



July 2021

Welcome to the 2021-2022 school year at Holy Name Catholic School! We are thrilled to have the opportunity to grow spiritually, emotionally, and academically with you this year! This handbook serves as a communication tool between the faculty and families of Holy Name Catholic School. Please read it carefully, discuss the information with your child(ren), and keep it accessible for reference.

Reverend Robert J. Robeson
Pastor

Mrs. Amy Wright
Principal

Mr. Pat Miles
Assistant Principal

Mrs. Julie Beeson
Administrative Assistant

The school newsletter, Jupiter messages, social media, and periodic notices will enhance our communication throughout the year. We ask you to read these communications, make appropriate responses when necessary, and use them to help plan your schedule around school activities. We will also work with the Parish staff to maintain an updated website at www.school.holyname.cc

Whenever you have a question about our policies regarding your child(ren)'s education we ask you to contact the appropriate faculty member for clarification. We strongly believe that education is a shared responsibility of students, parents, faculty, and administration.

We look forward to another exciting and productive year. We thank you for your continued support and cooperation.

Sincerely,

**HOLY NAME CATHOLIC
SCHOOL**

21 North 17th Avenue
Beech Grove, IN 46107
PHONE 317.784.9078
FAX 317.788.3616
www.holyname.cc

Holy Name Administration, Faculty & Staff



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LOGO QUADRANTS

Christ in Our Midst (Chalice/Eucharist):

Developing lifelong learners who are committed to knowing, loving, and serving God!

Servant Leadership (Helping Hands):

Empowering our children to serve and lead the world through enriched experiences!

Technology Infusion (Laptop):

Infusing technology to engage and prepare learners for our ever-changing world!

Global Thinking (World):

Teaching global perspectives with rigor and relevance to build God's universal church!

HOLY NAME CATHOLIC SCHOOL MISSION STATEMENT

Serving Beech Grove and the surrounding community since 1922, Holy Name Catholic School, a ministry of Holy Name Catholic Church, affirms the teachings of the Roman Catholic Church through a comprehensive educational experience that partners rich traditions with exciting new initiatives geared toward 21st Century learners. Holy Name is open to all families committed to the philosophies and mission of our school, we are devoted to maximizing the potential of students with diverse gifts and talents in Pre-Kindergarten through Grade 8.

Holy Name strives to develop lifelong learners who are committed to knowing, loving, and serving God. Our commitment to academic excellence is evident in our rigorous curriculum, the wide variety of programming options we offer, and the relationships we share. These meaningful, relevant learning experiences support the total growth of each student as each works to become competent, faith-filled, skilled thinkers ready to serve and lead our ever-changing world.

HOLY NAME CATHOLIC SCHOOL PHILOSOPHY:

Holy Name Catholic School Believes:

- In the educational mission of the Catholic Church, embracing its Gospel message as lived in service to others;
- In the foundation of the family unit, acknowledging that parents are the primary teachers and our parish and school are extensions of the family unit;
- In the inherent goodness of every person, respecting the personal integrity, intellectual abilities, and unique personal qualities of each;
- In the revelation of God's goodness in all creation, accepting our responsibility to care for the earth and all within it; and
- In the utilization of technological advancements to develop competent, skilled thinkers ready to lead and improve our world.

HOLY NAME CATHOLIC SCHOOL EXISTS TO:

- Educate the whole child, focusing on the spiritual, intellectual, social, and emotional growth of each;
- Educate for the social teachings of the Catholic Church;
- Build community while providing opportunities for service learning; and
- Provide opportunities for worship.

HOLY NAME CATHOLIC SCHOOL VISION

Holy Name Catholic School's 21st Century learning environment will bring God's world to our children and empower our children to serve and lead the world!

A HOLY NAME GRAD AT GRADUATION

A student who is enrolled from Pre-Kindergarten through 8th Grade as a Holy Name Giant will be among the best and brightest in whatever high school they choose. A Holy Name graduate:

- Is a critical and creative thinker who demonstrates strong work ethic and self-discipline
- Collaborates with others to solve problems
- Embraces the Gospel message and the seven themes of Catholic Social Teaching as evident in his/her service to the community at large
- Is goal-oriented and not only ready, but eager, to face the challenges of our ever-changing world and global economy
- Is academically, socially, emotionally, and spiritually prepared to prosper in a technological world
- Maintains a strong foundation of literacy, mathematics, social sciences, technology, and the arts upon which new knowledge is easily attained

HOLY NAME CATHOLIC SCHOOL PLEDGE

Using Christ as our model, we strive daily to enhance the growth of each person. In His way, we develop lifelong learners who are committed to knowing, loving, and serving God.

HOLY NAME CATHOLIC SCHOOL MOTTO

All who enter Holy Name Catholic School know that Christ is the reason for this school.

—Christ is the unseen but our ever-present teacher in its classes. He is the model of its faculty and the inspiration of its students.

- Author Unknown



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21 North 17th Avenue
Beech Grove, IN 46107

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Parish Phone: 317-784-5454
Reverend Robert J. Robeson, Pastor

ADMISSION

In order to ensure an orderly and equitable admission for children to Holy Name of Jesus Catholic School (hereinafter referenced as "Holy Name Catholic School" or "HNCS"), this policy and these procedures are adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends, and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of Holy Name Catholic School.

A. Primary Goal—Catholic Education

Catholic education is centered on the life, death, and Resurrection of Jesus Christ, the Son of God and Savior of the world. Catholic schools exist to assist parents in fostering, promoting, and forming children in the teachings and Tradition of the Catholic Church and to pass on the Faith so the entire person is nurtured in his or her physical, moral, and intellectual talents. The primary goal of HNCS, then, is to provide a truly Catholic education to all students in accordance with the teachings and Tradition of the Roman Catholic Church as passed down to us from Christ. Additionally, HNCS provides a quality Catholic education to all students as it aligns with the mission statement of HNCS, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of HNCS.

B. Accommodation of Students with Special Needs

HNCS strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. While HNCS offers a full time Resource program, we have limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

While all families of HNCS students are expected to consistently volunteer time and talent for the benefit of the parish school, Parishioner status is defined in two ways: Mass attendance and stewardship. Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish, will be expected by Catholic families of students attending or wishing to attend HNCS. Parishioner status will be determined by registration in the parish and active participation -- weekly tithing and involvement in parish activities.

Families meeting these criteria will be deemed "active parishioners" for purposes of determining the rate of tuition. All other families will be considered "inactive parishioners" or "Non-Parishioners" for purposes of tuition.

D. Financial Aid and Responsibility

It is a goal of HNCS and Parish to provide financial support to school families facing economic strain to the fullest extent possible, giving priority to parish families. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by HNCS. Please refer to the Tuition Policy for more details.

E. Agree to Abide by the School Rules

Upon admission, all parents and students agree to abide by the policies and rules of HNCS as specified in the School Handbook and as aligned with the mission of Holy Name Catholic Church and School.

F. Non-Discrimination

The School Commission, Administration, and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, ethnicity, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic Faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. As such, a Catholic school will exercise its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

ADMISSION SELECTION PROCEDURES

HNCS Admission	
PreK	PK3– age 3 by August 1st PK4– age 4 by August 1st
Kindergarten	Age 5 by August 1st
1st-8th	Based on evidence of successful completion of previous grade

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for Kindergarten, who are age 5 by August 1st of the school year for which they are registering will be eligible for consideration for admission. For Grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as recommended by the School Commission and approved by the Pastor according to the following categories in order of preference:

1. Current students of HNCS (until open enrollment period begins)
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending HNCS in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of HNCS.
4. Catholic children of participating parishioners.
5. Catholic children of inactive parishioners who are siblings of students attending HNCS in the current school year.
6. Catholic children of inactive parishioners who are siblings of a graduate of HNCS.
7. Catholic children of inactive parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a "participating parishioner" (See Section C).

Within categories numbered 5 through 9 above, priority will be given according to the date of Holy Name's admission application.

Each year's incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C).

WAIT LIST

Students not selected for admission to HNCS will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admission Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

LOTTERY PROCESS

If Holy Name Catholic School were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that HNCS can successfully accommodate, then HNCS would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for HNCS at a public meeting.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents, and student has been held to discuss the goals, religious mission and expectations of HNCS.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child at HNCS.
4. Previous educational records have been supplied to HNCS including, if available and applicable: current grade transcript or report card, attendance records, disciplinary records, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine

appropriate educational placement before admission is granted.

6. Updated immunization records have been received.
7. Applicants for admission to Grades 6, 7, and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level hold greater credence to HNCS.

NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals, and levels of preparation that are compatible with the religious mission and educational programs offered by HNCS, that the student is likely to be successful in the Catholic educational setting, and an opening exists, the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

ARCHDIOCESE MISSION POLICY

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.
3. Attending a Catholic school is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices,

and protocols.

6. In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

ATHLETICS

We have a strong athletic program at our school. The program is organized by the Holy Name Athletic Commission and Director of Athletic Ministries in conjunction with the Catholic Youth Organization. We are very proud of our coaches and the work they do with our young people. Various athletic programs are offered for students in Grades 3-8.



Participation in extracurricular activities at Holy Name will require the maintenance of satisfactory academic achievement on behalf of the student participant.

Although not officially a part of the school's program, many of the Holy Name students participate in a CYO sponsored program. School facilities are used, announcements are made over the school public address system, and, in general, the student body accepts the teams as their own representatives.

The program is open to any children belonging to Holy Name Parish whether they are enrolled at Holy Name Catholic School or any other school.

Holy Name students must remain academically eligible to participate in the CYO sports program. The following guidelines, established by Holy Name, in conjunction with the school principal and Director of Athletic Ministries, will be used in determining eligibility. Final decisions regarding student athletic participation based on academic performance is at the discretion of the school administration and classroom teachers.

UPON ISSUANCE OF MID-TERM PROGRESS REPORTS

1. Two or more Ds in any subject on a progress report places a student on probation status for the balance of the grading period; this will

be assessed weekly by Administration, Director of Athletic Ministries and teacher(s).

2. An "F" in any subject places a student on probation status for the balance of the grading period; this will be assessed weekly by Administration and teacher(s).

