

Holy Name Catholic School



Family Handbook

2023-2024

For further policies governing HN+, go to: <https://archkck.org/catholicschools/office/handbook-of-policies-and-procedures/>

Love of God, Love of Neighbor, Love of Learning

Receipt of this handbook indicates that you accept and support the regulations and policies therein.

Mission Statement

The mission of Holy Name Catholic School is to praise the holy name of Jesus Christ in all we do through Love of God, Love of Neighbor, and Love of Learning.

Core Values

Love of God, Love of Neighbor, Love of Learning

ARCHDIOCESAN MISSION STATEMENT

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 our classes. He is the model of our faculty and the inspiration of our students.

Faculty & Staff

Fr. Anthony Ouellette -- Pastor
 Randy Smith -- Principal
 Lori Petesch - Middle School ELA Teacher
 John Leon - Middle School Math & Music
 Cicily Rights- Middle School Science and Social Studies
 Christine Martin- 5th Grade
 Diane Wingert- 3rd- 4th Grade
 Jennifer Starcke - 1st- 2nd Grade Teacher
 Vanessa Strange - Kindergarten Teacher
 Angelina Thomas - Preschool Teacher
 Tim Hayes- Religion Teacher
 Dylan Sherley- PE Teacher
 Kristine Kookan- Counselor
 Lexi Dingli-Attard- Art Teacher
 Teresa Tovar- General School Aide
 Emma Corkley- Title 1 Teacher- Missouri
 Viviana Rojas - Preschool Assistant Teacher
 Sarah Melgoza - Office Manager
 Mel Reiff - Custodian
 Elizabeth Alaniz- Cafeteria Director
 Bea Salazar- Cafeteria Assistant

School Contact Information

1007 Southwest Boulevard
 Kansas City, KS 66103

Love of God, Love of Neighbor, Love of Learning

Telephone: 913-722-1032

Fax: 913-722-4175

ARCHDIOCESE OF KANSAS CITY IN KANSAS

The Archdiocese office of Catholic Schools serves as a consultant to local school administrators.

Canonical authority for the school rests with the Holy Name Parish Council.

ARCHDIOCESAN MISSION STATEMENT

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 our classes. He is the model of our faculty and the inspiration of our students.

STUDENTS will:

- Come to school every day.
- Attend all classes and be on time.
- Prepare for class with assigned work and appropriate materials.
- Account for his/her own work.
- Be neat, clean, appropriately dressed, and well-groomed.
- Conduct himself/herself in a safe and responsible manner.
- Show respect for all individuals and property.
- Seek help from school personnel when having school or personal problems.
- Follow the rules and regulations established by the school, the classroom teacher, and the Family Handbook
- Assume responsibility for his/her own actions
- Represent the school in a positive manner in the community
- Engage in learning the Catholic faith and modeling it to all they encounter
- Adhere to the school policies and procedures at all times, both on and off campus
- Serve as role models to other students, both younger and older

FACULTY & STAFF will:

- Teach the Catholic faith explicitly and by example
- Show respect and dignity in their interactions with students, families, and colleagues
- Demonstrate professionalism by following the Archdiocese and school policies and procedures
- Provide quality caring learning environments.
- Value the worth of each individual.
- Maintain a safe and positive environment for students.

FACULTY & STAFF will (continued):

- Hold high expectations for academic achievement and good citizenship.
- Provide school-wide, classroom and individual student positive behavior support systems in a Christ like setting
- Create a supportive environment for students and parents/guardians through open communication.
- Provide current resources and technology.
- Provide information about the Family Handbook to each family.
- Be available to confer with families about education and discipline.

FAMILY EXPECTATIONS:

- Support the teachings model Catholic behaviors and attitudes, including fulfillment of the Sunday obligation and active participation in the Sacraments and in ongoing faith formation;
- Support the efforts of the schools in the education of their child(ren);
- Share talent, time and treasure with their parishes and schools;
- As their child(ren)'s first teacher, encourage and help them to learn;
- Provide an appropriate environment and schedule adequate time for completion of school work at home;
- Maintain Christian decorum in all manner of communication with school personnel and other members of the school community.
- Show an active interest in their child's school work and progress through regular constructive communication with the school.
- Assist their child in being neat, appropriately dressed, and well-groomed.
- Ensure their child attends school regularly and on time.
- Report and explain to the school any absence or late arrival.
- Display civil and appropriate behavior when collaborating with school officials whether in person or by phone/email.
- Abide by all applicable school rules.
- Become familiar with the Family Handbook, the school and classroom rules, and encourage and assist their child to follow them.
- Be available to talk with the school staff about class work and behavioral/ social and emotional issues.
- Have a conference with the teacher(s) and/or appropriate staff if their student receives an unsatisfactory or failing grade in any academic subject or if their student is involved in a discipline matter resulting in the need for proactive efforts.
- Pay Tuition in the agreed upon plan and deadlines.

ACCREDITATION

Holy Name School is accredited through Cognia and the State of Kansas. In the Spring of 2021 we received notification that we are officially accredited by the State of Kansas until 2025.

ADMISSIONS/ENROLLMENT

Holy Name does not discriminate on the basis of race, sex, national origin, age or handicap. Holy Name gives preference in admission to Catholic students living within the parish boundaries and those of the Catholic faith. For preschool enrollment, priority will be given to siblings of currently enrolled students. Holy Name does follow all Title VI requirements.

Enrollment does not guarantee acceptance to Holy Name School. **Returning families must fulfill financial obligations from the previous school year before the student(s) may attend classes the next school year.**

Placement

Children who apply for admission to Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas by transfer from non-public schools or from public schools, will be placed initially on the grade level they would have reached pending evaluation by classroom teachers, guidance personnel and the school Principal. After such evaluations have been completed, the Principal will determine the final grade placement of the child.

Children who apply for admission to the Catholic schools, elementary and secondary, in the Archdiocese of Kansas City in Kansas who have been home schooled will be evaluated by the school for placement. The Principal will make the final decision based upon an interview, student portfolio, achievement tests or any other informal curriculum assessments administered by the school.

Every child in Kansas is to be given a Home Language Survey. The survey consists of a questions on the school's enrollment/application form that says, "What is the primary language spoken in the home?" If a language other than English is provided on the survey, students in grades K-12 should be assessed for English Language proficiency.

Age requirements

A child entering **Kindergarten** must be five (5) years of age on or before August 31st

A child entering **1st grade** must be six (6) years of age on or before August 31st.

New students

All NEW students will be admitted on a **PROBATIONARY STATUS. The probationary period will last for one calendar/school year.** Any academic or behavioral action that is contrary to the rules, regulations and expectations of the school handbook may be cause for suspension or expulsion without the formal disciplinary process being completed. If a student has left Holy Name School and returned at a later time, the same probationary status applies.

