Holy Name Catholic School

Parent/Student Handbook

2026-2027

"Rooted in Christ, Growing in Virtue"

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

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WELCOME

Dear Parents/Guardians and Students,

Welcome to the 2026-2027 school year!

It is our hope that you find this handbook helpful. We encourage you to print it and place it in a convenient location at home where it can be easily referenced.

The goal of this handbook is to maintain an orderly, safe and nurturing environment, where children can achieve optimum academic, social, physical and spiritual growth. We are all partners in this effort and everyone shares the responsibility of making our school community a positive and supportive place that promotes the development of each child.

This handbook does not constitute a binding contract between Holy Name Catholic School, the student, or the student's parent(s)/guardian(s). While every effort is made to keep the contents of this handbook up to date, the School Administration reserves the right to change or alter any statement therein without prior notice. Should there be any updates to this handbook during the school year, we will do our best to inform you by email and update the Parent & Student Handbook posted on our school website.

We thank you for your continued support of Holy Name Catholic School and all those who make up our school community.

Blessings,

Jennifer Sisk, Principal

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HOLY NAME ADMINISTRATIVE TEAM

&

OFFICE PERSONNEL

Father Juan Carlos Bello
Pastor
JuanCarlos.BelloCarrillo@archsa.org

Jennifer Sisk
Principal
jsisk@hncstx.org

Jennifer Olivares
Business Manager
jolivares@hncstx.org

Susanne Watson
Enrollment Director
swatson@hncstx.org

Celeste Gume
Counselor
cgusme@hncstx.org

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SCHOOL ADDRESS

Holy Name Catholic School

3814 Nash Blvd.

San Antonio, Texas 78223

PHONE: 210-333-7356

STAFF

Jennifer Sisk	Principal
Jennifer Olivares	Business Manager
Susanne Watson	Enrollment Director
Adriana Molina	PK3 Teacher, Before Care Manager
Shannon Gibbons	PK4 Teacher, CapIt Coordinator
Raquel Martinez	Kinder Teacher
Susie Gaytan	Kinder Teacher
Emily Mendoza	First Grade Teacher
Leticia Gloria	Second Grade Teacher
Jessica Russe	Third Grade Teacher
Andrew Flores	Fourth Grade Teacher
Rachel Campos	Fifth Grade Teacher
Florestela Longoria	Middle School Teacher- Social Studies, Religion, Spanish
Mary Black	Middle School Teacher- Math, Science, CAAC Coordinator

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Celeste Garcia	Middle School Teacher- English/Language Arts, Choir/Yearbook
James Kappmeyer	PE Teacher
Steph Rudi	Music Teacher
Cecilia Ramirez	Elementary Spanish Teacher
Sister Josephine Lomasney	Library Manager, Religion Coordinator
Susie Gaytan	After Care Manager
Alexandra Orosco	School Nurse/Attendance
Kristen Garner	Instructional Interventionist
Priscilla Trevino	After Care Worker
Roger Lopez	Athletic Director

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RIGHT TO AMEND STATEMENT

The Archdiocese of San Antonio, the Administration and/or the Pastor of Holy Name Catholic School reserve the right to modify the policies and procedures found in this Handbook or to add new policies as circumstances make such decisions prudent and necessary.

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2026-2027 Academic School Calendar

SCHOOL : Holy Name Catholic School

CATHOLIC SCHOOLS

LEGEND	
FD	First Day of School
	No School
	Early Dismissal
A	Title Assembly
C/W	Comp / Work Day
G	Graduation
I	Inclement Weather Make-up
R	Spiritual Retreat
W	Teacher Work Day (optional)
LG	Last Day / Graduates
L	Last Day of School

Month	Instructional Days	Inclement Days
Aug	11	0
Sept	21	
Oct	22	1
Nov	18	
Dec	14	
Jan	19	3
Feb	18	
Mar	16	
Apr	21	
May	20	
June		
July		
Total	180	10

JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 - Independence Day

AUGUST 2026

S	M	T	W	T	F	S
						1
2	3	4/R	5/R	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12 - Catholic Schools Convocation
17 -First Day of School

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4/	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7- Labor Day

OCTOBER 2026

S	M	T	W	T	F	S
				1	2/	3
4	5	6	7	8	9	10
11	12	13	14	15	16/	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2- Arch PD

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24/	X	X	X	28
29	30					

7 - Assembly
11 - Veteran's Day
26 - Thanksgiving Day

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18/	19
20	X	X	X	X	X	26
27	X	X	X	X		

25 - Christmas Day

JANUARY 2027

S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29/	30
31						

1 - New Years Day Holiday
18- Martin Luther King, Jr Day
6- Workday 28- Arch PD

FEBRUARY 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	X	9	10	11	12/	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 - Presidents Day
8- Comp

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	X	X	X	X	X	13
14	15	16	17	18	19	20
21	22	23	24	25/	X	27
28	X	30	31			

25 - Holy Thursday
26 - Good Friday
28 - Easter 29, weather make up

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22/	X	24
25	26	27	28	29	30	

23 - Battle of Flowers

MAY 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24/ G	25	26	27	28/	29
30	X					

31 - Memorial Day, weather make up
14- 8th Last Day
27- Kinder Graduation
28- Last Day of School

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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HOLY NAME CATHOLIC SCHOOL MISSION AND PHILOSOPHY

Mission

The mission of Holy Name Catholic School is to provide a Christ-like secure atmosphere which promotes strong Catholic values and academic excellence.

Philosophy

Holy Name Catholic School believes that

- We are committed to the religious and academic education of each child to his or her full potential.
- We are in partnership with parents, the primary educators of their child, to develop the child's ability to effectively meet the spiritual, intellectual, social, and ethical challenges of living in a technical and global society. We believe the child should assume responsibility for learning – understanding that education is a lifelong process.
- We believe that our ultimate goal is to continue our faith in order to achieve eternal salvation.
- We believe that our school community strives to live the gospel of Jesus Christ through worship and service.

GOALS

Holy Name Catholic School develops a faith based community among Faculty, Staff, Students and Parents by promoting and modeling Catholic Values. Our school community strives to live the Gospel of Jesus Christ through worship and to respond to the needs of the community through fellowship and social justice. We are committed to providing academic excellence and developing each child to his or her fullest potential.

HISTORY OF THE SCHOOL

Due to the growth of families in surrounding area parishes, The Archdiocese of San Antonio purchased ten acres of land on January 31, 1957 with the intention of eventually forming a new parish. In December of that year a temporary chapel was constructed.

Following the dedication, the first and second grades of school were taught at the front end of the building while also utilizing the structure as a chapel. Surplus barracks were purchased in the summer of 1961 and remodeled by the men of the Parish; this became Holy Name Parish School, staffed by the Sisters of Our Lady of Charity.

On April 15, 1962, groundbreaking ceremonies were held for a new, permanent, eight-room school building and rectory, which were completed by September of the same year. Two more classrooms were added to the barracks in 1964, and the church building underwent one of many renovations in 1965. At that time, the barracks were converted into a hall, kitchen and classrooms. In 1966, a separate, three-room temporary classroom

building was added, and in 1967 a lighted baseball field was constructed. During June 1969 to June 1976, most of a substantial and lingering debt was paid off. In order to do this, economic measures were required. In 1971, the seventh and eighth grades had been discontinued. Interior work in the church building and hall was carried out during those years. During 1977, further renovations were undertaken to the aging barracks to provide for a Religious Education Center. In that same year, the phasing-back of the seventh and eighth grades of the Parish School began.

On July 18, 1981 groundbreaking ceremonies were held to commemorate a new Activity Center. With the arrival of the Sisters of St. Francis that same year, school enrollment peaked. Pre-Kindergarten and Extended Daycare programs were then added. The years 1984 through 1987 marked a period of growth and stability for the school. The Sisters of St. Francis left Holy Name School in May 1987; and for the first time in its history, the school was under the administration of a lay principal. In September of 1988, the east barracks were completely destroyed by fire. However, plans to build the new Education Building were soon finalized, and a groundbreaking ceremony took place in October. The new school facility provided three new classrooms, one with a science lab; a computer lab; preschool and daycare facilities; a Parish Learning Center; an Adult Education Room; and the school's administrative offices. The building was blessed in the spring of 1989 and was first used by the school in the fall of 1989.

OUR GOALS IN FAITH AND EDUCATION

At **Holy Name Catholic School**, we strive to:

- **Live and witness our faith in Jesus Christ** by creating a Christ-like, secure environment rooted in love, respect, compassion, and service to others.
- **Strengthen the Catholic faith of our students** by providing meaningful opportunities to grow in their understanding of the Gospel and Catholic teachings through daily instruction, prayer, worship, service, and participation in the life of the Church.
- **Build a strong and unified school community** through collaboration and open communication among students, families, faculty and staff, parish leadership, and the greater Holy Name community.
- **Make academic excellence a priority** by providing rigorous, purposeful instruction that builds essential skills, challenges students to reach their potential, and prepares them for continued success in their educational journey.
- **Promote continuous academic and personal growth** by recognizing that every child enters our school with unique strengths and needs. We are committed to meeting students where they are, celebrating their progress, and providing the support and opportunities necessary for continued growth.
- **Educate and advocate for the whole child** by supporting each student's academic, spiritual, social, emotional, and physical development while recognizing the individual gifts God has given them.
- **Develop responsible and virtuous young people** by encouraging personal integrity, accountability, self-discipline, kindness, and respect while providing a firm foundation in Catholic moral values.
- **Prepare students to serve others and positively impact the world** by helping them understand their responsibilities to their school, Church, community, nation, and world through the principles of Catholic social teaching.

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Through these goals, Holy Name Catholic School remains committed to its mission to **provide a Christ-like, secure atmosphere that promotes strong Catholic values and academic excellence**, while helping every student grow in faith, knowledge, character, and service.

ACCREDITATION

Holy Name Catholic School is accredited by the Texas Catholic Conference Education Department (TCCED), which is recognized by the Texas Education Agency (TEA), and is responsible for the implementation of the accreditation process for the Texas Catholic schools. To assist and provide direction to the TCCED, the bishops approved the formation of the Texas Catholic Conference Accreditation Commission (TCCAC). A school which is recognized by its Bishop as a Catholic school participates in the TCCED accreditation process. In 2013, the TCCED entered into a partnership with AdvanceEDU that provides the opportunity for schools to have dual accreditation from both agencies. Accreditation by an additional association is a local school option but does not substitute for accreditation by TCCED. All Catholic schools in the Archdiocese of San Antonio participate in the accreditation by TCCED every seven years.

In order to be accredited, Catholic schools will be reviewed in light of the standards of quality and effectiveness as defined by TCCED and universally recognized educational practices.

The standards include consideration of:

1. Catholic identity and programs;
2. mission, philosophy and vision;
3. community support of the school;
4. a safe and healthy environment which is conducive to learning;
5. faculty/staff qualifications and performance;
6. the effectiveness of the administrator as a spiritual, managerial and instructional leader;
7. the purpose, design, and implementation of curriculum;
8. the programs and resources available to meet the needs of special populations;
9. the utilization of assessment instruments to determine modification in student programs;
10. staff development;
11. long range strategic planning;
12. in-service programs for governing body members;
13. compliance with applicable federal and state statutes.

The accreditation of non-public schools in Texas is a function of the Texas Private School Accreditation Commission (TEPSAC) and is recognized by the commissioner of education as having standards comparable to 19 TAC Chapter 97. Student credits earned in non-public schools accredited by TEPSAC are transferable to Texas public schools. Teacher service in accredited non-public schools has been recognized for salary increment purposes in Texas public schools. The accreditation of non-public schools under this arrangement became effective on February 12, 1986.

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School Advisory Council

Every parish and archdiocesan school must have a school advisory council. The local school advisory council, whose authority is derived from the pastor of the parish or authorized agent, is called into being by the pastor/authorized agent and given its mission to advise the principal and pastor.authorized agent in areas of fiances, school enhancement, policy, development, and strategic planning. A school advisory council shall be established ot serve as a consultative body to the principal. The council is composed of elected, appointed, and ex-officio members as set form in its constitution.

ADMISSION POLICIES

Non-Discriminatory Statement

Holy Name Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, color, ancestry, national and ethnic origin or gender in the administration of educational policies and admission policies.

Preference, however, will be given to students of the Catholic faith.

Requirements - Age and Documents

Holy Name Catholic School provides a program for 3 year olds through 8th grade accredited by the Texas Catholic Conference Education Department and the Texas Education Agency. The following age requirements should be met prior to a student registering:

3K 3 years of age on or before September 1st and fully toilet trained
4K 4 years of age on or before September 1st and fully toilet trained
Kindergarten 5 years of age on or before September 1st
1st Grade 6 years of age on or before September 1st

Prior to admission, the student's parent/guardian is required to provide the following documentation:

- Official Birth Certificate
  - Baptismal Certificate (if applicable)
  - Official cumulative record or transcript of previous grade (a) including any special education documents including, but not limited to 504 plan, individualized education program (IEP), special services or testing
  - Emergency Information Card
  - Health Record (Immunization record, Illness record)
  - Court-Certified Copy of the Custody Section of any existing Divorce/Separation Decree (when applicable)
  - I-20, for International Students (when applicable)

Enrollment is not complete until all required documents are received, reviewed and found to be in order by the school.

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Admission Interview

After an initial inquiry about starting or transferring to Holy Name Catholic School, an introductory interview with students and families may be set up with the principal for those students wishing to enter into grades K-8.

Admission of Students Transferring Schools Within the Archdiocese

The transfer of a student from one Catholic school to another within the Archdiocese of San Antonio can occur only after consultation between the principals of the two schools involved and all fees have been reconciled with the previous school.

Admission of Students from Public and Non-Public State Approved Schools

Admission of students transferring from public and other state approved non-public schools is the decision of the principal based on testing, observation and other assessments. This decision is made if it is deemed in the best interest of the student and the placement is agreeable to both parents and the principal.

Admission of Students from Home School and Non-Accredited Schools

Admission of students who transfer from non-accredited schools or homeschooling is the decision of the principal and shall be based on testing, observation, and/or other assessments.

Admission of International Students and Exchange Visitors (SEVIS)

Please note: Students transferring from a public school or private school may be enrolled for no more than 30 calendar days while awaiting the transfer of the immunization record. Should a student's immunization record not be provided in the required time period, the student shall be automatically withdrawn.

Form: I-20 Required Data Form – 3007A

Each school should be certified as an approved agent to certify eligibility of non-immigrant students through the Student and Exchange Visitor Program (SEVIS) and comply with all applicable laws and regulations pertaining to their certification. Each school should designate a school official (DSO) for the SEVIS system to be the primary point of contact for all SEVIS related matters and who shall work with the student and parent/guardian, in consultation with the Catholic Schools Office, to complete, process, communicate, update, and verify all information required by SEVIS.

Before an I-20 form can be completed, the student must be formally accepted by the school and in compliance with all of the school's admission requirements. Schools should issue a formal acceptance letter to their international and exchange visitor students to facilitate the SEVIS process. The acceptance letter should identify the parent/guardian in the United States who will act on behalf of the student. A copy of the legal guardian's authority to act on behalf of the parent/student should be kept on file with the school. The school DSO shall work with the student's parent/guardian to complete the computerized I-20 form via the SEVIS system. Schools may use the I-20 Required Data Form (3007A) to facilitate completing the I-20 form via the SEVIS system.

Admission of Students With Special Needs

The Archdiocese of San Antonio promotes inclusion for all children with different learning needs. Students with

special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. The Archdiocese of San Antonio recognizes that children with different learning needs desire access to Catholic Education. Students with special needs shall be given the same consideration as all applicants. The school must take into consideration the limits of the services they are able to provide. Catholic schools strive to provide accommodations within the scope of the school's resources. Schools must have a process and policy in place for documenting accommodations and/or modifications. A Catholic School Accommodation Plan will be developed for any admitted student that has documentation indicating there is a disability. Accommodation plans will be reviewed annually with stakeholders. Student progress will be monitored and communicated to parents throughout the school year.

- Re-registration for current students begins as early as January of each school year. The registration fee is due at this time. This fee is non-refundable. TEFA funds used to pay fees must be returned to Odyssey and under no circumstances are they to be paid directly to a family.
- Priority is given to siblings of currently enrolled students at Holy Name in regard to registration and admission.
- **No child will be allowed to register for the next school year if there is an outstanding financial debt to the school.** Registration fees are assessed at the time of registration.

ARRIVAL AND DISMISSAL OF SCHOOL

Wellness Checklist - How are you feeling today?

Before coming to school, please check to see how your child is feeling. If he/she is exhibiting any of the below symptoms in a way that is not normal for him/her, then please keep your child home from school:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

If your child is feeling well, then please bring him/her to school.

Daily Schedule - The School Day

A school day, as defined by TCCB ED, is seven hours in length with a required minimum of six hours for instruction, except for full-day Pre-kindergarten and Kindergarten with a minimum of 5 hours, 20 minutes of instructional time.
A school day for a half-day Pre-kindergarten and Kindergarten program is a minimum of 3 hours in length with a required minimum of 2 hours, 40 minutes of instructional time.

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Any time set aside for lunch, recess, etc. will be in addition to this minimum instructional time. Reduction of the amount of instruction time in the regular school day, apart from the approved calendar, shall be only for serious reasons and requires the prior approval of the superintendent.

Class schedules are planned according to the time allotments specified by TCCB ED.
A master schedule is retained in the Principal's office.

Arrival

The school is open at 7:15 a.m. Monitors will be on duty to supervise the students from 7:15 a.m. until 7:45 a.m. Students arriving at or after 7:45 a.m. will proceed to the office for a tardy slip. Before School Care is offered for students beginning at 6:45 a.m.

The School Day begins at 7:45a.m. Students in grades PK through 5th are self-contained most of the day. Students in grades 6th through 8th are departmentalized most of the day.

Dismissal Schedule (PK-8th Grade)

PK3 and PK4 2:50 PM Under the Awning
Kindergarten and First Grade 2:55 PM Under the Awning
Second and 3rd Grade 3:00 PM Under the Awning
4th and 5th Grade 3:05 PM Under the Awning
6th, 7th and 8th Grade 3:30 PM Under the Awning

Students not picked up by 10 minutes after their posted dismissal time will be taken to the After School Program facility and charged a fee. Please see charges for After School Care (Extended Day Care).

