

Holy Name of Mary School

Welcome

PARENT-STUDENT HANDBOOK



Welcome to the Parent-Student Handbook

This handbook provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment, parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent-Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

Chapter-1

INTRODUCTION TO THE HANDBOOK

INTRODUCTION TO THE HOLY NAME OF MARY SCHOOL

PARENT STUDENT HANDBOOK

Sections of this Parent-Student Handbook are particular to Holy Name of Mary School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>



Section-2-01

Mission Statement and Philosophy

MISSION

Gathered with Mary in the Eucharist we are called to live THE LOVE OF Jesus.(Parish)

Called to live the love of Jesus, we are COMMITTED to the unfolding of faith and high academic standards in every child's heart and mind. (School)

PHILOSOPHY

We Believe...

Christ is the reason for this school, the unseen but ever present teacher in our classes, the model in our faculty, and the inspiration of our students.

A child's first and foremost educators are parents; therefore a partnership between school, church, and family is vital.

All students are unique individuals created by God, called in love to develop their full potential, and invited to use their gifts in the service of others.

Every student deserves a safe and stimulating environment in which to learn and grow.

Learning is a life-long endeavor that flourishes in a Christ-centered atmosphere of mutual respect.

Being one in Christ, transforming injustice, fostering right relationships,

affirming God as central through prayer, promoting reconciliation,

and sharing the richness of cultural diversity and beliefs are the principles of our founders,

the Sisters of Saint Louis. It is these values that have built our faith-filled community, which continue to serve generations of students.

The charism of our founding priests, the Congregation of the Sacred Hearts of Jesus and Mary,

which is unconditional love of every human being, ensures that the education of the whole child will aspire to a profound and intimate level.

Gathered with Mary and the Eucharist, this is HOLY NAME OF MARY.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Schoolwide Learning Expectations: (Grades 5-8)

Holy Name of Mary School Students are:

Persons of Faith who:

- have an understanding of Catholic faith and doctrine
- participate in the faith community
- serve the community

Academically Prepared Persons who:

- are able to communicate effectively through reading, writing, listening and speaking
- have knowledge of history, geography, and current events
- demonstrate math skills and concepts
- use scientific methods and apply the concepts
- have developed study skills
- apply critical thinking and problem solving skills
- demonstrate creatively various forms of expression in the fine arts
- utilize current technology

Persons of Global Awareness who:

- develop a respect for diversity
- are aware of the rights and responsibilities of a citizen
- understand that our actions impact the environment

Responsible Learners who:

- are self disciplined
- have the ability to set goals and work toward them
- work collaboratively and respectfully
- confront new challenges
- develop good health and fitness habits

Schoolwide Learning Expectations: (Grades K-4)

Holy Name of Mary School Students are:

Persons of Faith who:

- have an understanding of Catholic faith and teachings
- work and help our church
- help our community

Academically Prepared Persons who:

- are able to read, write, listen and speak
- explore Social Studies concepts
- develop math skills
- explore scientific concepts
- develop study skills
- identify and solve problems
- participate in the fine arts
- use technology effectively and responsibly

Persons of Global Awareness who:

- respect different cultures
- know how to be responsible persons
- take care of the earth's environment

Responsible Learners who:

- set goals and work at them
- are kind and work well together
- be healthy and active

Schoolwide Learning Expectations: (Grades Preschool - 3)

Holy Name of Mary School Students are:

Persons of Faith who:

- have an understanding of Catholic faith and teachings
- work and help our Church
- help our community

Academically Prepared Persons who:

- are able to read, write, listen and speak
- learn about Social Studies
- develop math skills
- explore scientific concepts
- develop study skills
- think and solve problems
- participate in the fine arts
- are familiar with computers

Persons of Global Awareness who:

- respect differences
- know how to be responsible persons
- take care of the earth

Responsible Learners who:

- stay on task
- set goals and work at them
- are kind and work well together

- try new things
- try to be healthy and active

Section-2-03

History of the School

History of the School

On January 4, 1957, ground was broken and blessed for an elementary school and parish hall to serve the communities of San Dimas and La Verne. The property consisted of ten acres situated on a former orange grove at the corner of Bonita Avenue and San Dimas Canyon Road. The initial construction included an eight-classroom school and parish hall to be used exclusively for church purposes until another building was constructed.

On September 5, 1957, one hundred fifty-six students registered for grades one through four. The school was staffed by three Sisters of St. Louis and one lay teacher. To accommodate the growing population, ground was broken for a second school building and a hall on February 17, 1966. By the addition of a grade each year, the school soon had a total of eight grades. By 1968 there were fourteen classrooms, two for each grade.

In September 1969, there was a drop in student enrollment and only one first grade was filled. In the early 1970's, this decline became significant and Holy Name of Mary School began phasing out the double grade system. Over a period of time, the unused classrooms have been converted into a library, a science room, a music room, a computer room, a faculty room, and in 1979, a Kindergarten was opened.

In 1985, a new Youth Center was built to provide a meeting place for the rapidly growing number of young people in the parish. The building was used for extended school care during the weekdays, youth activities at night and on weekends, and religious education activities on Sundays. In the spring of 1990, a one-room nursery was converted from one of the garages. From 1995 to 1997 it was used as an office for Outreach Concern Counseling. In January 1998, the counseling office was relocated to the Pastoral Center.

Due to the needs of our community, a Pre-Kindergarten opened in 1999 in the Youth Center with 16 students. A new playground was installed in the fall of 2001 for the school and parish children.

In 2001, Holy Name of Mary Parish underwent a building campaign with plans to build a new church, parish offices, and a parish center. Construction of the church and parish offices began in 2002 and was completed in 2004. The first Mass in our new church was held on July 3, 2004. In the school year 2005-2006, the kindergarten went to a full day program. Our new "Hall for All" opened in the summer of 2015.

Holy Name of Mary School presently serves students in Pre-Kindergarten through eighth grade with an enrollment of 340 students. The school has ten classrooms, a library, a computer lab, a science lab, a nurse's office, a finance office, and a teachers' lounge.



Section-2-04

Accreditation

Holy Name of Mary School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

Please refer to the school website: www.hnmschool.org

Section-2-07

School Schedule and Calendar

School Schedule

7:50-11:45 - Pre-K Half Day Session Only

7:50-3:00 - Full Day Session (12:30 on Fridays and minimum days)

7:50 - The first bell rings.

7:55 - Students arriving after this time are marked late.

10:00-10:15 - Recess, Grades 5-8

10:15-10:30 - Recess, Grades 1-4

12:15-12:50 - Lunch*

3:00 - Dismissal (12:30 on Fridays and minimum days)

School Calendar

Please find the school calendar on our webpage:
www.hnmschool.org

*No lunch will be served on 12:30 dismissal days.

Section-2-08

School Map



BATHROOMS

**HEAL
OFFIC**



FINANCE OFFICE

**RESOURCE
OFFICE**

**ADMI
ASS**

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school. Please see all related policies in the ADLA Administrative Handbook: [Chapter 10 - Communication Policies](#)



Section-2-14

Dress/Uniform Code

Dress Code

The wearing of a uniform is an integral part of Catholic school discipline. Students in uniform are less pressured at school by clothing trends and peer comparisons. The decision as to what is in accord with the uniform policy rests with the principal. All students are to be in full uniform each day. Only uniform clothing purchased from Dennis Uniform Co. is acceptable. Uniform sweaters are for classroom need. School jackets are for outdoor need. The uniform consists of:

Boys (Grades Pre K – 8)

- Pants Navy twill (required on dress uniform days)
Grey twill
- Shirt White short or long-sleeved oxford shirt with HNM Logo (required on dress uniform days)
White or navy, short or long-sleeved polo shirt with HNM logo

Colored T-shirts are not allowed

- Ties Dennis navy tie (required on dress uniform days)
Clip-on tie for grades Pre-K-5
Hand tie for grades 6-8
- Shorts Navy or grey twill walking shorts
- Sweater Navy cardigan, V-neck pullover or sweater vest
- Jacket Navy hooded microfibre (water-resistant) or Navy polar microfleece
Gr.7- Navy sweatshirts (***even years***)
Gr.8- Grey sweatshirts (***odd years***)

School shirts must be worn under all sweatshirts and jackets.

- Shoes Brown, black, navy, grey or white leather or canvas, **without pattern or design. No sandals permitted.**

No characters, lights, wheels or colored shoe laces permitted on shoes.

- Belts Navy blue, black, or brown (belts must be worn with belt loops but are optional for grades PK, K, and 1st)
- Socks Solid white, navy, grey or black. **Socks must cover the ankle.**
- P.E. Uniform HNM T-shirts with navy HNM shorts.
Plain navy sweat suit (optional for cold weather)

No PE uniform required for grades PK-3

Girls (Grades Pre K – 8)

Jumper/Skirt Tyler plaid jumper (Grades PK-3)

(required on dress uniform days)

Tyler plaid skirt (Grades 4-8)

(required on dress uniform days)

Blouse White short-sleeved peter pan

collar blouse (Grades PK-3)

(required on dress uniform days)

White short-sleeved Taylor blouse (Grades 4-8) (required on dress uniform days)

White or navy, short-sleeved or long-sleeved polo shirt with HNM logo

Colored T-shirts are not allowed

Pants Navy twill

Skort Tyler plaid skort (Grades PK-8)

Navy skort (Grades PK-8)

Shorts Navy twill walking shorts

Navy bike shorts may be worn under

jumpers or skirts only

Sweater Navy cardigan, V-neck pullover or sweater vest

Jacket Navy hooded microfibre (water-resistant) or Navy polar microfleece

Gr.7- Navy sweatshirts (***even years***)

Gr.8- Grey sweatshirts (***odd years***)

School shirts must be worn under all sweatshirts and jackets.

Shoes Brown, black, navy, grey or white leather or canvas, **without pattern or design. No sandals permitted.**

No characters, lights, wheels or colored shoe laces permitted on shoes.

Socks Solid white, navy, black or grey socks.

Socks must cover the ankle.

Solid white, navy, black or grey tights on cold days.

No Leggings unless bottom of the leggings are covered by socks.

P.E. Uniform HNM T-shirts with navy HNM shorts.