FINANCIAL REQUIREMENTS

A Catholic education is an investment in the faith and academic development of your child(ren). To ensure that Holy Name has the resources available to operate there are financial requirements made of all families.

Tuition Assistance is available to all families and is based on a number of factors. Once tuition is determined, Holy Name partners with FACTS Tuition Management for tuition collection. Each family is responsible for the FACTS enrollment fee of \$43. Tuition is due according to the payment plan agreed upon with FACTS. Families have the option of making tuition payments monthly, semi-annually, or annually. Annual payments are due August 1. If a student withdraws before the end of the school year the family is responsible for the full payment of all months the student attended, even if the student withdraws before the end of the month.

The following policy will apply to all families. It is important to community with the principal/pastor regarding financial concerns as soon as possible.

- 1) If a family is 30 days late on a payment they will receive a letter and phone call from the principal asking that payment be made in full.
- 2) If a family is 60 days late on a payment they will receive a letter and phone, in addition their child(ren) will not be allowed to attend any field trips until the account is current.
- 3) If a family is 90 days late on a payment they will receive a letter and phone call, they child(ren) will not be allowed to attend any field trips, and they will be asked to enroll in automatic payments through FACTS to remain at the school.
- 4) If a family is more than 90 days late on a payment they will need to meet with the principal and the pastor to discuss whether or not they will be allowed to remain at Holy Name.

If a family is consistently behind on payments and wishes to return the following year they will be required to enroll in automatic payments through FACTS to do so.

FUNDRAISING

Through the generosity of the parish, the Catholic Education Fund, and other donors we are able to offer you tuition assistance in the amount listed below.

In addition to the sources named above, Holy Name Catholic School, also relies on families to contribute. The following is required of each family:

- Participation in a Fall (Ice Cream Social) and Spring fundraiser (Suds and Scholarship)

- 4 hours of volunteer time; 2 in the Fall and 2 in the Spring. There are several ways to fulfill this obligation; such as grounds clean-up and work in the Parish
- Participation in the parish Ice Cream Social. Each family is asked to sell raffle tickets, work an activity, and volunteer at the event.

If you choose not to participate, a monetary amount will be added to your tuition balance as the school depends on this money raised during the fundraisers to meet the operating needs of the school and keep tuition as low as possible. The amount required will be determined by the first day of school. Which will be \$100 per child.

Insufficient Funds Charge

A charge will be added to your balances for any check returned to the school for insufficient funds.

Before and After School Care

Families will be billed monthly for their student's participation in before and after school care programs. The costs are as follows:

Number of Students	Before Care	After Care	Both
1	\$4	\$5	\$7
2 or more	\$5	\$7	\$9

STUDENT RECORDS

For the safety, health and welfare of the children, all state and school enrollment forms required for students must be properly completed and on file in the school office prior to the opening date of each school year. Non-compliance with this policy may result in a child not being allowed to attend school until all forms have been received.

All children attending Holy Name School must have on record the following:

- *Copy of immunization records*
 - As required by law, all students entering a Kansas school for the first time must have a Kansas Certificate of Immunization on file as required by the provisions of PART 9, ARTICLE 4, TITLE 15 C.R.S (IMMUNIZATION REQUIREMENTS). Failure to have these tests and vaccinations or complete them in a timely manner shall be deemed non-compliant, and schools reserve the right to deny admittance.
- *Physical health assessment signed by a licensed health professional*
 - Every student up to the age of nine years, who has not been previously enrolled in the state, prior to admission and attendance, shall present the results of a health assessment to the school office.
- *Birth certificate*
 - To establish proof of age and proof of identity as required by Kansas Law, the presentation of a valid birth certificate is required at enrollment for all students entering kindergarten or first grade. For student entering second through eighth grade, a birth certificate and a certified transcript or other pupil records are necessary to establish proof of identity.
- *Baptismal certificate*

- All new Catholic students are to present a Baptismal Certificate upon enrollment
- *Emergency form*
 - It is essential that the office have all current and accurate emergency information in your child's file. Notify the office as soon as possible of any changes in address or home/business/cell phone numbers.
- *Completed permission for medical treatment form*
- *Signed Contract agreeing to tuition arrangements*
- *PRESCHOOL ONLY – Notarized Authorization for Medical Treatment Form*

NON-CUSTODIAL PARENTAL RIGHTS

Holy Name School abides by the provisions of the Buckley Amendment with the respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, non-custodial parents have access to academic records and other school information regarding their 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 current copy of the court order.

REQUEST FOR RECORDS

Official records may be released to other educational institutions upon written request of a parent or guardian or upon written request of the receiving educational institution, **only after all tuition and fee requirements at Holy Name School have been met.** The parent will be notified that the records have been transferred. Records may be released to other agencies or institutions upon written request of the parent or guardian or upon receipt of a court order.

STUDENT HEALTH

Efforts will be made by the school, the family and the community to maintain the highest level of health for the school-age child.

If ever there is a question regarding whether a student's physical and/or mental health presents a potential challenge to the student's academic progress and/or presents a threat to his/her or others' safety, schools may require parents/guardians to obtain certain information from a qualified health professional in order to determine how to best address the situation. The student may be asked not to return until cleared by a healthcare professional.

STUDENTS WITH SPECIAL HEALTH NEEDS

Parents with students with special health needs (allergies, asthma, etc.) will need to make sure their conditions and methods of treatment are noted and kept on file in the school office.

STUDENTS WITH SPECIALS NEEDS

Holy Name School is committed to meeting the needs of all students. Students wishing to enroll at Holy Name special needs identified by an I.E.P will be considered on the evidence of a teacher evaluation and/or other professional diagnosis. The decision to enroll students with special needs will be based on the resources available, classroom size, and the student's academic and social aptitudes. Modifications and adjustments may be made in the instructions and directions given to the student. There are some conditions however, for which the school cannot provide the necessary resources.

Holy Name partners with USD500 (Kansas City, Kansas Public Schools) to provide support services for many of our Kansas students identified with special needs. (Students that do not live in the District 500 attendance area will have to go through their local public school district for support services.) Some of the support services include speech, occupational therapy, remedial education, and gifted programs.

Holy Name School has a Student Intervention Team (SIT) that assists both the classroom teacher and parents in meeting the needs of all students. Parents with concerns should contact their child's teacher.

STUDENT INTERVENTION TEAM (SIT)

The Student Intervention Team process is a systematic approach to addressing the academic or behavioral needs of a student. Any student, K-8th, for whom there is an academic or behavior concern can be referred to the SIT team.

ATTENDANCE

Holy Name expects families to make every effort to have students at school every day and on time. Missed instructional time could significantly affect a student's academic progress. For this reason, medical and dental appointments should be scheduled for after school or no-school days whenever possible. If a child misses an exceptional amount of instruction time a meeting with the parent/guardians may be required. There may be consequences for the student(s). Promotion to the next grade level may be jeopardized. The School Day is from 7:50am until 3:30pm. Dismissal will begin once it is determined that Students are safe.

