

# Holy Name Catholic School

## **K-6 PARENT STUDENT HANDBOOK**



## **2019-2020**

433 Jackson Street  
Ketchikan, Alaska 99901  
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[www.holynameschoolketchikan.org](http://www.holynameschoolketchikan.org)

-Home of the Kingfishers-

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.

All actions by students and/or parents that reflect negativity on Holy Name Catholic School, even if not on school grounds or at a school function, are subject to disciplinary action at the school.

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of Holy Name Catholic School for the 2019-2020 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 School during the 2019-2020 school year.

The faculty and staff of Holy Name look forward to partnering with you as we seek to raise the next generation of compassionate, wholesome, hardworking, spiritually sound, and academically strong adults!

Together, let us pray that God, who has begun this good work in us, may carry it throughout to completion.

In Jesus' Holy Name,

Miss Nicole  
Principal

## **HOLY NAME CATHOLIC SCHOOL**

Holy Name Catholic School is a preschool through grade 6 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 or national origin. Students from different faiths and church backgrounds are welcome and will find a loving home here among the Kingfisher family.

### **MISSION STATEMENT**

Holy Name Catholic School is a vital part of the mission of Holy Name Catholic Church. Holy Name will provide a Christ-centered academic environment designed to promote the total development of the child. 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 the next generation. 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. The Church is needed to assist parents in their educational role because the Church has the constant responsibility of helping all people to be able to come to the fullness of life in Christ.

We believe that everyone has a right to a Catholic education and to live the fullness of the Christian faith.

## **PARENTS IN PARTNERSHIP**

As parents, 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:**

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day

### **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
- Contribute 6 hours of time to help with our Alaska Day Auction and complete 30 share hours
- 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
- Attend Mass and teach the Catholic faith by word and example
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems
- Refrain from posting negative comments about students, teachers, or the administration on social media
- Consult the teacher or Principal before forming an opinion regarding any situation in which the child seems to have been treated unfairly
- Foster in your child a Christ-like concern for all classmates, teachers, staff and property

\*\* The term "parents" also includes sponsors, guardians, and caretakers.

## **PARENT-TEACHER COVENANT**

Because Holy Name 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 Principals, teachers, parents, guardians, and other care-givers.

While we strive for excellence, no one within our community is perfect and problems and 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 by: 1. striving to learn the reason behind a policy; 2. talking to the teacher before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the Principal to investigate the matter. In this way, positive resolutions can be reached. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

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

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

## FAITH

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

The school day begins with staff and students, grades, K-6th meeting in the hallway for Morning Prayer. Christian attitudes and actions are integrated into each school day. Each student will spend approximately one and a half to two hours experiencing the Montessori-based religious education program known as the "Catechesis of the Good Shepherd". The room that this formation takes place in is called the "Atrium" and it is a sacred and special place that has been specifically prepared for your child's developmental stage. Weekly, Kindergarten through sixth grade gathers as a school family to celebrate Mass. Classes alternate serving as Lectors of the Word, writing and reading the Intercessions, as well as bringing up the Gifts of bread and wine. As always, families and friends are welcome and encouraged to join us for Morning Prayer as well as our weekly school Mass celebration. In addition, Sunday Mass participation is expected of all Catholic school families.

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. At the end of each trimester, teachers will issue Christ Skills awards to children who have been seen integrating and practicing these skills. Parents will be notified if their child will be receiving such an award.

### 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.

The Seven Principles of Catholic Social Teaching are an important part of the Catholic Faith tradition. Each principle, however, speaks to a fundamental human need, and therefore can be considered important to people from various belief backgrounds.

The knowledge and carrying out of these principles is a vital part of the mission of Holy Name Catholic School.

