

Holy Name Catholic School Home of the Kingfishers



Preschool Family Handbook

2020-2021

433 Jackson Street
Ketchikan, Alaska 99901
PH: 907-225-2400 FAX: 907-247-0041
www.holynameschoolketchikan.org
schooloffice@holynamektn.org

Table of Contents

1. Welcome Letter	Page 3
2. Mission Statement, Educational Philosophy, Goals of the Program	Page 4
3. Admissions, Withdrawal	Page 5-6
4. Faith Education	Page 6-7
5. Parent School Partnership	Page 7-11
a. Custodial Rights	Page 8
b. Parent School Covenant	Page 8-10
c. Communication	Page 10-11
6. Student Life	
a. Classroom Staffing	Page 11
b. Hours of Operation	Page 11-12
c. Academics	Page 12
d. Daily Schedules	Page 12-13
e. Dress Code	Page 13-14
f. Cold Weather Outdoor Play Policy	Page 14
g. Field Trips	Page 14
h. Snack/Lunch	Page 14
i. Use of School Grounds	Page 15
j. Visitors	Page 15
k. Bicycle and Personal Toy Policy	Page 15
l. Birthday Celebrations	Page 15
7. Attendance	
a. Short Term Absences	Page 16
b. Absences Due to Communicable Diseases	Page 16-17
c. Leaving and Returning During the School Day	Page 17
8. Student & School Safety and Health Plan	
a. Child Abuse Neglect Reporting	Page 18
b. Crisis Plan	Page 18
c. First Aid/Emergency Care	Page 18
d. Medications	Page 19
e. Allergy Policy	Page 19
f. Search/Gun Free Zone	Page 19
g. Telephone Usage	Page 19
h. Cell Phone/Electronic Device Policy	Page 19-20
i. Asbestos Management Plan	Page 20
9. Behavior, Conduct & Discipline Policy	
a. Preschool Discipline Policy/Separation Anxiety	Page 21
b. Rules and Policies for the Entire School Community	Page 21-24
10. Financial Policy	
a. Financial Aid/Scholarship Fund	Page 25
b. Tuition Billing	Page 26
c. Tuition Rates	Page 25
d. Fundraising	Page 25
e. Share Hours	Page 26-27



Dear Parents and Students,

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

Welcome to Holy Name Catholic School! In choosing Holy Name, you have demonstrated a commitment to the values and philosophy of a whole child education - body, mind, & soul.

Holy Name Catholic School is a preschool through sixth grade Catholic Elementary School under the Diocese of Juneau. Holy Name Catholic School has been serving the people of Ketchikan for over 70 years. It was founded on the belief that we are called to educate the minds, bodies and souls of our children through faith and academics.

Our school is family-oriented. We are committed to educating children in partnership with their families. The school is open to all children, preschool through sixth grade, regardless of race, creed, gender, disability or national origin. Students from different faiths and church backgrounds are welcome and will find a loving home here among the Kingfisher family. The faculty and staff of Holy Name Catholic School look forward to partnering with you as we seek to raise the next generation of compassionate, hardworking, spiritually mindful, and academically strong adults.

The Parent/Student Handbook reflects the policies of Holy Name Catholic School for the 2020-2021 school year. Please read this document carefully and sign the agreement in your registration packet. This agreement states that you intend to abide by the policies of Holy Name Catholic School during the school year.

Let us pray together that God, who has begun this good work in us, may give us the resources, passion, and courage to guide our children, families, parish, and school to a fruitful harvest.

Ms. Hazel Brewi
Administrator
Holy Name Catholic School
Ketchikan, Alaska

Mission Statement

Holy Name Catholic School (HNCS) is a vital part of the mission of Holy Name Catholic Church. HNCS will provide a Christ-centered academic environment designed to promote the total development of the child. HNCS provides a nurturing environment that encourages spiritual, social, and physical growth, while providing experiences that promote positive self-esteem, creativity, problem-solving and academic progress. Our ministry as a school extends beyond our students to all faculty, staff, and family members, in a way that strives to invite them to integrate the gospel of Christ into their daily lives and to become an active part of the Christian community.