Please:

- Keep your speed low. This allows you to be aware of students and react to any sudden change in traffic.
- Be prepared when either dropping-off or picking-up your child.
- Be patient and courteous.
- No cell phone usage please

Procedures for Dropping-Off and Picking-Up Students

Please note, during drop off and pick up times, the drive through becomes a one-way drive from Kate Schenck through Nash Blvd.

Early Morning Drop-Off Procedures (PK-8th Grade)

Before School Care is available beginning at 6:45 a.m. Students must be walked to the side entrance of the Music Room. A teacher will be on duty to greet families and sign students in. Cars should enter from Kate Schenck through the front entrance of the Activity Center.

Beginning at 7:15 a.m. students in grades PK-8 may be dropped off in the front of the elementary building under the awning.

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For the **first week of school only** and for the security and safety of our children, families will be allowed to walk their children to the door of their classroom to facilitate a smooth transition to school.

Parents are asked to proceed across the campus slowly and to exit onto Nash Blvd. Please be extremely careful during drop-off and pick-up times, as students are crossing and could be severely hurt by someone driving too fast or not paying attention. Please report any unsafe driving to the school office with the description of the vehicle. We will contact anyone not following pick-up and drop-off procedures to make sure unsafe conditions do not lead to a child being injured. Also, please do not use your cell phone while driving on our campus. All city ordinances to this nature shall be followed while driving on campus.

Before School Care/After School Care
The Before School Care program hours are from 6:45-7:15 a.m. A snack will be provided. The Before School Care program is located in the Music Room.
The After School Care program hours are from 3:00 - 5:30 p.m. A snack will be provided. The After School Care program is located in the Music Room.

The Before School Care monthly fees are:
$50 per month for 1 child
$60 for families of 2 or more children

Drop-ins: If your child needs to utilize the Before School Care Program as a Drop In, there is a flat fee of $5 per child per day.

The After School Care monthly fees are:

$130.00 for 1 child
$165.00 for 2 children
$200.00 for 3 children
$235.00 for 4 children

Drop-ins: If your child needs to remain on campus and attend the After School Care program, please contact the school office before 2:00 p.m.. There is a flat fee of $10 per child per day.

Fees will be entered into FACTS on a monthly basis and will need to be paid monthly. No deductions will be made for Holidays or Absences.

Late Pick-up Fee: Any child/children not picked up by 5:30 p.m. will be charged a fee of $2.00 per minute for the first fifteen minutes. The fee will increase to $5 per minute after the fifteen minutes.

ATTENDANCE

State law requires students to be in attendance 90% of the school year. A student may not receive credit for a course unless the student is in attendance for at least 90 percent of the days the course is offered. Holy Name does not offer credit recovery, therefore, any students not meeting the 90% attendance requirement for the school year will be retained and not promoted to the next grade. Please keep in mind the attendance policy:

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● 5 absences - phone call and email from the teacher of record or school nurse. The principal is to be copied on this email.

● 10 absences - phone conference with the school nurse or principal. Procedures to begin making up attendance hours will begin when a child reaches 10 absences.

● 15 absences - meet in person with Principal. Make up attendance hours will be required and families will be put on an attendance probation contract. This may impact the students ability to reenroll for the next school year.

Please note that any credit recovery will need to take place before the last day of the 2026 2027 school year. It is up to the Parent to coordinate with administration and their child's teacher for dates and times to make up instructional minutes. Attendance recovery will be the families responsibility to complete. If credit recovery is not completed, the student will be retained. All absences during the credit recovery program will need to be approved by administration. Refusal to complete credit recovery may result in a denied readmission for the upcoming school year and retention. Making up attendance time is not guaranteed and up to the parents to coordinate. Acceptance of time is at the discretion of the Principal or designee.

Perfect Attendance Awards

Holy Name Catholic School will distribute Perfect Attendance Awards beginning this school year. Students with no absences and 4 tardies or less, will be eligible for the Perfect Attendance Award at the end of each semester.

Absences

Students are to attend school unless there are valid reasons for absence provided by the parent/guardian. There is a positive relationship between regular attendance, punctuality, and schoolwork. In accordance with the State Compulsory Attendance Law, every child enrolled at Holy Name Catholic School is required to be in attendance 90% of the instructional days. Therefore, students who incur 18 or more (excused or unexcused) absences per year will be retained and not be promoted to the next grade. Frequent absenteeism, excused or unexcused, will be investigated and appropriate action will be taken by the Principal.

Full Day Attendance: To be counted as present for a full day of school, a student must be in attendance at school for a minimum of four hours (240 minutes) of the instructional day.

Half Day Attendance: To be counted as present for a half day of school, a student must be in attendance at school for a minimum of two hours (120 minutes) in the instructional day.

Acceptable reasons for granting excused absences include 1) personal illness, 2) sickness or death in the family, 3) quarantine, 4) weather/road conditions making travel dangerous, 5) any other cause acceptable to school administration. An excused absence does not mean a student will **not** be marked absent.

A student who is not physically present at school, excused or unexcused, is marked absent. If a student is absent, the parents are to notify the school office by 9:00 A.M. Absences extending beyond three days will require a written note from the doctor.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Extended absences for extra vacation time are highly discouraged and considered unexcused. If such absences are absolutely necessary, pre-arrangements with the Principal must be made. Absence does not excuse a student from the responsibility of completing assignments. All class work, homework, and tests missed due to absence must be made up. The due date of the make-up work is to be coordinated with each teacher during the first day of return from an absence. It is the student's responsibility to obtain the missed work from their teachers. Teachers are not required to provide class work prior to a student's absence.

Returning students from an absence **must present a written note signed by a parent/guardian** containing the following information: 1) Student's name; 2) Date(s) of absence; 3) Reason for absence; 4) Parent/Guardian signature and date.

If the absence is due to a medical or dental appointment, an excuse from the doctor's office is required upon return to school. An excused absence **does not** mean a student will not be marked absent. It is recommended that medical and dental appointments be scheduled after the school day has ended.

It is the responsibility of the parent/guardian to contact the school to report when the student is absent. Parents of absent students must let the school office know by 9:00 A.M. that they will be picking up assignments for the absence after school. This will allow teachers time to gather assignments. Students with unexcused absences will not be allowed to make up work missed during their absence. This includes homework, classwork, quizzes and tests.

Consecutive Non-Attendance Days

The School shall contact a student's parent(s) or guardian(s) when a student is absent for two (2) consecutive days and there has been no contact with the school. If after a student has been absent ten (10) consecutive school days and repeated efforts by school staff (e.g., administration, school counselor, health coordinator, nurse or other administrative staff) has not had successful contact, the school may withdraw the student.

Tardies

Tardiness is a serious problem. Late students miss important announcements and directives. They also miss out on learning time and cause a disruption in the class when they walk in late.

A student is considered tardy if they are not in the **classroom** by 7:45 a.m. A student arriving after this time must obtain a tardy slip from the office before entering the classroom. A student with 5 tardies or more, in any given semester, is not eligible for a perfect attendance award. Frequent tardiness will be investigated and parents may be required to meet with the teacher and/or Principal. Students who have more than 10 tardies per nine weeks will be charged a $25 fee in FACTS.

Excessive Tardies or Absences

- Tardies should only occur occasionally. Students who have more than 10 tardies per nine weeks will be charged a $25 fee in FACTS.
- 18 Unexcused/Excused Absences will result in Retention.

Releasing of Students During School Hours

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

When a student must leave the school campus before regular dismissal, the parent must report to the school office to pick up the student. Parents must sign the student out in the office. The student will then be called to the office to leave with the parent. Parents may not pick up students from the classroom.

A student may be released from school during school hours only to those persons listed on the student's emergency information card. If your child is to leave school with someone other than yourself, and the person is not listed on the emergency contact form, a written request will need to be made prior to his/her arrival. When a parent or legal guardian requests that an individual, who normally would have the legal right to the possession of a student, not be allowed the possession of the student, it is the responsibility of the parent/guardian to furnish legal documentation to the principal preventing the release of the student to that individual.

Students enrolled in a course for high school credit are expected to meet all attendance requirements for the course.

A student who arrives more than 15 minutes late to a high school credit course will be recorded as absent for that class period. Attendance will be taken separately for each middle school class period.

Students who do not meet the required attendance requirements for a high school credit course may not be eligible to receive high school credit for the course, regardless of their academic grade.

Release of student to a Law Enforcement Officer

Schools and their officials shall not interfere in the official duties of law enforcement or government officials. Police and other government officials shall communicate directly with the principal when requesting an interview with a student. In the absence of the principal, the request shall be directed to the assistant principal or administrator on duty.

Law enforcement and government officials shall be given access to a child without prior parental permission under the following circumstances: (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm. No police officer should ever be allowed to come into a school and question a student about a prior, off-campus event.

A student's parents or guardians shall be notified immediately if law enforcement or government officials request to speak with the student unless it is stated that doing so would undermine the efforts of law enforcement or the government official. In all cases, the Superintendent, or their designee, and the archdiocesan attorney shall be notified immediately regarding the presence of law enforcement or government officials on campus.

STUDENT RECORDS

Holy Name Catholic School requires updated emergency contact information which is located on the Student Health Form. The parent must notify the school of any changes in writing in order to have information updated in FACTS.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Emergency Information

All families must keep their emergency contact information current. Please notify the school office immediately of any changes during the school year. The emergency contact information provided to the school will be used to determine who is authorized to pick up your child. The school will not allow your child to go with anyone unless specified.

Publication of Address Release

The school will not publish the address or phone numbers of any parents/guardians, students, or employees without their written consent.

Use of Student Photos and/or Interviews

Students' photographs and interviews may not be taken or used without written parental and administrative permission. Parents may sign a waiver each year giving the school permission to publish their child's photo or interview. This form is distributed as part of the registration process and the new student admissions packet.

Permanent Records
Form: Permanent Record Card – 3201A

A permanent record of the educational history of each student who has attended a school in the Archdiocese of San Antonio shall be maintained.

A student file (i.e., permanent record) must be maintained for each student following the requirements outlined in Section V of the TCCB Guide to Quality and Effectiveness.
The permanent record should contain only these items: academic transcripts (high school)/ permanent record card (elementary) (Form 3201A); academic testing; health records (unless kept in a separate health office); and emergency information. Only the contents of the student's permanent record should be forwarded to a new school.

A copy of the permanent record is retained by the school when a student transfers or graduates.

Parish schools which close shall transfer the permanent record to the parish office. Archdiocesan schools that close shall coordinate with Archdiocesan Archives for the storage of permanent records.

Access to Records

Parents and students are afforded the right of access to records and the right to request that statements be changed or deleted. If the school refuses to change or delete records, statements made by parents or students should be included in the record.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

The school should state in writing what procedures are to be followed if a parent or student wishes to view a

record and/or receive copies. The school can ask for twenty-four hours' notice and can require the parent to make the request in writing.

Release of Records

All materials in the student's file shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, the parents/legal guardian, and to the student after his/her eighteenth birthday. Parents are to be made aware that they have the right to this information.

Each school shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

Non-Custodial Parents' Access to Records

Each school shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

Request for and Transfer of Student Records
Form: Request for Records – 3205A

Permanent record cards and health records will be released to a receiving school when that school sends a formal request to the receiving school. This may be done through secure electronic transmissions or via email (Form 3205A). A release form signed by the parent or legal guardian must be obtained by the requesting school.

If the student is transferring to a Catholic school within the Archdiocese, the original permanent record and health records shall be transferred. A copy should be retained for the originating school's records.

If the student is transferring to a school that is not recognized as a Catholic school within the Archdiocese, a copy of the student's permanent record card and the original health records shall be transferred.

All special education or psychological test results, which are to be released to a receiving school, must include a parent's signed release specific to that information. The student's original permanent record card or a copy is then placed in the inactive file with a notation made indicating to which school the student has transferred, the date and the reason for the transfer.

Withholding School Records

Schools shall not withhold transcripts or grades because of delinquent tuition. Parents have an absolute right to access any and all student records related to their children. Consequently, in no case shall the withholding of

transcripts, report cards or other records of student's work be used for the enforcement of collection.

Scholarships:

Tuition grants may be available for Holy Name families. There may also be tuition grants for parishioners or siblings. Tuition grants may be available for the children of full-time Holy Name employees. Families must apply for TEFA and Hope for the Future in order to be considered for any type of grants. These grants are for tuition only, they do not apply to fees, before care or after care, or any other charges. Grants are awarded based on demonstrated financial need and eligibility requirements.

CONDUCT AND DISCIPLINE

Code of Conduct - Both Inside and Outside of School Day

Holy Name Catholic School Discipline Philosophy

Holy Name Catholic School emphasizes positive expectations, recognizes differences, and provides options that will work with today's students. As we strive to understand current trends in society, we accept students as they are today and set expectations that are realistic and that reflect our school mission. We believe that the ultimate responsibility for a student's behavior belongs to the child. Students must learn that they are responsible for their actions and must accept the consequences for their behavior. The school and the home must cooperate and support each other in teaching this responsibility. Holy Name Catholic School parents and students set a Christian example and act in an appropriate manner on or off school premises, at school-related activities, functions or events. Our Catholic faith calls for discipline that is derived from respect, compassion and understanding of each other. Parents and students are expected to comply with directives and all school policies. Parents are expected to support the disciplinary process and to cooperate fully with the administration and the faculty in the enforcement of these policies. Additionally, administration reserves the right to modify and/or add new directives and consequences to this discipline policy, as individual circumstances require.

Three fundamental premises constitute the core of our discipline program:

- All students have the potential to learn and to behave appropriately.
- The best discipline is self-discipline.
- Everyone has the responsibility for solving problems in the school.

Expectations of Students

All students are expected to:

- Produce academic work according to the best of their ability
- Cooperate with faculty and staff
- Be courteous to others: students, staff, faculty and visitors
- Follow rules and regulations of this handbook and of the individual classroom
- Adhere to uniform code
- Come to class prepared to learn
- Be disciplined, respectful, and responsible
- Be present and participate in all class/school activities

Code of Conduct - Specific Policies

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Teachers will utilize steps of corrective teaching as described below.

- Praise/Empathy
- Describe inappropriate behavior
- Describe appropriate behavior
- Rationale
- Acknowledgement
- Practice
- Feedback
- Consequence
- Praise

It is expected that all students are disciplined with dignity. If a teacher's redirection is unsuccessful, an administrator will work through the corrective teaching as well. Based on the level of an infraction, the following may be used (including, but not limited to):

- Verbal or written warning
- Parent conference
- Loss of privileges
- Removal from classroom
- In school suspension
- Off campus suspension
- Expulsion (removal from Holy Name Catholic School)

A student receiving an In School Suspension (ISS) may be placed on a behavior contract at the discretion of administration. Repeated disciplinary infractions that result in multiple assignments of ISS may result in dismissal from Holy Name. A student receiving an Out of School Suspension (OSS) may not return to the classroom until the parent and the child have had a formal meeting with administration. A student granted permission to return after an OSS will return under the terms of a discipline contract which must be signed by the student, parent, and administration. Failure to comply with the terms of the discipline contract may result in immediate removal from Holy Name.

Bullying/Harassment Policy

Purpose:

Catholic schools commit to fostering a safe, compassionate, and respectful environment

where every person's inherent dignity is honored. Bullying in any form—whether physical,

verbal, cyber, or relational—contradicts the values of kindness, empathy, and respect

central to Catholic education and will not be tolerated.

<u>Roles and Responsibilities:</u>

School leaders, including principals and designated staff (e.g., counselors, lead teachers),

with oversight from local authorities (pastor, superintendent, or school board), share

responsibility for implementing bullying prevention, intervention, and reporting procedures. All members of the school community—students, employees, volunteers, contractors—are expected to uphold this commitment.

Bullying Prevention Plan Components

1. Prevention

• Promote a culture grounded in Gospel values: kindness, respect, empathy, and acceptance.

• Implement age-appropriate social-emotional learning and character education.

• Encourage positive peer relationships and community-building activities.

2. Reporting and Investigation

• Provide clear, accessible, and confidential channels for reporting bullying, including anonymous options.

• Investigate all reports promptly, thoroughly, and fairly.

• Ensure transparency with involved parties while respecting privacy.

3. Response and Intervention

• Intervene promptly with supportive, restorative, and disciplinary actions consistent with Catholic teachings and school policies.

• Offer counseling and support services for victims, witnesses, and those who engage in bullying.

• Address retaliation against anyone reporting or participating in investigations.

Policy Elements

Definitions

Clearly define bullying, cyberbullying, harassment, and retaliation in terms consistent with current legal standards and educational best practices.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Prohibition Statements

Explicitly prohibit bullying, harassment, cyberbullying, threats, violence, and retaliation in all school-related contexts including off-campus events and digital platforms.

Notification Procedures

• Notify the parent/guardian of the alleged victim within three business days of the reported incident.

• Notify the parent/guardian of the alleged aggressor within a reasonable timeframe.

• Inform other appropriate school and law enforcement officials as required.

Student Guidance

Provide clear instructions on how students can seek help or report bullying and emphasize the importance of bystander intervention.

Disciplinary Measures

Outline fair and consistent disciplinary procedures based on investigation outcomes, including the prohibition of disciplining victims who act in reasonable self-defense.

Support Services

Ensure access to counseling and educational support for all students affected by bullying, including those who bully.

Professional Development

Provide ongoing training for staff on bullying prevention, intervention strategies, and cultural competency aligned with Catholic values.

Family Engagement

Promote regular communication and partnership with families to support bullying prevention and a positive school climate.

Compliance and Enforcement

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Violations of this policy will be addressed following the school's established disciplinary procedures, aligned with local, state, and federal laws protecting civil and human rights.

Key Definitions

Bullying: A significant act or pattern of behavior by one or more students exploiting a power imbalance through written, verbal, electronic, or physical means that:

• Causes or threatens physical harm or property damage;

• Creates a hostile educational environment;

• Disrupts the educational process; or

• Includes cyberbullying.

Cyberbullying: Bullying conducted through electronic devices or platforms including phones, computers, social media, and internet communication tools.

Harassment: Conduct based on protected characteristics (race, color, religion, gender, national origin, disability, etc.) that is severe, persistent, or pervasive enough to interfere with a student's educational participation or create an intimidating environment.