## **SEVEN PRINCIPLES OF CATHOLIC SOCIAL TEACHING**

### **1. Dignity of the person**

*I am created in the image and likeness of God and redeemed by Jesus; I believe every person is my brother and sister. I protect each person's right to be born and to live with dignity; and to grow, to work, and to die with dignity.*

### **2. Creation**

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

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

### **3. Dignity of Work**

*I believe all work is meant to be creative, fulfilling and sacred; our work can help build a better world and lead us to God. I believe in the basic right of human beings to work, to be paid fairly, to be treated with respect, and to work in safe and healthy conditions.*

### **4. Community**

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

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

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

### **5. Solidarity**

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

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

### **6. Consideration of the poor**

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

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

### **7. Rights and Responsibilities**

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

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



## **Admission Requirements:**

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

1. Birth certificate.
2. Catholic Baptismal & First Communion Certificate if applicable.
3. Up-to-date student records from the last school attended.
4. Current immunization record.

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

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

## **Enrollment Review:**

Students are expected to meet the academic standards and to conform to the school's rules in order to retain their place at Holy Name Catholic School. The school reserves the right to refuse admission to and call for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest. Enrollment is reserved for students who have shown good work, effort, and attitude.

The completion, signing, and returning to the school office of the Student Application Form is required for enrollment in Holy Name Catholic School. Enrollment will be offered first to continuing students.

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

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

1. Children with siblings in the school.
2. Members of Holy Name Catholic Church
3. Non-Catholic Community Members (Maximum class size is 20 students)

Holy Name does not discriminate against students with special needs. It must be determined, however, if those needs can be met with the resources available at Holy Name Catholic School. Students' progress 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.

Students who apply for admission to Holy Name Catholic School will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teacher and/or the Principal or designee.

Within 30 days of the student's enrollment, staff shall complete their observation and evaluation and the Principal or designee shall determine the student's eligibility and correct grade placement.

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

## **ASBESTOS MANAGEMENT PLAN**

On October 22<sup>nd</sup>, 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 29<sup>th</sup>, 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 School and may be reviewed by requesting the document at the school office.

## **ATTENDANCE**

### **TARDINESS**

- Any student arriving in their classroom after 8:30 A.M. will be considered tardy unless the tardiness is due to a bus delay.
- All late arrivals must check in with the office.
- Consistent tardiness will require a parent conference.
- Any student arriving after 11:00 A.M. will be considered absent for half a day.

### **SHORT-TERM ABSENCES**

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

When a student misses school for any reason, they must see the teacher on the day of returning to school to learn what assignments must be made up. Upon returning to school the student will have one day per day absent to make up the assignment. If a parent wishes to pick up missed work on the day of an absence, please inform the 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, may expose other children needlessly, and may present a problem to those in charge. It is expected that a child who is well enough to attend school will participate in recess and physical education classes. A parent's written excuse is required for exceptions to this rule.

### **PLANNED LONG TERM ABSENCES**

It is difficult for students to make up class work and homework assignments when absent for an extended period of time. There is no substitute for class participation. Therefore, the school asks that parents do not take their child out of school for extended periods of time while school is in session.

However, in the event that a long term absence happens, please be aware of the following:

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

### **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.

### **TARDY/ABSENCE CONSEQUENCES**

The following regulations will be followed when students are tardy or absent during the school year, whether those absences are excused or unexcused:

**\*TWELVE ABSENCES AND/OR TARDIES IN ONE TRIMESTER IS CONSIDERED EXCESSIVE.**

- Tardiness-** Three (3) tardies, whether excused or unexcused, will be recorded as one (1) absence. Three tardies, when converted to one absence, will re-start the tardy count at zero.
- Nine Absences:** The school office will notify parents by telephone.
- Twelve Absences:** A letter will be sent home. A meeting with the Principal may be required.
- Fifteen Absences:** A parent meeting with the Principal and teacher will be required.
- Twenty Absences:** The student may be expected to repeat his/her current grade level. A parent meeting with the teacher and Principal will be required to determine future action. A written record of this meeting will be placed in the student's school file and a copy furnished by mail to the parent.

## **AWARDS**

Three times a year, in conjunction with each Trimester, awards will be given at School Mass. Parents will be notified ahead of time if their child is going to be receiving an award.

## **BICYCLES**

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.