Tardiness Policy

The school day begins at 7:50 a.m.; students arriving after 7:50 a.m. will be considered tardy. **Students that report after 7:50 a.m. Opening Gathering are considered tardy.**

Absences

A child's absence should be reported to the school office by 8:00 a.m. If you do not reach the secretary leave a message stating the reason for the absence. The school office will contact all students not in attendance after 9:00 a.m. if a parent/guardian has not already notified the school.

Students are responsible for making arrangements with their teacher regarding missed assignments due to absences. It is the teacher's discretion to determine whether full, partial or no credit will be given.

The school, within reason, deems some absences necessary. Examples include, but are not limited to, illness and funerals.

Students Leaving Early

If necessary for a student to leave during school hours, the following procedures are to be followed:*

1. The parent/guardian or other authorized person must come to the front office to sign out the student(s).
2. The child/children will then be called to the school office by the secretary/principal or other authorized personnel.

*FOR OUR PROTECTION, AND ESPECIALLY FOR THE PROTECTION OF THE CHILD, NO STUDENT SHALL BE RELEASED TO ANYONE EXCEPT LEGAL PARENT/GUARDIAN UNLESS WRITTEN OR VERBAL CONSENT HAS BEEN MADE TO THE SCHOOL.

Illness during the school day

If a child becomes ill during the school day or has a temperature of 99.6 or higher, parents will be notified by the school office. If the parent cannot be reached, the school will notify the person(s) on the child's emergency call list. **PARENTS ARE ASKED TO KEEP INFORMATION ON THE EMERGENCY CALL LIST UP TO DATE.** A child must be fever free and no indication of illness for 24 hours before returning to school.

Excessive Instructional Time Missed

Each Archdiocesan School, through its designated Reporting Officer, shall report to the Social and Rehabilitation Services (SRS) any child who is enrolled and is inexcusably absent from all or a significant part of the school day on either three (3) consecutive days or five (5) school days in any semester or seven (7) days in any school year, whichever comes first. The principal shall serve written notice to a parent/guardian of the child. The notice shall inform the parent/guardian that continued failure of the child to attend school without a valid excuse will result in a report being made to the appropriate law enforcement officials. In additional, the School Principal may ask for instruction to be made-up by Saturday School, Detentions, or Classes when school is not in session.

WITHDRAWAL FROM SCHOOL

When students withdraw from school, parents/guardians should inform the school office immediately the reason for the withdrawal. Any commitments need to be honored in compliance with school policy before student's records will be released.

VISITORS

All visitors, including family members, are required to enter through the front doors (Southwest Blvd.) and report to the school office immediately upon entering the building. Visitors need to sign in and out. For the safety and security of the children, all doors are kept locked and students are instructed not to open doors for anyone.

VIRTUS TRAINING

All employees and volunteers that will have on-going contact with students will be required to attend VIRTUS training which is sponsored by the Archdiocese of Kansas City in Kansas. **Follow-up training must be up to date for continued service to the school.** Schedules for training can be found at www.archkck.org under Protecting God's Children. Holy Name Catholic School annually requires classroom teachers to teach lessons to students regarding appropriate behavior of adults toward students as well as students toward each other. Schools must document when these lessons have been taught.

COMMUNICATION CONCERNS

The school views the education of a student as a partnership between families and the school. All parties are expected to comply with the school rules and policies. Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, it must be done following the appropriate protocol. Failure to do so may result in the student(s) being withdrawn from the school.

- Parents/guardians are asked to first speak with the person with whom there is a concern. For example, any concerns regarding grades should first be discussed with the student's teacher.
- All concerns should be handled in a way that is not disruptive to the teaching and learning process. Parents/guardians are expected to meet with the appropriate person when they are not otherwise engaged in teaching or supervision of students. For example, parents/guardians may request to meet with teachers during their plan time, before school, or after school.
- These expectations extend to, but are not limited to, all school sponsored programs and events held at the school or elsewhere.

MEDICATION DISPENSING

Holy Name School must follow the policies of the Archdiocese. The following Archdiocesan policy governs dispensing medication at school:

All medication, prescription and non-prescription are to be brought to the school office immediately upon arrival at school. The school office or school nurse, as applicable, shall keep and dispense the medications. No medication may be kept by the student except inhalers as authorized by a physician.

Prescriptions:

1. **If a medication has been prescribed, it must be in the original pharmacy container which clearly states the child's name, dosage, prescription number and physician's name.** The label must be clearly identifiable and easy to read.
2. All medication must be accompanied by written permission from the physician and parents/guardians allowing the school to dispense the medication.

Non-prescriptions:

1. Annual written permission from the doctor must be on file in the school office if a child is to receive any over the counter medications.
2. Annual written permission from parents allowing the school to dispense over the counter medications must be on file in the school office.
3. The medication must be in its original container with the label clearly identifiable and easy to read.

The school reserves the right to refuse to administer prescriptions and over the counter medications.

CURRICULUM

The curriculum includes religion, mathematics, reading, social studies, English, science, spelling, handwriting, library, art, music, computer and physical education classes. You may find a complete listing of the outcomes for each subject and grade at www.archkckcs.org. The curriculum outcomes are in alignment with all state and local educational standards. Holy Name School will provide students with appropriate learning activities to enhance students' abilities to master Archdiocesan curriculum outcomes. Students who meet eligibility requirements participate in Federal Title programs.

GRADING	
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Kindergarten: S=Satisfactory I=Improvement
N/A=Skills not taught at this time

Grades 1-2: O=Outstanding S=Satisfactory
P=Progress but improvement needed
U=Unsatisfactory

Grades 3-8:	A 96-100	C 78-83
	A- 94-95	C- 75-77
	B+ 92-93	D+ 73-74
	B 89-91	D 70-72
	B- 87-88	D- 68-69
	C+ 84-86	F 67-below

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards are important indicators of your student's progress and success. Progress reports will be handed out to students at the mid-point of each quarter. Report cards will be given to students as indicated on the calendar. **If a family has any outstanding balances (tuition, fees, daycare, lunch, etc), the progress reports and report cards will be held until cleared by the principal.**

FAMILY CONFERENCES

There are two (2) family conferences held each school year, in the Fall and Spring. **The FALL Conference is required for all Families.** Parents and teachers can always schedule a conference anytime during the school year to discuss academic progress or behavior issues. Parents should first discuss any concern with the child's teacher. If the matter cannot be resolved, then it should be discussed with the principal. Individual problems cannot be solved unless there is open and honest communication with all involved. Emails should only be used to set appointments between parents and teachers. Communication regarding student's progress will be conducted by telephone or in person.

