3) days – Priest referral
- 3rd Offense – Dean of Students referral – Increased suspension – Behavior contract (see Definition in Student/Parent Handbook) – Priest referral
- 4th Offense and beyond – Increased suspension or possible expulsion

Suspension for Gr. 1-2: Schoolwork will be completed at home. Tests will be made up at school.

Suspension for Gr. 3-8: Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.

Student: _____ Grade: _____ Teacher: _____

Date of incident: _____ Date of Consequences: _____

Description of incident and consequences administered:

Reviewed by Dean of Students: _____

Additional Consequences: _____

DISCIPLINE LEVEL IV – Actions That Are Intentionally Physically Destructive

All discipline must be documented on this form and on RenWeb, and parents must be notified.

EXAMPLES include, but are not limited to:

Fighting
Threat of assault
Battery (more severe contact than LEVEL I-III)
Vandalism of school or personal property
Extortion

Consequences for Actions That Are Intentionally Physically Destructive

THESE CONSEQUENCES COULD POSSIBLY INCLUDE POLICE INVOLVEMENT

***** Incident may result in a higher level of discipline or be handled under the anti-harassment policy *****

Grade K (Offenses determined per school year)

- 1st Offense – Dean of Students referral – Suspension half-day day to three (3) days – Priest referral
- 2nd Offense – Dean of Students referral – Increased suspension – Priest referral
- 3rd Offense and beyond – Dean of Students referral – Increased suspension – Behavior contract (see Definition in Student/Parent Handbook) – Priest referral

Grades 1-8 (Offenses determined per school year)

- 1st Offense – Dean of Students referral – Suspension half-day day to three (3) days – Priest referral
- 2nd Offense – Dean of Students referral – Increased suspension – Priest referral
- 3rd Offense and beyond – Increased suspension or possible expulsion

In case of Suspension for Grades 1-2: Schoolwork will be completed at home.

In case of Suspension for Grades 3-8: Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.

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 Dean of Students: _____

Additional Consequences: _____

DISCIPLINE LEVEL V – Threatening or Otherwise Egregious Actions Resulting in Immediate Automatic Suspension

EXAMPLES include, but are not limited to:

Knowingly creating a false emergency, including intentionally misusing the fire alarm
 Weapons, including intentional dangerous misuse of items (e.g., scissors, pencils)
 Possession or use of illegal substances, tobacco, or alcohol
 Racial, ethnic, or sexual comments or actions
 Severe incidents of: demeaning written/verbal language; profane comments in verbal or written form; obscene gestures

Bomb threats
 Severe fight on school property/grounds
 Major theft (value over \$25.00)

Consequences for Threatening or Otherwise Egregious Actions Resulting in Immediate Automatic Suspension

THESE CONSEQUENCES WILL LIKELY INCLUDE POLICE INVOLVEMENT

***** Incident may be handled under the anti-harassment policy *****

An administrative conference will be required to reinstate the student to school. **Expulsion is also an option for any infraction at the discretion of the Dean of Students and Principal.**

Infraction	Consequence
Knowingly creating false emergency	1 day Suspension plus A
Severe, malicious fighting	1-2 day Suspension plus A
Possession or use of weapon (including intentional dangerous misuse of items such as scissors)	Expulsion plus A
Bomb threat	Expulsion plus A
Possession and/or use of illegal substances	1-3 day Suspension plus A & B
Possession and/or use of tobacco products or alcohol	1-3 day Suspension plus A & B
Major theft (value over \$25.00)	1 day Suspension plus A
Severe incidents of demeaning language, profane comments, obscene gestures	1-3 day Suspension

[A] = Police involvement I (also defer to Diocesan Policy # 5114); **[B]** = Substance abuse assessment
Suspension: Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.

REIMBURSEMENT FOR ANY DAMAGE CAUSED

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 Dean of Students: _____ 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 {or designee} 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 normally a result of unacceptable student behavior. . . . 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 Dean of Students. 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 Dean of Students 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 Dean of Students, 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 council.