STATEMENT OF PROHIBITION

An environment that fosters respect and understanding of one another is achieved through the bully prevention program and counseling program at school. Students are expected to promote kindness and respect toward each other. The monthly campus virtues will help to instill a positive campus culture built on kindness and respect. October is our Bully Prevention and Awareness Month with additional information and lessons being provided through our Counseling and Guidance Office. We send out regular communications to reflect our partnership with families to support bullying prevention and a positive school climate.

Electronic Communications:

Online blogs or postings may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Statements posted online have no guarantee of privacy, and any member of our Holy Name community may see your comments and report them. Any statement may be reportable, and the school may/will take action. It is a criminal offense to harass someone via electronic communication if the offense was committed against a child under 18 years of age with the intent that the child commit suicide or engage in conduct causing serious bodily injury to the child.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

SUPPORT SERVICES

Our counselor works with groups of students and with teachers as part of our Guidance Curriculum to build up skills, concepts and abilities in self-knowledge and interpersonal relationships. We provide students, teachers, and parents in-services regarding dangerous behavior, such as cyber-bullying and human trafficking. We also train on virtue education and promotion of positive behavior. There is support for students on all sides of the bullying/harassment issue: the bully, the bullied, and the bystander. We will continue to teach all our students to become the upstander.

REPORTING PROCEDURES

In order to support the right of every member of Holy Name Catholic School community to be treated with dignity and respect, and in keeping with archdiocesan policy, the administration provides a procedure for reporting incidents of bullying, cyber-bullying or retaliation. Students always have the option of verbally reporting to a parent, staff member, or trusted adult who are encouraged to bring those concerns to our school. All reports will be taken seriously and investigated. Students may be interviewed, at the school's discretion, during the investigation. To maintain the safety and security of all students and staff, we reserve the right to search anywhere on the Holy Name campus. Upon completion of the investigation, the discipline procedures will be followed. The discipline actions could range from a warning up to expulsion. Please respect the process and know that the investigation is confidential and only matters pertaining to a parent's specific child may be discussed. The affected party will be notified when the investigation has been concluded and informed that an appropriate discipline action was taken, but the specifics will not be shared. If, after conclusion of the investigation, a student is found to be a victim of bullying, disciplinary measures against that student will be prohibited, based on that student's use of reasonable self-defence in response to the bullying.

REPORTING EXPECTATIONS AND PARENT COMMUNICATION

In order to maintain a safe, fair, and well-informed school environment, students are expected to report any incidents of concern to a teacher or school staff member immediately or as soon as reasonably possible. Prompt reporting allows school personnel to address situations quickly, conduct a thorough and balanced investigation, and ensure that all perspectives—including those of supervising adults—are considered. When incidents are reported after a delay (such as only to parents after school hours or over a weekend), the information may be incomplete or reflect only one perspective, which can hinder the school's ability to respond effectively. Students are also expected to report when they witness inappropriate behavior involving others, as maintaining a safe and respectful community is a shared responsibility. Parents are strongly encouraged to contact the school—specifically the teacher or staff member responsible for supervising their child at the time of the incident—when concerns arise. This ensures accurate information can be gathered and addressed appropriately. Parents are discouraged from contacting other parents directly regarding school-related incidents. The school does not mediate disputes between parents, and direct parent-to parent communication may unintentionally escalate situations or spread incomplete information. School personnel are committed to addressing concerns in a fair, consistent, and confidential manner.

RETALIATION

Retaliation against someone who reports a bullying/harassment incident is considered a serious offense and will be

dealt with in the same manner as a bullying/harassment incident.

OBLIGATION TO NOTIFY OTHERS

The Principal or designated staff member has primary responsibility to notify the following constituencies when bullying or retaliation has occurred:

a. Notice to Parents or Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify parent(s) or guardian(s) of alleged victim on or before third business day after the incident is reported, and of the procedures for responding to the incident; and will notify parent(s) or guardian(s) of the alleged bully within a reasonable amount of time after the incident, and of the procedures for responding to the incident. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

b. Notice to Another School: If the reported incident involves students from another Catholic school, the principal or designee first informed of the incident will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal education and privacy laws and regulations to protect the privacy of minors.

c. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and will notify the Superintendent of Catholic Schools of this report.

Holy Name Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

Dress Code

Parents and guardians are expected to be the primary monitors of the school uniform policy. We ask for each family's assistance in ensuring that students arrive at school each day in the **complete and proper Holy Name Catholic School uniform** and remain in compliance throughout the school day.

Teachers and administration will monitor uniform compliance. When a student is found to be out of uniform or in violation of the school's dress code or grooming expectations, a **Uniform Violation Notice** may be sent home with the student to inform the parent/guardian of the concern. Depending on the violation, parents may also be contacted and asked to bring the appropriate uniform item or assist in correcting the violation.

The notice will identify the area of noncompliance and, when applicable, provide a deadline for correcting the concern. Parents/guardians will be asked to review the notice with their child and assist in correcting the violation within the timeframe provided.

Repeated dress code violations or failure to correct a documented violation may result in disciplinary consequences at the discretion of administration.

UNIFORM VIOLATION CONSEQUENCES

• 1st offense (verbal warning, violation form sent home for student and parent signature)

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

• 2nd offense (verbal warning, violation form sent home for student and parent signature)

• 3rd offense (violation form sent home for student and parent signature and detention assigned)

• 4th offense (violation form sent home for student and parent signature and ISS assigned)

Our goal is to work in partnership with families to maintain consistent expectations for our students. We appreciate parents and guardians helping students come to school each day dressed appropriately and ready to learn.

Students are expected to adhere to all dress code expectations at all times. Any need to detour from the expected uniform will need to be discussed directly with administration. Teachers and administration will make parent contact for assistance when students are out of dress code. Please see the appropriate complete uniform below. All students are required to wear the school uniform. All uniform items must fit properly, be modest, and clean, without holes and neat (shirts tucked in and shoes tied) for the duration of the school day. Back up uniforms and spirit clothing are kept on campus. In the event that a student's attire does not meet the dress code expectations, parents will be notified to bring in a uniform. Please be mindful of skirt length. Skirts should fall no shorter than right above the knee and girls should wear shorts under their skirts.(skorts will already have shorts)

Consistent Uniform Infractions will result in disciplinary action at the discretion of administration.

Any individual found to violate the dress code will face appropriate disciplinary action, which may

include up to suspension or expulsion. All students PK3 - 8th grade are required to wear the school

uniform.

<u>PK3 and PK4</u>
Everyday girls: light blue polo with school crest and plaid skort
saddle shoes or solid black shoes
blue or white socks (above the ankle/knee-hi)
- may wear navy blue pants in cold weather

Everyday boys: gray polo with navy blue shorts or pants
solid black shoes or tennis shoes without a colored brand logo
blue, black, or white socks (above the ankle/crew socks)

<u>KINDER - GRADE 8</u>
Everyday girls: light blue polo with school crest and plaid skirt (PK-1st can also wear the jumper)
saddle shoes or solid black shoes
blue or white knee socks
- may wear navy blue pants in cold weather

Mass uniform girls: white blouse with school crest and tie and plaid skirt
saddle shoes or solid black shoes
blue or white knee socks

Everyday boys: gray polo with school crest and navy blue pants
solid black shoes or tennis shoes without a colored brand logo
blue or white crew socks

Mass uniform boys: white oxford shirt with school crest with navy blue tie and navy blue pants
solid black shoes or tennis shoes without a colored brand logo

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

blue or white crew socks
belts, if pants have belt loops

Only <u>WHITE</u> shirts are allowed to be worn under school uniform. Shorts are to be worn under skirt at all times.

Outerwear

When weather requires, students may wear outerwear to school that is necessary. It may be any color. If a student is going to wear outerwear indoors, it must be navy blue. It can be a uniform sweater or a solid blue sweater. A spirit pullover sweatshirt is acceptable if it is blue. Athletic hoodies must be gray or navy with HN logo.

Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day.

Grooming and Cleanliness

Cleanliness and neatness are expected of all students at all times. Parents are responsible for ensuring that the student's uniform is clean and in good condition daily. Students are responsible for personal hygiene, to include the daily use of deodorant. Uniform and P.E. shoes must be kept clean and, when necessary, washed or polished. Personal appearance makes a big difference in regard to self-esteem.

Hair

No hair color treatments of any kind for boys and girls. Hair color must be natural with no tipping, highlighting, or fad haircuts/styles. No colored tinsel can be worn in hair.

Boys:
For longer hair, it must be above the eyebrows, tapered above and around the ears and must be above the collar. For shorter hair, the sides and top should be no shorter than a #1 razor guard. Razored lines are not allowed. Sideburns should not extend below the middle of the ear. Hair height will be at the discretion of the administrator. The administration reserves the right to assess a violation to any student with an extreme or faddish hair style. Students with facial hair are expected to be clean-shaven.

Girls:
Above the eyebrows, away from the face. Moderate length is encouraged. Shaved sections are not permitted. Razored lines are not allowed.

Hair accessories

All hair accessories must be within school colors. Girls may wear a solid color bow that comes from the plaid (blue or white) or a bow that mimics the plaid. No other colors will be accepted. Bows must be constructed from modest materials (i.e., no sequins, etc.). Headbands must lay flush to the top of the head. If a student is wearing a novelty headband with ears, etc. they will be asked to remove them while in school.

Caps

Caps of any kind are not to be worn indoors, classroom, church, cafeteria, etc.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Tattoos:

Permanent and/or temporary tattoos are not permitted at Holy Name Catholic School. Henna tattoos are NOT permitted.

Jewelry

Students may wear one necklace and one ring with a religious pendant. Necklaces should be tucked in the shirt for safety purposes. It should be modest and tasteful. Girls may wear one pair of stud earrings or small hoops (no more than 8mm). One bracelet may be worn to school. Students may wear a wrist watch. SMART WATCHES or similar devices are NOT permitted at school. Only one earring per ear lobe. No earrings for boys. Clear coverings require approval from administration.

Make Up

No facial make-up including, but not limited to: tinted face color, lip gloss, lip color, mascara, eyeliner, eye shadow, fake eyelashes and lash extensions. Only natural lip gloss or Chapstick will be allowed.

Only clear nail polish is allowed. Colored nail polish, artificial nails, and French tips are not permitted.

Spirit Day

Students will have the option to participate in ONE dress down day each week. On Mondays, students are allowed to wear a Holy Name spirit shirt with appropriate jeans or blue jean shorts (leggings, distressed jeans, torn or cut-off jeans, or athletic shorts are not permitted). Shorts must be no more than 3 inches above the knee. Students may also wear uniform shorts, skirts, or pants. Crocs and flip-flops are not permitted. All dress and grooming code issues rest with the judgement of the school staff and administration.

Dress Code Infractions

Parents or caregivers are primarily responsible for students wearing the proper uniform. At the administration's discretion, a student may be sent home for a uniform violation. All uniforms must be clean and neat in appearance (shirts tucked in, shoes tied, etc.) for the duration of the school day. Parents will be notified if their child is not in uniform compliance. Repeated violations may result in disciplinary action. The Principal is the final arbiter of neatness, length, and what is considered faddish or distracting. The Principal or the Principal's designee has the authority to determine whether a student's appearance and attire are in conformity with the school's uniform code. The Principal's judgment in these matters is final. The administration may call the parents for students who are dressed inappropriately and require that new clothing be brought to school.

Middle School Locker Regulations

Lockers are made available to students as a convenience for storing books, coats, etc. These lockers remain the property of the school and are subject to all school regulations. For reasons of health, safety, and school security, the school retains the right and responsibility to inspect lockers and examine the contents.

School Locks and Lockers

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

- Students will be assigned one locker for books and supplies and must use this assigned locker only;

- Students must not share their locker combination with anyone;
- Students are responsible for their lockers and combinations;
- Students must take care of their lockers. All decorations must be removed and the locker left clean at the end of the year.
- Students will keep their locker:
  - o Free of graffiti – inside and out
  - o Organized and neat
  - o Free of unsightly decoration or inappropriate photos
  - o Free of damage
  - o Locked unless being used

The school reserves the right to remove locker privileges from any student who does not follow the above regulations. To make sure the above regulations are followed, expect to have your locker inspected at least once a month by the principal or other school staff.

Disciplinary Actions - Penalties, Discretionary Procedures and Exceptions

Disciplinary Action

In establishing appropriate disciplinary regulations, the following guidelines have been used:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.

- Emphasis is placed on positive values rather than on punishment; however, consequences for inappropriate behavior are an integral part of the discipline plan.

- In dealing with student behavior, respect for the personal dignity of the student is given.

- Conferences and written communication between the home and school regarding infractions and reasons for continued dissatisfaction must be documented and kept on file.

Conflict resolution is an integral element of the discipline procedures and will be used when it is deemed to be necessary. **Conflict resolution** involves bringing together students who are involved in a particular conflict with a teacher facilitator present to dialogue for a peaceful resolution of the conflict.

Disciplinary Referrals

All cases of serious classroom disruption, disrespectful behavior towards an individual or property, or behavior that involves hurting another student physically or verbally must be referred to the office.

A Disciplinary Referral may result in an in-school suspension or an out-of-school suspension. An administrator will contact the parent/guardian for a conference if this course of action is necessary. Suspension may last from one to three days at the discretion of the principal. Two suspensions within one school year are grounds for expulsion. Parents will meet with the administration in the case of expulsion.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Expulsion will be invoked as a last resort.

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;

2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;

3. smokes or uses any tobacco product on school property or at a school-related activity;

4. possesses, uses or conceals a weapon (a weapon is any instrument which may

produce bodily harm or death) on school property or at a school-related activity;

5. threatens bodily injury or harm to a student/school personnel;

6. assaults a student, parent or any school personnel;

7. vandalizes school property or the property of others;

8. engages in chronic or repeated behavior which disrupts the learning environment.

9. Other inappropriate behavior deemed harmful by an Administrator.

Administrative Rights Regarding Disciplinary Policy

The administration reserves the right to modify and/or add new directives and consequences to this disciplinary policy as individual circumstances require. The administration reserves the right, in serious cases, to circumvent the disciplinary process as stated above.

Detentions

After School Detention: After school detention is used as a means to help students take responsibility for their behavior and loss of instruction due to disruption of instruction and non-completion of assignments, or for excessive tardies. After school detention will run from 3:30 p.m. until 4:30 p.m. or a time designated by the teacher. Teachers will notify parents when after-school detention has been assigned.

A detention may be assigned for behaviors such as:

- repeated disruption of class
- disrespectful attitude
- offensive language (cursing, swearing or profanity)
- cheating (student also receives a 0%, which cannot be made up)
- lying
- academic dishonesty

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

- other forms of behavior determined to be in conflict with the spirit and mission of the school
- excessive tardies

If a student has been issued three Detentions in a nine-week grading period, a School Suspension will be issued.

ALL situations involving serious classroom disruption, disrespectful behavior towards an individual or property, or behavior that involves harassing or hurting another student physically or verbally, must be referred to the office. Considering that all infractions cannot possibly be enumerated, disciplinary action will be taken when violations involving, but not limited to the following occur:

- Inappropriate behavior at Mass
- Disrespect (towards adults, students, property)
- Repeatedly disrupting class
- Leaving the classroom or grounds without permission
- Obscene/offensive language or gestures (written or spoken or acted out) o Engaging in pornographic actions or bringing such materials to school
- Cheating in any form
- Destruction of property (restitution must be made)
- Any selling or buying between students
- Eating or drinking in the classrooms without teacher permission
- Possession of electronic games and equipment without the permission of the teacher REFER TO PROHIBITED ITEMS IN THIS HANDBOOK
- Possession of cigarettes, wrapping papers, matches, fireworks, lighters or any pyrotechnic devices ● Possession of / use of cell phone during the school day
- Inappropriate dress, grooming or conduct
- Behavior unbecoming a Christian student
- Physical Contact
- Threats of any kind (verbal, gestured, or written)

A student who has served an In-school suspension and/or many detentions during the school year will not be eligible for field trips or special events without specific permission of the school principal. A student denied permission by the administration to attend a field trip must report to school and arrangements will be made for his/her supervision.

Suspensions

A student may be suspended by the principal or his/her designee for a serious violation of school rules.

A suspension may not last longer than three (3) days.

In-School Suspension

In-school suspension (ISS) is used as a means to help students learn to assume more responsibility for their actions. Students will work in isolation and will not be allowed to mingle or talk with other students during the school day. Students must report directly to the school office upon arrival. They will be expected to successfully complete assigned class work so that they will be up to date in their academic subjects. ISS is not always available on campus, and out of school suspension will be issued

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

The following MAY result in In-School Suspension (ISS)

- any student bringing prohibited items to school
- failing to comply with administrative directives
- exhibiting public displays of affections (PDAs)
- destroying property
- bullying/cyber bullying (e.g. fighting, harassment, etc.)
- forgery, plagiarism

Consequences of an ISS:

1. A student who has had an in-school suspension is not be eligible for field trips or special events without special permission from the principal. However, when a student's class is taking a field trip, the student must report to school and arrangements will be made for supervision.
2. A student who has received an ISS may be placed on a behavior contract at the discretion of the administration.
3. Student athletes will receive a one game suspension to be served on the first game after the ISS is issued to the student.
4. Repeated disciplinary infractions that result in multiple assignments to ISS may result in dismissal from Holy Name Catholic School.
5. A student who has received an ISS may be placed on a behavior contract at the discretion of the administration.

Out-of-School Suspension

The Principal/designee shall have the right to suspend a student from school (OSS) as a consequence for disciplinary violations. The Principal/designee shall contact the parent(s) to report the suspension. OSS may be for a designated period of time, not longer than three days. These days are treated as unexcused absences. Students may make up work missed while on OSS. Suspended students are not allowed to come to the school or any school-sponsored event during the time of the suspension.

Consequences of an OSS:

1. Suspended students are not allowed to come to the school or any school-sponsored event during the time of the suspension.
2. A student receiving an OSS and granted permission to return to Holy Name Catholic School will be placed on a behavior contract.
3. A student receiving an OSS and granted permission to return to Holy Name is not eligible for field trips without special permission from the principal. The student must report to school on that day and arrangements will be made for supervision.
4. Student athletes will receive at least a two day suspension to be served on the first game after the OSS is issued to the student.
5. Receiving three OSS may result in dismissal from Holy Name Catholic School. (Note- Parents may be called to pick up students early when behavior issues arise that are deemed serious enough to warrant or pose a safety concern)

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Probation or Behavioral Contract

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

The student may be placed on probation or must sign a behavioral contract for repeated disciplinary offenses. Parents will be contacted by the principal/designee. The details and the length of time of the probation or behavioral contract will be discussed with the student and the parent. Failure to comply with the terms of the discipline contract will result in immediate removal from Holy Name Catholic School.