Plain navy sweat suit (optional for cold weather)

No PE uniform required for grades PK-3

Non-Uniform Day

A Non-Uniform Day is a privilege granted to students at different times during the year. On non-uniform days, students must come to school dressed in a manner suitable for a Catholic school student. Clothes must conform to rules of modesty, good taste, cleanliness and neatness. Boys are required to wear shirts and traditional pants or walking shorts. **Inappropriate writing or symbols, over-sized clothing, tank tops, athletic shorts, or hanging belts are not permitted.** Socks must be worn at all times. Boys may not wear earrings or hats. Girls are required to wear a dress, skirt, pants, or walking shorts. (Shorts or skirts that are shorter than three inches above the knee are not permitted.) **T-shirts with inappropriate writing or symbols, over-sized or tight-fitting clothing, tank tops, midriffs, or athletic shorts are not permitted.** Make-up, acrylic nails, nail polish, or excessive jewelry are not allowed. Girls may wear one pair of stud earrings. On non-uniform days only, girls may wear shoes without socks.

Dress Uniform Days

Days we celebrate the Liturgy or other special occasions are considered "Dress Uniform Days". Girls in grades PK-3 are required to wear white peter pan collared blouses with Tyler plaid jumpers. Girls in grades 4-8 are required to wear white Taylor blouses with Tyler Plaid skirts. Girls are not permitted to wear skorts, walking shorts or slacks. Boys are required to wear white oxford shirts with ties and **NAVY** uniform pants. They are not permitted to wear polo shirts or shorts.

Appearance

Neat, clean, and modest clothes appropriate to a Catholic academic institution and learning environment are to be worn at all times. **Shirts and blouses are to be tucked in at all times.** Skirts should be no shorter three inches above the knee and may not be rolled. Shoes must be properly tied. We reserve the right to send anyone home who comes to school inappropriately dressed. Socks must be worn. Make-up, acrylic nails, nail polish, or excessive jewelry are not allowed. Girls may wear one pair of stud earrings.

Hair Styles

Hair is to be neat, clean, and well groomed. Hair should be its natural color. Exaggerated or extreme hairstyles are not acceptable. Styles such as spiking, stepping, cropping, and shaving are not acceptable. Tails, excessively short or long hair, or other fad-type hairstyles are not permitted. Hair cannot interfere with vision. Boy's hair

short or long hair, or other bad-type hairstyles are not permitted. Hair cannot interfere with vision. Boy's hair cannot touch the collar of their shirts. Boys hair is to be cut NO LOWER THAN #1 setting. If a student is not in compliance, parents will be notified and will have 24 hours to rectify the inappropriate hairstyle.

The final determination of what dress and grooming is considered acceptable will be made by the principal.

Students in violation of the dress and grooming codes may be sent home.

Section-2-15

Relationship of School to Parish

Holy Name of Mary School's goal is to raise students up to be faith-filled future leaders and community activists as well as highly educated individuals. Holy Name is a beautiful extension of our vibrant parish. As all our students return to in-person learning, we acknowledge the impact and unfinished learning caused by the pandemic. Our emphasis this year is to invite our parents and students to once again become active participants in their faith as we work tirelessly to fill in academic gaps caused by COVID-19.



This collaboration is also seen by the lived presence of our Sacred Heart Fathers on our campus. Our Pastor is active and present in the lives of our students. By their example we are led.

But, it does not stop there. Our parishioners continually give of their time, talent and treasure to ensure the success of our school.



Topic-2-16-3

Additional School governance information

SCHOOL GOVERNANCE INFORMATION

If the school has a parent, parent-teacher organization and/or a school advisory board, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, school advisory boards and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be. See also the ADLA Handbook: [Chapter 3 - School Governance](#)

Topic-2-16-4

School Boards

School Advisory Board

The general responsibilities of the school advisory board are in the following areas: strategic planning; policy development; resource development; institutional advancement; catholic identity; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and objectives.

Parent, parent-teacher organizations, school advisory boards and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Members of the School Advisory Board shall consist of the Pastor of Holy Name of Mary Parish, the Principal of Holy Name of Mary School, the parish administrator, the President(s) of the Holy Name of Marty PTG and Booster Club (ex-officio members), and 9 to 18 members with varied expertise. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a school advisory board.



Topic-2-16-5

Parent or Parent-Teacher Organizations

Parent Teacher Guild (PTG)

The main functions of the Parent Teacher Guild (PTG) is to raise funds for the school's current operational expenses, to promote parental support for the school program, community relations, and to increase mutual understanding between school and parents.

Parent, parent-teacher organizations, school advisory boards and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.

Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.



Topic-3-1-1

Introduction



Topic-3-1-3

Additional Practices

Religion Program And Expectations

Since this is a Catholic school, the greatest emphasis is to be placed on providing a religious education for all students. Students are taught the basis of their faith through daily religious instruction. There are daily prayers, weekly Masses and special celebrations. Students plan and participate in liturgies and are prepared for the sacraments of Reconciliation and Holy Eucharist. Celebration of the Eucharist is an essential part of the religious education of our children. Parents are always invited and encouraged to attend whenever possible.

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)





Section-3-4

Campus Ministry

CAMPUS MINISTRY

Liturgical Ministries

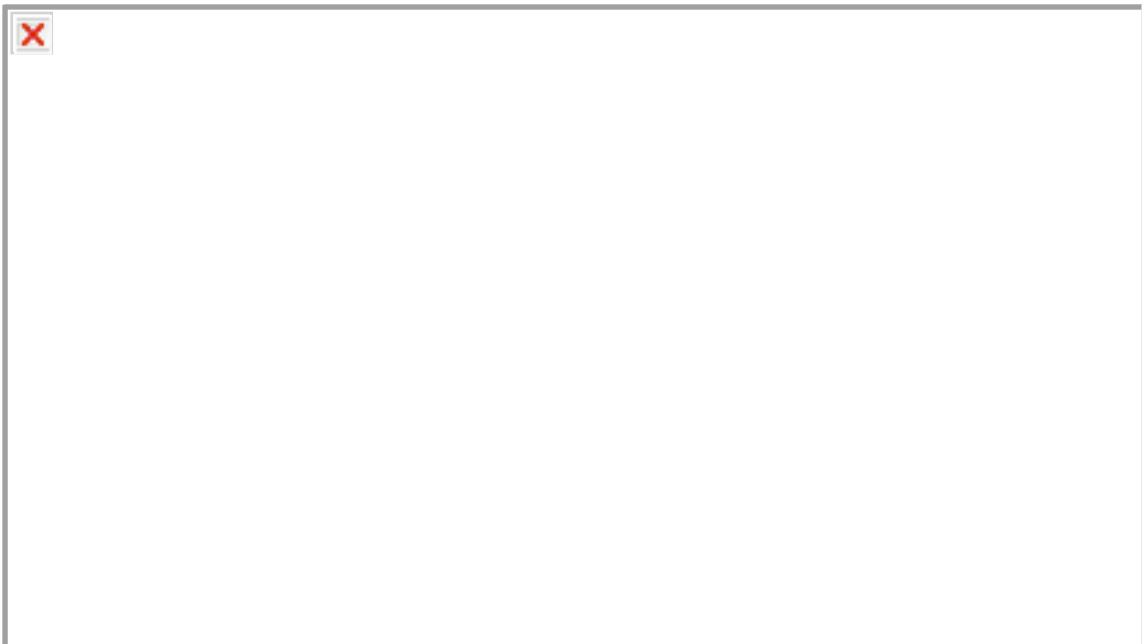
The students of Holy Name of Mary are encouraged to serve our school by becoming part of one or more of the various Liturgical Ministries: Lectors–Grades 4 through 8; Ushers–Grades 5 through 8; Greeters–Grades K through 8.

Choir

Students in grades 3-8 may join the Children's Choir. Junior Choir is for grades 1-2.

Altar Servers

Students may train for the altar server program in 4th grade and begin service in 5th. The program is directed through the Pastoral Center. Participation in the altar server program requires a great deal of parental support for getting to the assigned Masses. If a student cannot serve at an assigned time, he/she is responsible for procuring a substitute.



Section-3-5

Christian Service Program

Student Service Hours

The students in the junior high grades at Holy Name of Mary School shall participate in volunteering service to the community. Starting in the 5th grade, the students will be required to sacrifice their personal time to serve others and follow Christ's example.

- 5th graders should serve a minimum of 15 hours.
- 6th graders should serve a minimum of 20 hours.
- 7th graders should serve a minimum of 25 hours.
- 8th graders should serve a minimum of 30 hours.

Services done without compensation for family, friends, school, church or community during their personal time may be counted. Services such as chores normally expected from a 5th – 8th grade family member **DO NOT** qualify as service hours. Hours served from the last day of the previous school year to the last day of the present school year will count for the present school year. Any student falling short of the required minimum hours will have the balance added to their next year's requirement. Students entering Holy Name of Mary in the Junior High will only be required to fulfill the hours starting from the year they enter. Students failing to complete the required service hours by the end of the 8th grade year will not receive the privilege of participating in the 8th grade graduation field trip or the graduation dance. The diploma and/or report card will be withheld until service hours are completed. Eighth grade service hours must be pre-approved by the principal or teacher.



Section-3-6

Retreats

Retreats occur in individual classes.

The 2nd grade completes both a Reconciliation and First Communion retreat yearly
and the 8th grade has a yearly spiritual retreat



Topic-4-03-4

Inoculation requirements of the CA Department of Health

INOCULATION REQUIREMENT

Holy Name of Mary School follows the inoculation requirements of the California Department of Health detailed here: [California Department of Health - Shots for School](#)

Students Admitted at TK/K-12 Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.

-

Polio (OPV or IPV) — 4 doses

(3 doses OK if one was given on or after 4th birthday)

•

Hepatitis B — 3 doses

(not required for 7th grade entry)

•

Measles, Mumps, and Rubella (MMR) — 2 doses

(Both given on or after 1st birthday)

•

Varicella (Chickenpox) — 2 doses

These immunization requirements also apply to students entering transitional kindergarten.

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

Students Starting 7th Grade Need:

•

[Tetanus, Diphtheria, Pertussis \(Tdap\)](#) —1 dose

(Whooping cough booster usually given at 11 years and up)

•

[Varicella \(Chickenpox\)](#) — 2 doses

(Usually given at ages 12 months and 4-6 years)

[Additional school immunization requirements](#) for 7th graders typically apply to students who:

- Previously had a valid [personal beliefs exemption](#) filed before 2016 upon entry between TK/Kindergarten and 6th grade, or
- Are new admissions, including from out-of-state; applies to all grades.

California schools are required to check immunization records for all new student admissions and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.





Topic-4-04-1

Absence

Absence

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instructions on the Student Attendance Register.

When a student is absent from school, parents are required to call the school office between 7:45 and 8:30 a.m.

Upon returning to school after an absence, a written excuse stating the reason for the child's absence must be presented to the teacher.