UPON ISSUANCE OF REPORT CARDS

1. Two or more Ds in any subject on a report card places a student on probation status; this will be assessed weekly by Administration, Director of Athletic Ministries, and teacher(s). If a student is on probation for three or more consecutive weeks, the student moves to "ineligible" status.
2. An "F" in any subject places a student on probation status; this will be assessed weekly by Administration, Director of Athletic Ministries, and teacher(s). If a student is on probation for three or more consecutive weeks, the student moves to "ineligible" status.

DEFINITIONS

Probation Status – Eligibility will be determined weekly, subject to the discretion of Administration and based on input from the teacher(s). During the probation period, the student may NOT attend or participate in team practices or games.

Ineligible Status – The student may not attend or participate in team practices or games until the next issuance of midterms. At that time, eligibility will be determined. Student may move to probation status at that point.

The Director of Athletic Ministries or school administration will communicate the status of ineligible players to the respective coaches.

Adherence to the CYO Eligibility Policy will be the responsibility of the Director of Athletic Ministries, school administration, and the respective coach.

Parents must be responsible for the supervision of students from the time school is dismissed until they depart or participate in athletic events. Supervision is not provided after 3:15 p.m. by school personnel and Indiana State Law does not allow students on school grounds without supervision.

As stated in Dismissal procedures, parents are asked to send in a written note to inform the office if their middle school student who is participating in an after-school activity has permission to leave our school campus by foot with the intent of returning for an extra-curricular event. Again, the school cannot be held accountable for students' whereabouts after

3:15 p.m., but we need to know a student has parent permission to leave by foot with walkers.

If a student is absent from school during a given athletic season, he/she will be prohibited from attending co-curricular or extra-curricular activities* until the student returns to school.

* Activities include, but may not be limited to: games, practices, performances, skating parties, and club meetings.

ATTENDANCE

The faculty and administration of Holy Name strive to make the most of every minute of the school day with students. Irregular attendance at school impedes a child's progress, fosters poor study habits, and frequently leads to delinquency. Our goal is to attain at least a 98% attendance rate. While we provide quality education to all students because it is the mission of our school, we are also legally responsible for ensuring that students attend daily and participate in the learning opportunities provided to them.

Coming to school prepared every day can only make your child and our school better! Daily instruction and interaction cannot be replicated. Therefore, we ask that you make every effort to ensure that your child comes to school every day to get the full benefits of the total Catholic education we provide.

ABSENCES DUE TO ILLNESS

The school office should be notified of any absence by 9:00 a.m. If we do not receive communication from parents, the absence will be marked as unexcused.

We know that there are circumstances when a student's health requires that he/she stay home to get better. Please note the following reasons that qualify as excused absences as approved by Administration:

- Child has vomited within twenty-four hours. This does not include asthmatic reactions to treatments.
- Child has had a fever of 100°F or higher within twenty-four hours.
- Child has had diarrhea within twenty-four hours.
- Child has chicken pox with blisters (blisters need to be dry and scabbed over before returning to school).
- Child has been diagnosed with strep throat (child must be on a prescribed antibiotic for at least 24 hours before returning to school).
- Child has an unidentified rash (child needs to be seen by a doctor and have a written note allowing him/her to return to school).
- Child has pinkeye (child needs to be on eye drops

prescribed by a doctor for at least 24 hours before returning to school).

If a child becomes ill during the school day, the school nurse or office personnel will notify the parents. No student will be permitted to go home unless a parent and/or a designated person from the Emergency Form are contacted.

A written, dated excuse is necessary when the student returns even though verbal contact has likely occurred. All notes regarding absences are kept on file for one year.

MAKE UP WORK

Missing assignments are to be requested by the student and/or parent and completed following his/her return to school. Depending on the length of absence and the amount of work missed, the student will have one day for each day absent to make up his/her work. If a child is going to be absent for an extended period of time, please contact the teacher to make arrangements for homework assignments. We ask that you give advanced notice when requesting class work early. For example, if your child will be gone for three school days, please give at least three days notice when requesting work. The rules and policies concerning truancy and tardiness are located in this handbook as well.

We encourage families to schedule doctor and dental appointments outside of the school day, but we also recognize that this is sometimes unavoidable. It is greatly appreciated if you give the teacher at least one day's notice* of the upcoming appointment so he/she can plan accordingly for your child. This way, we can ensure that office personnel are available upon your arrival as well.

Children who have doctor or dental appointments during the school day will not be counted absent if the child is gone for 2 hours or less. If the child misses more than 2 hours and less than 3 ½ hours, it will be counted as a half-day absence as deemed by Administration. If the child misses more than 3 ½ hours, it will be counted as a full-day absence.

When a child has a doctor or dental appointment during the school day, a note should be presented to the appropriate school personnel. ALL CHILDREN ARE TO BE PICKED UP AT THE SCHOOL OFFICE and the adult is required to sign the student out. If the child is able to return to school after the appointment, the child must obtain an admission pass from the school office and be signed in by the adult.

If a child is absent for a third of a grading period due to illness, no grade can be given on the report card

and a conference may be held to determine homebound eligibility or appropriate educational setting. The report card will be marked Incomplete (I). The student will be allowed two weeks to make up the schoolwork missed. If the schoolwork is not completed within the two week's time, a failing grade may be given on the report card.

* Each notice should contain the following information:

- reason for absence
- date the doctor was seen
- date student is allowed to return to school

Family vacations during the school year are strongly discouraged and are considered unexcused

absences. The child will be held responsible for the work covered during his/her absence. While you are welcome to check with the classroom teacher to see if work can be assigned in advance, teachers are not required to have it prepared until the student returns to school. When the child returns to school, arrangements will be made for make-up work and tests. The teacher will determine the deadline for assignments. Also, additional work may be assigned and is expected to be completed upon the student's return. If the additional work is not completed, it may reflect on the student's weekly self-discipline report. For middle school students, grades may be negatively affected as well. Advance written notification of the absence is requested at least one week prior to departure to help teachers plan accordingly.

Bereavement situations will be handled on an individual basis and may be based upon the relationship of the deceased to the student among other factors.

If a student is absent from school, he/she may be prohibited from attending co-curricular or extra-curricular activities until his/her return to school. Activities include, but may not be limited to: games, practices, performances, skating parties, and club meetings.

If a student must leave school before dismissal time due to illness or to attend a doctor/dental appointment, a parent or guardian must sign the student out. If a student is picked up prior to dismissal time without such reason, the early exit may be treated just as a tardy would, and will be documented as such on the permanent record. In other words, avoidance of dismissal traffic and other issues of convenience are not considered valid reasons for leaving school early. If such instances occur 3 or more times, before or after school detention(s) may be required.

ATTENDANCE: HABITUAL TRUANCY - BOARD POLICY

Any student who is determined to be a habitual truant may be reported to the authorities. The term "habitually truant" is defined as a student who willfully refuses to attend school in defiance of parental authority in any of the following circumstances:

1. Unexcused absence for three days in any period of ten school days.
2. Unexcused absence for four days in a semester.
3. Unexcused absence for six days in any two-semester period.
4. Unexcused absence for seven days in a period of three or more semesters.

When any of the circumstances arise:

1. The parents shall be called for a conference and it will be noted on the student's permanent record.
2. A second occurrence will be noted on the permanent record, parents will be notified, and authorities may be notified.

Unexcused absences may reflect on the weekly self-discipline report, since contributing to the classroom experience is a guideline for all students. Therefore, such absences may also affect a student's quarterly cooperation/conduct grade. In addition, before or after school detention(s) may be required of the student.

ATTENDANCE: TARDINESS

The best way to start the day is on time! This is better for your child and for all those in your child's class. The bell rings at 7:45 a.m. to alert all students and staff that it is time for our instructional day to begin! Students should be in their classrooms or designated area by 7:40 a.m. Doors will be locked at 7:45 a.m. **Students who are not in their homeroom by 7:45 a.m. are considered tardy.** The adult responsible for dropping off the student is expected to escort the child to the office if after 7:45 AM. The student will obtain a pass to be admitted to his/her classroom. Since some students are dropped off by adults other than parents, the school office will notify the parent if such a circumstance arises. The school is legally responsible for reporting habitual truancy to the proper authorities.

If weather or traffic issues arise, school administration will determine the time at which students are considered tardy on the given day.

ATTENDANCE: TARDINESS - BOARD POLICY

Any student who is determined to be habitually tardy may be reported to the authorities.

The term "habitual tardy student" is defined by any one of the following circumstances:

1. Tardy more than three days in a grading period. (RULE: Parents will be notified and reminded of policy.)
2. Tardy more than five days in a grading period. (RULE: Before or after school detention(s) may be assigned to the tardy student. Additionally, the Holy Name Athletic Commission considers a 5th tardy equivalent to an unexcused absence. Therefore, the child will not be allowed to participate in the next game of the season in which the tardy occurred.)
3. Tardy more than eight days in a grading period. (Additional before or after school detentions may be assigned to the tardy student and the authorities may be notified. The Holy Name Athletic Commission considers an 8th tardy equivalent to an unexcused absence. Therefore, the child will not be allowed to participate in the next game of the season in which the tardy occurred.)

ARRIVAL & DISMISSAL

In order to maintain the level of efficiency and effectiveness intended, ALL adults need to follow the policy as written. The Beech Grove Police Department has worked with us to provide the safest and most efficient method of arrival and dismissal.

ARRIVAL

All students in grades PK-2, and any siblings, should arrive in the main parking lot on 16th Avenue. A single file line should begin by the Hartman Hall entrance.

Any families with students in grades 3-8 only (no siblings in grades PK-2) may use the alley on the south side of the school building for arrival. Please enter the alley from 14th or 15th Avenue to avoid congestion. Please be sure not to block 16th Avenue. Upon exiting the alley, turn right onto 17th Avenue to avoid a backup of traffic.

Staff members will begin the arrival process at 7:30. Vehicles may begin lining up in a single file line prior to this time, but please do not release your students until the adults on duty are present. Please ensure your children are ready prior to pulling into the arrival lines; pull up and unload quickly and safely. We ask that all students unload from the passenger side of the vehicle and proceed directly into the school building and to their classrooms. No students should cross the line of traffic at any time. Guests who may need to come into the school building for any reason may drop off their children in the arrival line and then park

to enter the building. Any student not in their homeroom by 7:45 should report to the office and will be marked as tardy.