HOMEWORK REQUIREMENTS

The school day is too short to provide a student the necessary practice to implement the various skills each child must learn. Therefore, all children are expected to spend some time each afternoon or evening engaged in learning at home. Each child should be comfortable with the material as it reinforces what has been taught at school. Some students may require more or less time, depending on their ability level and the nature of the task at hand. **Parents are responsible for providing a home environment conducive to such learning and encouraging their children to develop regular home study habits.** In order to stress the development of responsible students, we strongly encourage parents **NOT** to bring forgotten supplies (including homework) to school. Students will not be allowed to call home for forgotten homework. Homework is up to the teacher's discretion and should increase as the child gets older. Parents and students must remember that school is the primary importance.

When homework is not completed, the student could expected to stay after school until 4:15pm that day to complete the assignment. Students will notify parents by phone, of their homework detention. It is the student's responsibility to complete ALL homework assignments. The teacher(s) will designate a

REDUCTION OF POINTS or a ZERO may be given on all LATE assignments. Students may have to complete work before, during or after school in order to maintain a satisfactory or passing status within the classroom.

Children who are absent because of vacations will not be able to make up work until after their return. Work will not be sent with the student prior to a vacation. If you are planning a vacation of more than 3 days, please ask the office of the classroom teacher for a vacation form. This form must be turned into the office a week prior the beginning of the vacation. We request that parents do not pull their students during fall or spring testing periods.

Incomplete Work Policy: Holy Name School policy is STUDENTS MUST COMPLETE ALL ASSIGNED WORK AS DIRECTED BY THE TEACHER. The schoolwork must be completed and returned in a timely manner as directed by the teacher. Each individual teacher will have his or her own specific policy addressing incomplete work. The work may be modified or adjusted based on the needs of the student(s). Equity, fairness, and monitoring the progress of all students and their work are the basis of this policy.

ASSESSMENTS

Achievement and ability testing provide school personnel and parents with student academic information as well as information that can assist in curriculum improvement. However, parents and teachers should be aware of the limitations of these evaluations and the information received. The Measure of Academic Progress (MAP) will be given, at a minimum, three times a year to students in grades K-8. The DIBELS assessment will be given, at a minimum, three times a year to students in grades K-6. Students in grades 3 through 8 are also given the Kansas State Assessment Test. As addressed by the state, these tests are given in the areas of Reading, Math, Writing, Science and Social Studies.

RETENTION

Retention of students will be considered only after all interventions, Student Improvement Team (SIT), and Multi-Tiered System of Support (MTSS) have been implemented. Teachers shall consult the principal about the possible grade retention of a student. By the end of the first semester, the principal and teacher shall consult the parents or guardian concerning the possible retention of the child in the same grade level due to unsatisfactory achievement and/or lack of attendance in classes. Follow-up conferences shall be held during the remaining months of the school year and a decision made before the end of the current school year. If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The principal has the final decision-making authority in matters of grade placement. Documentation of such should be placed in the student's file.

DRESS CODE

The purpose of the dress code at Holy Name School is to provide uniform appearance in order to promote modesty, pride and a sense of community.

Modesty and humility are important in our Catholic faith. This should be kept in mind when purchasing uniform items.

The staff reserves the right to make judgements on the appropriateness of uniform items. The Dress Code can be enforced by any member of the school staff.

Please communicate to the school if there is a financial reason for being unable to follow the Dress Code.

PRESCHOOL

Preschool students do not wear a uniform. However, the same policy of modesty and humility applies to preschool students. They should be dressed in clothes that are appropriate for their age. Preschool students play outside whenever the weather is appropriate and should wear shoes and clothing appropriate for outdoor activities.

HAIR CODE

- Girls and boys must maintain their hair.
- Hairstyles and color may not be distracting by either extreme accessories or styles.
- Boy's hair length is to the top of the collar and bangs must be above the eyebrows.
- Boys must be clean shaven
- No marks may be made in eyebrows or hair.
- Boys cannot have distracting "rat tails" or "ponytails"
- No distracting hairstyles or cuts are permitted
- No colored hair- only natural color is allowed

FREE DRESS DAYS

On days out of uniform, students must be dressed appropriately following the standards set by the Dress Code. If there is a question about it being appropriate, it probably is not and should not be worn. Ripped or torn jeans are not allowed. Form fitting bottoms or leggings should not be worn alone.

ADDITIONAL POLICIES FOR ALL STUDENTS

- Sweatshirts worn in class must be navy blue or red and a crew neck. No logos are allowed except for Holy Name spirit wear.
- Hoodies are not permitted during school. If a Holy Name hoodie is worn, it must be removed during school hours.
- The uniform polo shirt must be worn under sweatshirts
- Only solid color tees may be worn under the uniform shirt, no logos should show through.
- Gang interest or inappropriate clothing that contains "gang type style" will not be allowed.

GIRLS

	K-4 th	5 th – 8 th
Tops	navy blue, light blue or red polo-polo style	
Skirts	plaid uniform jumper	plaid uniform skirt, no more than one inch above knee
Pants	navy blue or khaki The following are not allowed: cargo pants, corduroys, jean material, joggers, skinny fit pants or hip huggers. Pants should fit and be worn at the waist.	
Shorts	navy blue or khaki, long in length (Fall & Spring only)	

BOYS

	K-8 th
Tops	navy blue, light blue or red polo style
Pants	navy blue or khaki slacks The following are not allowed: cargo pants, corduroys, jean material, joggers, skinny fit pants or hip huggers. Pants should fit and be worn at the waist and should have material to wear a belt.
Shorts	navy blue or khaki, long in length (Fall & Spring only)

ALL STUDENTS

Socks/Leggings	<ul style="list-style-type: none"> ● Socks should be worn at all times ● Solid white, black, or red are suggested ● Black and Navy solid <u>color leggings only</u>
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Shoes	tennis shoes **students are not allowed to change shoes once they arrive at school, exceptions may be made during wet or snowy weather.**
Belts	Must be worn if pants/shorts need belt loops
Jewelry	<ul style="list-style-type: none"> ● stud earrings only, girls only ● necklaces must be religious in nature, no rosaries may be worn, medallion should be no larger than a quarter
Nails	Nail polish should not be worn, no appliquéés or acrylic nails unless there is a special situation that this is needed (i.e. Family Event, Wedding, etc.)
Makeup	Excessive Make-up is not allowed.

DISCIPLINE

The foundation of our faith and the guiding principles of Holy Name School are based upon being Christ-like to one another.

1. It is never okay to say or be hurtful to anyone.
2. It is never okay to be disruptive and stop the learning process.

The student is a reflection of God's love...the child is made in the image of God. Every measure must be taken to respect and nurture the dignity and potential of each child and young adult in Catholic schools in the Archdiocese of Kansas City in Kansas. Students are expected to treat one another and all those with whom they come in contact in a manner consistent with the teachings of our faith. Any measures taken by adults in a school community to ensure this student behavior must be done so in the loving spirit and model of Jesus. We will be using a school wide Virtuous Behavior Formation and BIST (throughout the school).