Educational Philosophy

Our educational philosophy is to teach as Christ taught. HNCS will provide superior academic opportunities through a challenging curriculum, while promoting the ongoing formation and spiritual growth of its students. This is done in order to prepare students to live out the Gospel and to meet their full potential in a life of service as living witnesses of Christ in society.

Holy Name Catholic School is founded on the belief that all human beings enjoy a special dignity as children of God. We believe that parents are the primary educators of their children. We believe that everyone has a right to a Catholic education and to live the fullness of the Christian faith.

Goals of the Preschool Program

1. To help young children build a trusting relationship with God: to help them understand they are special, and God loves them.
2. To introduce prayer, both formal and informal. To introduce God's word and help young children understand how God is present in their lives.
3. To teach skills such as self-expression, empathy and conflict resolution.
4. To provide learning experiences that are both challenging and satisfying yet varied with each child's unique abilities and differences being respected and valued.
5. To provide a positive, fun, experience that captures the young student's natural love of life and learning and stretches their imagination.

National Catholic Education Association

HNCS is a member in good standing with the National Catholic Education Association. NCEA is the largest, private professional education association in the world. NCEA works with Catholic educators to support ongoing faith formation and the teaching mission of the Catholic Church. As a professional association NCEA's focus is on Catholic school education, includes developing current and future leaders, providing educational resources and strategically expanding professional development opportunities for those committed to the mission of Catholic education, serving as the national voice for Catholic schools. (ncea.org)

Admissions

Admission Requirements:

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

1. A complete enrollment packet including registration fee
2. Birth certificate.
3. Catholic Baptismal & First Communion Certificate if applicable.
4. Up-to-date student records from the last school attended.
5. Current immunization record (As required by State of Alaska, all students must provide a current immunization record or appropriate exemption forms prior to the first day of school.)

Additionally:

6. Students need to be **three** years of age as of September 1st of the year they are planning to begin school, in order to be considered for the Bumblebee (3-4 yrs. old) preschool class.
7. Students need to be **four** years of age as of September 1st of the year they are planning to enter the Ladybug preschool class. Exceptions may be made at the discretion of the administration.
8. Students need to be toilet trained and able to take care of their personal needs with a minimum amount of help. We do understand that accidents happen. These incidents will be handled with discretion and reassurances. Students must bring a backpack and extra clothes to school each day.

Admissions Process:

1. Returning students, their siblings, and families of Holy Name Parish community will be able to register first for the upcoming school year.
2. Registration will then be opened up to Employees of PeaceHealth and finally the greater Ketchikan community.
3. An application is considered complete when all fields on all forms have been filled in

and the registration fee has been paid.

4. Holy Name Catholic School is mindful for the number of students in a class. The preschool will accept 15 half day Bumblebee students (3-4 years of age) and 12 full day and 3 half day Ladybug students (4-5 years of age). Bumblebee will have two adults in the classroom at all times.
5. Once the classes are full, students may be placed on a waitlist to enter preschool or to change classes.

Holy Name does not discriminate against students with special needs. It must be determined, however, if those needs can be met with the resources available at Holy Name Catholic School. Students' progress may be reviewed at any time upon the request of a teacher, parent, or Principal. Anyone wishing to enroll at Holy Name Catholic School must provide to the school any previous records indicating special needs as soon as possible. Parental support in the form of transportation, child assistance, etc., may be required.

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

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

Withdrawal

Notice of transfer from the school should be made to the school office two weeks in advance of moving. A meeting with the Principal and withdrawal forms must be filled out prior to the transfer. Records will be sent to the student's new school after all financial obligations are met.

Faith Education

Holy Name Catholic School exists to teach the message of Jesus Christ to its students as reflected in the Roman Catholic tradition. Therefore, faith is of primary importance in the

curriculum as well as the day to day life of our school. As a private Christian school, we have the privilege of being able to guide our children in the path of sound moral formation as well provide for their spiritual growth and health.