Any student dropped off before 7:30 must enter through the Hartman Hall entrance. Morning care is available from 6:30-7:30. There is a charge for the use of the before care program. Breakfast does not begin until 7:00. Students arriving for breakfast before this time will be charged for morning care. Students must be signed into before care and/or purchase a breakfast if they come to the cafeteria prior to 7:30. Students not eating breakfast or attending morning care are not permitted to be in the cafeteria.

DISMISSAL

SAFETY of all our students is our #1 priority. Please have patience during the dismissal process.

PART-TIME PreK STUDENTS

All part-time prek 3-4 students will dismiss at 10:45. Please line up in the alley in a single file line, facing 17th Avenue, and wait for a HN staff member to walk your child to the alley.

CAR RIDERS

All students in grades PK-2, and any older siblings, must be picked up in the main parking lot for dismissal. Only students in grades 3-8, with no PK-2 siblings, should be picked up in the alley. No student in grades PreK-2 will be permitted to go to the alley for dismissal.

As you enter the main parking lot, please park in the designated parking spaces facing 16th Avenue. Please remain parked until a supervising adult dismisses each row. We ask that all adults be respectful of the dismissal procedures by remaining in the parking spots until dismissed. Please do not park along Albany, 16th, or 17th Avenue. This will cause unnecessary congestion and could potentially put students in harm's way. Students of families parked along these streets will be held by supervising staff until all cars have been dismissed. If you arrive late and dismissal has already started, please wait until all cars have been dismissed before pulling into a parking space. There will be a staff member available to guide and direct you.

WALKERS

Walkers are dismissed from the 17th Avenue doors at approximately 3:10 p.m. Crossing guards are provided by the City of Beech Grove at the 17th/Main intersection and the Albany/17th intersection. We ask that parents send a written notice that their child(ren) have permission to walk home. This is to protect your child and to help us work with you in case plans change and we need to inform your child once dismissal is over.

Supervision is not provided after 3:15 p.m. by school personnel and Indiana State Law does not allow students on school grounds without supervision.

MAIN SCHOOL ENTRANCE

To enter, press the intercom button and someone will be with you shortly to release the security lock. Once inside, turn right, go up the stairs, and the school office is on your left.

HARTMAN HALL ENTRANCE

This door is used primarily for Extended Care, which takes place in the Café. Outside school hours, enter and go down the stairs. Press the intercom button and someone will be with you shortly to open the door.

The safety of our students is our first priority, so please have patience during the arrival and dismissal process.

ARRIVAL PROCEDURE →

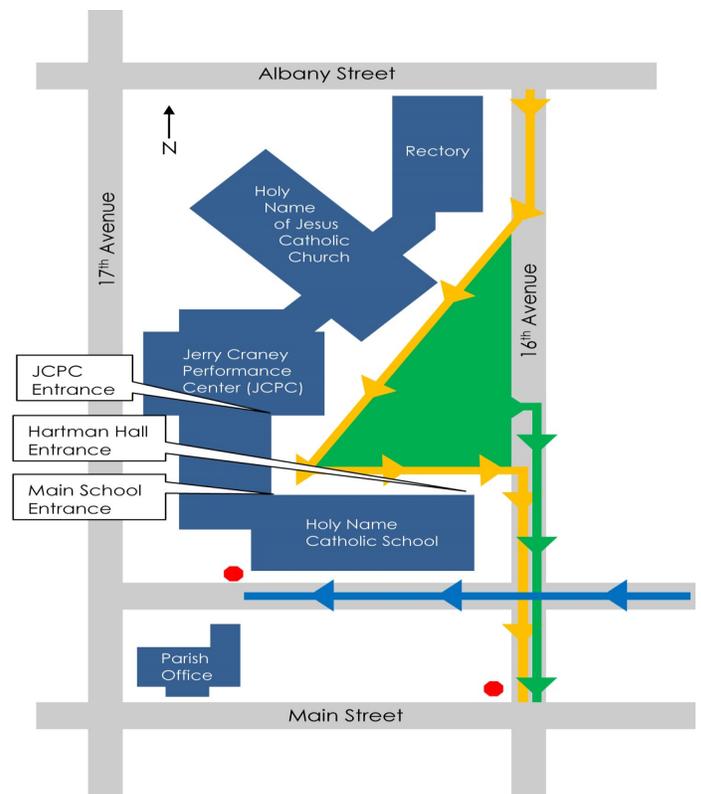
Arrival for car riders is between 7:30-7:45. Please pull up into a single file line and unload quickly and safely. We ask that all students unload from the passenger side of the vehicle and proceed to the walkway and up to the main school entrance. Supervising adults will assist students out of their vehicles so parents need not exit their vehicle. Please help students organize their materials before getting in the arrival line. Guests who wish to stay or need to help with additional school materials may drop off students in the arrival line, and then park and enter the building.

DISMISSAL PROCEDURE ←

Students going home by car (Car Riders) will be escorted to the parking lot. Cars should enter by the church and park in rows facing 16th Avenue. Please remain parked until a supervising adult dismisses each row.

MIDDLE SCHOOL →

Middle school students with no siblings in PreK-2nd grade can be picked up in the alley between the school and Parish office. Cars should line up single file behind the stop sign. Please enter the alley from 13th Avenue to form the dismissal line.



If a middle-school student is participating in an after-school activity and is leaving our school campus by foot with the intent of returning for an extra-curricular event, we ask that parents send in a note to inform the office of this decision. Students will not be released without such documentation. Again, the school cannot be held accountable for students' whereabouts after 3:15 p.m., but we need to know a student has parent permission to leave by foot with walkers.

BICYCLES

Beech Grove City Ordinance 77.10B states that a child must be ten years old to ride a bicycle in the street. Students in Grades 5-8 are permitted to ride bicycles to school as long as a parking permit is obtained and kept on the bicycle. To obtain a parking permit, a school-issued permission form must be completed and signed by the parents/guardians and student. This permission slip may be obtained through the school office or online. Once the permission slip is completed and returned, a parking permit may be issued. This permit gives permission for the bicycle to be parked on school property, and it indicates to school personnel the individuals who have parent permission to ride to/from school. The school is not responsible for stolen or damaged bicycles.

All bicycles must be locked to the railing next to the ramp that leads to the south entrance of the JCPC (Performance Center/Gymnasium). They cannot be parked on the ramp itself due to fire codes. Skateboards are forbidden at any time. All bicycles must be walked off school premises. Bicycle riding is prohibited at all times on school premises.

It is strongly encouraged that proper bicycle safety be practiced by all. This includes wearing a helmet and appropriate gear as well as regular maintenance and upkeep on the equipment. Finally, we encourage all riders to practice safe and appropriate biking habits.

DISMISSAL AFTER CLUBS

All cars who arrive to pick their student(s) up at 4:15 p.m. should park in rows facing 16th Street. Club teachers will walk students into the parking lot; cars should stay parked until they are dismissed one-by-one by a club teacher. If cars arrive after 4:15 p.m., please wait in a line until all cars have been dismissed before pulling into a parking space. At approximately 4:20 p.m., after all cars have been dismissed, students will be released to any cars parked at the back of the lot or in line. Cars will then be dismissed once all students are safely in their vehicles. At 4:20 p.m. any students whose ride has not arrived will be taken to Aftercare unless parents have made prior arrangements with the Club teacher.

BEHAVIOR/DISCIPLINE

Everywhere we go, there are rules. Rules are generally designed to protect us and provide everyone with equal opportunities. There are rules in our neighborhoods, places of worship, places of entertainment, and our schools. We have rules in the cafeteria, on the playground, and in the halls. At Holy Name Catholic School, there are three major rules, better referred to as LIFELONG GUIDELINES. All specific rules that are inherent to a safe, caring environment (no running in the classroom, no shouting out, etc.) fall under these guidelines.

We want all students, parents, school personnel, and visitors to feel welcome and safe in our school. Therefore, these guidelines must be enforced and followed by every child and adult in our school.

The three basic guidelines are as follows:

- Respect (self, others, and environment)
- Follow (classroom and school rules...and of course, Christ!)
- Contribute (to the learning environment)

Parents and students can expect that they will be treated with respect and dignity by the Holy Name Faculty and Administration. In return, we would ask for that same continued courtesy. Our partnership as a team—students, teachers, parents, and other school personnel—will help elevate the capacity of all and heighten the potential for future growth and success.

Students in Grades PK – 5 will have age-appropriate behavior management systems in place in their classroom. This is at the discretion of classroom teachers, and will be communicated thoroughly to families at the beginning of the school year.

There are many positive consequences for students who uphold the guidelines of our school community. We regularly give verbal praise privately and publicly. We also recognize quarterly awards in *Highlights*. The faculty, staff, and administration promote good decision making by acknowledging students' choices through written notes and small tangible incentives.

Our expectation is that all middle school students know, understand, and comply with the guidelines as they are communicated and that as the leaders of our school, there is no need for a weekly self-discipline chart from school to home. However, teachers of middle school students utilize our student management system, Jupiter, to communicate both positive and negative behaviors as needed.

Jupiter will be used strictly as a communication and tracking tool and not a consequence in itself. Minor as well as major offenses will be documented and

sent to parents, administrators, athletic and club directors, and all middle school teachers.

Discipline should be viewed as an opportunity to teach appropriate behavior and choices. The goal of any discipline consequence should be to stop the behavior from occurring again. Structured, consistent discipline is an important responsibility that is shared between the home and the school. We maintain effective discipline by recognizing and praising good behavior and taking corrective action when necessary. Students are expected to act like young ladies and gentlemen at all times. Our staff will address each student as such or by name. Respect is mutual and should be demonstrated in every interaction that takes place among and between students and adults. Courtesy and Christian values should be evident in all we do. It is unacceptable for ANY ADULT OR CHILD to be rude and/or disrespectful.

Order is essential in the effective management of any school. It is maintained not only by a strong partnership with parents, an effective teaching staff, an efficient administration and quality educational programs, but also by the development of the child as a true Christian and wholesome American citizen. Parents should consider the school's disciplinary action as an extension of the parents' own effort to form their children into good, wholesome, and well-balanced individuals. Christian manners and courtesy are stressed at all times.

Students are expected to put forth their best effort and to behave in a manner that will promote a safe, orderly learning environment. School and classroom rules will be reviewed throughout the year.