Student Anti-Harassment, Anti-Bullying & Anti-Hazing Policy

("Student Anti-Harassment Policy")

This policy encompasses harassment, bullying, hazing, and similar inappropriate behavior that occurs at school activities and school events on or off school property, school-sponsored or school-related activities and events, school field trips, and activities and events that affect the school environment (e.g., student at home posting on another student's Facebook page, altercation at another school's football game, etc.). This policy applies to all students. (A separate anti-harassment policy applies to all school employees.).

The school is committed to providing a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying, or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, school volunteer, or parent(s)/guardian(s) is prohibited.

The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential manner that is appropriate to the claim. Once a complaint has been received by a staff member from a student and/or parent(s)/guardian(s), the staff member has two (2) school days to address the conduct, including by: interviewing with subject and witnesses; requesting assistance from the Dean of Students; following up with parent(s)/guardian(s) of both student(s); and informing appropriate school staff of the incident and follow-up activities. The Dean of Students and/or the principal, along with staff member(s) involved in the incident, will determine if the actions rise to the level of being handled under this policy or under the general discipline policy.

Credible acts of harassment, bullying, or hazing by a student will result in disciplinary action up to and including dismissal of the student(s). Student(s) who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. Any act of retaliation against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation is prohibited. Such retaliation shall be considered a serious violation of policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying behavior. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Harassment and Bullying

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening and is communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement

- Derogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyber-bullying or cyber-harassment, occurs when student(s) bully or harass each other using electronic devices. This can include, but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media or websites
- Using someone else's name, username, or identity to spread rumors or lies about another person
- Re-sending / re-posting an inappropriate picture or message will also be subject to disciplinary action

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by Holy Name Catholic School, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person. All hazing is prohibited.

Responsibilities of Holy Name Catholic School and Students

For the school to comply with this policy:

- Staff / employees will contact parent(s)/guardian(s): if any child is injured, subject to victim abuse, and/or is being investigated; if the child needed assistance; or if a call to medical authorities/police was made
- School will provide student support and/or recommend outside of school counseling for student(s), as warranted
- School will provide age-appropriate expectations to students designed to create a school environment free from intimidation, harassment, and bullying
- School will make all teachers, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its enforcement
- School will remain watchful for conditions that create or may lead to a hostile, offensive school environment

- School will investigate complaints about conduct that may violate this policy and take appropriate action as warranted

To comply with this policy, students will:

- Conduct themselves in a manner contributing to a positive school environment that conforms to Catholic values as supported by the Christian Expectations document
- Avoid any activity that may be considered intimidating, harassing, bullying, or hazing
- If possible, inform the person(s) engaging in the conduct that it is a violation of this policy and that the conduct is offensive and unwelcome
- Report all incidents that may be considered intimidating, harassing, bullying or hazing to the parent(s)/guardian(s), principal, Dean of Students, teachers and/or other school employee as appropriate

Monitoring and Enforcement

A violation of this policy may result in disciplinary action up to and including the expulsion of a student. When imposing discipline, staff shall consider the totality of the circumstances, including the age and maturity levels of those involved and previous incidents cumulative of the time the student has been enrolled at Holy Name Catholic School. Holy Name Catholic School may consider whether the alleged conduct warrants discipline in accordance with other Holy Name Catholic School policies. The Dean of Students and/or the principal, along with staff member(s) involved in the incident, will determine if the actions rise to the level of being handled under this policy or under the general discipline policy.

First Offense -

1. Dean of Students will have a discussion with student(s) and parent(s)/guardian(s)
2. Document incident in RenWeb.
3. Suspension for two (2) days. Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.
4. Behavior contract (see Definition in Student/Parent Handbook): Student will follow a probation period per the behavior contract.