Holy Name Catholic School recognizes and respects the fact that some of its students may have different faith traditions and attempts to promote their growth in those traditions under the guidance of their families. However, Holy Name Catholic School affirms its right as a Catholic institution to teach according to the doctrine of the Roman Catholic Church as part of our educational mission. Pre-K students are scheduled to participate in classroom chapel each week.

In keeping with our belief in *Parents in Partnership*, we are reminded that it is primarily our student's families, rather than the school, which has the greatest influence on their child's attitude and action towards faith and morals. We appreciate your support as we strive to foster wholesome and sound growth in the lives of our students.

The following ***Christ Skills*** are taught and woven into every aspect of the life of our school.

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

Parents in Partnership

As parents, sponsors, guardians, and caretakers, you are the primary educators of your children and therefore have the greatest influence on their thinking and behavior. As stated

earlier, our school is designed to be family-oriented, and we are committed to educating children *in partnership with their families*.

We therefore ask parents to set rules, times, and limits so that your child is prepared to actively participate in the school day.

- Arrives at school on time and ready to learn
- Is picked up on time at the end of the day
- Is dressed according to the school dress code
- Has lunch and a nutritional snack every day (Full Day students only)

We also ask that parents:

- Actively participate in school activities, especially Parent-Teacher Conferences
- Notify the school of any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any specific situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy when discussing student problems
- When using social media post positive comments about students, teachers, or the administration
- Foster in your child a Christ-like concern for all classmates, teachers, staff and property

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Parent-School Covenant

Because Holy Name Catholic School is a private school, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our children's best interests

guide the words and actions of all teachers, parents, guardians, staff, and other caregivers.

While we strive for excellence, no one within our community is perfect, and problems or misunderstandings can occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or are confused with some matter regarding their child's education, are asked to show similar respect. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem is one of policy, the parent or guardian should inform the Principal in writing or with a phone call. Due to school responsibilities, the Principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
2. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student to student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner.
4. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, academically, psychologically, and physically, and also the welfare of his or her fellow students.
5. Parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:
 - a. HNCS will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member.
 - b. HNCS will not tolerate intimidating or verbally abusing any member of the community, in person or in writing.

- c. Commission of any these acts on the part of a staff member will lead to appropriate disciplinary actions.
 - d. Misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
 - i. limiting or refusing permission to enter or use school grounds or facilities
 - ii. asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters
 - iii. Denying registration, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.
6. Those who are not satisfied with what they have learned, are asked to approach the Pastor or Principal to investigate the matter. In this way, it is hoped that positive resolutions can be reached.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be. If the matter remains unresolved the School Advisory Committee may be contacted via email or through the Pastor.

Communication

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

- **School Closing or Delays-** All delay or closing information will be communicated via text message, email and on our HNCS Facebook page. As a general rule HNCS will follow the decision of the public school district, for closure or delay of school start time.
- **Flocknotes-**Group messaging service. Messages from this service cannot be replied to.
- **Facebook-** Upcoming events and recent photos of HNCS happenings will be posted on our Facebook page on a regular basis.
 - Facebook® & Other Social Media – Postings, photos and/or wording on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary and even legal action.
- **Kingfisher News** - Our weekly newsletter is sent out via email on Thursday. This newsletter keeps families informed of activities taking place at school. This is a great tool for school to parent communication.
- **Website** - www.holynameschoolketchikan.org

- **Calendar** - At the beginning of each school year, a calendar listing known events for the entire year will be sent home to each family. This calendar is also available on our website.
- **Change in Address or Phone Number** - Please notify the school office whenever your address or phone number change. Our records must be kept current and accurate. We do not release this information to the public.
- **Vacations** - Please notify the school office and teacher when parent(s) or children will be out of town. Especially notify the office when a student will have another temporary caregiver.
- **Parent Teacher Conferences** - Conferences between teachers and parents (and child when appropriate) are scheduled in the Fall and Spring. These dates are noted on the academic calendar. You may arrange for a private conference with a teacher at any time by making an appointment with that teacher. Frequent communications are encouraged between parents and teachers.
- **Staff Open Door Policy** - If you have any concerns or suggestions for improvement about the school, please make an appointment to meet with the Principal.
- **Classroom Visitation** - Visitors are welcome in the classrooms at any time throughout the school year. Visitors must sign in at the school office. If you would like to observe a class, please make advance arrangements with the Principal and classroom teacher. If it is necessary to confer with a teacher, please make an appointment.