If a student is absent for a total of 15 days or more during the trimester, official grades are withheld.

This decision is left to the judgment of the principal in consultation with the teacher.

Students who are absent from school can not participate in same day school activities.



Topic-4-04-2

Absences with Acceptable Excuse

Excused and Unexcused Absences

When a student is absent, the student must submit a written excuse signed by a parent/guardian and the school must keep excuses on file for one year.

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Excessive absences may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

Topic-4-04-3

Extended Absences

EXTENDED ABSENCES

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

Topic-4-04-4

Leaving School Early

RELEASE OF STUDENTS DURING SCHOOL HOURS

OR LEAVING SCHOOL EARLY

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for the early dismissal.

No student may leave the school grounds unless he/she has written parental permission and is accompanied by an authorized adult. All appointments should be scheduled outside of school hours if at all possible.

If it is necessary for a student to leave the school grounds for an appointment or other reason, a parent/guardian must notify the teacher in writing on the morning of the appointment. Parents should stop by the office first to have the student called from class. The student can then meet their parent/guardian at the health room where they can be signed out. Students are not to be asked to wait outside the school for these appointments. **THEY MUST BE PICKED UP AT THE HEALTH ROOM.**

A medical or dental excuse from the doctor or dentist should be returned to school with the student. Without this medical/dental note, the student's absence cannot be credited as a medically excused absence.

Sign in and Sign Out

All authorized representatives shall sign the student in and out of the school, using his or her full legal signature and shall record the time of day. All sign in/sign out sheets are kept for one month.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Topic-4-04-5

Tardiness

Tardiness

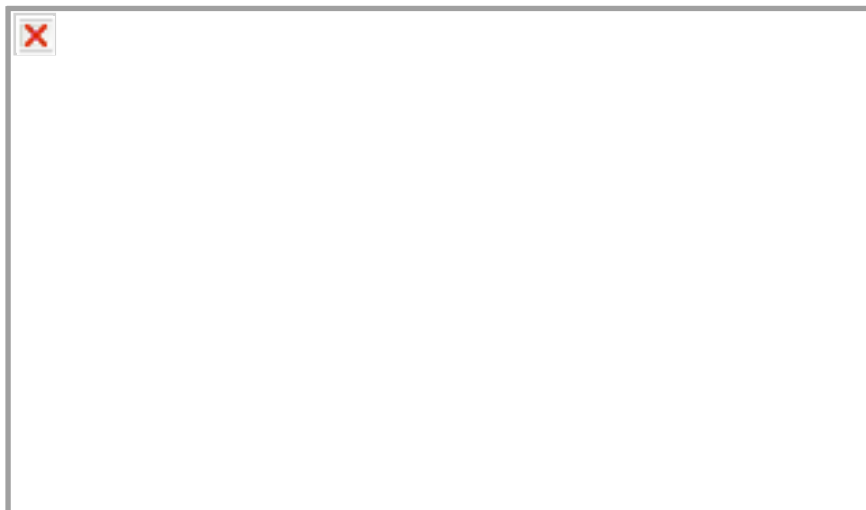
A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 7:55 a.m. is considered tardy. Students must report to the health room when tardy and receive a tardy slip. Students arriving after 8:15

must report to the health room when tardy and receive a tardy slip. Students arriving after 8:15 a.m. must report to the health room WITH A PARENT to sign in.

After 4 unexcused tardies and/or unexcused early withdrawals in one trimester, there will be a **\$5.00 Attendance Fee charge** for every subsequent tardy and early withdrawal. These fees will be deducted from your FACTS account.

Continued tardies will require a meeting with the principal. By state mandate, excessive tardies will be reported to the Bonita Unified Truancy Officer.



Topic-4-04-6

Truancy

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year

or

is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof,

is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

Please see previous section on tardiness: By state mandate, excessive tardies will be reported to the Bonita Unified Truancy Officer.

Topic-4-05-1

Parent Teacher Conferences

Parent-Teacher Conferences

Parent-teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of each student.

The school will also set aside two days in the Fall for Parent-Teacher conferences.



Parents may also schedule conferences with a classroom teacher as needed.

Topic-4-05-2

Parent Messages and Phone Calls

Communication between teachers and parents will be through School Speak, emails, and telephone calls. You can reach your teacher by calling the school at 909-542-0449

and entering the teacher's extension. The list of HNM Teacher and staff emails and telephone extensions can be found on our school website at

www.hnmschool.org. Click the About Us Tab and then click Teachers and Staff.

School-wide communication will occur via teacher newsletters, the weekly school bulletin, and School Speak "blasts" via email and text.



Topic-4-05-3

Parent to School Communication

Code of Christian Conduct Covering Students and Parents/Guardians

Students can best receive a quality, morally based education if students, parents/guardians, and school officials work together. Normally, these parties can resolve their differences. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to [withdraw their child](#).

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include but are not limited to any policies or procedures set forth in the school's parent/student handbook.

These Christian principles include but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- In a place where a school employee is required to be in the course of his or her duties, any parent/guardian or other person whose conduct materially disrupts class work or extracurricular activities or involves substantial disorder may be guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee-concerted activity, including but not limited to picketing and distributing handbills.
- Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults

Any parent/guardian or other person could risk his or her child's continuation in school if he or she insults or abuses the principal or any teacher in the presence of students, parents/guardians, or other school personnel while on school premises, public sidewalks, public streets, other public ways adjacent to school premises, or at some other place if the principal or teacher is required to be there in connection with assigned school activities.

These expectations for students and parents/guardians include but are not limited to all school-sponsored programs and events (e.g., extended care, athletics, and field trips).

The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

Section-4-07

Safety and Security Procedures

SAFEGUARDING OUR CHILDREN

HNM School is committed to safeguarding our children. Anyone coming to volunteer at our school or driving children to and from field trips or sporting events,

must be fingerprinted and Virtus trained

according to the guidelines of the Archdiocese of Los Angeles. A copy of the Virtus Adult Training Certificate must be on file with the principal.

SCHOOL GATE POLICY

To preserve the academic environment and school security, archdiocesan and parish schools are designated as closed campuses.

No person may enter the campus unless authorized by the school administration.

Control of visitors is a fundamental part of our school's safety and security policy for the safeguarding of our students and property. Every person visiting the school must approach the gate and push the buzzer to enter. The health room attendant will open the gate if she recognizes the person or she may get on the intercom to ask questions and identify the person who wishes to enter.

Please *DO NOT HOLD THE GATE OPEN* for a visitor that is approaching from behind.

Please kindly remind the person behind you that you must close the gate so they can also buzz in and be identified.

Each person entering must approach the visitor window to sign in and obtain a badge that must be used while on campus. Visitors are to sign out at the end of their visit and return the badge.

This policy is implemented for the safety of the students as well as a convenience if we need to contact you in the event of an emergency.

Thank you for adhering to this policy as we are making every attempt to keep the children safe and know who is on our campus at all times.



SCHOOL CAMERAS

The school has been outfitted with cameras that survey every outside location on the campus.

Please note that the cameras also view portions of the parking lot and the carpool line.



EARTHQUAKE PROCEDURES



Holy Name of Mary School practices disaster drills on a regular basis. Students should realize the seriousness and importance of these drills. They are to proceed in silence and in an orderly manner to their designated position. In the event of an emergency, the school is prepared to provide safety and protection for the students.

The following procedures will be used in the event of a major earthquake:

- a. At the first sign of an earthquake, teachers will issue the "DROP" command. Students will regularly drill on proper drop and evacuation procedures.
- b. The teacher will assess the ability of the class to evacuate and will ascertain possible injuries.
- c. Students will evacuate to a central EMERGENCY ASSEMBLY AREA and be supervised until a parent or authorized adult arrives to pick up student(s).
- d. IN THE EVENT OF A MAJOR DESTRUCTIVE EARTHQUAKE, ALL STUDENTS WILL BE KEPT AT SCHOOL UNTIL THEY CAN BE RELEASED TO THEIR PARENT OR OTHER AUTHORIZED ADULT WHO CAN COME TO PICK THEM UP.
- e. We will utilize the services of parents as EMERGENCY VOLUNTEERS at the school site in the event of a major quake.

Anyone who is able to reach the school and is willing to help with our disaster plan will be greatly appreciated.

Section-4-08

Arrival/Dismissal Procedures

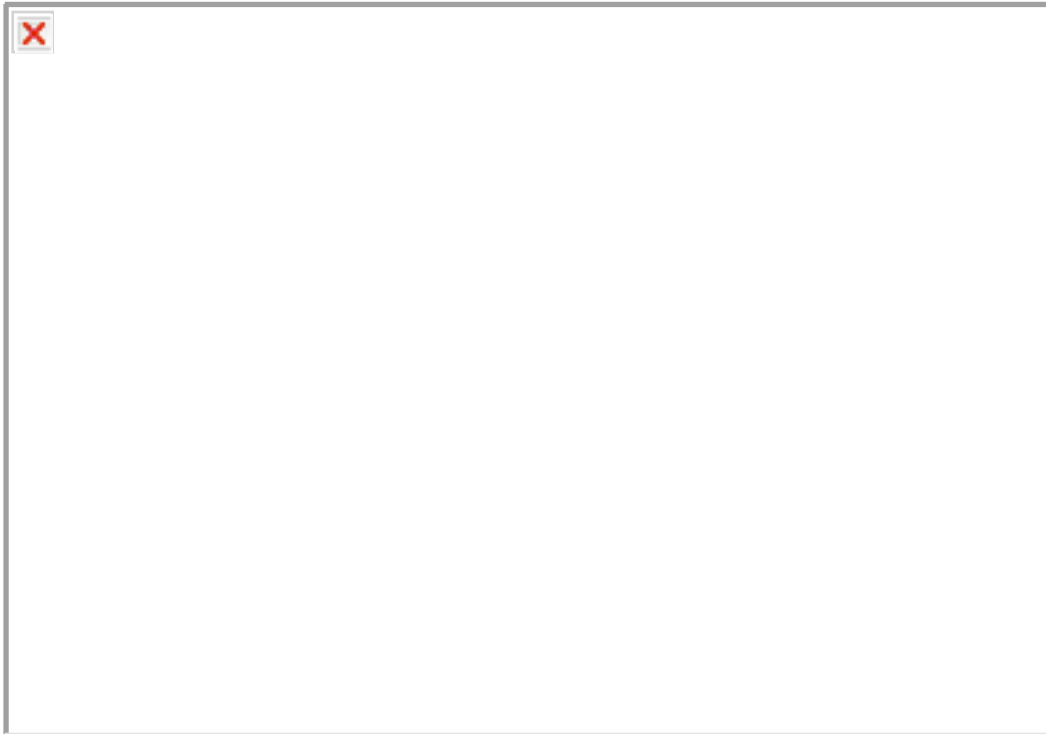
Arrival/Dismissal Procedures

For safety and insurance reasons we ask that no student be dropped off at school before 7:40 AM. There is no yard supervision prior to this time or after 3:15 PM (12:45 PM Fridays). The only students who are allowed to stay after school are those who are participating in Holy Name of Mary's sports programs, Kids Club, or those who are requested to remain after class to see a teacher.