Inappropriate language and/or behavior, which cause disruption to the learning atmosphere or infringe on the rights of others will be subject to the following measures:

Minor Offenses

- A. Lack of reverence, as evidenced in language, tone, and actions
- B. Disruptive behavior
- C. Disrespect as evidenced in language, tone, demeanor, and/or actions toward self, others, or environment
- D. Disobedience of class/school rules
- E. Unpreparedness for class (incomplete assignments, missing assignments and/or missing materials)
- F. Failure to cooperate with adult in charge
- G. Failure to actively participate in the learning process
- H. Any other offense noted by the Staff and/or Administration

Consequences for Minor Offenses

- Consequences that align with the teacher's classroom behavior management system
- Possible visit to the office to talk with administration

NOTE: Any repeated minor offense or the combination of offenses might warrant major consequences.

MAJOR OFFENSES

- Inappropriate physical or verbal contact (pushing, grabbing, etc.) with or without the intent to harm
- Fighting
- Stealing
- Cheating
- Repeated minor offenses
- Bullying another student: A person is bullied when he/she is exposed regularly and over time to negative actions on the part of one or more persons. Bullies are people who deliberately set out to intimidate, exclude, threaten, and/or hurt others repeatedly. They can operate alone or as a group.*
- Violation of **Technology Use Guidelines** as stated in the Parent-Student Handbook, including inappropriate/unacceptable/unapproved use of technological hardware, software, social media and/or Internet.
- Any other offense noted by the Administration

Consequences for Major Offenses

- Student will immediately be sent to administration
- Subject to non-participation in extra-curricular activities
- Likely suspension (in or out of school; single or multiple days)

*Holy Name Catholic School will not tolerate the following behaviors:

- Physical aggression, social aggression, intimidation, written aggression, sexual harassment, and racial or ethnic harassment
- Destruction of school/parish/private property
- Offensive language/gestures/pictures/tone
- Offensive or targeted use of social media
- Any involvement in gang activity including clothing or symbols
- Sexual misconduct including harassment
- Injury to another with intent to harm

NOTE: Parents are encouraged to monitor student use of Internet, e-mail, social media, and text messaging at home. Instant messages, e-mails, texts, and websites that harm the character and well-being of another student, while done outside of school, fall under our discipline policy because the relationship between students may be affected within the school.

Holy Name Catholic School will not tolerate

plagiarism. Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in a project or paper.

NOTE: Student work containing plagiarism will be considered incomplete until revised and resubmitted for approval by the classroom teacher and/or administration.

Once a referral is received in a given grading period for a major offense, the student will not qualify for an award in Self Discipline for the grading period.

Intolerable Offenses

- Possession of guns, knives, other weapons, including explosives of any kind, matches/lighters, etc.
- Possession, use, or sale of drugs/alcohol/tobacco
- Threats/battery of another student, a teacher, school personnel or volunteer
- Causing a false alarm
- Vandalism
- Open defiance of school authority
- Any other offense noted by the Administration

Consequences for Intolerable Offenses

- Possible Out-of-School Suspension (single or multiple days)
- Subject to non-participation in extra-curricular activities
- Likely expulsion

NOTE: Any action that violates city, county, state, or federal law will be referred to the proper authorities. Any time we deal with disciplinary issues, it is important to keep the following in mind: The school is an advocate FOR your child, not against him/her. Even when we are wrong in judgment, our good will toward you and your children cannot be questioned.

Parents and students are asked to read and discuss these expectations with your children. Holy Name Catholic School is a wonderful place to be, and we know that the policy stated here rarely needs to be enforced. We attribute that to the clear expectations we set and the parent support we receive.

BIRTHDAY CELEBRATIONS

In an effort to recognize the special celebration of each child's birth, we will host a monthly birthday celebration. If a child celebrates a birthday that month, he/she will sit at a special table with other

birthday celebrants during the typical lunch period. We will join together as a group to sing, and a pencil and treat will be given to the student.

Rather than taking instructional time away for individual birthday celebrations in each class, parents are welcome to send a non-edible treat for the class on a child's birthday. In light of the Archdiocesan and Holy Name Wellness Policy, we ask that you send in stickers, pencils, coloring books, or other small items in lieu of treats.

BOOKS AND SUPPLIES

A fine must be paid for lost or damaged books, CDs, or other school resources. Children must carry their books in a plastic bag and/or book bag. The students must use some protective measure to carry books and other school resources to and from school.

All fines must be paid before application for the upcoming school year is approved. The amount of the fines is judged according to the age, condition, and cost of the book, CD, or other school property. The amount of the fine will be determined by the principal. Students will be assessed fines at the end of the year for mistreating their textbooks. Items such as torn pages, binding torn away from a book and ink writing that cannot be erased will be assessed fines. If a textbook is completely unusable the student will need to pay the full replacement cost.

ANTI-BULLYING POLICY

Holy Name Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Bully Policy. The purpose of the plan is to insure that all students and staff are safe in school.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website at www.school.holyname.cc

If you as a parent are aware of bullying behavior between our young scholars, contact your student's teacher as soon as possible and/or use the link found below and on the parish/school website to document the incident:

<https://docs.google.com/forms/d/e/1FAIpQLSefFo2HR-HZCfnpXvBIKPAefThANlwMcX5zqzUKtc6aW7eLgQ/viewform>

CAFETERIA

Breakfast is served each morning from 7:00 – 7:20 a.m.

Hot Lunch is served daily in the Café. The lunch period varies from year to year depending on class schedules and curriculum.

A point-of-sale software system will be used for accounting purposes. Lunches are expected to be pre-paid, either by check, cash, money order, or credit card to Holy Name Catholic School. Parents may write one check per family. Lunch money should be placed in an envelope indicating on the outside the family name.

Please note that the Indiana Department of Education Nutrition division requires every school to have a charging policy. Our policy states that any child over \$30.00 in arrears will be served a cheese sandwich and milk for \$1.00.

Parents must clarify how much money each child is allotted for second helpings and snacks, since each child has one account from which these purchases are made. Please indicate this information on the Café Information Sheet to be completed at the beginning of the school year. The fee for hot lunch and/or milk is subject to change from year to year. Directives for the cost of milk or hot lunch will be given to the parents annually.

Sack lunches should be marked with the child's name. Because of our participation in the Federal Lunch Program, no fast foods or canned beverages outside of those approved by the café are allowed. Please also refer to the Archdiocesan Wellness Policy for suggestions on food portions and types.

The lunch period is a time of relaxation from the mental labor of study. An atmosphere of quiet conversation with friends is encouraged. However, the difficulty of feeding large numbers of children within a limited time demands that order must be maintained. Lunch periods will be supervised and good manners are expected at all times.

CALLS AND VISITS

All school time is devoted to instructional purposes. No one may interrupt classes, nor shall teachers or students be called from their classrooms except for urgent reasons, then only with permission of the principal. Parents who wish to speak with a teacher may do so by calling the school office. Leave your name, number, and the time you will be available and the teacher will return your call within twenty-four hours. We recommend emailing teachers as well with the understanding that they will respond within twenty

-four hours on school days. If a teacher does not respond to email, please contact us by phone, just in case our server is down or there is another technological issue. All visitors must report to the office. They will be issued a pass after signing in.

Forgotten lunches, books, instruments, etc. should be brought to the school office. The office staff will see that your child receives the forgotten item.

CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

Co-curricular activities are educational in nature and typically stem from specific curriculum that is covered during the school day. Choir and Drama Club are two examples. Extra-curricular activities such as Athletics are affiliated with the school, but are not necessarily based on academic standards.

Social activities such as Skating Parties are also a part of the extra-curricular activities of our school. Parents will be notified via email of all the co-curricular activities and extra-curricular programs and of any cost involved.

If a student is absent from school on a given day, he/she should not participate in any co-curricular or extracurricular activities on that day. Activities include, but may not be limited to: games, practices, performances, skating parties, and club meetings.

BAND

The Holy Name Band is open to all girls and boys in Grades 5-8. Students must show an interest in participating and parent permission is required. Since this is a co-curricular program, the principal will work directly with the band director to ensure that those participating maintain academic grades, actively participate in the scheduled practices, and continue to demonstrate the strong Catholic values we instill in all students.

CHOIR

The Holy Name Choir is open to all girls and boys in Grades 5-8. Students must show an interest in participating and parent permission is required. Since this is a co-curricular program, the principal will work directly with the music director to ensure that those participating maintain academic grades, actively participate in the scheduled practices and liturgies, and continue to demonstrate the strong Catholic values we instill in all students.

The main function of the Holy Name Choir is to assist at weekly school liturgies, though other performances may be conducted. The schedule is subject to change, but choir members will be

informed no less than the previous week if changes will be made. Choir instruction is held weekly during school time, though some practices are after school. When preparations for a big event, such as a musical, are underway, additional time is often granted for practice during the instructional day, but all students are required to complete any missed work.

COMMUNICATION

Parent-teacher communication is extremely important. If you have a concern, or if a problem arises, parents are advised and encouraged to contact the teacher directly to discuss the concern. You may call the school office or send a written request to schedule a meeting.

Parents can and should be the greatest advocates for the continued improvement and enhancement of our school and church community. What you say and how you portray yourself reflects on HNCS. Please take advantage of opportunities to share with others what is good about Holy Name. The more we promote who we are and what we do, the greater we will become!

Faculty members will communicate regularly via Jupiter Grades. Jupiter is a web-based student management system designed to provide greater communication between parents, teachers, and school administrators. Jupiter Grades will provide families with the opportunity to view classroom assignments and monitor student progress. We encourage families to check Jupiter frequently for updated student grades and school-wide announcements.

In addition to working with local television networks and newspapers, we have a great partnership with the Catholic radio station (89.1 FM). This forum is used to promote events such as extra-curricular and social events. All parents/guardians are asked to submit the appropriate form that gives us permission to include photos and student work in publications.

CONTACT INFORMATION CHANGES

We ask that parents communicate with teachers and/or office personnel when contact information changes. This allows us to reach you efficiently and to notify you in case of an emergency.