Second Offense -

1. Dean of Students will have discussion with student(s) and parent(s)/guardian(s)
2. Document incident in RenWeb.
3. Suspension for three (3) days, or possible expulsion depending on nature and severity of incident. Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.
4. Behavior contract (see Definition in Student/Parent Handbook): Student will follow a probation period per the behavior contract.

Third Offense -

1. Expulsion. Assist student with relocating to a different school. Holy Name will inform the superintendent and then inform the school council in a closed session.
2. Document action in RenWeb.

Investigation and Complaint Procedure

At the conclusion of an investigation, the principal or designee shall prepare and deliver a report to both parents/guardians for all student(s) involved that summarizes the evidence gathered during the investigation and provides recommendations based on such evidence. The principal or designee may consult with the Diocese of Marquette legal counsel before finalizing the report. Parent(s)/guardian(s) who are dissatisfied with the principal/designee's final decision to expel or assist a student with relocating to another school may submit a signed written appeal to the Holy Name Catholic School Council within five (5) school days of his/her receipt of the school's final decision.

Privacy / Confidentiality

The principal or designee will instruct all members of the school community and third parties who are interviewed about the importance of maintaining confidentiality. All records created as a part of an investigation of a complaint of harassment will be maintained by the principal or designee in accordance with the Diocese of Marquette's records retention policy.

Education and Training of Staff and Students

Holy Name Catholic School will continue to provide opportunities for training and teaching both staff and students on this topic through hosting guest speakers, curriculum development, professional development, and mentoring times with students.

Harassment / Bullying / Hazing

EXAMPLES include, but are not limited to:

Hostile, demeaning, intimidating, threatening words or actions
Cyber bullying / social media / sending or posting, or re-sending or re-posting, hostile, demeaning, or otherwise inappropriate content
Humiliating, inflammatory, threatening words spoken and/or written
Name calling, unwanted physical touching or contact, assault
Hostile, demeaning, intimidating, threatening posters, cartoons, drawings, images and/or photos

*****Bullying can occur once or habitually, depending on the nature and severity of the incident. *****

Consequences for Harassment / Bullying / Hazing

Grades K– 8th Grade (Offenses carry over year-to-year)

First Offense –

1. Dean of Students will have a discussion with student(s) and parent(s)/guardian(s)
2. Document incident in RenWeb.
3. Suspension for two (2) days. Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.
4. Behavior contract (see Definition in Student/Parent Handbook): Student will follow a probation period per the behavior contract.

Second Offense –

1. Dean of Students will have discussion with student(s) and parent(s)/guardian(s)
2. Document incident in RenWeb.
3. Suspension for three (3) days, or possible expulsion depending on nature and severity of incident. Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded.
4. Behavior contract (see Definition in Student/Parent Handbook): Student will follow a probation period per the behavior contract.

Third Offense –

1. Expulsion. Assist student with relocating to a different school. Holy Name will inform the superintendent and then inform the school council in a closed session
2. Document action in RenWeb.

Student: _____ Grade: _____ Teacher: _____

Date of incident: _____ Date of Consequences: _____

Date activated from Discipline Policy to Anti-Harassment Policy: _____

Description of incident and consequences administered:

Reviewed by Principal / Dean of Students: _____

Handbook Definitions

1. **Assault:** an attempt or implied promise to inflict harm upon another person; no actual contact is necessary
2. **Battery:** the unlawful, intentional touching or application of force to another person in a rude, insolent, or angry manner
3. **Behavior Contract:** a contract developed by the Dean of Students, homeroom teacher, and parent(s), that outlines specific behavioral expectations and conditions that the student must meet, and consequences for not meeting the identified expectations and conditions. Under the behavior contract, the Dean of Students will supervise and evaluate the student 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. The contract may include a recommended assessment by a counselor and/or a mental health professional. The contract will specify the duration of the probation, as determined by the Dean of Students and with approval of the principal. The teacher, Dean of Students, parent(s)/guardian(s), and student will all sign the behavior contract.
4. **Dean of Students Referral:** a student may be referred to the Dean of Student'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 this referral vary and depend on the reason for the referral. These actions may include a conference with the student and/or parent, loss of privilege, a behavior contract, etc.
5. **Detention:** student is detained for a pre-arranged period of time after school. The school notifies the parent(s)/guardian(s).
6. **Extortion:** obtaining money or property (something of value) from an unwilling person by either physical force or intimidation
7. **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"
8. **Insubordination and Defiance:** failure of a student to obey, comply with, or carry out a reasonable request or directions from an adult in charge
9. **Loss of Privilege:** loss of non-academic privileges, such as off-campus lunch, athletics, field trips, etc.
10. **Obscene:** characterized by being disgusting to the senses or deeply offensive to morality
11. **Profane:** misuse of the Lord's name; inappropriate language and/or gestures

12. **Suspension:** student is not allowed to attend classes. Homework must be completed and turned in, and missed tests taken, the next school day. There will be a 50% reduction in all work graded. The student is not allowed to be on or near school premises or to attend school or school-related activities during the duration of the suspension. The student must be under the guidance and direction of a parent or guardian during the suspension. Suspension is a serious disciplinary measure. A suspended student must attend an administrative conference with his or her parent(s) or guardians(s) before returning to school.
13. **Vandalism:** deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another

ATTACHMENT A: Holy Name Volunteer Policy

Volunteers: We Couldn't Do It Without YOU!

Holy Name Catholic School Volunteer Policy

When children enter Holy Name Catholic School, teachers and parents/guardians must become partners in facilitating children's learning. One of the most important ways we can become partners is by working together at school events, school trips, and school activities. This helps children realize that there is a strong bond between home, community, and school. Those who volunteer in the school not only help the students and teachers, but they also help themselves by coming to understand better their loved one's education. Through volunteering, we are able to give and to receive so much more in return.

School volunteers serve under the direction of school staff to meet the needs of students. This Volunteer Policy describes the school's expectations for all volunteers who work with Holy Name students. Please read this policy fully. **All volunteers must complete a VIRTUS (Protecting God's Children) training and background check through the Diocese of Marquette before their first day of service, which includes driving or chaperoning for field trips.** See the end of this document for more information on VIRTUS.

Preschool volunteers must meet extra requirements, in addition to completing VIRTUS training and a Diocesan background check. See "Preschool Volunteers," below.

Ways to Get Involved:

We couldn't do all that we do without the help of our volunteers! There are many opportunities for you to become involved. Please contact the school office, classroom teacher, or principal to learn how to get involved. Where it's more than a school... It's a way of life!

All families are invited to volunteer. Families who receive tuition assistance are encouraged to volunteer a minimum of ten hours per schoolyear.

Confidentiality:

Confidentiality is of the utmost importance when associating with teachers and students. Guidelines to live by are:

What you see and hear at the school is private. When you volunteer in the classroom, you have access to information that is not to be shared. Any student you observe in the classroom or in the school must not be discussed with other parents, faculty, or staff – not even with that student's parents. You must always refer any question regarding a student at Holy Name to the student's teacher or to the principal.

Volunteers During Field Trips & School Hours:

When you are volunteering at Holy Name, you are demonstrating your support for education. Please understand that, in academic settings, it is important give your full attention to the task at hand.

Drivers or chaperones on field trips agree to abide by Diocesan Policy (Policy # 6153) on student travel as it pertains to safety and private vehicles used as transportation. Each driver on a field trip will need to complete the VIRTUS program and vehicle insurance carrier form.

If you are on a field trip, we assume you are either driving or chaperoning. We expect your full attention to be on the children you are supervising.

Dress Code:

The school's philosophy is to present modest dress with all students, staff, and volunteers.