## **BIRTHDAY POLICY**

Birthday party invitations may be handed out at school only if every child in that class is invited. Otherwise, please use discretion and mail the invitations. Parents of birthday children should work with their classroom teacher on treats and times of delivery.

## **BULLYING AND CYBERBULLYING**

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. Holy Name attempts to provide a safe environment for all individuals. Verbal or written threats against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face consequences. Our policy is such, that, a threat is viewed not from the stand point of how it may have been intended, but rather how it could be perceived by others.

## **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, or other consequences.

## **CHILD ABUSE REPORTING**

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

## **COMPUTER USE POLICY**

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

## **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.

- **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.
- **KINGFISHER NEWS**- Our weekly newsletter is sent home in the Thursday Family Folder. 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](http://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. You may arrange for a private conference with a teacher at any time by making an appointment with that teacher.
- **PRINCIPAL'S OPEN DOOR POLICY**- If you have any concerns or 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. All visits must be cleared with the classroom teacher. 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. Please do not interrupt a teacher while they are teaching a class. If it is necessary to confer with a teacher, please make an appointment.

## **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 one of the following, but not limited to this list of communicable diseases, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school.

- **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.
- **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.
- **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.
- **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.
- **Head Lice** – Holy Name School 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.
- **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.

- **Strep Throat** – Any student diagnosed with strep throat must begin treatment with an antibiotic and may return to school on the second day after medication has started.
- **Mononucleosis** – Student is excluded from school if there is presence of a fever or any other symptom of acute illness.

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.

## **COMPLAINTS/CONCERNS**

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

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

## **CONDUCT**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

## **CURRICULUM**

Our curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. In addition to academics, the students will be nourished spiritually by uniting in meaningful liturgy and prayer experiences, where they can come to a further understanding of the Christian life. At Holy Name, we strive to "teach as Jesus did."

Our curriculum guidelines, consistent with the State of Alaska standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology and recognized best practices in education.

The curriculum of Holy Name Catholic School is designed to meet or exceed both state and local requirements. You may find the Alaska State standards at [www.education.alaska.gov/standards/](http://www.education.alaska.gov/standards/) for a complete list of grade level standards and benchmark that are taught at our school. A cycle is established to evaluate the objectives and textbooks of each subject area regularly.

The following subjects comprise our core curriculum: Religion, Mathematics, Reading, Language Arts, Social Studies, and Science

These special subject areas enhance our core curriculum: Art (K-6), Physical Education (K-6), Enrichment (K-6), Library and Computer (K-6), and Culinary (1 and 2)

In addition to the core curriculum followed at Holy Name Catholic School, the prekindergarten 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.education.alaska.gov/publications/EarlyLearningGuidelines.pdf](http://www.education.alaska.gov/publications/EarlyLearningGuidelines.pdf)

## **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.

## **DAILY SCHEDULE**

The school day begins at 8:30 A.M. and ends at 3:15 P.M.

Students arriving prior to 8:30 A.M. will go to Extended Day. (There will be no extended day charge if arrival is at 8:15 or later)

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

Students are expected to attend full days each day school is in session. Students must be in regular, punctual attendance to be considered for promotion to the next grade. State law requires 180 days of school per year; therefore vacations taken on school time are discouraged. Routine medical and dental appointments should be made out of the school hours whenever possible.

## **DAMAGE TO SCHOOL PROPERTY**

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



## DISCIPLINE

Holy Name Catholic School, under the direction of the Diocese of Juneau, is committed to teaching the Gospel values which will empower our students to live their lives as a reflection of Christ. The mission of our school calls us to recognize and respect the dignity of each individual and to offer a Christ-centered, safe learning environment based on the Social Teachings of the Catholic Church.

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

Discipline is a necessary element of the learning process. To discipline is to teach. Properly understood, discipline is not *crowd control*, but character education, with self-discipline as its ultimate aim. The purpose of discipline is to foster the growth of self-discipline enabling students to eventually assume responsibility for their own actions.

All members of the faculty and staff share the responsibility to model appropriate behaviors and to enforce the structure necessary for this to take place.