Restitution

The student may be asked to make restitution for his/her behavior. Restitution helps the student connect the behavior with the consequences, in order to restore their relationship within the school community. Our goal is to help the student grow in their decision-making and communication skills with their peers, teachers, and parents. Thus the child becomes accountable for his/her behaviors in the school setting. The principal/designee will discuss the details with the parents and the students.

Expulsion

Expulsion is a very serious matter and is invoked only as a last resort. Normally, it will follow a single grave offense or a series of offenses indicating a basically hostile attitude on the part of the student. This may be used when there is an imminent self-threat to the safety of the student, or the campus community.

A student may be expelled from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Procedure

When such a serious case arises the following procedures are followed:

1. There must be a documented conference of the principal, teacher and student. If the problem cannot be resolved in this conference, the student is suspended.
2. This meeting is followed by a documented conference of the principal, teacher and parent. If no solution is reached, another conference is held with the pastor/authorized agent or his/her designee present.
3. The principal and pastor/authorized agent, or his/her designee, then decide either to readmit or expel the student.
    - If readmitted, the student is on probation for a period of time.
    - If the decision is for expulsion, the Superintendent of Catholic Schools is notified and given a brief explanation of the reasons in writing.

Administrative Level Consequences

For those behaviors that have been classified as intolerable (will not be tolerated under any circumstance), or at the point where a teacher feels he/she has made every attempt with the student and parent to resolve any behavior that continually disrupts the classroom environment, the teacher will refer the student to an administrator. These infractions may result in dismissal from Holy Name Catholic School.

Regarding Immediate Expulsion

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

A student may be subject to immediate expulsion when he/she:

1. participates in disruptive activities by a group such as a gang;
2. possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school property or at school sponsored activities;
3. smokes or uses any tobacco product on school property or at a school-related activity; 4. possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity;
5. threatens bodily injury or harm to a student/school personnel;
6. assaults a student, parent or any school personnel;
7. vandalizes school property or the property of others;
8. engages in chronic or repeated behavior which disrupts the learning environment.
9. Sends/forwards inappropriate images/sexting.

Holy Name Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

Prohibited Items At School

The following items are not permitted on school premises:

- Alcohol
- Entertainment Magazines
- Drugs
    - ❖ Drugs or Prescription drugs MUST be stored with the school nurse and administered through the nurse's office.
    - ❖ Non-prescription drugs (ex: aspirin, Advil, cough drops) may not be brought to school, unless under the authorization of a doctor's prescription and kept in the Health Coordinator's office. ● Electronic devices/ gadgets that have not been issued by the school
- Fireworks
- Glassware/Glass Containers
- Guns
- Highly Caffeinated "energy" drinks
- Inappropriate books, websites, magazines/comics, music, pamphlets, literature or software ● Laser pointers
- Lighters/matches
- Pump Sprays and Aerosol Sprays (i.e. Deodorant, body sprays, hairspray, cologne, breath sprays, perfumes)
- Strongly scented hand and body lotions
- Tobacco in any form
- Knives
- Shock Devices
- Vaping paraphernalia
- Video games

Students are asked not to bring expensive items to school. The list of these items includes, but is not limited to, expensive purses, wallets, backpacks and other personal accessories, including jewelry. Holy Name Catholic

School is not responsible for lost or stolen valuables. The administration reserves the right to add to this list as needed throughout the school year.

Substance Abuse

No student shall possess, use, or attempt to possess, use, or be under the influence of any prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.

The transmittal, sale, or attempted sale of what is represented to be any prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

Definitions

A **prohibited substance** is defined as:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to THC, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content;
3. Alcohol or any alcoholic beverage;
4. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation; or 5. Any other intoxicant or drug, legal or illegal that is promoted, commonly believed, or used in such a manner as to alter natural states of consciousness, emotions, behavior or alertness.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

Under the influence means a student's faculties are noticeably impaired. The student need not be legally intoxicated.

Regarding Weapons

A weapon includes but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for use as a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or look-alike.

This policy expressly prohibits the use, possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Any student who is found in possession of a weapon will have an immediate off campus suspension. The Office of Catholic Schools will be consulted in a final action. Police may be contacted. Additional disciplinary action may include any or all of the actions indicated in the "Consequences" section of this Code of Conduct or as

required by law.

Search and Seizure

Lockers are the property of the school and are subject to search at any time while on school property or at a school event. The school principal and/or his/her designee may search student desks, lockers and belongings including, but not limited to, clothing, vehicles, handbags, briefcases, backpacks, electronic devices and other items in a student's possession.

Student Threats

All student threats to endanger or inflict harm to oneself or others are taken seriously. Anyone hearing a threat must report it immediately to the supervising adult or Principal/designee. A student making a threat, whether verbal, written, on-line, or any other form will be referred to the Principal/designee.

Judgment as to the seriousness and immediacy of the threat will indicate notification of the parents and/or police, as the situation warrants along with any intended or potential recipients of the threat (i.e., adults or, if the threat is directed against a student, the parents of the student).

Disciplinary action may include any or all of the actions indicated in the “Consequences” section of this Code of Conduct or as required by law.

Policy Regarding Fights

Any student engaged in a fight will have an immediate off campus suspension. Additional disciplinary action may include any or all of the actions indicated in the “Consequences” section of this Code of Conduct or as required by law.

INTERNET/USE OF ELECTRONIC COMMUNICATION

Acceptable Use Policies - On and Off Campus
Whether the communication occurs within or outside of school property, during or after school hours, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

Holy Name Catholic School reserves the right to confiscate and/or examine any electronic device in the student’s possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type. User’s of the school’s equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which:

(1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

A school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus or at a school sponsored event including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

School Phone Use

Permission to use the office phone must be obtained from the teacher. The office phone is a business phone and students will be permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute an emergency.

Cell Phones and Wireless Communication Devices

The possession or use of cell phones at any time during the school day is prohibited.

If your child must bring a cell phone to school, the following guidelines will be followed:

1. Cell phones shall remain in an **OFF** position throughout the school day.
2. Cell phones shall be kept in the student's backpack throughout the school day or stored in classrooms during the school day. Cell phone usage during school hours is prohibited.
3. No Wireless headphones are allowed on campus. Consequences are the same for wireless headphones as for cell phones.

There shall be no cell phone usage in the building until the student is under the direct care, custody and/or control of his or her parent/guardian, or with the permission of the extracurricular staff. We prefer that students not bring cell phones to school, however we recognize the need to communicate with your child **after school** due to school related extracurricular activities.

Consequences of Students Using a Cell Phone or Wireless Headphones During the School Day

- FIRST OFFENSE: A student in possession of a cell phone or wireless headphones during school hours (or any electronic communication device), will surrender the phone/device to the administration for a period of one week and parents will be notified.
- SECOND OFFENSE: A student who receives a second cell-phone or headphones infraction (or any electronic communication device) will surrender the phone/device to the administration for a period of one week, parents will be notified, and students will receive an after school detention. FACTS accounts will be charged a $20 fee for a second offense.
- THIRD OFFENSE: A student will receive an ISS (In-School Suspension), parents will be notified and there will be a $50 FACTS fee for a child's third offense. The student will surrender their device to the administration for two weeks.
- Continued violation of the Cell Phone Policy will result in more severe consequences.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Continued violation of the Cell Phone Policy will result in more severe consequences.

The school is not responsible for lost or stolen cell phones. If a student needs to make a phone call to a parent during the school day, they may come to the school office and request to use the telephone.

Cell Phones On Class Trips: Class trips are extensions of the school day and student cell phones are not permitted on class trips without specific written direction from the teacher and administration approval. ***This rule applies to all forms of electronic communication devices that allow wireless communication of any kind, including, but not limited to SMART WATCHES.***

Use of Electronic Communication on School-sponsored Field Trips and Events: No cell phones will be allowed on Field Trips and Events during the school day. All cell phones will remain with the homeroom teacher.

THE PROVISIONS OF THIS AGREEMENT APPLY IN ALL CASES TO SCHOOL PROVIDED DEVICES AND TO ALL PERSONAL ELECTRONIC DEVICES USED BOTH THROUGH THE SCHOOL NETWORK AND THROUGH OFF-CAMPUS ACCESS.

All students attending Holy Name Catholic School use the Internet as a learning tool and all students will abide by the Cardinal Rules, the rules of Digital Citizenship, and all laws regarding appropriate use of the Internet.

The use of the school's Internet connectivity resources and equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. **Students should never access, save, or send anything that they would not want their parents or teachers to see. Serious infractions of Internet use both at school and off- campus may result in removal from Holy Name Catholic School and will be reported to law enforcement, as mandated by the law.**

Definitions

Electronic Communication

Electronic communication includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g. Wi-Fi) or using a personal device (off campus).

Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, internet websites, internet forums, gaming platforms, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, and Flickr. Additional social media may be developed in the future that could be covered by this policy.

Cyber Bullying

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant

messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. (See Bullying/Harassment Policy, pages 20-21)

Acceptable Usage

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on campus grounds. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that students will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below.

Violations of the school's electronic communication policy will be addressed in conformance with the school's disciplinary policy as referenced in the Parent/Student Handbook, and in accordance with Department of Catholic Schools policy, state, and federal laws.

Limited Access

Students may access only those websites to which, according to school policy, they have been given permission. The school follows state and federal laws regarding the use of filters on school computers connected to the Internet. Students may access websites that have been specified by the teacher for a specific class activity. If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe policy infraction and may result in disciplinary action.

Privacy

Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. Administrators and or teachers may review activity to maintain system integrity and insure that students are using the system responsibly.

Storage Capacity

Employees and students are to store all materials as specified by the computer or classroom teacher.
Illegal copying

Students should never download or install any commercial software, shareware, or freeware onto a school computer or iPad unless they have permission from the school's technology coordinator. Nor should any student copy other people's work or intrude into other people's files.

Prohibited Electronic Communication

The following types of electronic communication are prohibited: (1) electronic communication of a sexual nature; (2) electronic communication with the intent to or does threaten, libel, slander, malign, disparage, harass or

embarrass members of the school community; (3) any action that violates the school's existing behavioral standards covered by the Parent/Student Handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Electronic Communication By or Between Students

The school provides education on digital citizenship for students.

Electronic Transmission of a Sexual Image/Sexting

Schools have a duty to report to the Department of Child Protective Services (CPS) or local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting).

The matter must be reported no later than 48 hours after the school official first suspects such material and should be reported to the following parties:

• the Department of Child Protective Services (CPS), or
• local law enforcement agency, and
• to the guardians' of all responsible and/or depicted parties, and,
• the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting), then the school must follow their investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed. *Schools have a duty to report to the Department of Child Protective Services (CPS) and local law enforcement any suspected cases of electronic transmission of a sexual image involving a minor (i.e., sexting) including any image of a minor created by AI. The matter must be reported no later than 24 hours after the school official first suspects such material and should be reported to the following parties:*

• the Department of Child Protective Services (CPS), and

• local law enforcement agency, and

• to the guardians of all responsible and/or depicted parties, and,

• the Superintendent of Catholic Schools.

If a school official (administrator, teacher, counselor or otherwise) is made aware of any suspected electronic transmission of visual material depicting a minor (i.e., sexting) including any image of a minor created by AI, then the school must follow their investigation protocol in addition to complying with the school's obligations to report as stated above. The school investigation will establish if the image exists and if there has been any violation of school or archdiocese policy. The image at issue should never be printed.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Definitions

Minors means a person younger than 18 years of age.

Appropriate or acceptable educational uses of these resources are as follows:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Websites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distant learning projects.
- List servers and news groups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette or hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include the following:

- Transmission of any material in violation of any US or state law including, but not limited to, copyrighted material, threatening, harassing, pornographic, or obscene material or material protected by trade secret is prohibited.
- The transmission of copyrighted materials without the written permission of the author or creator through school e-mail or other network resources is in violation of US

Copyright Law and is prohibited.

- As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the educational environment. This display or transmission of messages, images, cartoons or the use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by Holy Name School.
- It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal, financial, or commercial gain, product advertisement, political lobbying or transmitting unsolicited junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet or any networks or sites connected to the network/Internet.
- The creation, propagation, and/or use of computer viruses are prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Discipline may be imposed for intentional overloading of school computer resources.
- The forgery, reading, deleting, copying, examining or modifying of electronic mail/files and/or data messages of other users is prohibited.

These guidelines apply to all computers connected to the school network or the Internet. Any attempt to violate the provisions of these guidelines will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken.

The decision of Holy Name School regarding inappropriate use of the technology or telecommunication

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Students will be asked to sign the Student Acceptable Use Policy for the Electronic

Here is a handbook-ready policy that is clear about parent responsibility while allowing for normal wear and tear:

Technology Equipment Responsibility

Holy Name Catholic School provides students with access to technology and related equipment to support instruction and learning. Students are expected to handle all school-owned technology responsibly and with appropriate care.

Parents/guardians are financially responsible for the repair or replacement of school-owned technology that is lost, broken, or damaged while assigned to or used by their child when the damage results from misuse, negligence, loss, or failure to properly care for the equipment.

School-owned technology includes, but is not limited to:

- Chromebooks and laptops
- iPads and tablets
- Chargers and charging blocks
- Power cords and cables
- Cases and other technology accessories

Normal wear and tear resulting from appropriate use will not be considered the responsibility of the family. School administration will determine whether damage is the result of normal use, an accident, negligence, or misuse.

If equipment is lost or damaged beyond repair, the parent/guardian may be charged the current replacement cost of the device or accessory. If the equipment can be repaired, the family may be responsible for the cost of the repair.

Students should immediately report damaged, lost, or malfunctioning technology to their teacher or school administration. Families should not attempt to repair school-owned devices without prior authorization from the school.

Outstanding technology fees may be added to the family's school account and must be resolved according to school financial policies.

Inappropriate Use:
No one is permitted to transmit material in violation of federal or state law. This includes but is not limited to copyrighted material; threatening, violent, or obscene material; or material protected by trade secret. Nor is anyone permitted to use Holy Name technology for personal commercial activity, product advertisement, political lobbying, game playing, unauthorized chat, or chain letter communication. Inappropriate use or activity will result in the suspension of computer privileges and appropriate disciplinary and legal action as determined by the Principal or designated faculty member. Parents may also request that their student’s access to technology be suspended.

Warranties:
Holy Name makes no warranties of any kind, whether expressed or implied, for the service that it provides and

will not be responsible for any damages suffered by those who use this service. This includes loss of data from delays, non-delivery, miss-delivery, or service interruption. Use of any information obtained via the internet and related technology is at the user's own risk and the user or the user's family will be responsible for any financial obligation incurred through its use that is not part of the school budget.

MORALITY

Holy Name Catholic School follows Archdiocesan policy regarding pregnancy, abortion, marriage, and co-habitation.

Sexual Orientation and Gender

Students may not advocate (i.e. school clubs, organizations, etc) celebrate (i.e. special interest school events), or express sexual orientation in such a way as to cause disruption in the context of Catholic school classes, activities, or events.

Schools shall consider the gender of all students as being consistent with their biological sex. All students are expected to conduct themselves and participate at school in a manner consistent with their biological sex. This should include, but is not limited to participation in school athletics, school-sponsored dances, overnight trips, dress and uniform policies, use of changing facilities, showers, locker rooms, bathrooms, titles, names, pronouns, and official school documents. If a student's expression of gender identification should cause disruption, the matter will first be discussed with the student and his or her parents. If the issue is not resolved to the satisfaction of the school administration, it shall be addressed further to see if the school is the right fit for the student and the family.

Maternity/Paternity Issues

A primary purpose of Catholic education is to guide students' growth in Christian Values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner.

In order to insure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

- When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.
- The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

- The principal of that school must meet with him and his parent or guardian.
- The father-to-be must be involved in a counseling program similar to that provided the mother-to-be.

The school will assist the pregnant student in completing her education either by allowing her to continue attending classes or by referring her to an appropriate alternative program.

If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate.

If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider. The condition of the pregnancy, itself, must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

MATERNITY/PATERNITY ISSUES

A primary purpose of Catholic education is to guide students' growth in Christian values and moral conduct. Catholic teaching stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through the fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the pregnant student and or the student father so that the pregnancy can be brought to term. The reality of the situation, in all its dimensions, is to be treated in a Christian and humane manner. In order to ensure the best interests of the student(s), parents and the school community, the following guidelines will be implemented:

• When school personnel become aware of the pregnancy, the principal must meet with the pregnant student and then her parent or guardian.

• The student must receive appropriate professional counseling consistent with Catholic teaching.

If the father-to-be is identified and if he is a student in a Catholic school, the following guidelines will be implemented:

• The principal of that school must meet with him and his parent or guardian.

• The father-to-be must be involved in a counseling program similar to that provided for the mother-to-be.

The school will help the pregnant student complete her education by allowing her to continue attending classes or by referring her to an appropriate alternative program. If the student is to remain in school, she will be allowed, with a doctor's written approval, to participate in all activities to the extent that her condition and the common good of the school dictate. If the student desires to return to the school after the birth of the child, the school will facilitate her continuance only with appropriate documentation from a health care provider. The condition of pregnancy itself must not exclude the student from participating in the public graduation activities and events. However, the principal, in consultation with the Superintendent, the parent or guardian, and in the case of parish

schools, the pastor, must determine whether unique circumstances may necessitate pursuing an alternate action.

Abortion

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from school.

If it becomes known to any member of the school community that a student is contemplating or planning an abortion, all reasonable encouragement must be given to the student to save the life of her unborn child. Parents or guardians will be contacted to discuss the concerns. In all circumstances, the mother of the unborn child must be treated with compassion and respect.

CHASTITY

Sexuality is a sacred gift from God given to us at our creation. Given the sacredness of this gift, all persons are called to chastity in accordance with their state in life. As Catholic Schools, we follow the Church's teaching that all people, regardless of sexual orientation,

are to live a life of chastity. Chastity encompasses modesty in language, appearance, dress, and behavior. Although schools encourage healthy age-appropriate social interactions among students, romantic public displays of affection are not permitted at school.