Student Life

Classroom Staffing

Each class will have one lead teacher and one support teacher. Lead teachers will have early childhood education and/or experience.

Both the Bumblebee (3-4 yrs old) and the Ladybug (4-5 yrs old) classes will have no more than 16 students with two adults in the classroom at all times. Rare exceptions are subject to the approval of the administration.

In the event that a need arises for a substitute, they are subject to all the same background and licensing standards as the regular staff. Although Parents/Guardians are welcome in the Preschool to interact with their own children, they must complete a background check as well as Safe Environment Training offered through the Diocese of Juneau in order to gain a volunteer status.

Hours of Operation

1. Holy Name Catholic School is open from 7:30 am to 5:30pm.
2. Students arriving before 8:30 am will go to *Extended Care*.
 - a. *Extended Care* is billed at a rate of \$5.50/hour billed in quarter hour increments.
3. Children not attending Extended Care should not be dropped off any earlier than five minutes before the class begins.
4. Students need to be accompanied **all the way** into the classroom or extended day room.
5. Please, enter and leave HNCS through the main school doors.
6. **Preschool hours are as follows:**
 - a. Morning class times are 8:30am to 11:30am.
 - b. The afternoon class times are 12:15pm to 3:15pm.
 - c. The all day program follows the normal K-6 times of 8:30am-3:15pm.
 - d. The doors will open 5 minutes before class time; anytime earlier than this cuts into valuable teacher preparation time.
 - e. **Arrival** - Every effort should be made to have students arrive close to the start of school. The first 30 minutes of class time are “free choice” time. All students benefit from this time to settle in before the formal class session begins.
 - f. **Dismissal** - Students will only be released to those persons listed on the registration form. If there are any changes to who is picking up your child please call the school office before class time ends.
 - g. **Late Pick-up** - In cases where students are picked up late they will be escorted to wait in the school office or be taken to extended care where they can be picked up.
 - h. **After Care** - After school Extended Care is open 3:15pm to 5:30pm.

Academics

In addition to the core curriculum followed at Holy Name Catholic School, the preschool classes will follow the Early Learning Guidelines written by the Alaska Department of Education. These standards are designed as a guide for implementing appropriate practices in early learning environment. You may find these standards at:

www.bestbeginningsalaska.org/what-we-do/building-strong-families/alaska-early-learning-guidelines/

A Bumblebee Student’s Day

The Bumblebee Class (3-4 yrs old) is from 8:30am to 11:30am, Monday through Friday.

- Free Play
- Prayer

- Gym or outside time
- Calendar
- Stories
- Snack time
- Art Centers
- Music/Songs/Movement

Once a week the children will have Chapel time with the Director of Religious Education.

A Ladybug Student's Day

The Ladybug Class (4-5 yrs old) is from 8:30am -3:15 (full day) or 8:30 to 11:30am (half day) Monday through Friday.

- Free Play
- Prayer
- Calendar
- Music/Songs/Movement
- Gym or outside time
- Stories
- Art
- Learning Centers
- Snack time
- Lunch time
- Free Play
- Additional gym or outside time
- Access to learning centers
- Art
- Special music, art, dance, gardening projects (half day students will also participate)

Once a week the children will have classroom Chapel time with the Director of Religious Education – 30 minutes.

DRESS CODE

At Holy Name Catholic School, our uniforms are our first opportunity to make an impression on those who see us, and as such are the most apparent expression of our commitment to modesty, safety, and a distraction-free learning environment.

Uniforms can be purchased at www.globalschoolwear.com.

Our school code is: HOLY15

General guideline for all students:

1. Preschool students will wear the Holy Name Catholic School Uniform shirt/jumper/dress on Chapel Days and during field trips.
2. All other days preschool students may wear clothing that meets the following standards:
 - i. Please make sure that your child has an extra set of clothes inside their backpack.