Siblings are not to wait at school while students participate in after-school activities.

Parents are asked to pick up children promptly at 3:00 PM (12:30 PM Fridays). Drivers are asked to follow the directions of the yard monitors while in the parking lot. **There is NO drop off or pick up in front of the church or school.** Students dropped off prior to 7:40 AM or not picked up by 3:15 PM (12:45 PM on Fridays) will be placed in the Extended Care Program, and parents will be charged.

Those students who walk to and from school must have a current permission slip on file each school year. Those students who ride their bicycles to school must have a current permission slip on file each school year. Bicycles are to be locked by the fence on the west side of the senior building.

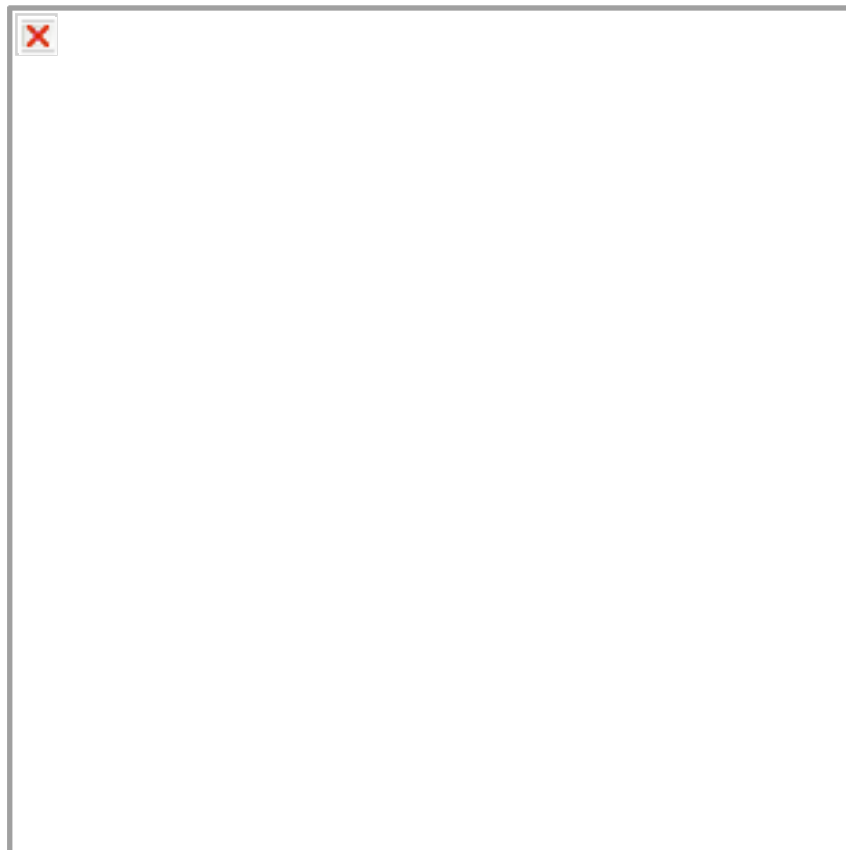


Section-4-09

Automobiles/Parking Lot

SCHOOL PARKING LOT AND CARPOOL LINE

Please note the speed limit in the parking lot and/or in the school Carpool line is ***5 miles per hours.***



Please also note that most of the parking lot and cars in the carpool line are being recorded by the School Camera system.

Topic-4-11-04

School Procedures for Immunization and Screenings

INOCULATION REQUIREMENT

Holy Name of Mary School follows the inoculation requirements of the California Department of Health detailed here: [California Department of Public Health - Shots for School](#)

IMMUNIZATION

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student

may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten.

All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

STUDENTS ADMITTED AT TK/K-12 NEED

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**
(3 doses OK if one was given on or after 4th birthday)
- **Hepatitis B — 3 doses**
(not required for 7th grade entry)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

These immunization requirements also apply to students entering transitional kindergarten.

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

Students Starting 7th Grade Need:

- **Tetanus, Diphtheria, Pertussis (Tdap) —1 dose**
(Whooping cough booster usually given at 11 years and up)

• **Varicella (Chickenpox) — 2 doses**

(Usually given at ages 12 months and 4-6 years)

Additional school immunization requirements for 7th graders typically apply to students who:

- Previously had a valid [personal beliefs exemption](#) filed before 2016 upon entry between TK/Kindergarten and 6th grade, or
- Are new admissions, including from out-of-state; applies to all grades.

California schools are required to check immunization records for all new student admissions and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.



Topic-4-11-09

Allergies

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy.

Please inform the school of any such allergies. Please [See Sample Letter for a Peanut Allergy](#).

While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Children or Staff with Environmental Allergies

Children or staff with allergies will be directed to have their allergies under control; i.e., runny nose, coughing, sneezing, etc. Children or staff with these symptoms will be directed to stay at home until the symptoms resolve or until they are cleared by their physician. Children with chronic allergies or health issues will be asked to provide documentation from their physician indicating any chronic conditions and common symptoms. Your child's health issues and symptoms are also to be updated in School Speaks.

Topic-4-11-12

Accident Procedures

Illness and Accident Procedures

No nurse is on duty at the school, but minor first aid is administered by the health aide or by the volunteer parent in the health room. Parents are notified if a child is injured or ill.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

If a child becomes ill during school hours:

- the parents will be contacted to come to the health room for the child
- if the parents are not available, the person suggested on your emergency card will be contacted.

Special Health Needs

Any student with a medical or health condition that may require management or assistance during school hours requires a care plan completed by a physician. These conditions include, but are not limited to, diabetes, epilepsy, cardiac conditions, asthma, severe allergies, etc.

Smog Alert

Physical education classes and after-school sports activities will be cancelled if there is a second-stage smog alert. Activities will be curtailed if there is a first-stage smog alert.

COVID-19 POLICIES AND PROCEDURES

Please refer to the Archdiocese of LA Administrative Handbook for the Latest Information which is Updated Regularly.

Visit: [ADLA Administrative Handbook Section 8.12.2](#)

HOLY NAME OF MARY - SAFE RETURN TO SCHOOL GUIDELINES

HNM Schools Safe Return to School Guidelines are posted on the front page of our school website. The Guidelines are updated regularly and the latest copy is posted on the website. This document includes how the school will respond to Covid cases and outbreaks and how we will inform the community.

Visit: [HNM SCHOOL WEBSITE](#)

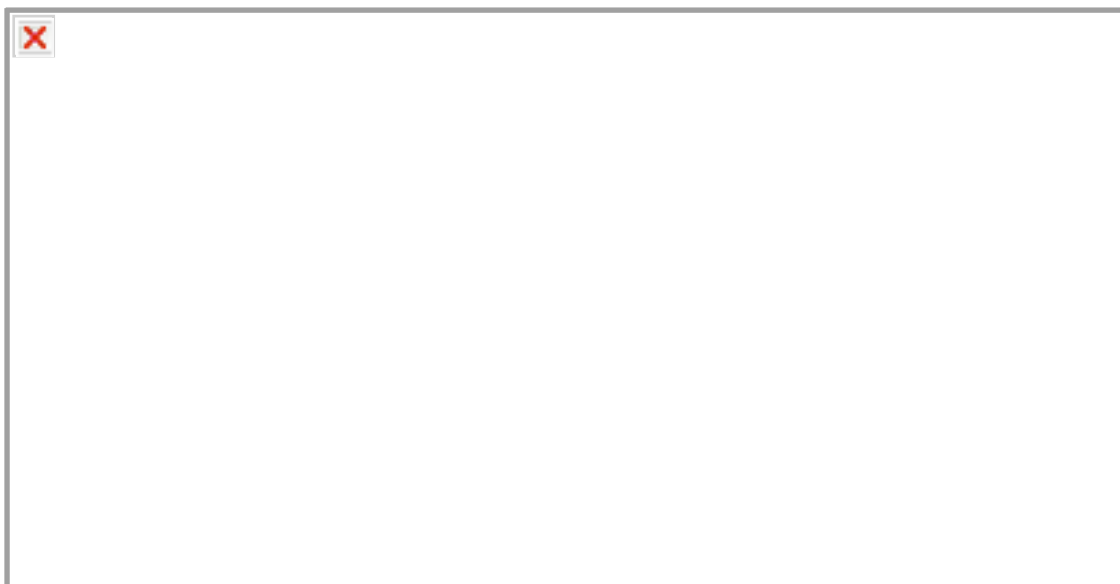
Please use these links to the LA County Department of Public Health

[\(LA County Department of Health - Appendix T1\)](#)

[\(LA County Department of Health - Appendix T2\)](#)

[\(LA County Department of Health - Exposure Management Plan\)](#)

which will provide more information.





Section-4-14

International Students

INTERNATIONAL STUDENTS

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians. Host families are required to meet with the school for orientation and periodically thereafter.

Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

For more information about international students see: <http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>



Chapter-5

ACADEMICS

CURRICULUM

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Curriculum Offerings

ART * COMPUTER * MATHEMATICS * MUSIC * PHYSICAL EDUCATION * RELIGION * SCIENCE * SOCIAL STUDIES *
SPANISH *

FAMILY LIFE: SEXUALITY AND SAFE ENVIRONMENT TRAINING * LANGUAGE ARTS: READING / WRITTEN
LANGUAGE / ORAL LANGUAGE / SPELLING / HANDWRITING

Topic-5-01-1

Religion Curriculum

Please Refer to the ADLA Administrative Handbook: [ADLA Religion Curriculum](#)

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Honor Roll

The following Honor Roll system will be used for Grades 5-8. Award certificates will be given at the end of each trimester.

NOTE: Students must have a "B-" or better (no C+) in Work Habits and Behavior. A "D", "F", "S", or "NI", in any subject area will disqualify students from the honor roll.

First Honor Roll: Grade point average 3.5 - 4.0

Second Honor Roll: Grade point average 3.0 - 3.49

Merit Certificates

Students in Grades 3-8 are eligible for Merit Certificates at the end of each trimester, if they have received a "B" or better in Work Habits and Behavior.