Marriage and Cohabitation

If a marriage of a student is recognized as valid by the Catholic Church, the school administration will determine the status of the student within the school on an individual basis. Such a marriage, in itself, is not cause for dismissal or sanctions against the student.

Co-habitation and a marriage not recognized by the Catholic Church may be causes for expulsion.

PARENTS AS PARTNERS

Parental Cooperation and Behavior

In the Archdiocese of San Antonio, all members of the school community, including parents and family members, are expected to comply with all rules and policies while on campus and in communications with the school. This

is to include campus events and activities that take place off campus. Parents should be respectful, cooperate with the school with respect to all decisions affecting students, and avoid behavior which disrupts the orderly administration of the school and school sanctioned events. Any community member's failure to meet these expectations detracts from the mission of our Catholic schools and may jeopardize a student's continued participation in the school community. This may lead to an individual or individuals banned from participating in school activities and events both on and off of campus.

Reimbursement for School Costs and Attorney's Fees

The Archdiocese of San Antonio and its schools recognize the financial sacrifice many families make to participate in Catholic school communities. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Archdiocese and its schools have implemented the following policy: At times, a school is required to retain legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the pastor or Superintendent deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings). Accordingly, each person by enrolling a student in a school within the Archdiocese of San Antonio, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Archdiocese of San Antonio, and their respective officers, employees, agents, and representatives on demand from and for any and all attorney's fees and related costs without limitation.

DUE PROCESS/APPEALS

Grievance for Student Expulsion

The following grievance procedure shall apply only to instances of student expulsion.

Procedure

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor (parochial schools) or Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days.

If the Pastor/Superintendent agrees with the Principal's decision, he/she may decline to meet, and inform the

parent that the Principal's decision stands. If the Pastor/Superintendent agree to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

GRIEVANCE PROCEDURE FOR STUDENT EXPULSION

The grievance procedure for student expulsion should be published every year in the school's Parent/Student Handbook. The following grievance procedure shall apply only to instances of student expulsion.

Procedure

It is the intent of this policy to resolve parent complaints at the lowest possible administrative level and in a cooperative Christian atmosphere. This process is not intended to be adversarial in nature. Prior to the initiation of a formal grievance process, parents who seek redress for their expelled child should first confer directly with the principal (i.e. conference) for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

If the matter is not satisfactorily resolved with the Principal, the parent should submit a written request to meet with the Pastor (parochial schools) or Superintendent's Office (Archdiocesan schools). This request should be submitted within five (5) working days. If the Pastor/Superintendent agrees with the Principal's decision, he/she may decline to meet, and inform the parent that the Principal's decision stands. If the Pastor/Superintendent agree to meet, the meeting should take place within three (3) working days and the parent shall be informed of the final decision within five (5) working days from the time of the meeting.

3406 GRIEVANCE PROCEDURE FOR NON-EXPULSION

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Schools are to provide an opportunity for individuals to be heard in redress of a policy, regulation, or decision that is perceived to inflict hardship on an individual or group. The principal, and pastor/authorized agent shall formulate a local grievance procedure in advance of the school year and must publish it in the student/parent handbooks for that year.The primary aim of any local procedure is to establish and publish the protocol to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents, parent organizations and employees. Schools are encouraged to devise creative ways of addressing and resolving these situations, while at the same time, providing a consistent forum for redress of perceived wrong.

Local Grievance Council – Composition:

1. The LGC shall be composed of three (3) to five (5) members appointed by the local school council. 2. Individuals appointed to the LGC should be people of integrity with some expertise in education, human relations, and conflict management, if possible.
3. One (1) member may be a present or former school council member. The other two (2) members should have no direct relationship to the school.
4. The appointment to the LGC is for one (1) year and is renewable.

Local Grievance Council – Duties and Process:

1. Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The LGC will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the principal.

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2. If the decision of the LGC is to uphold the principal's decision, then the process moves to step No. 8 (LGC renders its recommendation in writing to both parties involved).
3. If the decision of the LGC is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.
4. Each party to the grievance may be accompanied by one other individual who will act as an observer/advisor. The observer/advisor need not be an attorney.
5. Both parties will appear before the LGC together and make an oral presentation. The aggrieved party will make the first presentation. At no time is there to be cross-examination or direct discussion between parties to the grievance.
6. After both presentations have been completed, the LGC will enter into closed session to consider the oral and written presentations.
7. The LGC may recall both parties to the grievance for clarification of points that may have been raised in either of the written or oral statements.
8. The LGC will render its recommendation in writing to both parties involved.

Appeals Process for Issues other than Expulsion

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Council of Conciliation will hear these matters.

Holy Name Catholic School provides an opportunity for individuals to be heard in redress of a policy, regulation or decision that is perceived to inflict hardship on an individual or group. Student complaints will be presented by the students in the presence of their parents/guardians.

Procedure

Students, in the presence of their parents/guardians, will present student complaints.

The primary aim of Holy Name Catholic School complaint procedure is to establish and publish the procedure to be followed and to provide fair notice and hearing of the matter. Complaints may be heard from individuals, parents and parent organizations.

It is important that home-school communication follows the channels of governance. Concerns or grievances must be handled according to the following procedure:
1. Set up an appointment with the teacher. This can be done through a written note, e-mail or through the front office.
2. Meet with the teacher to present your grievance. Grievance/Concern must be presented in writing at the time of the scheduled meeting. Teacher will hear grievance/concern and will take the necessary measures to correct the situation. She/he may also communicate with the administration for support and/or advice. If the matter is not resolved at this level, then proceed to step three.
3. If a satisfactory agreement is not reached with the teacher, then you must schedule a meeting with the Principal or designee. This may be done through the school office or e-mail.

COUNSELING OPPORTUNITIES AND EXPECTATIONS

Per TCCB-ED, schools must have a systematic counseling and guidance program throughout all grade levels

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that supports the development of the whole child through a comprehensive developmental guidance and counseling program.

The Counseling and Guidance Program at Holy Name Catholic School follows the Comprehensive School Counseling Model for Catholic Schools. This is made up of four components: Guidance Curriculum, Responsive Services, Individual Planning, and System Support. Our purpose is to deliver a comprehensive, developmentally appropriate counseling and guidance program that addresses the spiritual, personal/social, academic/educational, and career/occupational needs of all students.

Academic

I. **Guidance Curriculum** - Content is provided in a systematic way to all students. The purpose is to promote healthy academic, social, emotional, behavioral, physical, and spiritual development of all students. Guidance is provided to students once per week by either the student's religion teacher or the counselor. The counselor is responsible for implementing the appropriate Archdiocese of San Antonio approved Guidance Curriculum.

II. **Responsive Services** - The counselor addresses the immediate needs of students whose personal concerns or challenges put their continued personal, social, career, and/or educational development at risk. The counselor utilizes effective theories and techniques to provide individual counseling services to address these concerns. Additional support is planned through our Building Strong Foundations Program. Please see Academic Policies.

Behavioral

III. **Individual Planning** - The counselor provides advisory activities to guide all students to plan, monitor, and manage their own educational, career, and personal-social development. Through events such as Career Day, the counselor works with students to set educational, career, and personal goals. Guidance lessons may also be used to aid students in planning and achieving short, intermediate, or long term goals. The individual planning component is also essential in aiding and managing transitions from one school level to the next.

IV. **System Support** - Includes program management activities and other services which indirectly benefit students. The purpose is to provide overall school support. Specific areas addressed include consultation with teachers/administrators on behalf of students, support for parent education, management of guidance program activities, on-going counselor professional development, development of appropriate written policies and guidelines, participation in campus-based school improvement plans and goals, and collection and interpretation of data related to direct and indirect counseling services.

A school counselor will be available to all students and their families during designated times.

A parent may send an email, written note, or place a phone call to arrange for a meeting with the counselor or to request that the counselor visit with his/her child. The students may also initiate a visit with the counselor during the school day, and be referred to the counselor by a teacher, the school nurse, or an administrator.

Mental Health Crisis Response

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, self-harm, etc.) should be referred immediately to the school counselor. If no school counselor is available, report immediately to an administrator. The Counseling and Student Services Department of the Catholic Schools Office is available for consultation.

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EXTRA CURRICULAR ACTIVITIES

Program Activities

Holy Name Catholic School students are encouraged to participate in extracurricular activities. These activities give students the opportunity to use their skills, explore their interests and/or express their creativity.

Extracurricular programs that will enhance the instructional program may be provided by the school's instructional staff or by other professionals. Principal's approval is required prior to implementation. The following activities and clubs will be offered at Holy Name Catholic School:

AIAL Sports . . . . . *Athletic Director and Principal*
Choir . . . . . *Ms. Rudi and Mrs. Garcia*
CAAC Coordinator . . . *Ms. Black*
After School Tutoring… *Teachers*
After School Clubs . . . *Teachers*

Athletics

Holy Name Catholic School provides a sports program to encourage spiritual, moral, intellectual, social and physical development in our students by offering a competitive team sports environment.

The interscholastic athletic program shall be conducted in accordance with existing Archdiocesan Interscholastic Athletic League (AIAL) and Holy Name Catholic School policies, rules and regulations.

The goal of the Holy Name Catholic School Athletic Program is to assist students in the development of Christian character through their participation in AIAL sports.

The athletic handbook is given to parents and students at the beginning of the school year. Signatures are required prior to athletes practicing and playing. The handbook must be followed at all times. Non compliance can result in the student losing the right to participate.

Qualifications and Exclusions

Policy Regarding Extra Curricular/AIAL Activities

Holy Name Catholic School will follow the Holy Name AIAL policy regarding extra curricular activities. Students who are only failing one class at any grading period will be given three weeks to bring up the failing grade. If the grade is not a passing grade at the end of the three weeks, the student must wait until the next reporting period to seek eligibility. If a student fails two or more classes during any reporting period, he or she must wait until the next reporting period to seek eligibility. A reporting period is considered when a progress report or report card is issued to the parents every three weeks.

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Participation in extracurricular activities is an integral part of the educational ministry of our Catholic schools. These activities provide students with opportunities to grow spiritually, academically, physically, socially, and emotionally while living out the values of the Gospel. Participation is a privilege that carries both responsibilities and expectations. Student-athletes, coaches, parents, and spectators are called to represent Jesus Christ, their school, parish, and the Archdiocese of San Antonio with dignity, integrity, and Christian sportsmanship at all times. Every member of the community is expected to model Christ-centered behavior through their words, actions, and attitudes, demonstrating respect for teammates, opponents, officials, and all participants. By embracing these values, we foster an environment that reflects the mission of Catholic education and promotes the development of the whole person.

Membership in the Archdiocesan Interscholastic Athletic League (AIAL) is available to all Catholic schools within the Archdiocese of San Antonio that meet the requirements established in the League Constitution and Bylaws. The AIAL athletic program is an extension of the educational mission of Catholic schools, complementing the formation of the whole person by encouraging students to pursue excellence in academics, athletics, leadership, and Christian discipleship. Through athletic participation, students develop essential life skills, including teamwork, self-discipline, perseverance, resilience, respect, sportsmanship, servant leadership, and a commitment to serving others. These experiences prepare young men and women to become faithful disciples of Christ and responsible leaders within their schools, parishes, families, and communities.

Governance

All club members are bound by the rules and regulations in the Holy Name Catholic School Student-Parent Handbook. In the case of athletics, coaches and assistant coaches are under the direct supervision of the Athletic Director, Principal and AIAL regulations.

Criminal Background Clearances

BACKGROUND INVESTIGATIONS

Holy Name Catholic School follows the Archdiocese requirement for criminal background checks and fingerprinting requirements. Employees or volunteers may not begin work until a clearance is issued. All employees and volunteers are screened on a regular basis.

SAFE ENVIRONMENT TRAINING

All volunteers must receive Adult Safe Environment Training prior to working with or around children. Training must be renewed every three (3) years based on the date of the first training. The Archdiocese of San Antonio and Holy Name Catholic School uses the Protecting God's Children program developed by VIRTUS to educate adults on abuse prevention. See our website for details

SEXUAL HARASSMENT TRAINING

Per the Code of Conduct, all volunteers must receive Sexual harassment Training prior to beginning their volunteer work. Training must be renewed every three (3) years based on the date of their first training.

The Archdiocese of San Antonio and Holy Name Catholic School uses the Protecting God's Children

program developed by VIRTUS to educate adults on abuse prevention. See our website for details.

CODE OF CONDUCT

Adherence to the Code of Conduct is mandatory. Responsibility for knowledge of the policies contained in the Code of Conduct and adherence to the Code of Conduct rests with the individual. All persons performing work, ministry, or volunteer service within this organization are expected to follow these guidelines.

Financial Requirements for Clubs, Organizations, Athletics and Group Activities

All clubs are to be financially self-sufficient. This can be accomplished through fees charged or through the school authorized fund-raising events. All fees and club dues, except through authorization by the administration, are billed through the FACTS MANAGEMENT program. Each sport played has a $50 fee. One fee will be applied in the Fall and one fee will be applied in the Spring. A maximum of two sports will be charged per student.

Expenses

All authorization for Payment/Transfer (check requests) will need to be submitted by the Club Sponsor/Treasurer and approved by the Principal. Supporting documentation must accompany each request (invoices, receipts, etc.). No orders/purchases or check requests will be approved unless the expense is fully funded. When a request for a check is made, please allow at least one week for the Business Office to process this request.

Catholic Schools Week

Catholic Schools Week is usually celebrated in the last week of January. It is organized by the Department of Education of the United States Catholic Conference and provides an opportunity for the school community to focus on a yearly theme. It is a time to celebrate the uniqueness of our Catholic schools with the entire parish community through a variety of scheduled events throughout the week.

Student Service Program

Holy Name Catholic School has developed a service program for its students that is:

1. Developmentally appropriate;
2. Promotes strong Catholic values and service.

All classes participate in two non-perishable food donations per year for the Holy Name Parish Food Pantry.

Retreats

Grades 4-8 participate in a religious retreat through the school.

HEALTH AND WELLNESS

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Overview of the School Health and Wellness Program

Texas Catholic Conference Education Department School Health Manual

The Texas Catholic Conference of Bishops Education Department's annual School Health Manual provides all Catholic schools within Texas with recommendations for school health and the children they serve.

Role of Principal

The principal of the school, as the chief administrator, is responsible for ensuring that qualified staff is available to ensure compliance with the school's health policies and needs. The principal shall designate a person or persons to administer medications, if necessary. The principal is responsible for notifying or designating a person to notify a student's parents of an illness or injury occurring at school and for ensuring compliance with local, state and federal health regulations.

Role of School Nurse

A registered nurse or a licensed vocational nurse, whether employed or volunteering to act in the capacity of the school nurse, is subject to the Nurse Practice Act of the Board of Nurse Examiners, State of Texas, and may perform nursing functions only under the supervision and standing orders of a licensed physician and only with a current Texas license. A registered nurse or licensed vocational nurse, trained and certified in screening procedures and emergency response, may perform screenings, emergency response procedures, immunization surveillance and other non-nursing procedures without physician supervision. The Texas Board of Nurse Examiners performs verification of licensure.

Role of School Health Coordinator

The Health Coordinator is appointed by the principal and shall schedule required health screenings according to state regulations by certified screeners. The Health Coordinator monitors immunizations, maintains health records, completes state and diocesan statistical reports and performs other health service related duties for which they are trained.

Role of Health Screener

A health screener is a person who is certified by the State of Texas to perform required screenings, which includes vision, hearing, acanthosis nigricans and spinal screenings.

The Health Screener may assist in recording and documenting screening and follow-up findings on student's health records.

Schools must comply with state laws regarding student health screenings. Only state approved screeners who have taken and passed a Texas Department of State Health Services approved screener workshop are permitted to perform screenings. The school must keep a copy of the screener's certification on file. Additionally, a copy of the certification must be submitted to the Department of Catholic Schools.

Health and Screening Tests

The following health screenings are administered yearly by the Archdiocese of San Antonio.

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1. Visual/auditory screening tests are given to students in K, 1st, 3rd, 5th and 7th grade. 2. All students are measured for height and weight each year.
3. All students in 6th grade are given a scoliosis exam each year.
4. Students in grades 1st, 3rd, 5th and 7th are given an Acanthosis nigricans (diabetes) visual exam.

Parents are notified if any irregularities are detected. These screenings are important. By pinpointing problems, steps can be taken to ensure that each student has every chance to do his/her best.

Role of the Teacher

The teacher shall refer suspicious symptoms to the school nurse, health coordinator or principal. Students who are experiencing or may be experiencing social or emotional difficulties including but not limited to a mental health crisis shall be referred to the school counselor.

Role of the Counselor

A counselor is a professional with a master's degree in a mental health field. The counselor supports the academic, social, emotional, and behavioral needs of all students. The counselor will deliver a comprehensive school counseling program that will be delivered through the four components of (1) Guidance Curriculum, (2) Responsive Services, (3) Individual Planning, and (4) System Support.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to an administrator. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

Health Program

Allergies

It is the responsibility of the anaphylactic or potentially anaphylactic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and all other personnel who regularly supervise the student of their child's allergy.

It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator a Food Allergy & Anaphylaxis Action Plan (Form 8301A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person. The Food Allergy & Anaphylaxis Action Plan (Form 8301A) shall include an individual treatment protocol that is established by the child's allergist.

The school does not assume responsibility for treatment in the absence of such a protocol.

The original Food Allergy & Anaphylaxis Action Plan should remain with the school nurse or health coordinator and a copy should be distributed to the student's teacher. Substitute teachers should be advised of anaphylactic or potentially anaphylactic students in their class and emergency protocols for these students.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Anaphylactic or potentially anaphylactic students who have been issued a prescription for a single dose epinephrine auto injector shall deliver at least two, along with a signed Medication Permission Request Form (Form 8201A), to the school nurse or health coordinator for use in case of an emergency. Children who are no longer allergic or no longer require a single dose epinephrine auto injector must present written notice from their allergist.

Asthma

Asthma Action Plan – 8303A

It is the responsibility of the asthmatic student's parents to inform the school principal, the student's teacher, teacher aide, school nurse, health coordinator and any other personnel who regularly supervise the student of their child's asthma.