- ii. All clothing and especially the shoes should have your child's name written inside them. Many shoes are identical and many items of clothing seem to come off and are found later, unable to be identified.
- iii. Students should wear clothing free of complicated fasteners. Play clothes are recommended.
- iv. Clothing must be clean, neat and appropriately sized.
- v. Torn or tattered clothing – including items designed to look “aged” - is unacceptable.
- vi. Skirts and dresses must be at an appropriate length.
- vii. Hair must be clean and groomed appropriately. No extreme hairstyles or dyes are allowed.
- viii. Make-up is not allowed. Earrings below the lobe are not allowed.
- ix. Hats are not to be worn inside the school.
- x. Socks are a mandatory part of the dress code.
- xi. Shoes are to be age appropriate and fastened properly. For safety reasons, no flip-flops or other open toe footwear are allowed.
- xii. Clothing should be appropriate to the weather conditions. This includes a waterproof layer/rain jacket every day.

Cold Weather Outdoor Play Policy

On most days the preschool's recess times will take place outside. On days when the weather is not conducive to outdoor play, children will spend their recess time in the gymnasium. We ask that your child has a rain coat/warm coat, boots, hats and gloves when appropriate.

Snack Time and Lunch

Parents of full-day Ladybug students must provide their child with one snack and lunch. Parents of Bumblebee and half-day Ladybugs are required to send a nutritious snack for the class on a rotating basis throughout each month. The snack chart will be sent home the last week of each month. Please ask teacher for guidance on food choices due to possible allergies in the classroom.

Field Trips

A signed parent consent form, located in the Preschool Registration packet, must be signed and returned in order for students to participate in neighborhood walks. This includes permission for your child to go on walks to various locations near the school property; such as visiting neighborhood trees, the Third Avenue playground, and other areas located within a short walking distance from school. The following field trips require a special permission slip which will be provided closer to the event(s): Beach Day/Ward Lake Day, Pioneer Home Visit,

and Catholic Schools Week activities.

If applicable, parents may be asked to pay field trip expenses. Children need to be able to meet safety and behavioral expectations to participate in any field trip. If the preschool does not feel the child can meet field trip expectations, the family may be asked to find alternative care during the scheduled field trip.

Use of School Grounds

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

Visitors

We are happy to have visitors at Holy Name Catholic School. All visitors are required to report to the school office upon entering the building. This is necessary to avoid interruptions of the instructional program and to maintain building security. Visitors must sign in and wear a name badge while they are in the building.

Bicycles and Personal Toys

Bicycles may be brought to school as long as they are locked to the playground fence. They cannot be used by any students during any recess time. Bringing personal toys and games to school is discouraged. HNCS is blessed with an abundance of toys appropriate to the developmental progress of the students in each classroom, or gym equipment that is available for students to use. Teachers may ask students to bring a personal item or toy for show and share, these items will be kept in a specified location in the classroom or in the student's backpack.

Birthday Policy

Parents will be assigned a snack day on or near their child's birthday. Please notify the classroom teacher if you intend to bring in a special snack. Please note: No party invitations can be distributed at school unless the entire class is invited. If just a select few are invited, please make sure you mail the invites to the parents rather than distribute at school.

ATTENDANCE

It is important for students to attend as much as possible. Skills taught and subjects covered will be built on from day to day. Excessive absenteeism may result in loss of enrollment. Please call the school office to notify us when your child will be tardy or absent.

Short-Term Absences

If your child is going to be absent, please notify the school office.

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

Absences Due to Communicable Diseases

It is a parent's responsibility to advise the school office and/or Principal if their child is infected with a communicable disease. When a student is suspected of having a communicable disease, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school.