California Junior Scholarship Federation (CJSF)

Holy Name of Mary School has a chapter of CJSF, which is an affiliate of the California Scholarship Federation, a statewide organization. It was founded in 1967 for the purpose of fostering high standards of scholarship, service, and citizenship in the junior high school grades (7 and 8). CJSF emphasizes service to the school and the community while creating pride in scholastic achievement. Its motto is "Scholarship for Service."

Individual student membership is based on grades earned each trimester. A point system, specified in the State Constitution, establishes the membership requirements, which essentially state that students do very superior work in every subject.

Student Council

Holy Name of Mary School is a member of the Catholic Association of Student Councils (C.A.S.C.) The training of students in leadership is one of the priorities of the school. Students in grades 4-8 participate in elections and all students respect and cooperate with those elected. *The officers on the Student Council must maintain a 3.0 GPA with no grade lower than a "C" on their report cards. Students must maintain a "B-" or better (no C+) in Work Habits and Behavior. A drop in grades will result in removal until the next grade check.

Topic-5-01-3

Homework

Homework

1. Holy Name of Mary students are expected to:

- spend one-half hour on homework in Grades 1-2
- spend one hour on homework in Grade 3-4
- spend one and one-half hour on homework in Grade 5-6
- spend two hours on homework in Grade 7-8

These times represent an average; some nights the assignments may take more time. Some children also take longer to do their work.

Furthermore, homework assignments are not always written; adequate time should be spent reading, studying, and preparing for tests and long-range assignments.

2. Homework assignments are given for the following reasons:

- to teach students responsibility
- to allow students to work independently
- to reinforce skills learned at school
-

Homework is usually given Monday through Thursday nights. If a student has been absent or has long-range assignments, he/she will be expected to do school work on the weekend.

Homework or schoolwork missed through absence is to be made up within a period designated by the teacher (usually two days times the number of days absent). **It is the responsibility of the student to approach the teacher to request this make-up work.**



Topic-5-01-4

Graduation Requirements

8th Grade Graduation Requirement

During the Spring, all 8th grade students are required to have an Exit Interview with the Administration. The SLE Portfolio must provide satisfactory evidence that the student has met or exceeded all Schoolwide Learning Expectations. Students who satisfactorily complete the eighth grade courses participate in a simple but dignified graduation ceremony.





Topic-5-02-1

Assessments

Curriculum-Based Assessment

See the ADLA Administration Handbook: [Student Assessment](#)

Assessment of student learning is an integral part of the instructional process. The purpose of assessment is to guide instructional decisions in meeting goals and to report student progress toward meeting content standards.

Assessment should be frequent, ongoing, varied, multifaceted, and integrated into the teaching/learning process.

The usefulness of assessment is dictated by the quality of the assessment in measuring student progress; therefore, teachers must carefully design appropriate, high-quality measures of student progress.

Topic-5-02-2

Grading Scale

Grading System

Grades 1 - 2:

E = Exceeds grade	M = Meets grade	T = Needs time to meet
level expectations	level expectations	level expectations

Grades 3-8: (Grade)	(Percentage)	(GPA)
A	97 – 100	4.0
A-	93 – 96	3.8
B+	90 – 92	3.5
B	87 – 89	3.0
C	83 – 86	2.5
D	79 – 82	2.0
F	75 – 78	1.5
G	71 – 74	1.0

B-	85 – 86	2.8
C+	80 – 84	2.5
C	75 – 79	2.0
C-	70 – 74	1.8
D	65 – 69	1.0
F	Below 64	0.0

Among the factors to be considered in measuring a student's progress are: class participation, satisfactory completion of classwork and homework assignments, and success in oral and written tests.

Promotion And Retention Policy

The decision to promote a student to the next grade or to retain him or her in the present grade shall be based upon a consideration of the overall welfare of the student, i.e., made by carefully weighting academic, emotional and social factors. Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year. The principal, in consultation with the parents and faculty, shall make the final decision regarding retention.

In the case of a pupil with a severe learning problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and therefore, a recommended transfer might be necessary.

Topic-5-02-3

Elementary School Grade Reporting

Progress Reports

Progress reports will go home at the mid-term of each trimester to all students in grades 1 – 8. **The progress report must be signed and returned to the classroom teacher within three days.** It shall be the responsibility of the student and parent to inquire at that time as to steps that may be taken to correct any deficiency. Families

are reminded that the progress report is not a report card, but rather an indication of progress to date in a specific area.

Report Cards

Report cards are issued three times a year during the week following the end of each trimester except for the Pre-School and Kindergarten, which receives a report card at the end of January and June.



Topic-5-02-5

Make-Up Work/Absences

Make-Up Work / Absences

Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit if the work is turned in within a reasonable makeup schedule, which is approximately one week.

A written excuse must be provided giving the reason for the absence. If the absence is due to a medical reason, extra time may be provided to complete the work.



Topic-5-02-6

Course Deficiency/Failure

Academic Probation/Retention/Transfer

Academic Probation

When a student's grades in any or all classes have been determined to be unacceptable, the student and parents will be notified through progress reports. If the student's grades have not improved by the end of the trimester, he or she will be required to go before a Review Committee comprised of the principal, the vice principal, and the student's homeroom teacher. Parents will also be present at this review during which the student's academic performance and work habits and behavior will be studied and a decision made regarding further steps.

Topic-5-02-7

Conduct/Citizenship Grades



Section-5-03

Standardized Testing

Standardized Testing

See the ADLA Administration Handbook: [Standardized Testing](#)

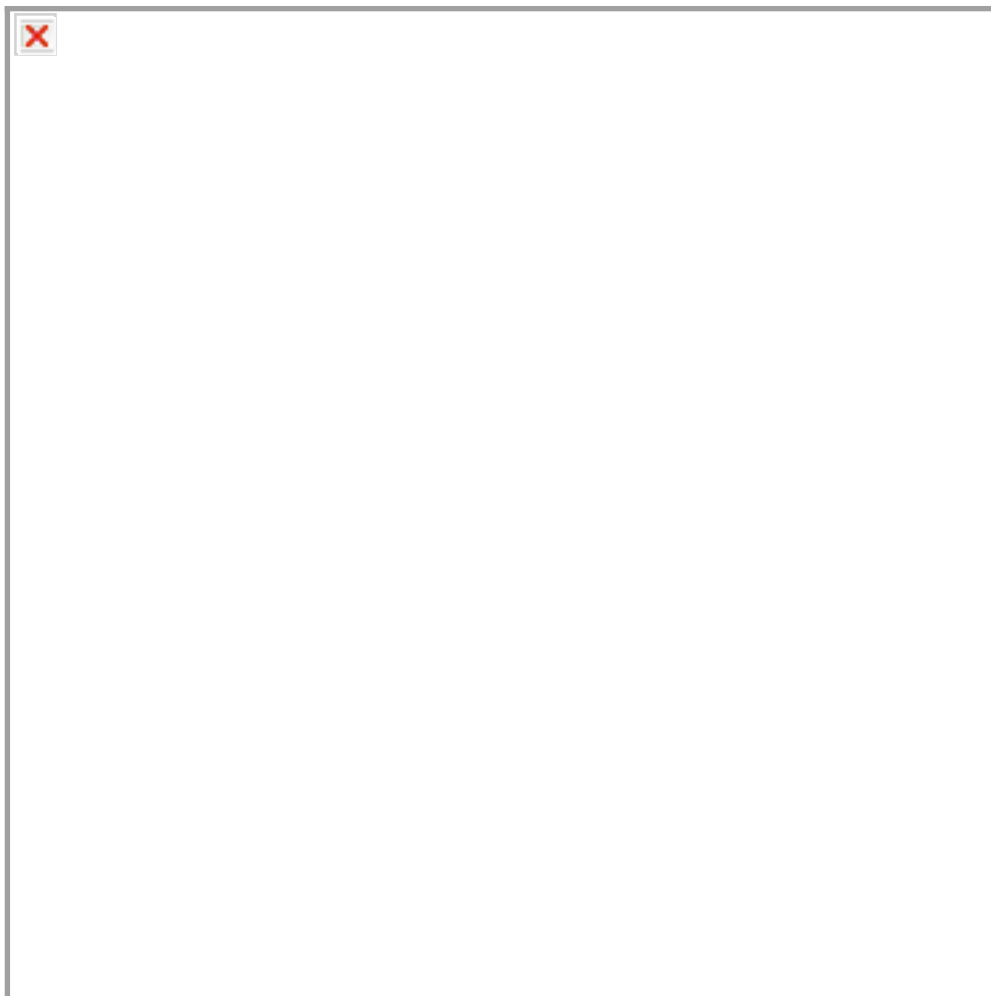
All schools are required to participate in an archdiocese-wide standardized testing program. School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan assessment instruments and data.

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist

principals and testing coordinators to analyze and use test scores to improve learning.



Section-5-04

Recess and Lunch/Nutrition



Section-5-05

Supplies and Textbooks

Please see the school website at: www.hnmschool.org

Section-5-06

Honors and Awards

HONOR ROLL

The following Honor Roll system will be used for Grades 5-8. Award certificates will be given at the end of each trimester.

NOTE: Students must have a "B-" or better (no C+) in Work Habits and Behavior. A "D", "F", "S", or "NI", in any subject area will disqualify students from the honor roll.

First Honor Roll: Grade point average 3.5 - 4.0

Second Honor Roll: Grade point average 3.0 - 3.49

MERIT CERTIFICATES

Students in Grades 3-8 are eligible for Merit Certificates at the end of each trimester, if they have received a "B" or better in Work Habits and Behavior.

ACADEMIC AWARDS CEREMONY

Students in Grades 5-7 will have an Awards Ceremony at the end of the school year.





Section-5-08

Academic Probation, Retention/Transfer

Academic Probation/Retention/Transfer

Academic Probation

When a student's grades in any or all classes have been determined to be unacceptable, the student and parents will be notified through progress reports. If the student's grades have not improved by the end of the trimester, he or she will be required to go before a Review Committee comprised of the principal, the vice principal, and the student's homeroom teacher. Parents will also be present at this review during which the student's academic performance and work habits and behavior will be studied and a decision made regarding further steps.

Topic-5-09-2

Additional Counseling Information

COUNSELING POLICY

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Section-5-11

Summer School

Summer School

When staffing will permit, HNM School will offer a four-week Summer School for grades K-8

and a ten-week On-Line Summer School for grades 2-8.

HNM will also offer a six-week Summer Day Camp.

All programs are open to HNM students and non-HNM students.