The diagnosis of asthma should be noted on the student's Student Health Form (Form 3202B) and within their Health Record. *See also TCCB ED Health Manual.*
It is the responsibility of the student's parent to complete and submit to the school nurse or health coordinator Asthma Action Plan (Form 8303A) that includes the signature of a licensed physician or health care provider. The signing health care provider and the parent/guardian cannot be the same person.

The Asthma Action Plan is meant for parents, physicians, teachers and other relevant staff to coordinate information, methods of management, and define an emergency plan. All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the action plan. The action plan should be reviewed and updated by the parents at least annually or after an acute episode.

PEDICULOSIS (HEAD LICE)

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. A parent/guardian shall accompany the student to school following exclusion. The student must be checked by school personnel before re-admittance to school and found to be lice and nit free. School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention.

Diabetes

Forms: Diabetic Care Plan – 8304A

It is the responsibility of the diabetic student's parents to inform the school principal of their child's diagnosis. Immediately following a child's enrollment or diagnosis, and before the child begins or returns to school, there must be a meeting to agree to a Diabetic Care Plan (Form 8304A) and how the school shall respond to a diabetic

crisis during the school day. The meeting must include the student's parents/guardian, the school principal, teacher(s), school nurse or health coordinator and other staff who would supervise the student (e.g., before/after school care, coaches, etc.). *See TCCB ED Health Manual*.

All adults supervising the student (e.g., before/after school care, coaches, etc.) should have access to the Diabetic Care Plan. The Diabetic Care Plan should be reviewed and updated by the parents at least annually and signed by a licensed physician or health care provider. The student's physician or health care provider and the parent/guardian cannot be the same person.

The school nurse, health coordinator or any other school staff member (e.g., the student's teacher) who assists the student as they read, calculate or dose for their insulin, should document the diabetic student's levels using either the student data management system (e.g., RenWeb) or worksheet (Appendix 8304A or 8304B).

Parental Responsibilities in School Health Program

Guidelines for sending/keeping students home from school:

	Exclusion Guidelines: Return to School Guidelines:
Oral temperature of 100 or above	Fever free for 24 hours without the use of fever suppressing medications
Vomiting, nausea, or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release

Wound, skin, and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears, or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Head Lice	Lice and nit free (documentation of treatment)
Diarrhea	Diarrhea free for 24 hours without the use of diarrhea suppressing medications. Diarrhea is 3 or more episodes of loose stool in a 24 hour period
Other symptoms suggestive of acute illness	Written physician release

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Individual Student Health File
Form: Student Cumulative Health Card – 3202A
Student Health Form – 3202B

A health file must be maintained on each student that will include the student's Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B). Health records kept in the student's health file and its contents are treated as confidential; they are available to the principal, school nurse, health coordinator and the professional staff, as necessary. Student health files shall be stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or principal's office.
The Student Cumulative Health Card and Student Health Form may be kept electronically using the school's student data management system (e.g., RenWeb).

Student Cumulative Health Card

The Student Cumulative Health Card (Form 3202A) must be maintained on each student which will include their immunization record, vision, hearing, scoliosis and acanthosis nigricans screenings, pertinent medical information and doctor's name.

The student's original cumulative card record is given to the receiving school when the student transfers to another school. If kept electronically and upon transfer or graduation, a paper copy shall be included in the student's file for transfer to the new school.

Student Health Form

The school must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must arrange for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year. The Student Health Form must be retained for one (1) year after the information is superseded or the student leaves the school.

Immunization Requirements

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

A student may be provisionally enrolled if the student has an immunization record that indicates the student has received at least one dose of each specified age appropriate vaccine required by this policy. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and provide evidence of immunization to the school (i.e., documentation from pediatrician or other medical clinic/provider). The school nurse or health coordinator must review the immunization status of a provisionally enrolled student every 30 days to ensure compliance with this policy. If, at the end of the 30-day period, the student has not received a subsequent dose of the vaccine, the student is not in compliance with this policy and the school shall exclude the

student from attendance until the required dose is received and proof is provided to the school.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify for an exemption in Catholic Schools in Texas.

Only a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas will be allowed. Families requesting a medical immunization exemption must submit a completed form that includes the child's full legal name and date of birth signed by a Texas-licensed physician (M.D. or D.O.). The Catholic school will review and file the form in the student's health record and provide a copy of the form to the Superintendent for final review and retention. The exemption is valid for one year unless the physician states the child has a life- long condition. The exemption will remain valid while the physician maintains an active Texas license; if the physician ceases the medical practice within Texas, the parent must submit an updated form.

Medication Policy

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector.

Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops, and sunscreen), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person.

Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given. Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

The school's Accident and Illness Log must include the name and grade of the student

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complaint/issue, assessment information, treatment (if any), the disposition, and who administered the treatment/medication. Each school is to maintain a daily medication log, which is to include a recording of each dose of medication administered to the student by school personnel and who administered the medication.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year.

Restroom Accident Policy

In the event that a student has a potty accident while on campus, the parent or guardian will be promptly notified. If the accident involves fecal matter, a parent or family member must come to the school to properly clean the student or take the student home for a bath before the student may return to class. Please note that Holy Name staff are not permitted to change, clean, or assist with cleaning a student following a restroom accident. This policy is in place to ensure the safety, privacy, and well-being of all students and staff.

Epinephrine Policy

The purpose of this Epinephrine Policy is to establish guidelines and procedures governing the utilization of stock epinephrine auto-injectors. Texas Senate Bill 579 allows private schools to stock epinephrine auto-injectors in the event of an anaphylactic emergency resulting from a severe allergic reaction. Catholic Schools in the Archdiocese of San Antonio may choose to stock epinephrine auto-injector devices on campus. If a school chooses to stock epinephrine auto-injector devices, the school must follow the guidelines below from Senate Bill 579 and the TCCB ED Health Manual.

Procurement of Stock Epinephrine Auto-Injectors: Each school that elects to stock epinephrine auto-injectors must have a physician's standing order for the administration of an epinephrine auto-injector to a person in anaphylaxis.

Training: Any person that is expected to provide emergency care in an anaphylaxis emergency must be trained to recognize and treat the symptoms of anaphylaxis. Each school must have at least two (2) trained responders available during all hours the campus is open.

Additionally, staff education, in compliance with Texas Senate Bill 589, will be conducted annually in regards to the care of students with severe, life-threatening allergies. Each staff member will receive an overview of epinephrine administration. Training must include information on:

1) Recognizing signs and symptoms of anaphylaxis;
2) Administering an epinephrine auto-injector;
3) Implementing emergency procedures; and
4) Proper handling and disposal of used or expired epinephrine auto-injectors.

Storage and Maintenance: Each school that elects to stock epinephrine auto-injectors on campus will obtain and store epinephrine on campus in the school nurse's office, health coordinator's office, or a specific location accessible to trained school personnel and designated by the school principal. Non-patient specific epinephrine pens will be stored in an unlocked, easily accessible display or wall mount container of the school's choosing.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Inspection of the stock epinephrine auto-injectors shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

1) Checking the expiration date found on the epinephrine auto-injector packaging
2) Checking that the epinephrine auto-injector packaging is intact;
3) Checking that the stock epinephrine auto-injectors are stored properly and in the designated place in the school.

Administration: It should be standard practice that the school nurse or health coordinator will be the individual delivering epinephrine when the need arises. If the school nurse or health coordinator are not available to administer epinephrine, a trained staff member should deliver it.

Response: In the event that any person (student/staff member, etc.) has the need of epinephrine for life saving measures, it will be standard practice at each campus that an ambulance will be called immediately, the parent, legal guardian, or emergency contact must be promptly notified by the school if an auto-injector is utilized.

Notification After Administration of Epinephrine: The school will follow the directive per Texas Education Code Section 38.209(a), if a school personnel member or volunteer administers an epinephrine auto-injector, they shall no later than the 10th business day after the date of the administration:

1) Report to the Texas Department of State Health Services (DSHS) that an epinephrine auto-injector was used and print a copy of the report submitted electronically.
2) Notify the Superintendent of Catholic Schools and email a copy of the DSHS form. 3) Notify the TCCB ED Director, via email, with a copy of the DSHS report.
4) Notify the physician who prescribed the epinephrine auto-injectors and obtain any necessary refills to replace the used epinephrine auto-injector.

Unassigned Opioid Antagonist Naloxone Protocol

The purpose of this Unassigned Opioid Antagonist Naloxone Protocol is to establish guidelines and procedures governing the utilization of the opioid antagonist naloxone administered by designated employees of Catholic Schools in the Archdiocese of San Antonio. The use of Naloxone can reverse and block the effects of opioids and quickly restore the person under distress to a normal breathing pattern.

Policy: In accordance with the Texas Senate Bill 1462, as codified in Subchapter E of Chapter 483 of the Texas Health and Safety Code, Naloxone is made available to the Schools (as set forth below), and it is the administrative policy of the Schools that approved Schools will use reasonable efforts to maintain and store Naloxone on campus, with the number of doses to be determined by each School administrator. To treat a case of suspected opioid overdose on a School campus, Designated Employees, who shall be appropriately trained (as set forth below), acting in good faith and with reasonable care, administer an opioid antagonist during an emergency to any student, staff, volunteer, or visitor reasonably suspected of having an opioid-related drug overdose, whether or not there is previous history of opioid abuse by such person. The Designated Employees are:

1) School Nurses who are duly licensed to practice nursing in the State of Texas
2) School Health Coordinators who are designated by a School administrator Athletic Trainers; and

3) Any employee designated by a School principal with documented training on the signs and symptoms of suspected opioid overdose and administration of opioid antagonists.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

A Designated Employee who, if acting in good faith and with reasonable care, administers or does not administer an opioid antagonist to another person whom the person believes is suffering from an opioid-related drug overdose is not subject to criminal prosecution, sanction under any professional licensing statute, or civil liability, for an act or omission resulting from the administration of or failure to administer the opioid antagonist.

Training: School nurses who elect to be trained in the administration of an opioid antagonist shall be trained in the use of Naloxone through the Texas Targeted Opioid Response (TTOR) project administered by the UT Health San Antonio School of Nursing. Schools are encouraged to train additional staff, including health coordinators, administrators, athletic trainers, athletic directors, coaches, guidance counselors, teachers, etc. On the proper administration of opioid antagonists. School principals should ensure that employees who are trained in the administration of opioid antagonists reflect a cross-section of their School employees – both those who are on campus during the school day as well as those who would be on campus for events occurring after school hours. Documentation of annual employee training shall be maintained in each School by the School nurse or health coordinator.

Procurement of Naloxone: A School principal, a School nurse, or other Designated Employee will be responsible for the procurement of Naloxone. A physician associated with the School will be requested to complete and sign standing orders and update annually, in accordance with section 483.104 of the Code. No Schools shall procure Naloxone except pursuant to a Standing Order.

Storage: Naloxone will be clearly marked and stored in a locked but accessible, at the reasonable discretion of the School nurse or other Designated Employee. The School nurse or other Designated Employee will ensure that all other relevant staff are aware of the Naloxone storage location and how to access the Naloxone. The School nurse or other Designated Employee shall take reasonable security and precautionary measures to ensure there is no unauthorized access to the stored Naloxone.

Naloxone will be stored in accordance with manufacturer's instructions to avoid extreme cold, heat, and direct sunlight.

Inspection of the Naloxone shall be conducted monthly by School nurse or Health Coordinator and shall include the following diligence items:

1) Checking the expiration date found on the Naloxone box;
2) Checking that the Naloxone packaging is intact;
3) Checking that all additional supplies noted above are included with Naloxone; and 4) Checking that the Naloxone is stored properly and in the designated place in the school.

Use of Naloxone: In the event of a reasonably suspected opioid overdose, a Designated Employee, acting in good faith and with reasonable care, shall follow the below protocols outlined in the Naloxone training and summarized here:

1) Administer rescue breathing or basic life support as indicated;
2) Prepare and administer Naloxone;
3) Call 911 when Naloxone is administered, and procure EMS transport after administering Naloxone; 4) Alert the School administration and School crisis response team;
5) Contact the parent or guardian of any student for whom Naloxone was administered; 6)

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Contact the emergency contact if Naloxone is administered to any employee;
7) Continue rescue breathing or basic life support as indicated and applicable (Note: 8) Naloxone generally wears off after thirty (30) to ninety (90) minutes, which often requires emergency medical care to be consistently applied to the patient);
9) Administer another dose of Naloxone after three (3) minutes if there is no response or minimal breathing or responsiveness;
10) When the individual who received the Naloxone becomes responsive, place the individual in recovery position (left side lying); and
11) Provide support and comfort to the individual through immediate symptoms of withdrawal and remain with the individual until EMS arrives.

Follow Up: After the administration of Naloxone, the School nurse or Health Coordinator shall keep a record of the event following standard reporting protocols. The event should be reported as a medical emergency and as an incident report.

The School Nurse and/or other Designated Employee will:

1) Ensure that the overdose victim was transported to the emergency department;
2) Notify the School principal and the guidance counselor of the incident and the School Principal will notify the Superintendent;
3) Provide substance abuse prevention resources to the overdose victim and family, as appropriate; and 4) Reorder the same number of used doses of Naloxone to replenish the School supply

The Use of Insect Repellents at School

The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. School employees including, but not limited to, coaches are not to purchase or provide a student with insect repellent. School employees may not share their own insect repellent with a student or apply repellent to a student.

Insect repellents shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

Sunscreen at School
The risk of misuse or exposure to students allergic to the product far outweighs any potential benefit. School employees including, but not limited to, coaches are not to purchase or provide a student with sunscreen. School employees may not share their own sunscreen with a student or apply repellent to a student.

Sunscreen shall be treated like any other medication and require an appropriate and complete medication permission form on file with the school in order to be applied during the school day.

Medication Administration Off School Grounds

Daily and rescue medications (i.e., asthma, allergy, diabetic and seizure medications) shall be sent on field trips with the teacher. All medications must be labeled according to Policy 8201 and be accompanied by a copy of the signed medication permission form. The field trip's organizer must carry a cell phone on their person at all times during the field trip in case of emergency.

Storage of Medications

Form: Sample Medication Refrigerator Log – 8204A

Schools must store medication in a locked cabinet or drawer. Medication requiring refrigeration must be stored in a locked refrigerator.

Emergency Medical Release Forms

Schools must keep emergency information for each student enrolled in the school using the Student Health Form (Form 3202B). The Student Health Form contains pertinent information in case of accident or illness.

The school must request for parents to update information contained on the Student Health Form annually. It is the parent/guardian's responsibility to update emergency information in writing if changes occur during the school year.

The Student Health Form is treated as confidential. It is available to the principal, school nurse, health coordinator and the professional staff, as necessary. The Student Health Form shall be stored within the student's student health file.

The Student Health Form must be retained for one (1) year after the information is obsolete or the student leaves the school. The Student Health Form may be kept electronically using the school's data management system (e.g., RenWeb). It is recommended that a paper copy of the Student Health Form for each student be kept on hand in the case of an emergency.

Child Abuse Laws

Child Abuse

Link: Texas Department of Family and Protective Services (DFPS)http://www.tdprs.state.tx.us;
http://www.txabusehotline.org

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic Schools will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261—Investigation of Report of Child Abuse or Neglect.
2. Cooperate with official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with official child protective agencies if officials seek to interview a child at school. 4. Provide child abuse awareness in-service education, including legal requirements, for school personnel. 5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Child Abuse Procedures

REPORTING ABUSE OR NEGLECT

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by Texas Family Code 261.101. A person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely

affected by abuse or neglect by any person shall immediately make a report as provided by TX Family Code, Chapter 261.101. The report must be made no later than 24 hours after the hour that the person first suspects that the child has been or may be abused or neglected. The person who first suspects that the child has been or may be abused or neglected cannot delegate to or rely on another person to make the report.

Reports shall be made to any local or state law enforcement agency, and in addition shall be made to the Texas Department of Family and Protective Services (DFPS) at the San Antonio phone number 53-ABUSE or by their toll-free number 1-800-252-5400. More information on reporting can be found on the DFPS website: (www.tdprs.state.tx.us).

If the allegation of abuse is being made against a school employee, the Superintendent must also be notified immediately.

REPORTING SEXUAL ABUSE

Any allegation of sexual abuse that involves abuse by a priest, deacon, or other church personnel must be reported to the Office of Victim Assistance and Safe Environment (OVASE) in addition to DFPS. If the allegation of abuse or misconduct involves school personnel, then the Superintendent of Catholic Schools shall be notified in addition to OVASE and DFPS.

TRAINING

Holy Name Catholic School facilitates annual training for school employees regarding child abuse awareness, prevention and reporting.

Student Accident Insurance

Holy Name Catholic School provides the required Archdiocesan student accident insurance for every student enrolled. This student accident insurance provides basic coverage and payment and is usually part of the regular fees charged to parents each school year.

Student accident insurance is secondary insurance and covers students at all school-related activities and for travel to and from all school-related activities. Parents are given the opportunity to purchase supplementary insurance at higher levels in addition to the required basic insurance coverage. The Archdiocesan student accident insurance does not cover interscholastic football related accidents or injuries (with the exception of spring or summer training or off-season workouts) or school-sponsored overnight activities.

Student Transportation

Public or chartered transportation must be provided for school field trips as carpooling is not permitted. Siblings of students participating on a field trip are not allowed to attend school field trips.

If a school or parish is responsible for the operation of a school vehicle (e.g., bus), it is expected that all state regulations regarding licensing, insurance, safety and other legalities be observed.

Any driver transporting students in an archdiocesan vehicle must be approved by the insurance company of the Archdiocese of San Antonio.

The National Transportation Safety Board has determined that 15-passenger vans are unsafe and, therefore, are

not to be used to transport students.

If families are carpooling for after school events, extracurricular activities, or athletics, written permission is required and must be submitted to the school Principal and Business Manager for approval.

School Wellness Program and Policy

The Catholic Schools of the Archdiocese of San Antonio are committed to providing school environments that promote the development of lifelong wellness practices.

The schools of the Archdiocese of San Antonio strive to comply with the Texas Public School Nutrition Policy and/or the USDA dietary guidelines for Americans for all foods and beverages sold or served at school.