Parents/guardians are asked to report the following changes to the school office immediately:

1. Change in student home address
2. Change in student home phone number
3. Change in emergency contact information
4. Change in parent/guardian work phone or cell phone number

5. Change in email contact information

It is vital that all school records be kept current and we ask for your cooperation in this matter. As always, the welfare of the student is our main priority.

PARENTAL CONCERNS

Holy Name Catholic School is a Christian community where we celebrate being part of God's family. Remembering that Christ lives in each of us, we are called to treat each other respectfully in all circumstances. In Matthew 25:40, we read, "Whatever you do to these, the least of My brothers and sisters, you do unto Me."

Keeping this in our minds and hearts while maintaining a school that is focused on the best interest of all of our children of God, we have established a valuable protocol for addressing and resolving issues that may arise. This includes conflict between students, between a student and a teacher, or even a parent and an administrator. First and foremost, please remember that we share a common goal with you in the education and well being of your child.

SOLUTION PROTOCOL

If a problem arises between your child and a teacher, please follow the steps below:

1. Encourage your child to discuss the problem with his/her teacher, preferably one on one. If the child is shy or struggles to express him or herself verbally, the child may write a note to the teacher explaining the problem.
2. If the problem goes unresolved, the parent should write the teacher a note explaining the problem. The teacher should respond in writing or by telephone within 24 hours. (NOTE: It is not appropriate to call teachers or administrators at home unless they have specifically given their phone number to you for that purpose.)
3. If the problem persists, schedule an appointment with the teacher and include the student. Because of classroom scheduling, teachers can meet by appointment only.
4. If the problem still persists, schedule an appointment with the teacher and the administrator. It may not be in your child's best interest to participate in discussions at this level; such participation should be weighed carefully.
5. Finally, if the issue remains unresolved, schedule an appointment with the pastor.

If a problem arises between a parent and a teacher, please follow these steps:

1. Contact the teacher by email or phone explaining the problem. The teacher should respond in writing or by telephone within 24 hours.
2. If the problem persists, schedule an appointment

with the teacher and the administrator.

3. Finally, if the issue remains unresolved, schedule an appointment with the pastor.

If a problem arises between a parent and an administrator, please follow the steps listed below:

1. Contact the administrator by email or phone explaining the problem. The administrator should respond in writing or by telephone within 24 hours.
2. If the problem persists, schedule an appointment with the administrator.
3. Finally, if the issue remains unresolved, schedule an appointment with the pastor.

Thank you for your cooperation in following the above steps.

The entire staff of Holy Name Catholic School will treat parents, visitors, and students with respect and courtesy. Likewise, parents, visitors, and students are expected to treat teachers, support staff members, administrators, and one another with courtesy and respect. Just as the staff would not discuss issues with other parents or students, we ask that all concerns be addressed with the individual involved and that the established protocol be followed.

EFFECTIVE COMMUNICATION PROTOCOL

1. Avoid speaking negatively about a teacher or staff member in front of your child. It is detrimental to your child's learning. Negative remarks that your child overhears could potentially damage their relationship, which is integral to the growth of your child.
2. If you are angry, wait until you can see the situation objectively before initiating communication. Effective communication takes place when, and only when, both parties can talk AND listen.
3. It is not appropriate to call teachers or administrators at home unless they have specifically given their phone number to you for that purpose.

COUNSELING

As part of Holy Name's commitment to students, a licensed, masters level school social worker is available to students and families one day per week through an agreement with Catholic Charities of Indianapolis. The school social worker is part of a team, working with school staff, parents, and students to promote academic success, emotional well-being, and positive personal relationships. A variety of services, including individual and small group counseling, consultation and referral services, crisis

intervention, and classroom education programs are offered.

Students are referred for services by school staff and parents. Parents will be contacted for their permission before the school makes a referral. For middle school students, self referrals are also accepted; however, parents will be notified if the issue is a serious one. Parents may contact the school office if they do not wish for their middle school student to participate in the self-referral option. The social worker is available to consult with parents in person or by phone. If you have a concern or question, please contact the school social worker by calling the school office.

CURRICULUM

The study of our Catholic religion is of the utmost importance since the primary purpose of our school is spiritual and religious in its outlook and orientation. Religion is taught daily and will be graded in the forms of "product" and "performance." Emphasis will be placed on the proper development and mastery of reading skills, process writing, grammar skills and creative expression, mathematical skills, problem solving, scientific concepts, and social studies skills. The Archdiocese has specific religion standards that are addressed at each grade level, and the Department of Education, in conjunction with the Archdiocese of Indianapolis, has specific academic standards in all other content areas. These standards will serve as the foundation of all instruction at Holy Name Catholic School.

At HNCS, students in Pre-Kindergarten through Grade 8 have the opportunity to participate in Art, Music, Physical Education, and STEM classes taught by certified teachers. The core standards for these content areas are developed either on a state or national level, depending on the content area. Holy Name teachers collaborate to integrate Reading, Language, Math, Science, Social Studies, and Religion concepts with their areas of specialty.

Students in Grades 5-8 have the opportunity to participate in individual and/or group instrumental lessons and to participate in the Holy Name Band. Boys and Girls in Grades 5-8 may participate in the Choir. Private piano lessons and instrumental lessons may be arranged through the school's Music Department. Students electing to take music lessons are held responsible for finding out what class work was missed and keeping up-to-date with all material.

DAILY SCHEDULE

School is in session between 7:45 a.m. and 3:00 p.m. unless it is a specified early release day. Supervision begins at 7:30 a.m. Students should not arrive before 7:30 a.m. unless they intend to go to breakfast, Before

Care, OR have previous permission by a classroom teacher or administrator. Supervision ends at 3:15 p.m. Indiana State Law does not allow students on the school grounds without supervision. If you need your child to remain after 3:15 p.m. you will need to complete the Extended Care registration form and pay the registration fee in advance. If any child remains at school beyond 3:15 p.m. and is not enrolled in an extra-curricular or co-curricular activity, he/she will be sent to After Care and parents will be responsible for payment of the initial registration fee and the daily rate.

HNCS Daily Schedule		
7:30 am	Doors Open	PK-8th to homerooms
7:45 am	School Begins	Morning Prayer, Pledge of Allegiance, and Announcements. Any student who is not in the classroom at this time will be considered tardy.
7:55 am	Classes Begin	Immediately following announcements
10:00 am - 1:10 pm	Lunch/ Recess	Recess and Lunch Periods vary per grade level
2:50 pm	Day's End	Prayer and Afternoon Announcements
3:00 pm	Dismissal	Car Riders are dismissed to the parking lot and alley for pickup
3:10 pm	Dismissal	Walkers, Bicycle riders, Extracurricular Participants, and After Care are dismissed/escorted to their activity

DRESS CODE

Uniforms are to be worn starting the first day of school. The basic purpose of Holy Name Catholic School is to develop lifelong learners who are committed to knowing, loving, and serving God. Holy Name promises to foster spiritual, academic, social, and emotional growth in all students. Out of respect for our school, the dignity of each person in attendance, and reverence for God, we require and enforce a dress code. Appropriate dress is important in establishing an environment that is uniquely Catholic and promotes learning while limiting competition among students and encouraging uniformity, simplicity, neatness, and consistency. The primary responsibility for compliance of dress code lies with the students and their parents.

Adherence to the policy allows staff to focus primarily on education, though staff members will enforce the policy. As a rule of thumb, if there is a concern about whether or not an article of clothing conforms to the policy, it probably does not.

SHOES: ALL STUDENTS

Shoes should:

- Have non-marking soles
- Be neat and clean
- Be completely around heel and toe
- Fit appropriately around heel and toe for safety
- Athletic shoes are **required** for PE class

Shoes should NOT be:

- Open-toed sandals
- Crocs
- Clogs
- Slides
- Flip Flops
- More than 1" heels

HOSEIRY: ALL STUDENTS

- Socks must be worn with all shoes.

BELTS: ALL STUDENTS

- Belts are necessary if pants fit too loosely at the waistline.
- Belts should be solid neutral color (black, white, navy, gray, or brown)

EVERYDAY TOPS: PK-8th grade Boys and Girls

Shirts should remain tucked in at all times.

- Plain white dress shirt or blouse
- Plain white polo
- Navy polo
- Navy blue polo with HNCS logo*
- Solid white or navy crew neck sweatshirt

Plain white or navy polo shirts must be purchased in the uniform section of department or online stores. Only solid white t-shirts may be worn under polos.

6th-7th grade Boys and Girls may purchase a middle school only navy/white polo. 8th grade boys and girls may purchase the 8th grade only gold/white polo.

<https://www.companycasuals.com/holyname/start.jsp> .

The following may be worn over a uniform shirt with collar showing:

- Plain white sweater
- Plain navy blue sweater
- Navy blue crew sweatshirt with HNCS logo or plain navy blue crew sweatshirt

*Logo polos and uniform sweatshirts must be purchased through HNCS PTO.

COOL WEATHER TOPS: PK-8th Grade Boys and Girls

A solid white long-sleeved t-shirt or solid white turtleneck may substitute a short-sleeved t-shirt under uniform polo.

BOTTOMS: PK-8th

- Plain khaki or plain navy pants
- Plain khaki or plain navy shorts
- Plain khaki or plain navy blue skirt*
- Plain khaki or plain navy blue skort
- Plain khaki or plain navy blue Capri pants
- Plain khaki or plain navy blue jumper*

*Shorts are recommended under skirts, particularly since learning time often involves movement and play.

Bottoms must be purchased in the uniform section of department or online stores. Cargo shorts or pants are not permitted. Hemlines should be no shorter than 3" above the knee.

Bottoms must fit comfortably at the waistline. No "low-rise" styles are acceptable. Please note that if bottoms are considered too snug by Administration, the student will not be allowed to wear them to school.

COSMETICS: Middle School Girls Only

- Light-colored eye shadow such as pale pink, white, or ivory
- Mascara must be either brown or black and applied lightly
- May wear pink, peach, or clear lip gloss.

If cosmetics are applied heavily, students may be asked to remove it. If this occurs multiple times, the student may be prohibited from wearing cosmetics in the future.

JEWELRY

- Simple neck chains with small religious medals.
- Simple watches and bracelets.
- Simple stud earrings
- No more than two sets of earrings per ear

HAIR: BOYS

- Boys hair should be neat, clean, well-groomed, out of eyes, and non-radical.**
- Hair must be worn above the collar and ear lobes.