****Good behavior grades are required for acceptance. Students who are not currently enrolled in Holy Name of Mary School are required to submit a current report card with their registration form.**



Section-6-01

Before & After School Policies and Programs

Extended School Day Program - K-8th

Kid's Club has two programs:

Before School Care 6:30 a.m. – 7:50 a.m., and

After School Care 3:00 p.m. – 6:00 p.m. (12:30 – 6:00 p.m. on Fridays and minimum days).

These programs do not operate on days when school is closed. Parents may register on the first day of school. The fees are as follows:

Extended School Day Program Fees

	<u>Before School Care</u>	<u>After School Care</u>
Daily Drop Off	\$10/day (per child)	\$15/day (per child)
Monthly Rate:		
1 CHILD	\$50/month	\$150/month
2 CHILDREN	\$72/month	\$210/month
3 CHILDREN	\$89/month	\$256/month

At 6:05pm, a \$15 Late Fee will be added. An additional \$15 will be added for every 15 minutes thereafter.



Section-6-02

School Field Trips and Excursions

Field Trips

Please refer to the ADLA Administrative Handbook: [Field Trip Policies](#)

Field Trips

Field trips are a wonderful educational opportunity. Unfortunately, upon occasion, the behavior of some of the students becomes disruptive to the volunteer driver, the educator and/or the docent. Our school philosophy calls each of us to be respectful and courteous at all times. To insure the safety and to facilitate the educational experience of each student, Holy

Name of Mary School has developed the following accountability for students on field trips:

- Behavior that is severe will have an immediate response, such as a call to a parent or the principal and when possible, the student will be sent back to school.
- We may recommend that the student, who has difficulty listening and/or following directions in the classroom, have a parent accompany them on field trips.
- If a student's behavior has been disruptive on past field trips, the child will only attend a field trip if

accompanied by a parent.

- If no parent is available to attend the trip, the child will stay at school.

Throughout the year field trips are scheduled to offer students an opportunity to widen their experiences. Permission slips are required for these trips. **We can only accept the official school written permission. Absolutely no phone permission will be accepted.**

Although there is a fee charged for field trips, the amount is not adequate to pay for buses for all events. Sometimes it is necessary for parents to provide transportation for these outings. **No children other than those enrolled in HNM School are permitted to attend field trips.** Parents' generosity and cooperation are asked in order to keep this program going.

Requirements for adults who drive for field trips, after school sports, or any school related event, are as follows:

- Parent/guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance at least \$100,000/\$300,000. Each vehicle must have individual seat belts for each student. A copy of the parent/guardian's driver's license and insurance declaration page must be on file at the school;
- Be fingerprinted and Virtus trained according to the guidelines of the Archdiocese of Los Angeles. A copy of the Virtus Adult Training Certificate must be on file with the principal;
- Follow the directions of the supervising teacher;
- Drive directly to and from the field trip location without making unscheduled stops while students are in the car;
- Not take siblings on field trips;
- No private, non-chartered vehicle, including vans, with more than nine seats may be used;
- Parents may not send friends or relatives to serve as drivers in their place;
- The driver is liable for any car accident while driving students.

Drivers should be aware that their auto insurance will be used before any Archdiocesan insurance comes into play.

If you are a chaperone on a school field trip:

- Please arrive promptly at the appointed time, and check in at the office.
- Wear comfortable and appropriate clothing for the particular destination.
- Wear comfortable walking shoes.
- Remember to bring a sack lunch for yourself if the trip includes a picnic time.
- Remember that you are the authority figure and responsible for a group of students.
- Do not use this time to socialize with other parents on the trip.
- Remember, when tour guides are talking to the students, pay attention quietly.
- Inform the teacher of problems – either involving students or others.
- Be proactive when chaperoning, and step in if there is a need for discipline.
- No siblings or visitors are allowed on the trip; the students need your undivided attention.

Topic-6-04-1

Election rules



Topic-6-04-2

Authority

STUDENT GOVERNMENT AUTHORITY

Authority for Co-Curricular activities and athletics rests with the moderator, Principal, and Pastor.

Section-6-05

Clubs/Organizations/Honor Societies

California Junior Scholarship Federation (CJSF)

Holy Name of Mary School has a chapter of CJSF, which is an affiliate of the California Scholarship Federation, a statewide organization. It was founded in 1967 for the purpose of fostering high standards of scholarship, service, and citizenship in the junior high school grades (7 and 8). CJSF emphasizes service to the school and the community while creating pride in scholastic achievement. Its motto is "Scholarship for Service."

Individual student membership is based on grades earned each trimester. A point system, specified in the State Constitution, establishes the membership requirements, which essentially state that students do very superior work in every subject.

Student Council

Holy Name of Mary School is a member of the Catholic Association of Student Councils (C.A.S.C.) The training of students in leadership is one of the priorities of the school. Students in grades 4-8 participate in elections and all students respect and cooperate with those elected. *The officers on the Student Council must maintain a 3.0 GPA with no grade lower than a "C" on their report cards. Students must maintain a "B-" or better (no C+) in Work Habits and Behavior. A drop in grades will result in removal until the next grade check.

Liturgical Ministries

The students of Holy Name of Mary are encouraged to serve our school by becoming part of one or more of the various Liturgical Ministries: Lectors–Grades 4 through 8; Ushers–Grades 5 through 8; Greeters–Grades K through 8.

Students may apply for the altar server program when they are in the 4th grade. The program is directed through the Pastoral Center. Participation in the altar server program requires a great deal of parental support for getting to the assigned Masses. If a student cannot serve at an assigned time, he/she is responsible for procuring a substitute.

Choir

Students in grades 3-8 may join the Children's Choir.

Saint Vincent De Paul (SVDP) Campus Ministry

Students in grades 5-8 may join the SVDP Campus Ministry.

Topic-6-07-2

Additional Student Publications Information

See Previous Page - Topic 06-07-1

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

Publication of the Image, Name, Voice, or Work of a Student or Minor

Without the written permission of the parents/guardians of a student or minor, a location may not publish or use for noncommercial purposes the image, name, voice, or work of the student or minor. This policy includes but is not limited to publicity, exhibits, printed or electronic media, student publications, marketing, or research.

Holy Name of Mary will obtain the signature of the parents/guardians on the Parent/Guardian Release for Student or Minor (Noncommercial). This form needs to be filled out annually:

[Parent-Guardian Release for Student or Minor \(Noncommercial\)](#)

Section-6-11

Yearbook

HNM YEARBOOK

Section-6-12

Athletics

Athletics

The athletic program is designed to develop skills and good sportsmanship in both boys and girls. Holy Name of Mary School offers after-school teams in volleyball, flag football, basketball, cross-country, soccer and track. Students in grades 5-8 are eligible to try out for teams. Students in grades 3 & 4 may participate in track and cross-country only.

Practice schedules vary for each team, but in general practices are held from 3:00 – 4:00 p.m., three to four days a week. **PE uniforms must be worn for after school sports.** Students are given practice and game schedules at the start of each season. Students unable to participate in PE may not play in after school sports. Students absent from school may not participate in any after-school activity for that day.

Students who are absent from school may not participate in sports scheduled for the same day.

Students participating in after-school activities, who leave campus to purchase food or drinks, may not return to the after-school program that day.

Raider Of The Year Award

Each year the Raider of the Year Award is given to an outstanding athlete on both the boys and girls varsity teams. To qualify for this award, a student must

(a) be in the eighth grade, (b) have well-rounded ability and good sportsmanship, and (c) must participate in all of the sports as indicated:

Boys – 1. Flag Football, 2. Basketball, 3. Track, Volleyball, Soccer
2. Basketball, 3. Softball, Track, Soccer

Girls – 1. Volleyball,

Raider of the Year Award recipients are selected by the principal and the athletic director based on recommendations by the coaches.

Topic-6-12-01

School Athletic Handbook [if applicable]

PHILOSOPHY

Welcome to Holy Name of Mary School's sports program. The sports program is guided by CYO (Catholic Youth Organization) which strives to link sports to ministry. This philosophy emphasizes the importance of having fun and developing character in a sports environment. All participants (including coaches, athletes, parents, and spectators) shall always endeavor to be Christ-like in his/her actions, words, or body language throughout our program.

ATHLETE PARTICIPATION AND PLAYING TIME

Our program is unique! *All* eligible students may participate; therefore, we do not hold try outs or cut players on a team. Due to this approach, we ask for your support and understanding! **Our teams have a high volume of players and playing time can be very limited.** Our coaches strive to create playing time as best as they can under these circumstances.

B "JV" level (5th and 6th grades) - athletes will learn basic skills, the importance of teamwork, and cooperation. Everyone plays and playing time will be distributed as best as possible.

A "Varsity" level (7th and 8th grades) - athletes will learn advanced skills, the importance of teamwork, and

cooperation in a competitive environment. There is no set playing time; it can be very limited.

PARENT PARTICIPATION

Our sports program relies on the Booster Club and parent volunteers throughout the year to raise money and complete other various tasks (scorekeeping, painting fields, etc.).

Parents are expected to create a positive atmosphere by modeling good sportsmanship, congratulating good plays, offering hospitality to opposing fans, and discouraging negativity. Remember that fan behavior teaches children important moral lessons.

Athlete and Parent/Guardian Sports Code of Conduct

To be completed by the athlete and parent/guardian.

I hereby pledge to honor and support Holy Name of Mary School by adhering to the Sports Code of Conduct as stated below.

Athlete

- I will strive to honor God with my words, actions, and play.
- I will be respectful to my coaches, teammates, opponents, officials, parents, and spectators.
- I will use appropriate language in appropriate tones when interacting with other athletes, coaches, officials, parents, and spectators.
- I will not taunt my opponent or be arrogant or boastful in my celebrations.
- I will play by the rules of the sport, demonstrating and encouraging good sportsmanship, both in victory and defeat.
- I will not leave the game site without seeking to shake the hand of my opponent and thanking the officials.
- I will be a good steward, being respectful of the property and equipment of our school and any other school I visit. I will be diligent in picking up after myself.
- I will be honest. I will not lie, steal, or cheat.
- I will strive to play safely so that I may avoid causing injury to myself or others.
- I will humble myself to the good of the team. I will pursue understanding my role on the team, do it with excellence and strive to do more.
- I will seek to encourage and assist my teammates in becoming better athletes and human beings.
- I will maintain a 2.0 GPA in school with no failing classes and provide a copy of my term grades to my coach upon request.
- I agree that if I fail to conform to the Sports Code of Conduct, I will be subject to disciplinary action.