- This policy does **not** allow for home baked items such as cupcakes, cookies, etc. to be brought into the classrooms for school celebrations or other events
- Sodas are not allowed for school lunches
- Energy drinks of any kind are not permitted
- Students are encouraged to bring a healthy snack to school

Holy Name Catholic School has established a local Wellness Policy.

Wellness Checklist

Before coming to school, please check to see how your child is feeling. If he/she is exhibiting any of the below symptoms in a way **that is not normal for him/her**, then please keep your child home from school

- Temperature of 100 degrees Fahrenheit or higher;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

If your child is feeling well, then please bring him/her to school.

Attendance

If your child is not feeling well, keep him/her home and notify the school office and/or your child's teacher. All excuses must be submitted to the front office as it will be uploaded into each student's individual FACTS Account.

General Health & Wellness Practices

Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.

Students are encouraged to bring his/her water bottle for personal use. Names should be clearly written on the bottles. Water fountains are available to refill water bottles throughout the day.

Continued cleaning protocols throughout our facilities have been established to disinfect the campus daily: • High touch surfaces will be regularly disinfected throughout the school day;.

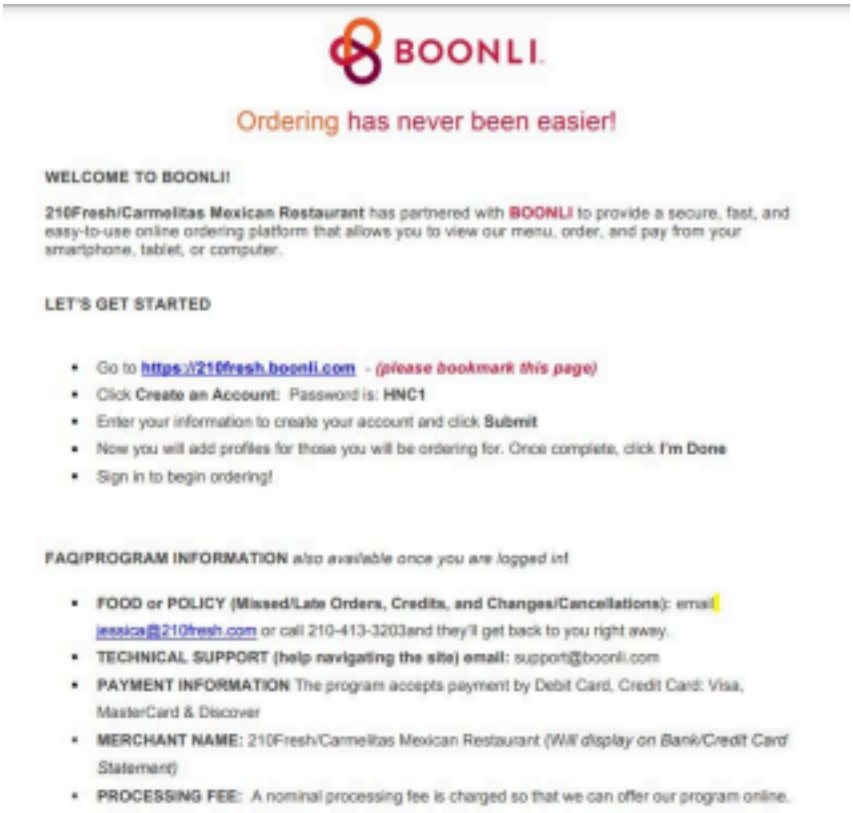
The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

• Teachers and staff will be provided with the necessary cleaning and disinfecting materials;

Cafeteria
• Common areas will be cleaned and sanitized;
• Lunch tables and chairs will be cleaned and sanitized after each use;
• Food sharing is not permitted.
Restrooms
• Hand washing signs will be posted in the restrooms;
• Teachers will focus on teaching students proper handwashing techniques.
Recess
• All students will sanitize hands after recess and P.E.

SCHOOL LUNCH PROGRAM

Holy Name Catholic School partners with 210 Fresh Catering Company.



BOONLI

Ordering has never been easier!

WELCOME TO BOONLI!

210Fresh/Carmelitas Mexican Restaurant has partnered with **BOONLI** to provide a secure, fast, and easy-to-use online ordering platform that allows you to view our menu, order, and pay from your smartphone, tablet, or computer.

LET'S GET STARTED

- Go to **https://210fresh.boonli.com** - *(please bookmark this page)*
- Click **Create an Account:** Password is: **HNC1**
- Enter your information to create your account and click **Submit**
- Now you will add profiles for those you will be ordering for. Once complete, click **I'm Done**
- Sign in to begin ordering!

FAQ/PROGRAM INFORMATION *also available once you are logged in!*

- **FOOD or POLICY (Missed/Late Orders, Credits, and Changes/Cancellations):** email jessica@210fresh.com or call 210-413-3203and they'll get back to you right away.
- **TECHNICAL SUPPORT (help navigating the site) email:** support@boonli.com
- **PAYMENT INFORMATION** The program accepts payment by Debit Card, Credit Card: Visa, MasterCard & Discover
- **MERCHANT NAME:** 210Fresh/Carmelitas Mexican Restaurant *(Will display on Bank/Credit Card Statement)*
- **PROCESSING FEE:** A nominal processing fee is charged so that we can offer our program online.

Cafeteria Conduct

1. All students are expected to observe good manners.
2. Students are responsible for keeping their table and the surrounding floor area clean.
3. Students are not permitted to take food out of the cafeteria.
4. Students are not allowed to share or trade food.

In accordance with Holy Name nutrition guidelines, “fast foods” and soft drinks are **not** allowed during lunch time. Energy drinks of any kind are not permitted at Holy Name Catholic School.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Lunch Visitors – discontinued until further notice due to School Safety and Security. Administration will have designated Community Lunch days available for families.

Food Deliveries

The school office will not accept daily food through delivery services for individual students nor for groups of students. The only classroom food delivery accepted is for the yearly designated school parties: Christmas and End-of-Year.

Birthday Recognition

• Students will receive a small birthday recognition gift from the school office.
• A snack may be dropped off to the school office for birthday celebrations and given at the end of the school day.
• Balloons, flowers and presents should not be delivered to the school.
• Celebrations will only be with classmates.
• Birthdays for the week will be recognized at Mass.
Birthday celebrations can not disrupt the learning environment

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality. This management plan is available for you to review in the school office during regular school hours.

FINANCIAL POLICIES

Enrollment will not be processed until the following required forms are completed, signed, and returned and all required documents have been submitted:

Registration Form
Financial Agreement
FACTS Tuition Letter and Enrollment Packet
Home Language Survey
Emergency Contact Information
After School Care information

Documents Required:
Child's Official State Birth Certificate
Baptismal Certificate
Legal/Custody Orders (if applicable)

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

School records (if new student)
Immunization Records

Tuition Agreement

Holy Name Catholic School has implemented the FACTS Tuition Management System. The FACTS Tuition Management System is the billing provider for tuition and incidental fees. Tuition agreements for the school year are sent to families through FACTS.

HNCS requires all families to enroll in this automatic debit program and have tuition payments withdrawn on a monthly basis. This program will assist families in making their monthly payments in a timely manner and avoid sending money with students or stopping by the office. All financials will be paid through the FACTS Tuition System.

School Financial Agreement

The school financial contract outlines the duties and responsibilities of parents/guardians towards Holy Name School. All families are required to submit a signed copy to the school office before their child may begin school.

Tuition Rates and Policies

The tuition at Holy Name Catholic School is a fixed rate for the entire school year. Annual tuition is to be paid in twelve (12), eleven (11) or ten (10) equal payments with the first payment due in June and Choice of Dates per month: (5^{th} or 20^{th}) through the FACTS Tuition System. Tuition rates are as follows:

Tuition Fees

The tuition rates for Pre-Kindergarten 3 through 8th Grade is as follows:

$5,600 per child, per year. There is also a sibling discount of $1100 for each additional sibling. There are tuition assistance opportunities available for families to apply.

Registration and Other Fees

A registration fee is due with the registration application . This initial registration fee is **non-refundable**. TEFA funds used to pay fees must be returned to Odyssey and under no circumstances are they to be paid directly to a family.

Continuous enrollment for the next school year will begin as early as January. A registration application is not required to be completed with the continuous registration. Changes to the previous registration application will be required to be provided to the school office.

Holy Name School conducts **two mandatory fundraisers** per year, per family:
1) Catholic Life Fall Raffle Ticket commitment of $300;
2) Spring Raffle Ticket commitment of $200.

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Commitments not fulfilled by the deadline will be assessed a $35 late fee and charged to the family's FACTS Tuition Account. A courtesy waiver of late fees is available only once per year.

Fundraising

Any organization or group proposing to conduct any fund-raising activity for the school and using the school's name shall receive the approval of the Principal. Any funds raised from these activities shall be spent at the sole discretion of the Principal and Pastor, in consultation with the organization who raised the funds. All revenues collected must be remitted to the school or its representative. All fund-raising activities must adhere to local, state, and federal regulations, where applicable.

TUITION ASSISTANCE POLICY & GUIDELINES

To the extent that local resources will allow, schools are encouraged to establish family tuition rates and/or set family ceilings on tuition rates to assist families with several children enrolled in the school. These family tuition rates must be offered to all families with several children regardless of form of payment, to include but not limited to TEFA participants. Tuition assistance policies, tuition payments plans, and funding resources are to be reviewed annually by the Pastor, Principal and the School Advisory Council to ensure equity.

EMPLOYEE TUITION

ASSISTANCE AND TEFA PARTICIPATION

Employees with children attending the school must apply to the Texas Education Freedom Account Program before the start of the academic year and within the official application window as a condition of eligibility for local tuition assistance. Receiving TEFA does not change the tuition rate set by the school. TEFA funds will be applied according to the employees' intended use but does not replace the employee's contractual financial responsibility for tuition and fees. Employees remain responsible for any balance not covered by TEFA. TEFA funds may not be combined ("stacked") with any other tuition assistance programs such as Hope for the Future or local tuition assistance grants, except for merit-based awards. If an employee's child is not awarded TEFA funding due to State of Texas eligibility requirements, the employe shall apply for tuition assistance through the Hope for the Future program. If tuition assistance through TEFA and/or Hope for the Future is not awarded, schools may, as local resources permit, offer a tuition assistance grant for children of school employees.This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's Tuition Assistance Review Committee. Employee tuition assistance grants apply only to employees who, as a parent or legal guardian, are personally responsible for the student's tuition. Policy and procedures for tuition assistance grants must be published in the Employee Handbook and communicated during employment and/or registration period. As local resources allow, schools may offer tuition assistance grants to employees of other Catholic schools or Archdiocesan entities if tuition assistance available through TEFA and/or Hope for the Future is not awarded. Tuition assistance grants are awarded to those who are personally responsible, as a parent or legal guardian, for the student's tuition. This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's Tuition Assistance Review Committee. All employee tuition assistance grant policies administered by the Tuition

Assistance Review Committee must be reviewed annually by the Pastor/Authorized Agent, Principal and the School Advisory Council to ensure fairness and consistency. The school reserves the right to determine how local tuition assistance grants, Hope for the Future tuition assistance, and other eligible discounts are applied to the student's tuition account in accordance with program requirements and school policy. Posting priorities must be established by the Principal and Pastor and reviewed annually by the School Advisory Council. Any tuition assistance grants should not exceed the limits established for Archdiocesan schools (See above Policy 4403: Employee Tuition Assistance and TEFA Participation; Archdiocesan Schools).

ARCHDIOCESAN SCHOOLS

Employees of Archdiocesan schools, whether full-time or part-time, who receive funding through TEFA are not eligible for tuition assistance grants except for merit-based awards. If tuition assistance through TEFA and/or Hope for the Future is not awarded, Archdiocesan schools may offer a tuition assistance grant if local financial resources allow. This tuition assistance grant applies only to employees who, as a parent or legal guardian, are personally responsible for the tuition of a student enrolled at the school. This grant is not considered compensation or an employee benefit, but rather tuition assistance subject to school-established guidelines and eligibility requirements set forth by the school's

Tuition Assistance Review Committee.

All employee tuition assistance grant policies administered by the Tuition Assistance Review Committee must be reviewed annually by the Superintendent/Authorized Agent, Principal and the School Advisory Council to ensure fairness and consistency. The school reserves the right to determine how local tuition assistance grants, Hope for the Future tuition assistance, and other eligible discounts are applied to the student's tuition account in accordance with program requirements and school policy. Posting priorities must be established by the Principal and Superintendent/Authorized Agent and reviewed annually by the School Advisory Council. For full-time employees, a tuition assistance grant may cover up to 50% of the remaining tuition balance after all available tuition assistance has been applied (See Finance Policy4404: Tuition Assistance).

For part-time employees, a tuition assistance grant may cover up to 25% of the remaining tuition balance after all available tuition assistance has been applied. If tuition assistance through TEFA and/or Hope for the Future is not awarded, Archdiocesan schools may offer a tuition assistance grant to employees of other Catholic schools or Archdiocesan entities, if local financial resources allow. Tuition assistance grants apply only to full-time and part-time employees of other Catholic schools or Archdiocesan entities who, as a parent or legal guardian, are personally responsible for the tuition of a student enrolled at the school. Employees of other Catholic schools or Archdiocesan entities who receive funding through TEFA are not eligible for additional

tuition assistance, except for merit-based awards. For full-time employees of other Catholic schools or Archdiocesan entities, the tuition assistance grant may cover up to 25% of the remaining tuition balance after all available tuition assistance has been applied. For part-time employees of other Catholic schools or Archdiocesan entities, the tuition assistance grant may cover up to 15% of the remaining tuition balance after all available has been applied.

Service Hours (per family)

- Each family is required to perform 20 hours of service to the school community. This service may be performed at a variety of functions throughout the school year. **Families are responsible for keeping track of their own service hours. Service hours will be logged on the school Service hour form and maintaining the log is the responsibility of the parent.**

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Non-completed hours will be billed at a rate of $25 per hour and will be added to the FACTS account at the end of the school year.

Athletics (5th-8th Grade) Fees:

Fee applies to those students who elect to participate in a school sport:

• $50 per sport, per student (a maximum amount of $100 per student)

The fees will be applied to each family's FACTS account. One fee will be applied in the Fall and one fee will be applied in the Spring.

Library Fees/Charges

Families will be notified if a book has not been returned by its designated due date, and applicable fees will be charged. If at the end of the school year there are any missing books or outstanding fees/fines, the librarian will send a notice to the family with the name/title of the book and the applicable fee. All fines/charges must be paid by the designated date given by the Librarian. If charges are not paid, the charges will be added to the FACTS account.

Credit Card Fees

All credit or debit card payments made in the school office will incur a 3% fee.

Obligations

Families are to keep their accounts (tuition, mandatory fundraisers, cafeteria, and athletic charges) current and not delinquent for over 60 days.

Delinquent Accounts

Families whose accounts are 60 days delinquent will not be permitted to send their child/children to school until the accounts have been brought current or had a mandatory meeting with the principal. Families will be contacted by telephone to set up the conference. Families awarded assistance through the Texas Education Freedom Account program are prohibited from using TEFA funds to pay delinquent tuition prior to the 2026-27 academic year and should not be excluded from delinquency tuition policies.

Payment History

Holy Name Catholic School reserves the right to mandate a 10 month payment plan for any family that has a previous history of delinquency with any of the Catholic schools.

End-of-the Year Balances

School accounts for non-graduating students must be paid in full by the end of May. School accounts for graduating students (8^{th} grade) must be paid in full by graduation.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

July and August tuition must be current prior to the first official day of class. Failure to comply with these requirements will result in your child not being allowed to attend on the first day of school.

All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in March). The school reserves the right to deny enrollment if there is a documented history of non-compliance with the tuition payment policy.

Any other obligations, such as non-contractual fundraisers, field trips, lunch, etc are to be paid in the school office by the specified deadline.

Extenuating Circumstances

If a family encounters unusual or extenuating circumstances affecting payment of tuition and fees, they must contact the Principal immediately to eliminate the consequence for delinquent payments.

Summer Programs

Any past-due debts must be paid directly to the school by the last day of the school year before attending a summer program. Past due debts may not be carried forward into the new school year. Account statements are available through the FACTS Tuition Management Program and may be accessed by logging into your account. Families are encouraged to frequent the FACTS website to check on their school account balances and to ensure proper posting of payments.

EMERGENCY PROCEDURES

Severe Weather Dismissal Procedures

When severe weather occurs, please check local TV stations and radio stations for a message concerning San Antonio Independent School District. Holy Name School will follow the closure procedure pertaining to SAISD. We will send all families an email in the event of a school closure. You may check our Social Media page or website for up to date information on school closure announcements. In the event that school is closed for a day, there will be a make-up day scheduled at a later time or virtual instruction will be provided. Make-up days for unscheduled school closure due to inclement weather are posted on the school calendar.

If SAISD announces a late start, Holy Name will also have the same late start time.

School Crisis Response Plan

The safety and well being of all students is our primary importance. Holy Name Catholic School has a School Crisis Response Plan in place to ensure that administrators, teachers, staff and students are all familiar with emergency procedures.

Holy Name Catholic School practices the following drills throughout the year:

• Fire Drills
• Tornado Drills/Weather Drills
• Evacuation Drills
• Lock Down Drills
• Bomb Threat

Holy Name will follow the “I love your guys” protocol to include:

- HOLD! In your room or area. Clear the halls.
- SECURE! Get inside. Lock outside doors.
- LOCKDOWN! Locks, Lights, Out of Sight
- EVACUATE!
- SHELTER! Hazard and safety strategy

In the event of a real emergency, parents will receive a PARENT ALERT EMAIL message to the email in the RenWeb database. The nature of the emergency and the procedures that have been put into place to ensure the safety of the students will be communicated.

IN THE EVENT OF A LOCK DOWN, NO ONE WILL BE ALLOWED ACCESS TO THE SCHOOL PROPERTY. CHILDREN WILL NOT BE RELEASED UNTIL THE SCHOOL IS OFFICIALLY RELEASED FROM LOCK DOWN.

BOMB THREAT

If a school receives a bomb threat, the following procedures are to be observed:

1. Evacuate the school in the manner outlined in the Crisis Response Plan.

2. Inform the police immediately. Once the police arrive, school personnel should

follow police directives and accept their decision as to the course of action to be

taken.