In keeping with the mission of Holy Name School, students will conduct themselves as children of God. Students will be respectful of human dignity and the rights of others. Every student will demonstrate respect for all students, faculty, staff, visitors, and volunteers within the school or at school-sponsored functions.

Discipline that promotes self-discipline forms the basis of all classroom management programs. In partnership with parents, we will endeavor to assist the child in developing sound character based upon Catholic values, self-control, empathy for others and the ability to direct their own behavior choices for the good of oneself and others. The goal is not to judge the student, but rather to help him/her develop appropriate behavior that fosters the development of individuals in God's kingdom.

Our school-wide Virtuous Behavior Formation program includes a variety of age appropriate and recognized methods, but all will inform the child that every behavior has consequences. By emphasizing positive consequences for appropriate choices, teachers will help children develop good habits that limit

the desire to choose behaviors resulting in negative consequences. Using BIST, students will be accountable for their actions through a series of redirections and consequences. These consequences can include going to a safe seat, the buddy room, the recovery room, or the principal's office. The final step is that students will be sent home if they cannot behave in a way that follows school policy.

In addition, Students in Grades 5-8 that receive 3 think sheets will be asked to serve a 45 minute extended day or detention. During that extended day Students may be asked to do community service, academic assignments, or self-reflection of why they were removed from class.

All students will be encouraged to grow in personal responsibility and be provided the opportunity to make healthy choices. However, those students choosing to abuse these opportunities will likewise choose to accept the consequences of their actions. At no time will a student be permitted to be disruptive, hurtful, or distract from the learning of others.

Teachers will communicate regularly with parents when continued behaviors impact the learning of self and others. Attitude affects performance, and student behaviors that lower the ability of other children to perform at their best will be consistently addressed.

Students are also expected to follow our Student Guiding Principles of the 3 Be's- Be Honest, Be Respectful, and Be Grateful. Students will also be taught some of the common expectations we have for all with our 3 Be's Character Matrix. All Students in PK-Grade 8 will be asked to follow these expectations.

Disruptive and/or hurtful behaviors may include but are not limited to:

- Classroom disruptions
- Failure to follow directions
- Violation of handbook policies and general regulations, playground, hall, or lunchroom guidelines
- Use of profane language including gestures, remarks, or expression
- Inappropriate dress or violation of dress/hair policy.
- Academic dishonesty
- Harassment – sexual or otherwise that is intimidating, hostile or offensive to any person because of race, color, religion, sex, age, origin, and/or disability.

Repeated inability by student to choose appropriate behaviors may result in one or more interventions:

- Conference with student and teacher
- Parent/guardian contact
- Mandatory student, parent/guardian, teacher conference
- Behavior contract developed by student, parent/guardian, and teacher
- Community or school service
- Denial of participation in school activities
- Referral to principal, and/or pastor
- Detention
- Extended Instruction- Saturday School or School on when Class is not in session.

- Loss of grade credit for proven academic dishonesty
- Referral for additional intervention beyond the school staff

Although there may be intermediate steps in the process of promoting self-discipline, short-term isolation, suspension, or expulsion may result for any of the following, and a police report may be required.

- Willful violation of any published regulation
- Disrespect and defiant behavior toward authority.
- Conduct that substantially disrupts, impedes, or interferes with the operation of the school
- Conduct that substantially infringes on the rights of others
- Disruption or interference with the operation of the school
- Verbal abuse or threats to others, bullying or harassment of others
- Inciting to fight, or engaging in physical contact with another person
- Behavior which endangers the welfare and wellbeing of themselves and/or others.
- Vandalism
- Theft including the exchange of money for protection, possession and/or sharing of any material determined to be obscene
- Leaving school grounds without permission
- Serious misuse of computer network privileges
- Possession of any object that might reasonably be considered a weapon or be used as a weapon
- Possession and/or use of any controlled substance at school, on school property or at any school sponsored activity
- Involvement in or association with a gang

Holy Name School reserves the right to search student desks or coat/book cubby/locker area at any time.

Serious offenses may result in automatic suspension or expulsion. A disciplinary hearing may be held to determine the status of the student(s) involved in these actions. Criminal investigation may also be pursued in accordance with Archdiocesan policies to protect all students, faculty, and parents. Any child who is suspended may not be present on school property or attend any school related function during the time of their suspension. This includes and is not limited to eighth grade graduation, family nights, social events.

Off Campus Conduct: The administration reserves the right to discipline students for off-campus conduct that will detrimentally impact the school or its reputation. Any form (written or electronic) of defamation of others, students or staff, is unacceptable.

HOLY NAME SCHOOL'S ANTI-BULLYING POLICY
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I give you a new commandment: love one another. As I have loved you, so you also should love one another. John: 13:34

Holy Name School is committed to providing a Catholic, faith filled environment for all students, employees, volunteers and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation and bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, electronic or physical act or threat, when the intentional act: physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school to the point that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, weather physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites; or
- "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for victims and others impacted by the violation.

False reporting of harassment, intimidation or bullying also constitutes violation of this policy.

Prevention

1. Holy Name School will communicate with all students, employees, volunteers and patrons that bullying behaviors will not be tolerated.
2. Bully prevention lessons will be taught regularly through counseling and/ or classroom activities.
3. School rules are posted, and students/parents will sign a behavior contract

4. Religion classes will support the teachings of Jesus and Christ–like behaviors.

Procedures

1. Report of incident is made to a trusted adult.
2. The incident is review by a trusted adult and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such incident reoccurs, measures taken are at the discretion of the school’s disciplinary committee and/or the principal.

SACRAMENTAL PROGRAMS

Sacramental Preparation and Celebration for students at Holy Name School

General Introduction:

1. The Archbishop has the primary and principle role in the “Teaching Mission” of the Church in the Archdiocese.
2. The pastor of the parish, as the co-worker with the Archbishop, closely shares this role. The pastor is the delegate of the Archbishop in all matters on the parish level pertaining to the parish school, except in those matters the Archbishop reserves to himself or to others.
3. The Principal, teachers, and staffs collaborate with the pastor and the superintendent of schools according to their contracts, the policies in the Archdiocesan Handbook and all administrative guidelines approved by the Archbishop.
4. The Archbishop, pastor, principal, faculty and staff are bound by the legal and civil relationships of employer-employee according to the laws and regulations of the State of Kansas and the Federal Government.

Student Experiences:

Every student will learn and experience the Catholic Faith at Holy Name Catholic School. This will be done through Religion class, liturgies and prayer services, Sacraments, service projects, along with religion being integrated in all subjects throughout the school day.

Since the Catholic school curriculum and activities are designed to support the community building and the Catholic mission, it is important for all students to participate in all school activities. To this end, non-Catholic students are expected to participate in liturgical and prayers services (with the exception of receipt of Sacraments; open only to members of the Catholic faith) and are not exempted from these or religious/theology class requirements. Students will be thoughtful and prayerful during prayer, showing respect by following the postures of the Catholic present.