1. **Fever** – Any student with a temperature of 100 degrees or over will be sent home from school. That child should not return to school until his/her temperature has been below 100 degrees for 24 hours.
2. **Vomiting**- A student who has vomited due to a communicable disease should not return to school until he/she has been without symptoms for at least 24 hours.
3. **Conjunctivitis (Pink Eye)** – A student who has been sent home from school due to suspected conjunctivitis may return to school only after treatment for 24 hours if it is bacterial conjunctivitis. Otherwise they may return to school with a doctor's note which indicates that the conjunctivitis is not bacterial in nature.
4. **Diarrhea** – A student who has experienced diarrhea due to a communicable disease should not return to school until he/she has been without symptoms for at least 24 hours.
5. **Head Lice** – HNCS has a "No Nit Policy". Any student found to have nits or actual lice shall be sent home from school. They may return to school once treatment, as recommended by their health care provider, has been done and all nits have been removed. Students must check in with the school office prior to returning to their classroom. A letter will be sent home to parents of students with head lice and to all parents in a class after cases are identified.

6. **Ringworm** – Any student suspected of having ringworm will be sent home. They may return to school only after treatment for 24 hours. If ringworm was not confirmed by your physician then the student may return with a doctor’s note which indicated that the student does not have ringworm.
7. **Strep Throat** – Any student diagnosed with strep throat must begin treatment with an antibiotic and may return to school on the second day after medication has started.
8. **Mononucleosis** – Student is excluded from school if there is presence of a fever or any other symptom of acute illness.

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

When a physician has diagnosed a student, staff member or volunteer as being infected by a life-threatening communicable disease, the Principal is to be notified immediately by either the parent or guardian of the infected student or by the infected staff member or volunteer.

Leaving and/or returning during the School Day

Please notify the school office ahead of time if your child is going to leave school early and if he/she will be returning that day. A parent or authorized adult must report to the office and sign the child out of the building. Any student who leaves and returns to the school during the day for any reason must sign back in immediately upon returning.

Holy Name Catholic School is closed on the following days:

Labor Day, Thanksgiving and Thanksgiving break, The Feast of the Immaculate Conception, Christmas and Christmas break, New Years, Martin Luther King Day, President’s Day, Spring Break, Good Friday, Easter Monday, Memorial Day, Occasional Parent/Teacher Conference days, In-Service Days (see school year calendar at the end of this document for specific dates).

Student and School Safety and Health Plan

For the health of all, students with symptoms of a contagious illness should not come to school. Questions concerning attendance should be addressed to the school administrator. Please call the school office at 225-2400 to let us know if your child will be absent from class.

Child Abuse or Neglect Reporting

Any teacher or other school employee who suspects or hears that abuse or neglect is adversely affecting a child's physical or mental health or welfare, shall report, as is required by law, to the Office of Children's Services; Alaska Department of Health and Social Services.

-“Abuse” means intentional, deliberate infliction, of physical or mental harm on a child.

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

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

Crisis Plan

Holy Name Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of the following secure designated locations:

1. Peace Health Hospital
2. Gateway Health Center (via the road behind the school)
3. KPU Building

First Aid

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

Emergency Care

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

Medications

If your child must bring medications to school, the following requirements must be met:

- There must be written consent form on file with the school office.
- Medicine must be clearly marked in its original container with the name, dosage, and specific instructions for administering.
- Prescription medication must carry a prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
- Prescriptions must be current.
- It will be kept with the office during the school day.

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

Allergy Policy

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

- **Pets, Plants and Other Potentially Hazardous Materials** - Holy Name Catholic Preschool will take every precaution necessary to prevent your child from being exposed to hazardous or potentially hazardous materials. The Preschool reserves the right to care for pets and plants on the premises. Before a potentially hazardous pet or plant is introduced to the Preschool environment, a notification will be sent home and Parents/Guardians will be asked to provide any feedback about potential harm the presence of such may cause their child.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Fire Arms

No fire arms are allowed in or around the campus of Holy Name Catholic School except by law enforcement officials.

Telephone Usage

The office telephone is available for emergency situations. A student must have the Principal's or a teacher's authorization to make telephone calls.

Cell Phone/Electronic Devices

Students are discouraged from bringing cell or smart phones to school.

Phones will be allowed if:

- Parents can cite a specific need and request prior permission from the teacher or principal
- The phone is turned off and secured in the student backpack during the entire school day.
- Students violating these rules will have phone confiscated by teacher or principal, to be returned at the end of the day

Students may not bring tablets, iPads, laptops, or other electronic devices to school. Students found with such devices will be asked to turn them in to the teacher or principal, and will be returned at the end of the school day.