HAIR: GIRLS

- Girls hair should be neat, clean, well-groomed, out of eyes, and non-radical.**

**Non-radical is defined in the following manner: hair remains a color that is genetically possible; cut and style should not be disruptive to the learning environment as deemed by school personnel.

DRESS UP DAYS: PK-8th

Dress up out-of-uniform days are announced by Administration. Students may wear their uniform if they do not wish to participate in Dress Up Days.

- Denim is not part of the dress code, whether it be jeans, skirts, shorts, skorts, or dresses unless specifically announced by Administration.
- Sweatshirts and sweatpants are not appropriate for dress-up days.
- Spaghetti straps and strapless dresses and tops are not permitted
- Midriffs should be covered. No low-cut tops are permitted
- Scout uniforms may be worn
- Hemlines of girls' dresses, skirts, skorts, shorts, and jumpers should be no shorter than 3" above the knee

FRIDAY SPIRIT WEAR DAYS

On Friday, all students may wear a Holy Name spirit, sport, or club shirt with uniform bottoms.

OUT-OF-UNIFORM DAYS: PK-8th

Dress out of uniform days are announced by Administration. Students may wear their uniform if they do not wish to participate.

- Denim is acceptable, but no rips or tears in clothing are permitted
- Holy Name spirit wear purchased through HNCS PTO can be worn (excluding pajamas)
- Holy Name Athletics wear purchased through HNAC can be worn
- Students who participate in athletic teams at HNCS may wear their team jersey or uniform shirts. If they are sleeveless or mesh, students are to wear a solid colored t-shirt underneath.
- Scout uniforms may be worn
- Length of shorts/dresses should be of modest length. It is at the discretion of the HNCS staff as to whether an article of clothing is too short to wear at school. A phone call to parents will be made if an article of clothing is deemed too short, and a new item must be brought for the student to wear. ***Good rule of thumb**– if you are questioning whether an item is too short– it likely is and should not be worn.
- If leggings are worn, a long shirt that FULLY covers must be worn. Leggings without a full-covering shirt are not permitted.
- Clothing that is deemed too tight by school personnel or administration are not permitted

DRESS CODE VIOLATIONS

Our hope is that no such violations are necessary, given that our expectation is clearly outlined above. In the event of a dress code violation, this may be documented in Jupiter, and/or a student may be asked to change their clothes into the proper school uniform. In the event of repeated violations, a meeting between the student, parents, and staff members may be required.

If a shirt is too small and cannot be tucked in, the student will be asked to refrain from wearing the shirt to school again. If the shirt is clearly of adequate length and not tucked in, a reminder has been given, and a student chooses to leave it untucked, it will be noted as a dress code violation in Jupiter.

EMERGENCY CLOSING

In the case of an emergency closing of school due to weather or any other causes, the information is given to local news stations. We will also send an all-school announcement through Jupiter, and post on social media (Facebook/Instagram) when possible. If Beech Grove City Schools close due to weather, we generally close as well. However, since we do not rely upon the operation of buses, we rarely close based simply on cold temperatures. When we announce a two hour delay, the bell will be at 9:45 a.m. to indicate the day's official start. In the event of a two-hour delay, no before-school classes will be hosted or part-time Pre-Kindergarten.

EXTENDED CARE

At Holy Name, we offer child care before and after school for all Holy Name students. The Before Care program is held in Hartman Hall (the school Café) from 6:30 a.m. – 7:30 a.m. The standard After Care program will take place from dismissal at 3:00 p.m. until 5:30 p.m. The option of additional After Care services from 5:30 p.m. to 6:00 p.m. is available at an additional rate per student.

If students are not picked up from After Care by 6:00 p.m. parents will be charged an additional rate of \$10 per student every fifteen minutes.

At Before Care, students will be given a light morning snack, while the afternoon includes snacks, crafts, and play time. An enrollment form is provided in the informational packet online. The form and the registration fees, payable by check, money order, or credit card to Holy Name Catholic School, are due to the school office BEFORE PARTICIPATION IN THE PROGRAM so that we can plan for staffing and materials. We encourage all families to prepay by check, money order, or credit card at least one week in advance of service. Please note that any time a student is not picked up by 3:15 p.m. he/she will be sent to the After Care program and parents will be charged both the registration fee and the daily rate.

Please refer to the yearly school calendar and the *Highlights* to learn of any dates when Extended Care will not be provided.

Like the Café program, Extended Care is a pre-pay program. If a child's Extended Care account falls in

arrears, the child may not be able to participate in Extended Care until balance is paid in full and pre-paid for upcoming participation. Report cards may be held if accounts are not paid in full.

FIELD TRIPS

Holy Name Catholic School encourages student participation in activities, which have cultural or educational value. All volunteers assisting with such activities must complete a criminal history record and participate in Safe and Sacred training. Please speak with the school secretary to get more details. Field trips must have the approval of the principal. Written permission must be obtained from the parents or guardians before the student will be permitted to take part in the field trip or activity. Students ARE NOT ALLOWED to attend a field trip without a signed permission slip. Phone calls or verbal permission are not acceptable.

Field trips of an educational nature will be planned by the teacher with students. Fees may include bus rental, the cost of a driver, and admission. Chaperones are a necessary part of these experiences, and we know we can rely on your cooperation as we have in the past. ***In order to volunteer as a chaperone, the Safe and Sacred training MUST be completed by all school volunteers within the Archdiocese of Indianapolis.*** Please visit www.archindy.org to complete Safe and Sacred. Chaperones will not be allowed to bring other children on field trips. If chaperones will be driving, we will need to see an insurance card and a copy of his/her valid driver's license. All drivers must be parents/guardians and over 25 years of age. In this case, two adults per vehicle are necessary.

FIRE AND DISASTER DRILLS

Fire and/or Disaster drills are held a minimum of once a month. The children are given directions as to the correct procedure and proper exit or area for the drills. Each teacher has a copy of the Emergency Procedures.

FISHING HATS

During the first quarter, the principal will meet with each grade level to review the school guidelines and discuss the school's yearlong theme. At that time, new students will receive their official HNCS bucket hat.

This hat will be worn to convocations, school-wide events held during the school day, and awards programs. When award pins and ribbons are earned, these will be attached to the hat. Upon graduation, each child will receive the hat as a memento from the Holy Name administration, faculty, and staff.

If a child withdraws from Holy Name prior to eighth grade graduation, he/she may purchase the hat for \$10.00.

GRADING SCALE

The grading scales below will be used for Grades PK-3:

- E** Exemplary– Demonstrates a deep understanding of key concepts and consistently applies and extends them above grade level.
- M** Mastery– Demonstrates an understanding of key concepts and consistently applies them at grade level.
- P** Partial Mastery– Demonstrates partial understanding of key concepts and consistently applies them at grade level.
- N** Non-Mastery– Demonstrates little understanding of key concepts and/or rarely applies them at grade level without support

The grading scales below will be used for Grades 4-8:

Letter Grade	Percentage
A	93-100
B	85-92
C	76-84
D	70-75
F	0-69

GRADUATION

At the conclusion of their 8th grade year, graduates and their parents participate in the celebration of Mass and a graduation ceremony. The specific date and further activities are given to the 8th grade parents annually.

GUM CHEWING

Gum chewing is strictly forbidden in school at all times.

HOMEWORK

Homework should be meaningful, definite, and geared to the individual child and supplementary in nature. It is difficult to determine the correct amount of homework for a class. The following is a guide in terms of maximum time of the average pupil:

Homework information will be transmitted via email, Jupiter, or Google Classroom. If email addresses change throughout the year, please contact the school office.

A natural consequence to not completing or turning in work is that the student does not gain as much knowledge or is as prepared for class. Incomplete or no assignments handed in will have an effect on the child’s learning. Homework is the responsibility of the students and their teachers. The natural consequence to having incomplete assignments is that the student does not gain the level of practice and reinforcement that is encouraged. In Grades 1- 5, if a student repeats offenses of incomplete work, parents will be notified. Grades will likely be affected as well. In Grades 6-8, all missing classwork and homework will result in a zero in Jupiter, which will affect the student’s overall grade.

GRAD AT GRAD

Middle School students at HNCS are expected to hand in quality work with accurate and complete information following all assignment directions. Grad at Grad Work:

- Follows all assignment directions
- Reflects grade level appropriate work
- Provides thorough detail, content, and support
- Uses proper spelling, capitalization, and punctuation
- Uses complete sentences when required
- Is legible
- Shows all necessary work

Students may be asked to redo assignments that do not meet these expectations.

If a student misses more than two classes in a Specials area (Art, Music, P.E., STEM, etc.) per grading period, an “Incomplete” may be assigned until course work is completed.

HONOR ROLL: ACADEMIC

(Please refer to section entitled “Grading Scale”) A student in Grades 5 – 8 can make the Academic Honor Roll by earning an 85% to 92% grade point average in EACH of the subject areas with a combined A-B average in the Special Areas. A student in Grades 5 – 8 can make the High Academic Honor Roll by earning a 93% or above grade point average in EACH of the subject areas with a combined A average in the Specials Areas.

SELF-DISCIPLINE

(Pre-Kindergarten through Grade 5) A student who earns an “A” average on his/her self-discipline reports for a grading period earns this achievement for Quarterly Awards. A student who earns an “A” average on his/her self-discipline reports for an entire year earns the yearly honor.

LIBRARY

The library is a vital part of our school program. Our library has thousands of books for the students to enjoy and to supplement classroom reading programs. Fines for overdue books will be 10¢ per day. The maximum fine is the replacement cost of the book. No books may be taken out by a student until the previously checked-out book is returned and the fine is paid. The number of books a child can check out at a time is determined by grade level and will be explained to your child.

LITURGY

The students plan and participate in the Liturgy. Children attend Mass at 8:00 a.m.
 Tuesday: Grades 1-8
 Thursday : All School Liturgy (PreK-8)

MASS ATTENDANCE - BOARD POLICY

All students of Holy Name of Jesus Parish are expected to attend Mass on the weekends and holy days of obligation.