To create an environment that is conducive to learning, the faculty and staff of Holy Name Catholic School has established a behavior policy. It is based on the belief that young people must learn to interact with each other and respect one another in a manner consistent with Christian teaching.

**Everyone is entitled to respect** and the behavior at our school should always reflect the values of **the Great Commandments** ("Love the Lord your God with all your heart, soul, and mind, and your neighbor as yourself." Matthew 22:38-39) as well as that of **the Golden Rule** ("Do to others as you would have them do to you." Matthew 7:12)

### THE KEY WORD FOR OUR SCHOOL DISCIPLINE CODE IS "SOAR":

Safe

On Task to Learn

Acting Responsibly

Respectful

The goal of a school wide discipline code is to establish a systematic plan that is **FAIR AND CONSISTENT** for class times, lunch, Mass, atrium sessions, on the playground, and during extra-curricular activities.

### DISCIPLINE AND THE STUDENT

School rules and consequences are clearly established and shared with students and parents. Students must be involved in problem solving. When a student has created a problem, he or she must be part of the solution.

Consequences should be clear and fair. The uniqueness of each child must be considered as well as the common good. When students exhibit problem behaviors and break rules, parents will be informed. Their support and insight are invaluable.

## **DISCIPLINARY ACTIONS**

The following is the order of the disciplinary actions as they will take place in the event of a behavioral issue.

1. Our teachers, who have established both the classroom as well as the school wide rules with their individual students, will calmly, lovingly, and respectfully, address the issue with the child
  - a. This may be done in a variety of ways, including, but not limited to:
    - Asking the student to cease the behavior
    - Issuing a verbal warning
    - Informing the student that they will need to be spoken with after the current activity is completed.

(If the issue is mild in nature, and the teacher deems the situation resolved, the disciplinary action will conclude. However, if the behavior was severe in nature and/or if it continues the disciplinary action proceeds to #2.)

2. The teacher will fill out an incident report and notify the principal. The principal and teacher will discuss further action before informing the parents.
3. If the behavior continues, or leads to other negative behaviors, the student will be asked to go to a recovery area either in their classroom or in the designated "non-classroom" area, as defined by the partnership of the teaching staff. This allows the student to gather themselves, and refocus.

\*If the negative behavior re-occurs during recess, the student will lose the privilege of participating in that recess and will sit out the remainder of the time. Depending on the severity and frequency of negative behavior at recess, the teacher and principal will meet to discuss an extended period of inactivity. If the student needs additional assistance despite the recover area, they will be sent to the school office.

4. Whenever issues arise that merit parental cooperation, the Principal will first meet individually with the student's teacher and will then arrange a meeting to include parent(s). In less severe situations, a parent may be notified through contact with either teacher or Principal, or via an incident report being sent home for a signature.

## **PROBATION**

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

## **IN-HOUSE SUSPENSION**

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

## **SUSPENSION**

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

1. Willful disobedience to authorized personnel.
2. Vandalism, which includes damage, destruction or defacing school property.
3. Arson.
4. Unauthorized entry to or use of school facilities.
5. Stealing.
6. Possession or use of alcoholic beverages, illegal substances, drugs, or tobacco.
7. Fighting.
8. Harassment and/or threats, which includes repeated conduct or expression directed toward another.
9. Forgery of documents and/or signature of parents or school authorities.
10. Repeated disruption of the learning environment.
11. Disrespect shown toward volunteers or personnel, either verbally or by action.
12. Repeated violation of school rules.
13. Failure to meet the conditions of probation.

## **EXPULSION**

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

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

## **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.

## **DRESS CODE**

At Holy Name 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. We believe that our dress code policies contribute to a positive school, and provide a level playing field to our students, free of the judgment which may be a byproduct of fads, fashion trends, or socioeconomic factors.

Students are to arrive and leave school dressed in the appropriate school uniform. All clothing is to be clean and in good repair.