Parent

- I will create a positive atmosphere by modeling good sportsmanship, congratulating good plays, offering hospitality to opposing fans, and discouraging negativity.
- I will be respectful to coaches, all players, opponents, officials, parents, and spectators.
- I will use appropriate language in appropriate tones when interacting with other athletes, coaches, officials, parents, and spectators.
- I will be a good steward, being respectful of the property and equipment of our school and any other school I visit. I will be diligent in picking up after myself.
- I will encourage my child to have fun and enjoy his/her teammates.
- I agree that if I fail to conform to the Sports Code of Conduct, I will be subject to disciplinary action.

Student Name (Print): _____ Signature: _____
 Date: _____

Parent/Guardian Name (Print): _____ Signature: _____
 Date: _____

Parent/Guardian Name (Print): _____ Signature: _____
 Date: _____

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Athletics □ □

Cross Country

HNM School's Cross Country season starts at the beginning of the school year in September and goes through the fall season. Our team is open to all students in grades three through eight. These athletes race on the weekend in various cross country meets. The Cross Country team is affiliated with the Catholic Youth Organization of Los Angeles (CYO) and our coach is certified by the Play Like a Champion Today program.

Flag Football

The flag football season starts at the beginning of the school year in September. HNM School has two football teams that compete against other local Catholic schools. The Varsity team is comprised of 7th and 8th grade

students, and the J.V. team includes 5th and 6th graders. Our teams are affiliated with the Catholic Youth Organization of Los Angeles (CYO) and all coaches are certified by the Play Like a Champion Today program through CYO.

Basketball

In the month of December, HNM School begins the basketball season for boys and girls in 5th through 8th grade at both the J.V. and Varsity levels. These teams compete against other Catholic schools close to our community. Our basketball teams are affiliated with the Catholic Youth Organization of Los Angeles (CYO), and our coaches are certified by the Play Like a Champion Today program.

Volleyball

The girls' volleyball season begins in September. We have a varsity team consisting of 7th and 8th grade girls and also a J.V. team made of 5th and 6th graders. In April, the boys varsity volleyball season begins and the team is made up of 7th and 8th grade students. All volleyball teams are affiliated with the Catholic Youth Organization of Los Angeles (CYO) and play against Catholic schools located near our community.

Track

Our track team is open to all students in grades three through eight. These athletes compete on the weekend in various track meets such as: the Mt. SAC relays, the city of La Verne track meet, Raider Relays, and CYO track meets. Students can compete in running, jumping and shot put events. The track team is affiliated with the Catholic Youth Organization of Los Angeles (CYO) and our coach is certified by the Play Like a Champion Today program.

Soccer

Our soccer season started in February and goes through the spring. Soccer is open to only grades seven and eight to compile one girl and one boy team for the varsity level only. The Soccer teams are affiliated with the Catholic Youth Organization of Los Angeles (CYO) and our coach is certified by the Play Like a Champion Today program.

Topic-6-12-03

Selection Process/Requirements for Participation

Athletic



The Sports Boosters are part of the PTG Board which is comprised of parents and parishioners of Holy Name of Mary, the pastor, principal and staff. The purpose of the Sports Boosters is to promote and increase school spirit through its ongoing support of the school and its sports program. Consistent with this purpose, they, through various fund raising activities, provide financial support and, in this manner, enhance and improve the program.

HNM offers the following sports:

- Cross Country
- Flag Football
- Basketball
- Soccer
- Track
- Volleyball

Basketball, volleyball, and flag football are available to the 5th-8th grade boys and girls at both the JV and Varsity levels. Soccer is available to boys and girls at the Varsity level. Track and Cross Country are available to 3rd-8th grade boys and girls. These teams compete against other Catholic schools close to our community and in other various local tournaments or invitationals. Our teams are affiliated with the Catholic Youth Organization (CYO) of Los Angeles, and our coaches are certified by the Play Like a Champion Today program.



Topic-6-12-04

Athletic Medical Clearance

STUDENT AND PARENT/TEACHER ACTIVITY PERMISSION FORM

Grade (s): _____

Date: _____

Time: _____

Lunch: _____

LOCATION:

Minor's Name: _____

Address: _____

Date of Birth: _____

Male _____ Female _____

Grade _____

Activity: Field Trip X _____

Retreat _____

Other (specify) _____

Date(s) of Activity: _____ Cost
(monies will be taken out of your **FACTS Account**): _____

Purpose: _____

Description of Activity: Drama Club Presentation of High School Musical, Jr.

See Attached: _____

Mode of Transportation: Walk _____

Car Pool _____

Bus _____

Other (specify) _____

Teacher/Adult Leader: _____

Attire: _____

I request that my son/daughter be permitted to participate in the above activity. My son/daughter has no medical condition that would render it inappropriate for him/her to participate in this activity.

My son/daughter has no known medical needs, allergies or dietary restrictions except as follows: _____

Should it be necessary for my son/daughter to take medication while participating in this activity, I hereby give my son/daughter permission to self-administer his/her medication in accordance with the *Medication Authorization and Permission Form*, and, if my son/daughter cannot self-administer, I give permission to the responsible staff members or chaperones to administer or to assist in the administration of my son/daughter's medication. I also give permission to the responsible staff members, chaperones, medical practitioners and medical facilities to use their judgement in obtaining and providing medical treatment for my son/daughter should it become necessary to do so. I agree to relieve the Location and participating adults from liability in connection with this request. I understand that the insurance benefits through the Location, if any, may have limited application, and that I am entirely responsible for the cost of all medical treatment provided to my son/daughter. I agree to indemnify and hold the Location harmless from the cost of any medical treatment and related expense and cost incurred.

Release of Liability: As a condition of participating in this activity, I hereby hold harmless, release and discharge The Roman Catholic Archbishop of Los Angeles, a corporation sole, Archdiocese of Los Angeles Education & Welfare Corporation and the Location, their respective agents and employees and any parent/volunteer/chaperone, from any and all liability, loss or claims for personal injuries, wrongful death or property damage that I or my son/daughter may suffer as a result of participation in the activity described above.

Parent/Guardian PRINT _____ / SIGN _____
Date _____

Home Phone _____ Cell Phone _____
Work Phone _____

Person to Notify in case of Emergency if Parent or Guardian is unavailable:

Name: _____ Phone: _____

Health Insurance Company: _____ Policy No.:

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Topic-6-12-05

Injuries and accidents

Any injuries or accidents incurred while participating in an athletic activity (practice or a contest) must be reported immediately to the coach or Athletic Director. The coach must fill out an incident report.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Athletic fees consist of \$70 with uniform per sport or \$45 without uniform per sport.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

PHILOSOPHY

Welcome to Holy Name of Mary School's sports program. The sports program is guided by CYO (Catholic Youth Organization) which strives to link sports to ministry. This philosophy emphasizes the importance of having fun and developing character in a sports environment. All participants (including coaches, athletes, parents, and spectators) shall always endeavor to be Christ-like in his/her actions, words, or body language throughout our program.

ATHLETE PARTICIPATION AND PLAYING TIME

Our program is unique! All eligible students may participate; therefore, we do not hold try outs or cut players on a team. Due to this approach, we ask for your support and understanding! Our teams have a high volume of players and playing time can be very limited. Our coaches strive to create playing time as best as they can under these circumstances. B "JV" level (5th and 6th grades) - athletes will learn basic skills, the importance of teamwork, and cooperation. Everyone plays and playing time will be distributed as best as possible. A "Varsity" level (7th and 8th grades) - athletes will learn advanced skills, the importance of teamwork, and cooperation in a competitive environment. There is no set playing time; it can be very limited.

PARENT PARTICIPATION

Our sports program relies on the Booster Club and parent volunteers throughout the year to raise money and complete other various tasks (scorekeeping, painting fields, etc.). Parents are expected to create a positive atmosphere by modeling good sportsmanship, congratulating good plays, offering hospitality to opposing fans, and discouraging negativity. Remember that fan behavior teaches children important moral lessons.

The Code of Conduct Form is to be filled out by both the athlete and the parent/guardian: [Click here:](#)

www.hnmschool.org (This link will take you to the HNM School website - click on here Policy & Forms and then on Forms.)



Topic-6-12-09

Sportsmanship Code for Spectators

Fans/Sportsmanship And Conduct At Games

By definition, sportsmanship relates to a person who can take a loss or defeat without complaint, or a victory without gloating; one who treats the opponent with fairness, courtesy, and respect. The conduct of coaches, players, cheerleaders and fans generally sets the tone for all games. They will be expected to maintain the highest level of decorum at all athletic games. In order that the school sports program continues to be an educational tool, fans (spectators), like other groups, need to be cognizant of the necessity for good sportsmanship and the means by which it is attained. There is absolutely no place in school athletics for the use of alcoholic beverages or chemical substances.

All fans viewing school sports should continually be reminded of the following points:

1. Show respect for the opponent at all times.
2. Show respect for the officials.
3. Know, understand and appreciate the rules of the contest.
4. Maintain self-control at all times.
- 5.



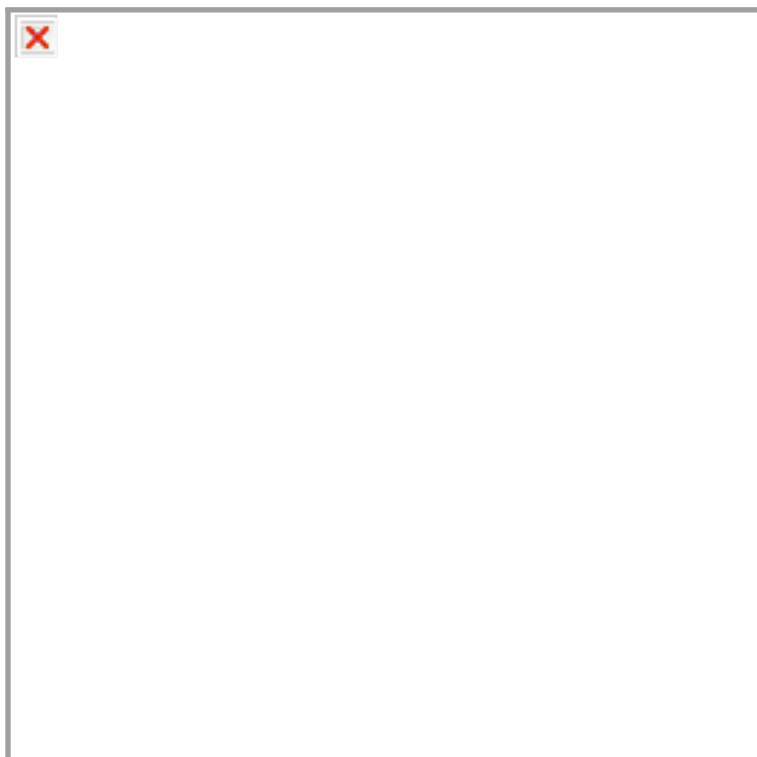


Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

All volunteers and paid personnel who [coach at the elementary school level](#) must be certified through the CYO [Play Like a Champion Today](#) program.