MEDICATION

Please read and sign additional forms found in the registration packet. If a child must bring medication to school the following requirements must be met:

PRESCRIPTION MEDICATIONS

- 1) Must be clearly identified as to the name and type of medication.
- 2) Must be in the original container.
- 3) Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
- 4) Prescription must be current.
- 5) Permission to administer medication must accompany all medication. This form should be dated and signed by the parent and must accompany the medication; it must include the child's name, dosage amounts, specific dosage times, and other instructions if necessary.
- 6) Refrigeration is available if needed.
- 7) Medication will be administered by school nurse or personnel.

NON-PRESCRIPTION MEDICATIONS

- 1) Must be in the original container.
- 2) Must be clearly identified as to the name and type of medication and dosage instruction.
- 3) All medication must be age appropriate or authorized by a physicians order for anything other than age appropriate dosage.
- 4) A note signed and dated by the parent with the child's name, medication name, dosage instructions, specific dosage times, and other necessary instructions must accompany the

medication. A form from the School Nurse will need to be filled out and returned.

First aid may be administered by the school personnel. If we judge the injury to need further medical attention, you will be informed immediately.

Audiometric and vision screening tests are given annually by the Board of Health to specific grades. A form is sent to parents of those children who fail the tests informing them of notable loss in hearing or in sight.

IMMUNIZATIONS

Please review your shot records each year and check that they are up to date according to state policies. We ask that all parents ensure that immunizations are kept current and on file in our school office.

MENINGOCOCCAL DISEASE POLICY FROM STATE

What is meningococcal disease?

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

How is it spread?

The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions.

What are the signs of being sick with this germ?

Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Who is at highest risk for getting the disease?

Babies, children, and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Can meningococcal disease be prevented?

Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away, and wash hands often.

Is there a vaccine available? What vaccines may prevent a child from getting this germ?

Two vaccines are available to prevent this infection:
 1. Meningococcal Conjugate Vaccine (MCV4), which is Menactra
 This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

- Young adolescents at the pre-adolescent visit (11-12 years old)
 - * Adolescents at high school entry (about 15 years old)
 - * Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.
2. Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune
 This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Additional information may be found at the following websites:
<http://www.state.in.us/isdh/23305.htm>

OPEN HOUSES

Please mark your calendars for the scheduled Open Houses that we will host at Holy Name Catholic School! This is a wonderful opportunity to witness firsthand the many projects our students have created in addition to special performances and programs.

This is also a chance to invite potential new families who would be a welcome addition to our school family.

PARENT AND STUDENT NEWSLETTER

The *Holy Name Highlights*, our school newsletter, will be sent home weekly, with the possible exclusion of shortened instructional weeks. The *Highlights* will contain the events for the week, the lunch menu, and other important information for families.

Students are encouraged to submit articles and photos to our school newsletter. Administration reserves the right to edit and revise as deemed appropriate.

We appreciate any digital photos members of our school family are willing to share. Once parent permission is verified, these photos may be used for school publications such as our *Go Giants* newsletter and for our yearbook.

PARENT-TEACHER CONFERENCES

Conferences will be held during the fall of the school year. Every effort will be made to have the conference at a time that is convenient for the parent. 100% PARENT PARTICIPATION IS EXPECTED!

Other conferences may be arranged by the teacher or parent as the need arises. These conferences should be held at a time convenient to both parties, but not during the school day. When requesting a teacher to contact you, please indicate a phone number and the time you are available, so the teacher can contact you in a timely manner.

PARENT-TEACHER ORGANIZATION

Student success is highly dependent on family support and involvement. As the parent of a child attending Holy Name Catholic School, you are automatically a member of the Parent Teacher Organization (PTO). We encourage all parents to become active participants in our Parent-Teacher Organization.

Throughout the school year, parents are needed as volunteers for various events. In addition to volunteers, we are also in need of chairpersons for different committees. PTO meetings that are open to all members are held bi-monthly. Parents are encouraged to attend at least one PTO meeting per school year.

PHONE POLICY

Students are not permitted to make calls on their cell phone during the day. If a student needs to contact home during the school day, they must use the phone in the school office. Parents wishing to contact their child during the school day should contact the school office.

If students wish to ride home with friends, those arrangements must be made before coming to school. Written notes regarding such changes in transportation should be sent to the teacher and school office.

Of course, we welcome parents to call the office if there is a change in your student's dismissal plans or if you have any information that needs to be conveyed to your student. We would be happy to assist, but will determine the appropriate time to share the information so as not to interrupt instructional time.

Please refer to “TECHNOLOGY: CELL PHONES, DIGITAL CAMERAS, I-PODS, and MORE” for information on cell phone use by students.

PROMOTION

A child is generally promoted if he/she has at least a general average of "D" without accommodations. Social, emotional, moral, and physical factors, as well as academic achievement, will be considered. In the primary grades, failure in reading, because of its importance, usually constitutes a legitimate reason for retention. Parents will be notified if their child is in

danger of failing. A conference will be arranged. The principal will make the final decision of the retention of a child.

A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss the reasons. When a student is assigned, he/she has up to a six-week "probationary" period in the next grade level to determine if it is the correct academic placement.

PUPIL PROGRESS

The standard Report Card for the Archdiocese of Indianapolis will be issued quarterly (every nine weeks) to all students.

Grades are consistently available on Jupiter Grades and teachers will update their gradebook weekly. At mid-quarter, teachers will send a reminder to check student grades. This allows teachers, parents, and students an opportunity to improve areas and maintain areas in the major subjects before it becomes a permanent record on a Report Card. All grades on Report Cards are used to declare a student eligible or ineligible for co-curricular and extra-curricular activities. If meals, Extended Care, and tuition fees are not current, report cards may be withheld until all fines are paid.

RECESS

The number of lunch periods and recesses vary from year to year based upon student enrollment and the number of classes per grade level. These periods are determined by class schedules designed by the administration and faculty. Your child's lunch and recess schedule will be shared with you by their teacher.

The children are supervised by teachers and/or other qualified adults during the lunch period and during recess. When the weather is extremely cold or when there is rain or snow, there will be no outdoor recess.

Except in inclement or extremely cold weather, children are expected to take advantage of outdoor recess. The fresh air and exercise enables them to apply themselves more effectively within the classroom.

REGISTRATION

All families who intend to send their children to Holy Name Catholic School are asked to register on a timely basis so that the principal will have as much information as possible prior to offering employment to teachers for the following school year and before ordering books and supplies for each class. Placement at Holy Name is not guaranteed until the registration

fee and paperwork is returned to the school office.

RELIGIOUS ACTIVITIES

In conjunction with the directives of the Archdiocese of Indianapolis, Holy Name Catholic School participates in three sacramental programs:

- Reconciliation for students in Grade 2
- First Eucharist for students in Grade 2
- Confirmation preparation for students between the ages of thirteen and seventeen.

If you have a child in an upper grade who has not received the Sacrament of First Eucharist, Reconciliation, or Confirmation, please let us know. Preparation can be arranged. Because of the importance of parental involvement in our sacramental programs, it is mandatory that parents attend the various family sessions, retreats, and meetings.

Second grade students will have the opportunity to participate in a mandatory retreat entitled "Super Saturday".

Respect Life Week, Grand Adult Celebrations, and Catholic Schools Week are special times for us to celebrate our faith beyond our daily experience. Events are planned and parents will be informed of all activities.

Non-Catholic Students and Families:

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

SCHOOL COMMISSION

The Pastor and Principal, with the advice and support of the Holy Name School Commission, are responsible for all education conducted under the auspices of the parish. They shall determine local educational policies to meet the needs of the parish. They establish the method of financing educational materials and equipment, and will consider approval of requests of a budgetary nature concerning the parish. The Commission consists of members plus the Pastor and Principal. All interested adults are welcome to attend Commission meetings.

SCHOOL PICTURES AND YEARBOOK

Students will have their pictures taken in the fall and spring each year by a professional photographer. Students will have the opportunity to purchase a yearbook depicting the events of that year.

SECLUSION AND RESTRAINT

Holy Name Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting our school's website: www.school.holyname.cc.

SECURITY

All doors are locked externally during school hours and during Extended Care. The Main Entrance has a buzzer attached that allows all visitors to notify the office when they are present during school hours. Hartman Hall has a buzzer attached that allows all families to notify Extended Care personnel of their presence during Extended Care hours. Visitors will be buzzed in and are asked to sign in at the office before going elsewhere in the building. When visitors arrive, they may be asked to announce who they are and the purpose of the visit. This security allows us to

carefully monitor incoming and outgoing traffic.

SERVERS

Servers have the privilege of active participation in the Liturgy. Servers begin serving in the Grade 5. They are under the direction of the Parish and will be expected to serve for assigned School and Parish Masses. A server carries the privilege and responsibility to honor the appointments given. Servers should be properly dressed and well groomed to serve Mass. Proper attire should be pants, shirt, dress, or skirt; and shoes should be neat and clean. Hair should be neat at all times.

STUDENT SUPPLIES

School Supply lists are available in the school office and posted on the school website at the beginning of the school year. If a family has difficulty purchasing or locating specific supplies, please contact the school office for support.

TECHNOLOGY ONLINE ACCEPTABLE USE POLICY

Use of the Internet provides great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior.

1. Students are responsible for good behavior on the Internet just as they are in a school building. General school rules for behavior apply.
2. Network storage areas may be treated like school lockers. Administrators and teachers may review the files and communications to maintain system integrity and ensure that students are using the system responsibly. Student files will not remain private.
3. The following are not permitted:
 - Plagiarism (copying and pasting information and/or ideas and claiming the information/ideas as your own)
 - Viewing or sending offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or attacking others
 - Damaging computers, computer systems, or computer networks
 - Violating copyright laws
 - Trespassing in another's folders, work, or files
 - Intentionally wasting limited resources, including the use of —chain letters and messages broadcasted to mailing lists or individuals
 - Employing the network for commercial

- purposes (to buy or sell items)
 - Revealing a personal address or phone number without the teacher's permission
 - Utilizing on-line blogs, social media, instant messaging, and other sites or systems not previously approved by the faculty/administration
 - This list is not all-inclusive. Other behaviors deemed unacceptable will be subject to disciplinary action.
4. Violations may result in loss of access as well as other disciplinary action.