Prayer: Prayer shall be an integral part of each school day in all elementary and secondary schools of the Archdiocese. It will be the responsibility of the Principal to design and implement a plan for frequent and regular prayer activities for students and faculty/staff.

The Parish:

A parish is a definite community of the Christian faithful established on a stable basis within a particular church; the pastoral care of the parish is entrusted to a pastor as its own shepherd under the authority of the Archbishop.

Sunday Mass and Holy Days of Obligation:

It is expected for all families who are Catholic to attend Mass each Sunday and on Holy Days of obligation. We ask parents to be faithful in their responsibility as Catholic and religious teachers for their children to become actively involved in Mass and parish activities. This includes modeling stewardship, through sharing time, talent and treasures to the parish. It is vitally important that families support Holy Name Parish through sacrificial giving and tithing on a regular basis.

Evangelization & Catechesis:

1. The evangelization and catechesis of all parishioners is a primary responsibility of each parish.
2. Parish evangelization is directed to engendering an ever-deepening conversion and commitment to Christ, reaching out to inactive Catholics and the unchurched, incorporating the Gospel message into the hearts of individuals and society at large.
3. Parish catechesis is a comprehensive life-long process which promotes knowledge of the faith, moral formation, liturgical education, involvement in community, formation in personal and communal prayer and missionary initiatives.
4. Sacramental preparation programs are an integral part of each parish's catechetical ministry.

The Sacraments:

"The Sacraments of the New Testament, instituted by Christ the Lord and entrusted to the Church, as they are actions of Christ and the Church, stand out as the signs and means by which the faith is expressed and strengthened, worship is rendered to God, and the sanctification of humankind is effected, and they thus contribute in the highest degree to the establishment, strengthening and manifestation of ecclesial communion; therefore both the sacred ministers and the rest of the Christian faithful must employ the greatest reverence and the necessary diligence in their celebration" (CCL 840)

First Reconciliation:

1. "The follower of Christ who has sinned, but who has been moved by the Holy Spirit to come to the sacrament of penance should above all be converted to God with his whole heart. This inner conversion of heart embraces sorrow for sin and the intent to lead a new life. It is expressed through confession made to the Church, due satisfaction and amendment of life. God grants pardon for sin through the Church, which works by the ministry of priests." (Introduction to Rite of Penance, ¶ 6)
2. In accord with Canon 914, children who have reached the use of reason are to have made sacramental confession before the reception of First Eucharist. Therefore, catechesis on Reconciliation must precede the catechesis on First Communion. While the relationship between Reconciliation and Eucharist needs to be understood, each sacrament is distinct and preparation for each is to be provided separately through a clear and unhurried process.
3. Pastors, parents and teachers are to provide adequate catechesis so that the child may receive this sacrament knowledgeably and freely.
4. Catechesis for the Sacrament of Reconciliation is to be a collaborative endeavor of pastors, parents and catechists.

5. The primary role of parents in this preparation is both a right and a duty.
6. Pastors and catechists will provide programs that involve the parents in catechesis.
7. Catechesis for the Sacrament of Reconciliation should ordinarily be given during the first semester of the second grade.
8. Since catechesis and participation in Penance is on-going, parents are responsible for continuing to provide opportunity for their child to enter more deeply into sacramental experience of forgiveness and reconciliation.

First Holy Communion:

1. "For the administration of the Most Holy Eucharist to children, it is required that they have sufficient knowledge and careful preparation so as to understand the mystery of Christ according to their capacity and can receive the Body of the Lord with faith and devotion." (Canon 913)
2. "It is the responsibility, in the first place, of parents and those who take the place of parents as well as of the pastor to see that children who have reached the use of reason are correctly prepared and are nourished by the divine food as early as possible, preceded by sacramental confession." (Canon 914)
3. Every parish is to have a process of preparation for children to assist them in understanding and appreciating the gift of the Most Holy Eucharist.
4. This process is to include both catechesis and spiritual formation.
5. It is to involve parents, teachers and pastors in a communal commitment to share the children the riches of the Holy Eucharist.
6. On-going catechesis and ever more intentional participation in the Eucharist are to be encouraged by parents, pastors, and catechists.
7. Normally preparation for First Holy Communion takes place during the second grade year. It should be done separately from the preparation for First Reconciliation which is celebrated prior to First Holy Communion.
8. Preparation is to involve both parents and children, with the parents playing an active role in sharing their faith with their children.
9. Those approaching the Eucharist must exhibit a basic understanding of the Eucharist prior to receiving Holy Communion.
10. Normally the celebration takes place in the parish church at a Eucharist on a Sunday.

Confirmation:

1. Those who have been baptized continue on the path of Christian initiation through the sacrament of Confirmation. In this sacrament they receive the Holy Spirit, whom the Lord sent upon the apostles at Pentecost.
2. "This giving of the Holy Spirit conforms believers more perfectly to Christ and strengthens them so that they may bear witness to Christ for the building up of his body in faith and love." (Canon 879)
3. It is the responsibility of the people of God to prepare the baptized for confirmation.
4. It is the responsibility of the pastor to see that all the baptized come to the fullness of Christian initiation and are carefully prepared for Confirmation.

5. The initiation of children into the sacramental life is for the most part the responsibility and concern of Christian parents.
6. Every parish is to provide a process of preparation for candidates for Confirmation.
7. The preparation for the Sacrament of Confirmation is situated within family life and parish living.
8. Each parish is to determine and implement a program of proximate preparation that includes catechesis, spiritual formation, mentoring/faith sharing and Christian service.
9. Preparation programs should actively involve the pastor, catechists, youth ministers and others who are trained and qualified to assist in the on-going formation of young people.
10. Confirmation is usually conferred during the eighth grade with the minimum age being twelve. Where Confirmation is celebrated every two or three years, candidates should be in the 7th & 8th, or 7th, 8th, & 9th grades.

8TH GRADE GRADUATION
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8th Grade Graduation Requirement Policy

All eighth grade students are eligible to receive a diploma after satisfactory completion of required studies of both the State of Kansas and the Archdiocese of Kansas City in Kansas. All eighth graders who qualify for graduation from Holy Name School must fulfill the following requirements:

1. Academic: Passing grades in religion and core subjects: mathematics, language arts, science, social studies and literature. "Passing" means holding at least a "D-" average for the eighth grade year.
2. Behavior: Maintaining an acceptable level of behavior in following school and classroom rules as outlined in the School Handbook, and by individual teachers and the principal.
3. Graduation Ceremony: Any student who fails to meet the academic requirements may participate in the graduation ceremony, but will not be awarded a diploma. The diploma will only be awarded when the student meets the needed remedial requirements given by the teacher and/or principal.
4. Graduation Dress: Girls need to wear a modest dress, skirt, or dress pants under caps and gowns. No capris, spaghetti straps, halter tops, or strapless tops. Boys need to wear a shirt, tie, and dress slacks. Shoes for both boys and girls should be neat in appearance. No tennis shoes.
5. Fees: All parents will be expected to pay a graduation fee or participate in the class fundraiser that will include the luncheon meal, diploma, graduation gowns, and the school gift. The fee for basic graduation pictures will be included if enough funds are raised. Otherwise, this will be assessed separately.