Please visit the CYO website for informaton at: [CYO - Play Like a Champion Training](#)



Topic-6-12-11

CYO/CIF

Click here to visit the CYO WEBSITE: [CYO WEBSITE](#)



Section-7-1

Tuition and General Fees

Tuition and Fees: 2022-2023

Please find our tuition and fee information on our website hnmschool.org: [HNM School Tuition and Fees](#)

Additional Fees include:

The annual registration fee (per child; non-refundable): \$225

Technology Fee: \$150 K-8 and \$50 Preschool

Earthquake Emergency Kit: New students and 4th Graders: \$20

Each family must meet the \$400 (net) annual fundraising commitment and generate \$300 profit for our school using the SCRIP program.

The school reserves the right to withhold the diploma and/or report card if financial and/or service obligations have not been met.

Section-7-2

Tuition Collection

Tuition Collection, Payment Plans, Automatic Deductions

Holy Name of Mary School is a private Catholic school, which relies upon tuition collected from families with children in the school as a significant source of its revenue to operate. In order to operate in a financially sound manner, all parents/guardians are expected to pay their child's tuition as agreed. The amount owed is considered part of the financial contract each parent/guardian makes with the school and is identified in the parent/ guardian/school contract.

Tuition shall be paid by one of three (3) options allowed by the school:

- Option 1: Single Payment Plan – Full payment may be paid directly to Holy Name of Mary School by July 1, 2019.
- Option 2: Two-payment Plan – One-half of the total amount paid by July 1, 2019, and the remaining balance paid by December 1, 2019.
- Option 3: FACTS Monthly Payment Plan – Monthly tuition will be deducted from your bank account over a 12-month period beginning July 1, 2020, per the FACTS and HNM School agreement. Payments may be made either on the 5th or the 20th of the month.

Additional Information

- All families must be current on their tuition payments in order to start their children on the first day of school.
- If unforeseen financial difficulties occur, which make it difficult for a family to comply with their tuition payment agreement, you are asked to contact the principal at least 7 working days before payment is due. Payment plans can be adjusted to assist families in financial difficulties.
- A family who falls more than two (2) payments behind in their tuition will be asked to keep their students home until the situation is resolved.
- Families who fail to comply with the Tuition Payment Policy will not be invited to return to Holy Name of Mary School the following year.
- Tuition is based on a fiscal year beginning July 1. If a family withdraws a child from Holy Name of Mary School, the full month's tuition is still due for the current month no matter which day of the month the students leave the school.

Section-7-3

Tuition Assistance

Tuition Assistance

It is the policy of Holy Name of Mary School to sponsor tuition assistance to a limited number of students. The tuition assistance program is funded from various sources from the school and the parish. Each request is reviewed by the Tuition Assistance Committee.

Section-7-4

Parent Service and Fundraising Requirements

Parent Service And Fundraising Requirements

Family Hours Program

It is necessary to request help from each school family to provide necessary funds and services to Holy Name of Mary School. This will be achieved through the Family Hours Program.

The purpose of the hours program is as follows:

- to evenly distribute the work load
- to promote family participation
- to promote school growth
- to create community
-

Requirements

The number of hours required by each family shall be 25 from July to June of each new school year. Single-parent families are required to complete 12 hours. Families will be charge \$20 for each hour not served. One hour of service will be given per family for each general PTG meeting attend.

Qualifying Activities

The activities and/or projects that qualify for the fulfillment of hours are:

Fundraisers	Room Parent
Parent-Teacher Guild Meetings	Hot Lunch
Parent-Teacher Guild Officers	Field Trips
Parish Festival	SCRIP Worker
School Board Committee Member	Library
Health Room Volunteer	Yard Duty
Booster Club Officer	HNM Scout Leader
Booster Club Meetings	Social Events
Repairs/maintenance of school/grounds	Sports Events
Religious Education	Volunteer Aides

Qualifying Participants

Any person who is part of the family of a child in this school may participate in the Family Hours Program. This includes mothers, fathers, step-parents, grandparents, aunts, uncles, in-laws, cousins, brothers, or sisters. All participants must be 18 years of age or older.

Record Keeping

Record keeping of hours shall be the duty of the Volunteer Hours Chairperson. The responsibility of reporting hours will be the responsibility of each family. Be sure to turn in your volunteer slips after each activity with the signature of the activity coordinator.

A contract must be signed stating how the hours obligation will be fulfilled.

Weekly Communication

Every Thursday, the weekly bulletin and pertinent information are sent home electronically.



Section-7-5

Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

Care Of Property

If a student breaks or otherwise damages school property or property of others, that student will be required to pay for the damage.

Care Of Books

Each student is responsible for the care of a set of books that is loaned to him/her at the beginning of the school year. Books lost or damaged by the student must be replaced and paid for through the school office. Students are required to keep textbooks covered at all times. White-Out is not permitted.

Other Fees:

Each sport has a fee and field trips have fees as needed.

Topic-8-1-01

Discipline and Procedures

DISCIPLINE AND PROCEDURES

Teachers and school staff are required to hold students to strict account for their conduct in the classroom, in school buildings, on school and church grounds, during recess, or at any school event regardless of location. Teachers and staff may exercise the same degree of physical control over a student that a parent would be legally privileged to exercise, provided that does it not exceed the amount of physical control reasonably necessary to:

- protect the health and safety of pupils and other persons
- maintain order
- protect property, or

- maintain proper and appropriate conditions conducive to learning

No teacher or staff member may inflict corporal punishment on a student. However, corporal punishment does not include an amount of physical control or use of force that is reasonable and necessary to:

- quell a disturbance that threatens physical injury to persons or damage to property
- engage in self-defense, or
- obtain possession of weapons or other dangerous objects within the control of the student.

All incidents of the use of physical control or use of force on a student must be documented promptly and provided to the person in charge.

Maintenance of Effective Discipline: Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Discipline Procedures

1. Conduct referral
2. Detention (held on Thursday from 3:00 - 3:30)
3. Parent Conference (the principal will be notified about this conference)

If after the conference the problem continues, an appointment with the teacher, principal, parents, and student will be necessary to discuss a further course of action and/or suspension.

Additional Information

Absolutely NO skateboards are allowed at the school. Toys, unless allowed by the teacher for show-and-tell, are not to be brought to school. **Students are not allowed to chew gum while on school grounds.**

Use Of Electronic Devices

Cell phones and other portable communication devices may be brought to school if the Acceptable Use Policy/Permission Slip is signed by both student and parent and turned in to the school. Students may not have any apps that are rated "13 and over" or marked "explicit content" with the exception of "Google."

All portable communication devices must be turned "OFF" and stored in a backpack, book bag, or other place where the device is not visible.

Portable communication devices may NOT be turned on at any time during the regular school day for any reason, except to call 911 in emergencies or with the express permission of a teacher.

This prohibition includes, but is not limited to, lunch breaks, class changes, dismissal and any other scheduled or non-scheduled activity that occurs during normal school hours.

Before and after the end of school, students may use portable communication devices, **but not inside school buildings that are still being used for school-related activities or on school buses.**

Portable communication devices may be used at after school activities that are not conducted in the school, provided that they do not interfere with the activity or school operations. If a student uses a portable communication device or any of its functions for any reason during the school day without express permission from the teacher, the following measures will be taken:

- The device will be confiscated from the student.
- The device will be returned only to the student's parent or legal guardian.
- Depending on the circumstances, the student may be denied the right to bring the device to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

The school is NOT responsible for lost, misplaced, stolen or broken communications devices or for any unauthorized use of such devices. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communications charges.

Phone Calls

Students are allowed to use the phone in an emergency, or when given written permission by the teacher. Students will not be allowed to use the phone for forgotten assignments, etc.

Care Of Property

If a student breaks or otherwise damages school property or property of others, that student will be required to pay for the damage.

Care Of Books

Each student is responsible for the care of a set of books that is loaned to him/her at the beginning of the school year. Books lost or damaged by the student must be replaced and paid for through the school office. Students are required to keep textbooks covered at all times. White-Out is not permitted.

Parties

Party invitations may not be sent to school for delivery unless all of the girls, all of the boys, or the entire class is being invited to a party. It is devastating to a child not to be invited to a party that the majority of the class is attending and it is totally contradictory to all that we at Holy Name of Mary School desire for our students. Please mail invitations if your child is inviting a select number of classmates and ask him or her not to discuss the party at school. Please note: the school office can not release student address information.

Rules And Regulations

The following behavior standards are expected in all areas of the school:

1. *"BE COURTEOUS AND RESPECTFUL OF OTHERS"*

The following will not be tolerated:

- a. hitting, kicking, pushing, fighting, or "play fighting"
- b. name calling, teasing, unkind remarks, foul language, dishonesty
- c. threatening or intimidating

2. *"RESPECT THE PROPERTY OF OTHERS"*

The following will not be tolerated:

- a. defacing school property
- b. damaging others' possessions or clothing
- c. stealing
- d. cheating

3. *"BE AT THE RIGHT PLACE AT THE RIGHT TIME"*

The following will not be tolerated:

- a. being out of an assigned area at recess or dismissal time

- a. being out of an assigned area at recess or dismissal time
- b. leaving campus without parents or approved adult supervision
- c. loitering (straggling to line)

4. *"THINK AND PLAY SAFELY"*

The following will not be tolerated:

- a. bringing dangerous objects to school
- b. using equipment in a dangerous or an incorrect way
- c. entering or leaving school grounds contrary to the drop-off and pick-up policy

5. *"OBEY ALL SCHOOL PERSONNEL"*

The following will not be tolerated:

- a. refusing to obey directions given in any school area or at any school-sponsored activity
- b. refusing to obey emergency procedures
- c. being disrespectful in word or behavior toward any person

6. *"SHOW POSITIVE ATTITUDE TOWARD SELF"*

The following will not be tolerated:

- a. being out of uniform
- b. gum chewing, eating sunflower seeds
- c. inappropriate school attire
- d. tattoos or other body markings





Topic-8-1-07

Academic Dishonesty Policy



Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Please Open this Link for the [Parent Student Policies Agreement Form](#)

Please print out a copy of the form, sign it and return it to the school.

Thank you.