TECHNOLOGY CELL PHONES, DIGITAL CAMERAS, I-PODS, AND MORE

Technology has a definite role in the advancements we are making in education and in our world. Various forms of technology may be used throughout the school year to enhance the learning that takes place at Holy Name. However, the use of equipment such as cell phones, smartwatches, digital cameras, digital voice recorders, and MP3 Players/I-Pods should not be abused during school hours. Therefore, we have implemented the following guidelines regarding technologies that are brought from home to school:

- Cell phones are to be turned off from the time students enter the school building until they are in their car at dismissal time or have been dismissed from the building as walkers, unless approved by the classroom teacher in advance as part of the learning activity at hand. Parents and students are welcome to utilize the office phones when necessary, please do not text your students throughout the day. If a cell phone is on or utilized prior to reaching the car at dismissal, or prior to being dismissed as a walker, without permission from the supervising teacher or administration, the cell phone will be confiscated and the parent will need to come to school to obtain it. Digital cameras may be used for educational purposes as approved by faculty/administration.
- Smartwatch use for any purpose other than telling time is prohibited during the school day. If a smartwatch is on or utilized prior to reaching the car at dismissal, or prior to being dismissed as a walker, without permission from the supervising teacher or administration, the smartwatch will be confiscated and the parent will need to come to school to obtain it.
- Because the use and distribution of photos requires prior written permission by parents, students must have permission by faculty/administration before utilizing the camera. Students must avoid utilizing these photos on websites or in publications of any kind without written consent by the parents of those in the photos.

- Students are not allowed to distribute photos of others in any format without similar written consent. Although we are confident that no Holy Name student would intentionally put others in a harmful situation, we recognize our own responsibility in ensuring that all of our students remain safe.
- I-Pods, I-Pads, and handheld devices could have educational value, given that music, educational applications, games and audio books are found to increase student learning. However, just as we prohibit obscene, defamatory, or potentially offensive materials on the Internet and in printed material at school, we must also prohibit electronic materials of similar nature. Again, such technology must be pre-approved by the classroom teacher/administration prior to use during school hours and Extended Care.

Violation of these guidelines will result in disciplinary action and may include the loss of access/use for a given period of time.

TESTING PROGRAM

The Archdiocesan Testing program is obligatory in all elementary schools of the Archdiocese. The tests used are called ILEARN (Grades 3-8) and IREAD (Grade 3). After the test results are received from the testing companies, a report will be given to each child for his/her parents so that they may see the results the child achieved. Test results will be entered in the cumulative folder of each child.

Holy Name students in Kindergarten - Grade 2 will be assessed in a variety of ways, including but not limited to Developmental Reading Assessments and Indiana Diagnostic Reading Assessments.

Students in Grades K-8 will participate in the NWEA Growth formative assessment. Students participate in this process in the fall, the winter, and the spring to provide yet another accurate measurement of student performance in reading, grammar, and mathematical concepts. Results are used to guide instruction and academic planning.

TUITION POLICY

A. Financial Responsibility

It is a goal of HNCS and Parish to provide financial support to economically disadvantaged school families to the fullest extent possible, giving priority to parish families. However, all school families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by HNCS. Families of students who are not of the Catholic

Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in giving contributions as parishioners.

B. Determination of Parishioner Status

As defined in the Admission/Wait List Policy, a parishioner is one who regularly attends Mass and is a faithful and consistent steward of Time, Talent, and Treasure (financial support) to the Parish. Families meeting these criteria, as assessed by annual tithing reports, will be deemed “active parishioners” for purposes of determining the “Parishioner” rate of tuition. All other families will be considered “inactive” (non-participating parishioners and non-Catholics) for purposes of tuition, thereby determining “Non-Parishioner” status.

If a family is new to HNCS and joins Holy Name of Jesus Catholic Church as parishioners at the time of school enrollment, the family may be eligible for “Parishioner” tuition rates. The family must be considered “active” in their previous parish (as defined by the standards set above) for a minimum of six consecutive, concurrent months. This includes regular Mass attendance and consistent stewardship of time, talent, and treasure. Upon enrollment, the family will be deemed a “Non-Parishioner” at HNCS until previous parish status has been verified by Holy Name parish personnel.

C. Hardship Cases

Holy Name Catholic Church and School recognize that families sometimes encounter hardships that limit their ability to tithe or volunteer as before. Hardship cases are always taken into consideration, but the request for consideration must be sent IN WRITING to the Pastor of the parish and other membership requirements (Mass attendance and other types of stewardship) must be fulfilled. Written communication must be sent to the pastor at the onset of the encountered hardship to be considered. The pastor reviews all requests for hardship, determines the course of action, and then he or a designee will contact the family for follow-up.

D. Types of Financial Aid/Tuition Assistance

Our School Commission, Financial Assistance team, Pastor, and Principal all work diligently to keep costs as low as possible without compromising the programming, personnel, and other effective instructional components of our school. However, we recognize the financial strain families may face with the economic situation of our world.

For families who need tuition assistance, we offer three basic ways to apply for assistance.

Tax Credit Scholarships through the Institute for Quality Education (IQE): You may apply if you live in Marion County, have a student entering Kindergarten or above, and are eligible based on the financial criteria.

Indiana School Choice Scholarship (voucher): You may apply for the Indiana School Choice Scholarship if you qualify financially and your student has been in public education in IN for the two concurrent, consecutive semesters prior to enrollment; live at an address that would otherwise send your child to a failing school; have a student that receives Special Education services; have a child that has received a voucher or scholarship from a state recognized Scholarship Granting Organization (SGO) in the past; or have a child whose sibling has received a voucher or scholarship from a state recognized SGO in the past. For more information, contact the office.

Parish-Based Financial Aid: Any school family may apply and assistance is awarded based on priority need and availability of funds. To apply for Parish-Based Financial Aid complete the application through FACTS: <http://online.factsmgt.com/signin/3XNTS>

If a family receives Holy Name Tuition Assistance and the account becomes delinquent and is referred to counsel for collection, the responsible party will assume one hundred percent (100%) of the tuition attributable to the child/children minus any payments actually made. This 100% includes the amount of Holy Name Tuition Assistance and the total tuition still owed.

E. Entrance/Start Date Payment Information

If a family begins school at HNCS after the first instructional day of the school year, the family is expected to pay from the date of entrance rather than the first day of the school year. The tuition amount will be prorated per day to attain an accurate tuition amount, which will be drafted in a contract or promissory note prior to the student(s) of that family beginning school.

F. Withdrawals/Exits during the Course of the School Year

If a family withdraws after the first instructional day of the school year, the family is expected to pay for each instructional day enrolled at HNCS. The withdrawal date will be determined based on the date the exit form is received by the HNCS school office or notification of enrollment in another institution is received. The tuition amount will be prorated per

day to attain an accurate tuition amount.

F. Delinquent Tuition

If your tuition is delinquent for any reason, you will receive notification from the tuition liaison and you will be required to bring the tuition current and/or make satisfactory arrangements with the tuition liaison in order to avoid collection proceedings.

If your tuition is delinquent prior to Christmas Break and you have not made satisfactory arrangements with the tuition liaison for payment, your child or children may not be permitted to return to school for the following semester. If you are delinquent for the spring semester and you have not made satisfactory arrangements with the tuition liaison for payment, your child or children may not be permitted to return to school for the following fall semester.

If tuition payments are not made, and you have received tuition assistance, the amount of assistance granted shall be forfeited and the full undiscounted tuition shall be due and owing.

If tuition payments are delinquent and/or consistently made in arrears, a family receiving tuition assistance may lose the opportunity to receive tuition assistance the following school year.

In the event that legal proceedings are initiated, you agree to pay all costs of collection, including but not limited to: 100% of tuition, 100% of assistance awarded, reasonable attorney fees, and all court costs.

Any concerns/issues related to tuition billing and collections are to be directed to the Holy Name Catholic School tuition liaison, Lynn E. Jackson. He can be reached at (317)782-9890 (office), or (317)908-2813 (cell). These are not handled by the school principal or staff, nor should such individuals be asked to intervene.

WELLNESS POLICY

The purpose of this policy is to provide a framework for our Catholic schools to address a growing national concern– the health and future well being of children– since a school represents one of the venues that can provide positive changes in a child's environment and knowledge base.

The framework provides a structure for each school in the Archdiocese of Indianapolis to increase students' and parents' knowledge of the effects of diet and exercise on health. Actions to be focused upon are decreasing the intake of sugar/fat, increasing the consumption of fruits and vegetables, whole grains

and increasing daily opportunities for physical activity. The ideal is to incorporate the spirit of this policy into the fabric of the school community by reflecting on how to be a part of the solution for the health challenge faced by our young people today.

The complete Wellness Policy can be accessed on the Holy Name Catholic School website in the Forms and Documents tab.

CLASSROOM PARTY OR BIRTHDAY TREAT: SNACK SUGGESTIONS

In accordance with the Archdiocesan Wellness Policy, the below foods are approved. When available, reduced fat, reduced sugar, reduced salt, or whole grain versions should be purchased. Outside of treats for Christmas, Valentine's/Mardi Gras and end of the year celebrations, these are the only foods that can be served in school. If you choose to send in a snack that is not on the list below, **it must be pre-packaged for students to be able to take home and eat upon their parent's discretion.**

- Any and all fresh fruits
- Any and all fresh vegetables (may be served with low-fat ranch dressing)
- Cereal bars
- Reduced fat string cheese or cheese cubes
- Whole grain cereal
- Pretzels
- Wheat Thins crackers
- Triscuits
- Peanut butter crackers *
- Granola bars
- Goldfish
- Graham crackers
- Reduced-fat yogurt
- Wheat bread and reduced-fat peanut butter
- Trail mix
- Animal crackers
- Fruit cups (please provide spoons)
- Reduced-sugar applesauce (please provide spoons)
- Whole wheat bagels and low-fat cream cheese
- Teddy grahams
- "light" version microwave popcorn
- wheat tortillas and salsa
- "100 Calorie" snack packs (available for Oreos, Chips Ahoy, Wheat Thins, etc.)
- fat-free pudding (please provide spoons)
- peanut butter pretzels *
- whole fruit popsicles
- baked tortilla chips and salsa
- baked Lays
- low-fat cottage cheese (please provide spoons)
- low-fat sliced cheese with saltine or whole wheat crackers
- original flavor Chex Mix

*Please do not send any items containing nuts if the classroom teacher identifies at least one student per classroom with nut allergies.