Asbestos Management Plan

On October 22nd, 1986 President Ronald Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which enacted rules that require all school districts Kindergarten through twelfth grade, to inspect for the presence of asbestos in building materials that may have been used in school building construction and document this information in a comprehensive management plan.

Holy Name Catholic School's "Asbestos Management Plan" was completed January 29th, 1988 and approved by the State of Alaska July 24, 1989. Since then the school has been inspected every three years. This plan stipulates what materials may contain asbestos and what procedures must be followed when any work is done that may involve these materials. Inspections look for any disturbance of materials containing asbestos. The last inspection found no such disturbance. The "Asbestos Management Plan" is on file at Holy Name Catholic School and may be reviewed by requesting the document at the school office.

Behavior, Conduct & Discipline Policy

Class Rules

Be friendly and kind.

Be safe.

Take care of things.

Preschool Discipline Policy

Our goal is to guide the child towards self-discipline. Because we are teaching children at various stages of development; techniques used may vary from case to case.

The following may be used when children display inappropriate behavior:

1. Teaching the skill that is lacking, or the rule being broken.
2. Natural consequence (a child who is splashing at the water table gets shirt wet).
3. Imposed or logical consequence (child splashing at water table is asked to clean up the floor and/or leave the water table).
4. Time out.
5. Removal from the classroom.

If a child's behavior becomes so disruptive that it prevents learning from happening or if the child is a danger to himself or others, the preschool staff will meet with parents to design and implement a plan for modifying the behavior. This plan will be presented to the school administrator and progress will be reported. If these efforts are not successful, enrollment may be terminated. This decision will be made as a last resort by the school staff, the school administrator and Holy Name's pastor.

Separation Anxiety

Some children experience anxiety during separation. This is normal and quite common especially in new situations. This can also occur unexpectedly at any time during the year. We will be ready with hugs and reassurances to ease these moments. Parents are welcome to stay as long as needed. When departure time is eminent, parents are asked to inform the teacher, say good-bye to the student and leave without fanfare. We understand this can be traumatic, however, in most cases the student recovers quickly and becomes absorbed in preschool fun. Parents are invited to wait out of sight or call later for reassurances.

Media Usage

Holy Name Preschool reserves the right to show G-rated movies. Under the supervision of an adult, children may have time to play certain educational computer games. Television and computer time will be limited to one and one-half hours per day. Parents will need to complete the computer and internet usage policy form in the registration packet.

Rules and Policies for the Entire School Community

1. Hall Rules

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

2. Bathroom Rules

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

3. Playground Rules

a. A seasonally/weather appropriate layer over student's uniform will be required to go outside. Appropriate shoes are also encouraged.

b. General Rules

- i. Follow teacher's directions.
- ii. Stay within playground area.
- iii. Do not throw anything but playground balls.
- iv. No hardballs are allowed at school.
- v. No climbing on or over the fence and no climbing up the metal slide.
- vi. Football is touch only. Tackle football is never allowed.
- vii. Skateboards, roller skates, and bicycles are never allowed on the playground.
- viii. No one is allowed on top of the monkey bars

c. Climbing Wall

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

d. Preschool Structure

- i. Maximum capacity at one time is 18 children ages 2 and up.
- ii. Children may climb through the tube, but may NOT CLIMB ON TOP OF THE TUBE.
- iii. Older students are permitted when younger students are not present.

e. Swings

- i. One (1) child per swing at any given time.

- ii. When a line forms each child may count 30 swings and then must switch turns.
- iii. No climbing up poles & no twisting the chains.

4. Anti-Bully Policy

We recognize bullying behavior as any word, look, sign or act that intentionally inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings or property. To make our school violence-free and safe from bullying, we actively intervene in bullying behaviors and strictly enforce rules against such. We also empower staff and students to report bullying behavior and to always treat one another with respect.