Any serious or repeated behavioral violations may prevent a student from participating in the graduation ceremony and/or receiving a diploma. Final decision on this matter will be made by the Principal and Father Anthony.

All tuition and fees must be paid in full before the day of graduation. Students will not receive a diploma until all tuition and fees are current.

Graduation exercises in the elementary school shall be kept simple and appropriate. They should be in keeping with the meaning and purpose of Catholic education. **The graduation luncheon is for parents and graduates only.**

Parents, family members and graduates are expected to keep the evening graduation ceremony dignified with appropriate words and actions. Please refrain from loud outburst as we are in the church in the presence of the Blessed Sacrament.

Elementary schools shall not sponsor graduation parties or dances. If such social affairs are to take place, they are the responsibility of the parents.

PICK UP/DROP OFF PROCEDURES

PICK UP:

1. Students in grades K-8 will line up behind the cones.
2. Pre-School will still be picked up in their room.
3. When entering the parking lot please move your vehicle up as far as possible to the designed cone.
 - a. Follow directions of the staff member directing traffic.
 - b. Watch for parents/students crossing through traffic.
 - c. Proceed out of the parking lot through the west side of the building onto Southwest Blvd. or turn to the south and exit on Seminary Street.
4. Parents, if you wish to get out of the car, you must find a parking spot before exiting the car. Since there is only one line passing through the parking lot, please do not hold up traffic any longer than necessary.
5. During inclement weather we will have indoor dismissal.
 - a. Please pull up to back doors and your child(ren) will be called to the car.
 - b. Proceed as usual to the west side of the building and out onto Southwest Blvd.

MORNING DROP OFF:

School starts at 7:50 a.m.

There will be no Parents or Visitors allowed in the building to walk Students to class. All Students will report to the Cafeteria for our Opening Gathering each morning.

There is early morning care in the starting at 6:30 a.m. The cost is \$4.00/day.

INCLEMENT WEATHER

On inclement weather days DO NOT contact the school office. Decisions to close school or change school hours because of snow and ice shall be made as follows: When the decision is made to close school, the Principal will decide and notify the community using Text Messages, Email, and All-Call methods

If there should be a heavy snowfall or freezing rain during the day, classes will continue until regular dismissal time. However, children will be dismissed to their parents if they wish to pick them up before dismissal.

LUNCH

Holy Name School provides a hot lunch and breakfast program. This school year all lunches and breakfast are paid lunches. Parents will still be asked to fill out a free/reduced meal application if they have any doubt if their family will qualify or not.

Lunch is only served when school is in session for the full day. **NO LUNCH WILL BE SERVED ON EARLY DISMISSAL DAYS.**

MONEY SENT TO SCHOOL

All money sent to school with your child needs to be in an envelope with your child's name, classroom teacher, reason for sending the money and the amount enclosed.

When paying tuition, please use check or money order, not cash. This is a safer transaction for you and the school in the case of an error.

SCHOOL POLICIES

LOCKERS:

Each student in the 5-8th grade will be assigned a locker to utilize during the school year. If any damage occurs to the locker during the school year it will be the student's responsibility to pay for repairs or replacement of the lockers. Student's privilege may be lost due to failure to comply with the locker rules and procedures. Money should not be brought to school unless there is a reason for it being collected. PERSONAL ITEMS or other valuables especially electronics, such as, but not limited to: iPods, iPads, e-readers, cameras and cell phones may be brought to school at the owner's risk. Do not keep these items in your locker. **NO LOCKS WILL BE PERMITTED ON THE LOCKERS.**

TEXTBOOKS:

Text and workbooks are supplied through a book rental system provided in your resource fees. Pupils are encouraged and expected to keep books in good condition, clean and covered. Book covers must be on books at all times. Book damage by the student will have an assessed fee for replacement or repairs of the books. If a textbook or workbook is lost the cost for replacement will be the student's responsibility.

PHONE AND CELL USE:

Unless an emergency arises, students will not be called to the telephone during school hours. Messages will be taken and given to the child as soon as possible. **Students will not be allowed to call home for forgotten assignments or library books. Students may use the phone to call home to be picked up once school is out.** Since office phones are in use for school business, students may not use the phones for personal matters.

Students may carry cell phones into the building and to the Opening Gathering. Cell Phones must be turned in each day to the homeroom Teacher. Students are not allowed to have their cell phone in their possession until they are dismissed outside. The Teacher will bring them to the office for safe keeping. Once a cell phone is brought into the school, it must be turned off, turned into Teacher. **Cell phones are not to be used during school hours.** If a student uses a cell phone or a cell phone goes off during the school day, the phone will be confiscated, and Students will go through a 3 step process with the final step of not having the privilege of bringing a phone to school.

Headphones and earpods should only be worn for classroom work. Staff members may ask for earpods to be placed in your locker or in another location if they are being used while instruction or specific requests are made.

Students bring cell phones and earpods/headphones to school at their own risk. The school is not responsible for loss or damage. The school does have headphones for students to use.

TECHNOLOGY:

Technological resources, including the internet, are provided to support and enhance educational goals and objectives. Internet access is a privilege, not a right. Parents must acknowledge in writing that they have received the guidelines. In addition, in order to assure child safety and protection, schools with access to the internet shall maintain filtering software on all computers used by and/or accessible to students. Parents and students must sign and return the policy to school before your child will be allowed to use the internet at school. This policy will be sent home within the first week of school.

Parameters for Acceptable Use of Technological Resources in Catholic Schools in the Archdiocese

Schools technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.

2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resources.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines.

Parameters for acceptable use of non-school technological resources:

Because the primary ministry of a Catholic school is to pass on the Catholic faith, teachers, other school employees and students are expected to be a witness to the faith by conducting themselves at all times, in and out of school, in a manner consistent with the teachings of the Catholic Church. This applies to the use of both school and non-school technological resources.

Because such use is not considered private, schools may become aware of use and/or content related to non-school technological resources. If this occurs, schools reserve the right to address, in a manner consistent with the parameters specified in policy #9340.1 any inappropriate content or use.