### **The following guidelines apply while students are at school:**

- 1. *Approved Kingfisher uniform shirts must be worn each day.***
- 2. *The Kingfisher logo should always be visible and worn on the top layer.***
- 3. Clothing must be clean, neat and appropriately sized.**
- 4. Torn or tattered clothing is unacceptable.**
- 5. Skirts, split skirts and dresses must be at an appropriate length.**
- 6. Hair must be clean and groomed appropriately. No extreme hairstyles or dyes are allowed. Make-up is not allowed. Earrings below the lobe are not allowed.**
- 7. Hats are not to be worn inside the school.**
- 8. Socks are a mandatory part of the dress code. Shoes are to be age appropriate and fastened properly. For safety reasons, no flip-flops or other open toe footwear are allowed.**
- 9. Clothing should be appropriate to the weather conditions.**
- 10. Increased attention should now be given to student dress on occasions such as Mass on Fridays. (See MASS AND FEAST DAY attire below)**

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

## **MASS AND FEAST DAY ATTIRE 2019-2020**

**(\*Kindergarten students are required to wear Mass Attire Daily\*)**

### **Cardigans, Sweatshirts, or Vests**

Navy blue cardigan, pull over sweater, or vest with Holy Name on the left chest area. No other sweatshirts are permitted on Mass or Feast Days.

### **Shirts**

Long or short sleeved collared shirt, light blue or navy knit polo shirt. Undershirts must be solid white or blue.

### **Pants Jumpers, Skirts, and Dresses**

Pants for Mass and Feast Days must be navy, khaki, or black. Jumpers, skirts and/or dresses must be navy, khaki, or black. Leggings must be navy, khaki, white, or black.

Uniforms can be purchased at [www.globalschoolwear.com](http://www.globalschoolwear.com). Our school code is: **HOLY15**

## **EXTENDED DAY CARE**

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

## **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 action.

## **FIELD TRIPS**

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

## **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.

-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. Those requesting financial aid must:

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

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

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

## **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 maybe added to tuition paid after the 15<sup>th</sup>. Checks returned for insufficient funds will be billed an additional \$25.00 dollars. 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 Principal 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.

## **GRADING**

Although each teacher has the discretion to structure their grading system to include consideration of such things as class work, homework, tests, effort, attendance, and behavior, the following are the grading guidelines:

### **Primary Grading Codes-**

O- Outstanding  
S- Satisfactory  
P- Progressing  
U- Unsatisfactory  
N/A- Skills not taught

### **Intermediate Grading Codes-**

A: 90--100%  
B: 80--89%  
C: 70--79%  
D: 60--69%  
F: 0--59%

## **HOMEWORK**

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

\*If your child is regularly spending longer than the allotted time, it may be a sign that they are struggling with the content. Please share these concerns with your classroom teacher as soon as possible.

Grade 1 and 2 – 30 minutes	Grade 3 and 4 – 45 minutes
Grade 5 – 50 minutes	Grade 6 – 60 minutes

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

## **IMMUNIZATIONS**

State law requires immunization and health records for all students. Holy Name School must have all required medical and immunization records before a student begins the school year. A student's school file must include;

1. A medically certified copy of the student's immunization record showing the dose and date of each required vaccine and the date of the tuberculin test.
2. A copy of the student's birth certificate

## **LUNCH PROGRAM**

Students have the option of either purchasing a hot lunch M-F or packing a sack lunch. The hot lunch system is set up much like a checking account. Deposits are made into the account and, as your child purchases hot lunch or milk, withdrawals are made from the account. The accounts will be monitored and reviewed each week, and students whose funds are low will be notified before the next hot lunch day. Money received into the school office will be marked "lunch" and will be deposited into your child's lunch and milk account. Hot lunch costs 3.75 each and milk costs .60 cents each. Families are always welcome to join their child for lunch.

## **MEDICAL CARE**

### **FIRST AID**

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

### **MEDICATIONS**

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

- 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.
- There must be written consent on file with the school office.

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.

### **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

## **OFF-CAMPUS CONDUCT**

The administration of Holy Name School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to, cyber-bullying.