5. Sexual Harassment

Holy Name Catholic School shall not tolerate the harassment of any student by any other students or school employee. The school's response to such harassment shall comply with State and Federal law and with the policy on sexual misconduct and code of pastoral conduct of the Diocese of Juneau. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

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

6. Damage to School or Church Property

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

Financial Policy

Holy Name Catholic School's operations depend 100% on the income generated from tuition, fundraising, and donations. In order to continue providing our students with a quality, whole-child education, it is essential that each family assess their financial situation honestly, with the realization that a private education often requires one to make sacrifices for the good of the child.

The financial policies of Holy Name Catholic School are based on the need to remain financially solvent while also believing that every family who desires a Catholic education for their child, should be given that opportunity. Tuition is our main source of income, and it is what is used to pay for our day to day expenses. We do not receive any public funding.

Financial Aid/Scholarship Funds

Families that can pay full tuition are expected to do so. Families who are unable to pay full tuition are expected to consider carefully and prayerfully, their budget, giving high priority to tuition. Families may apply for financial aid if they are unable to pay full tuition. Limited financial aid is available at Holy Name Catholic School. The Pastor and Administrator will award scholarships based on the approved financial aid policy. Those requesting financial aid must:

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

Tuition commitment and methods of payment will be discussed during registration. All financial information will be kept confidential. Discussions involving the financial position, financial need or financial aid given to individual families (other than between the Pastor and Administrator to determine financial aid eligibility) will be limited to executive sessions of the School Advisory Committee meeting and then allowed only if specific concern demands it.

Tuition Billing

Tuition is sent out around the 1st of the month and due by the 15th of each month. A \$10.00 late fee will be added to tuition paid after the 15th. Checks returned for insufficient funds will be billed an additional \$25.00. After one check of this nature, the school may require future payment by cash or credit card. If there is sufficient reason for a late payment and the Administrator has been contacted, an extension of time may be granted and the above policy waived.

Families are billed in **ten monthly installments** for each school year.

If a student has enrolled 5 weeks after the start of school, the tuition will be prorated to the higher 9 month tuition schedule. If a student withdraws during the school year, all the previous enrolled month's tuition will need to be prorated to the higher 9 month tuition schedule.

Tuition Rates for 2020-2021

See Attached Tuition Chart

Fund Raising

Holy Name Catholic School has 4 major fundraising programs each year. Parents are expected to use at least half of their share hours participating in these vital fundraisers. Fundraisers and private donations support approximately 40-45% of our school budget. It is our desire to connect our parent/family volunteers with tasks they will enjoy and be comfortable performing. For more information on any of these events, please see the Administrator.

1. Alaska Day Auction and Raffle – Mid-October
 - a. The auction is our largest event.
 - b. Income is historically \$30,000-\$60,000 after expenses
 - c. At least one adult for each family is expected to volunteer on the day of the event for at least one hour.
 - d. Half of each family's share hours are expected to be dedicated to this event.
2. Charleston Wrap – September/October
 - a. Ask family, friends, and neighbors to purchase the products either through direct contact, via email, or social media post sharing.
3. Scholastic Book Fair – November/December
 - a. We will need volunteers to work the checkout at the book fair after school and around the weekend mass times.
4. Spring Raffle and Fish Fry – March/April
 - a. We will need volunteers to plan, setup, cook, serve, collect money, and clean up the Parish hall for this event.

Share Hours

Each family, whose children attend Holy Name Catholic School, agrees to provide hours of volunteer service (share hours) to the school. Share hour activities should directly affect the school and be approved by the Classroom Teacher, School Administration, or the School Advisory Committee. It is the responsibility of the parent/volunteer to document their share hours by signing the share hour book located in the school office within 24 hours. Total share

hours must be completed by May 10. A charge of \$15.00 per hour for service hours not completed and documented will be included on the June invoice.

The number of share hours are as follows:

- Preschool Family (half day student) - 8 hours of service per family
- Preschool Family (full day student) – 12 hours of service per family
- Elementary School Family - 30 hours of service per family to the school
- Scholarship Recipient Family – additional hours will be required and documented as part of the financial aid/scholarship offer after application has been processed

Right to Amend

Holy Name Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday Folder or through email communications.

EEO Statement

Holy Name Catholic School does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or status as a covered veteran, contrary to the dignity of that person as outlined in Church teaching and required by Christian charity.