ZERO TOLERANCE POLICY:

In nurturing the body, mind and soul it is imperative that a ZERO TOLERANCE POLICY be enforced at school and at home. This policy states that parents and students will be held responsible for illegal or violent behaviors at Holy Name School, any school related functions, and at home. Issues that fall under these guidelines are:

- Physical assault on any school staff or representative (shoving, pushing, spitting, hitting, etc.)
- Possession or use of any drug and/or drug paraphernalia (includes tobacco and alcohol)
- Use of possession of any type of weapon (on self or property)
- Acts of repeated harassment including sexual, bullying or other acts that cause a reasonable person to feel terrorized, frightened, intimidated and/or threatened. (verbal, non-verbal or physical)
- Gang related activities
- Physical assault to a classmate in a rude or angry manner that is designed to cause bodily harm.

Consequences for violation of the ZERO TOLERANCE POLICY may include expulsion from school without consideration of due process. Parent behavior can also be cause for the expulsion of a student in some circumstances.

SCHOOL WEAPONS POLICY:

Students or visitors to Holy Name School may not, at any time, have in their possession on the school premises any types of dangerous weapons such as, but not limited to, guns, knives or bombs. They may not possess, transport, display, offer for sale, barter, use, threaten to use, tease about, or exchange any weapons.

Neither “look alike” nor toy weapons may be in the possession of any persons on these premises at any time. Any student in violation of this policy may be suspended immediately from school and proceedings for expulsion may be initiated. A person in possession of any object that could be used to frighten and inflict a fatal wound or serious injury is included in this policy.

Any violation of this policy may result in the filing of a report with the Kansas City, Kansas Police Department, Superintendent of Schools in the Archdiocese of Kansas City in Kansas, the pastor, and the office of Holy Name School.

DRUG, ALCOHOL, TOBACCO AND SUBSTANCE POLICY:

Students may not have any type of drug, alcohol, tobacco products or illegal substances in their possession on the school premises or at school sponsored activities. Any student in violation of this policy could face immediate suspension from school and proceedings for expulsion could be initiated.

Any violation of this policy may result in the filing of a report with the Kansas City, Kansas Police Department, Superintendent of Schools in the Archdiocese of Kansas City in Kansas, the pastor, and the office of Holy Name School.

GANG ACTIVITY POLICY:

In today's society, certain articles of clothing or styles of writing can convey a message about the individuals that wear them. Research shows that fashion has a great influence, attraction and defines GANG interest and participation. Holy Name will NOT TOLERATE inappropriate articles of clothing, accessories, which may convey a negative image. Any student that acts, claims, maintains, has interest in, postures, portrays and/or is directly involved with any type of gang-like actions, attitudes, and/or behaviors will be suspended from school and a disciplinary review scheduled and an expulsion hearing set. Such action and/or portrayals include, but are not limited to: written text, pictures, graffiti, conversations, posturing, passing on factual information, criminal involvement, signs, symbols, dress and/or any action that resembles, portrays or glamorizes a gang-like appearance. **Contact with the Kansas City, Kansas Police Department will be made to investigate gang-related dress, interest, and/or involvement.**

BIRTHDAY TREATS:

Students may bring in prepackaged treats for their birthdays. Please contact the homeroom teacher before sending in any treats. Birthday treats will be handed should be kept simple for easy distribution. No treats will be allowed during the lunch hours due to the Federal Lunch Program regulations.

Students may pass out party invitations **ONLY** if all students (all girls, all boys) in a given class receive an invitation. Information on classroom parties will be provided by the homeroom teachers at the beginning of the school year.

Candy and gum should not be brought to school. Candy and gum will only be provided to the Students with Teacher approval and will be eaten or chewed during a specific time period or class period.

SAFETY DRILLS:

Tornado drills are conducted each semester. Fire drills are conducted 4 times per year. Detailed escape plans are posted inside the door of each room. During tornado drills, each classroom goes to a designated area within the building. For fire drills, each class has an escape route to an outside area at a safe distance from the building. Children are guided to these designated areas in a safe and orderly manner.

If there is an emergency situation, a phone call system is in place for parent notification. In case of emergency evacuation, in which an alternative safe location is needed, Holy Name students will relocate to the church or in some cases, Strasser Hardware or to their employee parking lot.

In the case of a real tornado emergency. Students will be placed in their assigned locations for their safety. Students will not be released to their parents during a tornado warning. Please do not call the school or come to the doors as all staff members will be taking cover.

FIELD TRIP POLICY:

Field Trips are scheduled for the current school year. Classroom teachers will schedule field trips to enable students to share and learn from opportunities outside the school. All field trips should have a stated educational outcome. A completed school permission form is required before a student is allowed to participate in a field trip. **A telephone call will not suffice.** Field trips can be denied if a student fails to meet the academic or behavioral requirements. Buses will be used to transport students on field trips. If private vehicles must be used, only those personally owned vehicles, whose owner carrying liability insurance for a minimum of \$100,000/\$300,000, shall be used. Confirmation of this insurance should be on file in the Principal's office. ***Parents who go on field trips must have Virtus training. In response to the USCCB mandate to provide "safe environment" programs, the Archdiocese of Kansas City in Kansas recommends Virtus to be used in all Archdiocesan schools and parishes.***

ASBESTOS

Required by 40 CFR. Part 763, you are hereby notified of the presence (if any) of asbestos containing materials in your school building.

A management plan has been developed which contains the results of these activities. The activities involve inspections, periodic surveillance, re-inspections and all actions dealing with asbestos containing materials.

This notification is part of the management plan and will be given to all school employees and students or their legal guardians once each school year.

This notification and the management plan are routine documents required by law for all schools and their preparation does not mean that an asbestos problem exists at the school.

In accordance with paragraph 763.84(f), the management plan is available for inspection during regular business hours of the school or the administrative office. Copies of the plan are available at of cost of \$5.00/copy. Request for copies of the management plan shall be made in writing three (3) business days prior to the date a copy is desired. Payment in full will be required before the copy is received.

An EPA school inspector made his annual visit to examine our asbestos inspection and compliance status. At the end of his visit he remarked that everything was in order and that proper inspections have been completed. One of the Federal requirements regarding school asbestos inspections and reporting is that all records regarding inspections are open to the public for view. These records are available in the school office and are open to anyone who comes by and requests them.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) require that information may not be shared with 3rd parties without a parent/guardian or eligible students consent. No information about any student or family will be shared with any party, internal or external, without custodial parent/guardian consent, unless required by law.

PRINCIPAL OF SUBSIDIARY

The Archdiocesan Office of Catholic Schools serves as a consultant to local school administrators. Canonical authority for the schools rests with pastors (in the case of single parish elementary schools) or boards of trustees (in the case of consolidated elementary schools and secondary schools).

DISCLAIMER

The student handbook is intended to be in compliance with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Holy Name School will implement those changes effective immediately. Holy Name School recognizes the authority of the Archdiocese in the policy of running a school.

In addition, the principal and the pastor have the right to make any changes they feel are fair and reasonable and those changes will also take place immediately upon written notification to families.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (eg Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) , (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: US Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, DC 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov .

This institution is an equal opportunity provider.