## **PARENT/TEACHER CONFERENCES**

Conferences may be scheduled anytime during the school year at the request of the parent or the teacher. Frequent communications are encouraged between parents and teachers. Formal Parent/Teacher Conferences are scheduled midway through the first trimester and at the end of the second trimester. These dates are noted on the academic calendar.

## **PROMOTION, RETENTION, AND ACCELERATION**

Promotions are made annually. All phases of growth are considered in deciding a student's grade placement; age, social development, emotional maturity, academic ability and achievement, and relationship with other children.

Only those students who complete the work of a particular grade in the basic skill areas and who are correspondingly mature shall be promoted to the next grade level. Credit for courses should be given solely on the basis of skills mastered. Promotion is not automatic.

Teachers will consult the Principal regarding the possible retention of a student. At the end of the second trimester, the Principal and teacher will consult with the parents or guardian concerning the possible retention of their child. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision with respect to retention.

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

## **REPORT CARDS**

Holy Name's school year is made up of trimesters. Report cards are issued three times throughout the year for Kindergarten through 6<sup>th</sup> grade.

### **EDUCATIONAL RECORDS**

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

#### **Procedure:**

1. Through written request, the parent asks to view the student's educational records.
2. Within a reasonable time, the Principal sets a specific date and place for viewing the file.

(The Principal or his/her delegate may be present while the file is being read.)

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

## **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.

## **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religious education program at Holy Name. Preparations for two sacraments, Reconciliation and Eucharist (Communion), will be part of a student's daily religious formation while at school. Depending on the student's readiness, children may make their First Eucharist any year, beginning



in 1<sup>st</sup> grade. Immediate prep will take place outside of school hours, approximately six weeks before First Communion.

Parents are required to be active partners in the preparation of their children for these sacraments. Regular Mass attendance is essential.

## **SEARCH**

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

## **STUDENT RECORDS**

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

## **STANDARDIZED TESTING**

In order to serve and meet our students' academic needs, Holy Name School will participate in standardized testing for grades 1 through 6. Information obtained will be used to help guide instruction and is not a part of the student's grade. We use the TerraNova testing system.

## **STANDARDS OF BEHAVIOR**

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

In order to accomplish this, the student must observe the following standards of behavior:

1. Model Christ's teachings about love for one's neighbor in all interactions.
2. Arrive at school on time.
3. Behave in a respectful and friendly manner toward all school personnel, other students, volunteers, and any visitors.
4. Respect all property. A student is required to pay for all loss or damage done to school property.
5. Refrain from gum chewing at all times.
6. Use acceptable Christian language. Swearing, cussing, and vulgarity are not allowed.
7. Abide by the dress code.
8. Oppose behavior in students that does not conform to these standards.
9. Remain on school grounds unless written permission from a parent or guardian and appropriate permission from the school office has been obtained.
10. Will not cheat, lie, or plagiarize.
11. Obey all appropriate instructions from teachers and staff.

### **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.
- d. No eating in halls.

#### BATHROOM RULES:

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

#### PLAYGROUND RULES:

Be Safe.

##### a. General Rules

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

##### b. Climbing Wall

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

##### c. Preschool Structure

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

##### d. Swings

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

\*No one is allowed on top of the monkey bars

## **SEXUAL HARASSMENT**

Holy Name School shall not tolerate the harassment of any student by any other students or school employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

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

## **TELEPHONE USAGE**

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

## **TEXTBOOKS**

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

## **TRANSPORTATION**

Our students have the right to ride the public school buses from all areas of town except the North end. For information regarding stops and schedule times, please inquire with the school office or call the First Student Bus Company at 907-225-3806. Kindergarten and first grade children should have name, address, where they get off, which number bus to ride, and phone number of parents pinned on their jacket during the first few days of school. Families living on the North end of town should inquire with the office about school provided transportation.

## **UNIFORMS**

\*see Dress Code

Uniforms may be purchased from [www.globalschoolwear.com](http://www.globalschoolwear.com). Our school code is **HOLY15**.

## **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 an name badge while they are in the building.

## **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.