Volunteer Conduct Expectations:

Remember that we all – teachers, staff, and volunteers – are role models for the children around us. “Little eyes” are watching, listening, and learning appropriate behavior from our actions. Therefore:

- Cussing, inappropriate language, and inappropriate discussions are not allowed on campus or on field trips.
- Conduct or speech that violates commonly accepted standards of the school will not be tolerated.

Please conduct all private conversations outside of the classroom. Teachers need the full attention of their students to direct instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways are distracting as well.

Tobacco-Free, Drug-Free, and Weapon-Free:

Holy Name Catholic School is a tobacco-free and drug-free zone. Smoking and possession of tobacco or drug products are prohibited on all school grounds, inside school buildings, in school parking lots, on school playing fields, in school buses or vehicles, and at off-campus school-sponsored events. You may not bring any tobacco or drug products in your purse, pockets, or bags. You may not smoke on field trips, not even in your own car. “Tobacco products” include cigarettes, cigarette papers, cigars, smoking tobacco, and non-smoking tobacco. Vaping is also prohibited on all school grounds/property and at all school-sponsored events and activities.

Holy Name Catholic School is a weapon-free zone. This prohibition applies to all on- and off-campus events and activities. By law, concealed weapons and weapons in vehicles are not allowed at school events. Police officers are exempt from this law.

Cell Phones:

Cell phones are to be turned off or on vibrate during school hours.

Discipline:

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. It is the teacher's responsibility to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to help, but not to replace, the teacher.

On field trips, when the teacher is unavailable, a volunteer may appropriately address safety or behavior issues when he/she is the adult supervising a group of children. When this occurs, the volunteer must inform the teacher as soon as possible. However, it is the teacher's responsibility, not the volunteer's, to implement any consequences for the student(s) involved.

If, on any occasion, a volunteer encounters a situation that he/she is uncertain how to handle or feels should be brought to someone's attention, the volunteer should inform the teacher or the principal as soon as possible.

Preschool Volunteers:

Preschool volunteers are subject to special requirements, per state licensing rules and Holy Name policy. No preschool volunteer may have unsupervised access to children. In addition to (1) complying with VIRTUS training and background check requirements, preschool volunteers must also (2) receive a public sex offender registry (PSOR) clearance before having any contact with a child in our preschool, and (3) sign a statement that they are aware that abuse and neglect is against the law, that they have been informed of Holy Name policies on child abuse and neglect, and they know that all staff and volunteers are required by law to immediately report suspected abused and neglect to children's protective services. No individual registered on the PSOR may have any contact with children in our school. Any preschool volunteer who has contact with children at least four hours per week for more than two consecutive weeks must submit proof of a negative communicable tuberculosis (TB) test within one year before volunteering.

VIRTUS Requirements:

All employees and volunteers in the Diocese of Marquette must complete the VIRTUS Safe Environment Training and Diocesan Background Check. These steps must be completed before the first day of service for all employees and volunteers who have immediate access to minors, including field-trip drivers and chaperones.

SAFE ENVIRONMENT

Background and Training

Instructions for New Employee and Volunteer Applicants

- Go to **VIRTUS.ORG**
- On the left side of the screen select **FIRST TIME REGISTRANT** •
Select **Begin the Registration Process**.
- In the drop-down box, select **Diocese of Marquette**.
- Fill in a new **User ID & Password**. Write this down, you will need it again. •
Fill in all fields with your legal name, address, and other requested information.
- Select the parish or school where you volunteer or work.
- Complete the remaining questions on the following pages.
- When finished with the registration process, you will be on a page with a link to the background check website. This is a secure website and must be followed to become an active employee or volunteer in the Diocese of Marquette.
- The appropriate training module will be assigned to your account as soon as the next regular business day.
- Completion of the VIRTUS Adult Awareness Training Session is required by all adult employees and volunteers in the Diocese of Marquette prior to becoming an active employee or volunteer.

Questions can be directed to:

Martha Tomasi

Diocesan Safe Environment Coordinator

(906) 227-9155

mtomasi@dioceseofmarquette.org