3. Inform the Pastor/authorized agent and Superintendent immediately.

FIRE DRILL

Schools must comply with the state Fire Marshal’s mandatory school fire exit drills that require that campuses conduct at least one fire drill each month that has ten (10) or more instructional days. This includes summer school programs. Each fire drill should be slightly different, some obstructed and some unobstructed. The principal must record and file the date and time of each fire drill and other emergency evacuation drill.

School personnel shall be trained in the use of fire extinguishers and fire safety equipment.

TORNADO WARNING

If a warning is in effect in a school's locality, students should be taken to a safe place. Students should be kept

inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

• Sit on the floor

• Head between raised knees

• Hands clasped covering the head and neck.

LOCK DOWN DRILLS

Lock Down drills are to be conducted regularly and in accordance with standard response protocol.

Building Safety Procedures

Holy Name Catholic School works to meet all safety standards according to city ordinance and Archdiocesan Risk Management Programs. Principals are responsible for conducting the appropriate fire drills, tornado drills, and any other disaster drills. Evacuation routes must be posted in each room. Principals shall arrange for active threat training every three years which must be provided by a law enforcement officer. The principal shall also arrange for annual review of the procedures. See Policy 5207 Active Threat Training.

Active Shooter Training

All teachers and staff have been trained in the event of an active shooter crisis. Students will have three practice lockdown drills throughout the school year. The first drill will take place at the beginning of the school year.

Schools As Weapon Free Zones

It is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school-sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents/guardians of any student who is arrested for violation of this statute.18 U.S. Code § 922 (q)(2)(A).

PARENTS AND COMMUNITY RELATIONS

Office Hours

The School office is open each school day from 7:30 a.m. to 4:00 p.m.

Visitors on Campus

• All visitors to the school must report to the school office in order to sign in and obtain a pass.

• Parents are not allowed to go directly to any classroom during the school day.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Security and Safety
Holy Name Catholic School will be a Closed Campus due to security and safety concerns.

- After the first week of school, parents/guardians of PK3, PK4, Kindergarten and new students will not be allowed to walk students to their classroom;
- Visitors will not be permitted during student lunch periods;
- Limited number of volunteers will be allowed during school hours.

Parent Responsibilities/Parent Cooperation as Condition of Enrollment

Parents/guardians have the responsibility as primary teachers and disciplinarians of their child to:

1. Model and support their child's practice of the Catholic faith.
2. Support school policy and the authority of the administration and teachers.
3. Insist that their child obeys the regulations and principles of good behavior.
4. Support teachers and administration of their judgments as they apply the school rules and regulations. 5. Avoid any criticism of all staff/teachers and school policy on social media or other means. 6. Be aware of and monitor external influences like TV programs, videos, phones, social media, etc. 7. Sign and return all correspondence in the time prescribed.
8. Encourage their child to complete all assignments.
9. Communicate openly with faculty and staff when necessary
10. Follow the policies and procedures stated in the handbook.
11. Pay all fees (tuition, lunch, music, book, athletic, graduation, PTC, etc.) on time
12. Reimburse school for property destroyed (accidentally or intentionally) by their child.

Parent Teacher Club (PTC)

The purpose of the PTC is to foster a partnership between the home and school and to aid the principal in providing programs and financial resources for the improvement of the educational programs of the schools.

PTC fees are charged at the beginning of the school year, therefore, all parents are members of the PTC. Active participation from all parents is encouraged in order to promote cooperation and understanding and provide for an exchange of ideas, communication, and build a strong Christian community.

PTC Parent meetings are held monthly throughout the school year. Meeting dates will be communicated via weekly school newsletter . There are various committees that will spearhead school projects / activities throughout the year.

The PTC Executive Board meets monthly throughout the school year.

School Council Advisory Board

The local school council is called into being by the pastor/authorized agent and given its mission to advise the principal and pastor/authorized agent in areas of finances, school enhancement, policy, development and

strategic planning.

Requirement for Volunteers and Chaperones

Criminal Background and/or Credit Checks

The Archdiocese of San Antonio requires all adult volunteers/chaperones who minister to children/youth to complete a Criminal background check and Adult Safe Environment Training through Virtus. Background checks may take 4-6 weeks to process. Due to the time frame involved, it is recommended that training be initiated and completed at the beginning of the school year.

Safe Environment and Sexual Harassment Trainings

The Archdiocese of San Antonio is currently using Protecting God's Children developed by Virtus to educate adults on abuse prevention. Training is provided on-line – at www.archsa.org/child-protection/safe-environment-training. The training is required to be renewed every 3 years.

According to admission requirements, parents are required to provide the school with any Court Certified Copy of the Custody Section of Any Existing Divorce/Separation Decree (when applicable). If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This information must be provided to the school office to assist in determining when, if ever, the child can be released to the non-custodial parent. Each school shall allow full access to a student's records to either parent unless the school has been provided with evidence that there is a court order, state statute, or other legally binding document that specifically revokes such rights.

Upon reaching the age of 18, a former student gains the same rights as granted to the parent concerning access rights to his/her student records.

Use of School Grounds and Buildings

If a parent group/organization would like to hold a meeting on school grounds, then the group should contact the principal at least one week in advance to make arrangements for time and location approval.

School Publications

School publications serve to foster the creative talents of students and to assist and support the school in its internal and external communications. School publications are made available to students, parents, pastors, and the parish community at large. The Principal has the responsibility to review and approve all school publications or any communication that is to be sent home to parents from Holy Name Catholic School. Parents and parent organizations and any other individual who wishes to distribute information via the school are encouraged to provide enough time for the Principal to review the communication to allow time for edits and to prevent unnecessary delays.

School Website

https://www.holynamesatx.org/ is our new Holy Name Catholic School website.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

School Sponsored Social Media

Holy Name Catholic School has a social media account on Facebook at https://www.holynamesatx.org/. Please visit us on Facebook and Instagram.

School Newsletter

A weekly school newsletter is emailed to parents weekly. It contains important information and includes events for the week and upcoming events for the month.

Media

Members of the media will not be allowed on school property unless authorized by the Principal after presenting appropriate valid identification.
The Principal shall notify the Superintendent if members of the media come onto school property. The Principal shall receive the approval of the Superintendent and Archdiocese Communications Office prior to any information released or communicated to the media

PARENT INVOLVEMENT IN THE CLASSROOM

Parents are reminded to understand that the classroom teacher has the ultimate responsibility for organizing and structuring classroom activities, special events, field trips, and the like. For the sake of order, student safety, and decorum, parents are strongly discouraged from bringing younger siblings to classroom parties or field trips. Holy Name Catholic School students cannot skip school to attend a sibling's field trip.

COMMUNICATION - BETWEEN PARENTS, TEACHERS, ADMINISTRATION, PRESIDENT, PASTOR, AND/OR AUTHORIZED AGENT

Confidentiality

Use of parent information on RenWeb Names, addresses, phone numbers, emails are maintained in RenWeb for use by Holy Name Catholic School and is a secured RenWeb portal. This information may be used only for events and business conducted by the school and school sanctioned organizations.
All other student and parent information is confidential and can only be accessed by authorized personnel.

Principle of Subsidiarity

Appropriate channels of communication are important for the relationship between students, parents, teachers and administration.

Student/teacher concerns will be handled in the following manner:

1. Parent schedules a conference with the teacher. This can be done through a written note, e-mail or through the school office.
2. Meet with the teacher to present your concerns. The teacher will hear the concern and will take the necessary measures to correct the situation. She/he may also communicate with the administration for support and/or

advice.
3. If a satisfactory agreement is not reached with the parent/teacher, then you may schedule a meeting with the Principal. This may be done through the school office or e-mail.

Procedures for Contacting School Personnel

You may contact the front office at 210-333-7356 for general questions and information, or to reach an administrator or teacher. If an administrator is not available, a message will be given for a return call.

A message can be left for a teacher who will return the call either during their conference time or after school.

Parents may also contact a teacher or administrator by email.

Parent Electronic Portals

FACTS SIS/RenWeb - is the web-based school management tool that is used to communicate with parents. Through FACTS parents receive:
• emails from school personnel
• progress reports and 9 weeks report cards
• student grades
• email messages
• inclement weather emails
• tuition management system

ACADEMICS POLICIES

School Responsibilities

Administrators, Faculty, and Staff at Holy Name Catholic School are committed to:
1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care for oneself and others.
2. Enforcing the school rules and discipline policies with fairness and discretion.
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the student.
4. Maintaining effective and respectful communications with parents regarding student behaviors, academics and appropriate parental responses.
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management.

Expectations and Responsibilities for Students

1. Respect Authority – students will not defy school authorities and/or challenge school rules and policies.

2. Accept consequences for your actions – students will not refuse to accept discipline and the consequences for their behavior.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

3. Avoid school or classroom disruptions – students will not disrupt any school activity.

4. Avoid endangering yourself or others – students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.

5. Show affection appropriately – any expressions of affection between/among students will be simple and appropriate to the school situation.
6. Avoid foul language – students will not use profane, vulgar, disrespectful, or hurtful language.

7. Maintain a "Bully-Free" environment – students will not tease, bully, harass, and/or coerce others.

8. Respect school and personal property – students will not damage, destroy, or deface any property and will be required to make restitution as directed.

9. No unauthorized snacks – students will not chew gum or have or consume any unauthorized snacks, food or beverages on school property.
10. No illegal substances – students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.

11. Follow the Uniform policy – students will follow the school uniform code regulations.

12. Complete assignments and do your own work – students will complete assignments and be truthful and honest and not engage in any form of cheating or dishonesty. Examples of cheating or dishonesty include copying someone else's homework or class work, giving homework or class work to someone to be copied, plagiarizing, giving or receiving help on a test by talking, showing work to another person, emailing or photographing or text messaging answers.)

13. Leave all electronic devices at home – students will not have in their possession personal electronic games, recording/listening devices, air pods or earbuds, or unauthorized software.

14. Follow arrival and dismissal policies – students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.

15. Follow rules and procedures – students will not violate the **Code of Conduct** or its **Specific Policies.**

Parent/Guardian Responsibilities

Parents/guardians have the responsibility as primary teachers and disciplinarians of their child to:
1. Model and support their child's practice of the Catholic faith.
2. Support school policy and the authority of the administration and teachers.
3. Insist that their child obeys the regulations and principles of good behavior.
4. Support teachers and administration in the discipline of your child and respect their judgments as they apply the school discipline code.
5. Be aware of and monitor external influences like TV programs, videos, phones, social media, etc.

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

6. Sign and return all correspondence in the time prescribed.
7. Encourage their child to complete all assignments.
8. Communicate openly with faculty and staff when necessary and avoid any criticism of all staff/teachers and school policy.
9. Follow the policies and procedures stated in the handbook.
10. Pay all fees (tuition, lunch, music, book, athletic, graduation, PTC, etc.) on time
11. Reimburse school for property destroyed (accidentally or intentionally) by their child.

Curriculum and Instruction

Curriculum Documents/Requirements

Holy Name Catholic School curriculum implementation follows the Curriculum Guide of the Archdiocese of San Antonio and incorporates the Texas Essential Knowledge and Skills (TEKS). To implement this curriculum the school follows the TCCED (Texas Catholic Conference Education Commission) requirements.

Holy Name School maintains a balanced curriculum to include Religion, English-Language Arts, Reading, Science, Math, Social Studies, Health, Physical Education, Foreign Language, and Music/Fine Artts. Holy Name shall maintain a balanced curriculum including religion, language arts (English-grammar and composition, reading, vocabulary, spelling, handwriting), science, mathematics, social studies, fine arts, health, guidance, physical education, technology applications and foreign language. To implement these standards the school will follow the TCCB ED requirements regarding expectations for Curriculum.

Curriculum Objectives

The distinct purpose of the Catholic Schools is to proclaim the Gospel message, to build community, and to educate. Within the school community, the teachers, priests, parents and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom, manifesting the Gospel values of peace, justice, community, love, patience, reconciliation, and respect. To achieve this purpose, the Catholic School organizes its curriculum, its staff, and its physical facilities to:

- Make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship.
- Assist the students in developing an understanding of the church of Christ, its community growth and its world dimensions.
- Develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity.
- Provide for all students educational opportunities and experiences related to their heritage, and their responsibilities to family, local community, and larger society.
- Enable students to acquire skills, especially in the art of communication, in quantitative and qualitative thinking in the sciences.
- Help students develop the power to think constructively, to solve problems, to reason independently, and to accept responsibility for self-evaluation and self-instruction.
- See that all students have available experiences to develop a sense of wonder and an appreciation for beauty and culture as their knowledge of human development expands.
- Help students to develop and foster physical and mental health and to deal constructively with the

psychological tensions inherent in change and adaptation.

Pre-Kindergarten

Pre-Kindergarten is a developmental program within the total school. The Pre-Kindergarten program is planned to meet the formal and informal developmental needs of young children. From these needs stem teacher-directed and student-directed activities.

Kindergarten

The Kindergarten program continues the developmental process and begins building a foundation for the basic skills of reading, writing and math. It is also a time for social adjustment and an introduction to school life.

Grades 1-5

The core curriculum for grades 1-5 is a continuous developmental program of religious education, language arts, math, social studies, and science. Through varied teaching methods and the use of "hands-on" materials, students are engaged in the learning process and encouraged to develop a solid understanding of the concepts presented.

Middle School (Grades 6-8)

Holy Name Catholic School offers an environment conducive to the student through differences in class schedule, discipline code and activities that respond to the needs of early adolescents. Preparation is given for students to be successful in a college-preparatory high school.

Religious Education

The religious education program is prescribed by the Archdiocesan Office of Religious Education. Holy Name Catholic School cooperates with home and parish to provide opportunities for all students to experience the Christian message through:

- Daily religion classes
- Eucharistic celebrations
- Traditional faith practices - Our Lady of Guadalupe, Reconciliation, Stations of the Cross, St. Vincent de Paul, Annual Catholic Schools Week, weekend Masses, and weekly school Masses.

Fine Arts Program

Holy Name offers a Fine Arts Program consisting of Music. Music is offered to all students in grades PK-5th one day per week and two days per week for grades 6th-8th.

Physical Education

Physical Education is offered to all students in grades PK-8th.

Building Strong Foundations

Holy Name will implement a comprehensive Multi-Tiered System of Support (MTSS), designated by the

Department of Catholic Schools as Building Strong Foundations. This systematic, data-driven framework is essential for the timely identification and support of students exhibiting academic, social-emotional, or behavioral challenges. The primary objective of Building Strong Foundations is to proactively identify students at risk of not meeting grade-level standards and to provide targeted, early interventions to ensure their success. To fulfill this mandate, each school must develop and maintain, to the fullest extent possible, the following critical components:

• A robust system for the early identification of students at risk.

• A formalized process for documenting and implementing interventions and accommodations.

• Ongoing monitoring and evaluation of student progress in response to interventions.

• Data-informed decision-making procedures that guide instructional adjustments.

• Structured collaboration with parents to support student growth.

• A clearly defined, confidential documentation system that tracks and monitors all accommodations and interventions for each student.

The implementation of Building Strong Foundations is a top priority, requiring immediate and sustained commitment to ensure every student receives the support necessary to thrive academically and personally. It is important to note the fundamental difference between an accommodation and a modification.

Definitions:

An accommodation is an adjustment made to the learning environment, instructional methods, or assessment procedures that enables a student with disabilities or specific needs to access the curriculum and demonstrate their knowledge without altering the academic standards. Accommodations provide equal access to learning by removing barriers while maintaining the integrity of the educational goals. A modification is a change made to the curriculum expectations, learning objectives, or assessment criteria that alters what a student is expected to learn or demonstrate. Unlike accommodations, modifications adjust the level or content of instruction to better fit the student's abilities, often involving simplified materials or reduced requirements. Schools are required to thoughtfully evaluate their capacity to provide extensive accommodations, prioritizing each student’s best interests. Accommodations should only be implemented when the school has adequate training and staffing to ensure they are delivered effectively and responsibly.

Grading Policy

Holy Name Catholic School is on a quarterly (9 weeks) grading period schedule. Numerical grades are used from second (2) grade through eighth (8) grade. Letter grades are used from PK through first (1) grade.

Academic Honor Roll is defined in the following manner for students in grades 4th – 8th:

A Honor Roll:
94-100 in all core subjects and elective classes

AB Honor Roll:
85-93 in all core subjects and elective classes

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Core subjects include: Religion, English, Reading/Literature, Social Studies, Science, Mathematics, Physical Education/Health, Foreign Language, and Music.

Elementary/Middle School (Grades PK-8):

- For PK3 through grade 1, the following Evaluation Key is used:
  E = Excellent
  S = Satisfactory
  P = Progress
  N = Needs Improvement
  N/A = Not Applicable

- For Grades 2 through 8, the following Evaluation Key is used:

  94-100 = Exceptionally High Achievement- A Honor Roll
  85-93 = High Achievement- AB Honor Roll
  75-84 = Average Achievement
  70-74 = Low Achievement
  0-69 = Failure to Master Material

- For Elementary (PK-1) electives such as physical education, art, and music the following Evaluation Key is used:

  E = Excellent
  S = Satisfactory
  P = Progress
  N = Needs Improvement
  N/A = Not Applicable

- For Grades 2 through 8, electives such as physical education, art, foreign language, and music the following Evaluation Key is used:

  94-100 = Exceptionally High Achievement
  85-93 = High Achievement
  75-84 = Average Achievement
  70-74 = Low Achievement
  0-69 = Failure to Master Material

Report Cards

Report Cards will be issued electronically (email) to parents through FACTS four times per school year (every 9 weeks). Hard copies can be requested through the school office.

Progress Reports

The school and/or principal reserves the right to make any modifications, additions, or deletions to the handbook. These changes will be communicated to all school parties once a change has been made.

Progress Reports will be issued electronically (email) to parents through FACTS every 3-4 weeks per quarter (every 9 weeks). Hard copies can be requested through the school office.

Promotion/Awarding Course Credit Policies

Per TCCB ED, social promotions and skipping grade levels are prohibited. Students are awarded course credit and promoted to the next grade level based on their academic achievement. Retention of a student is to be considered the last resort for students who do not meet the academic criteria for promotion. A student's parent or guardian shall be given appropriate notice and warning of their child being at risk for retention. A timeline for such notice should be defined in the school's parent student handbook. Factors leading to the decision made by the superintendent and principal, in consultation with the parent, include the following:

- age of student,
- maturity of student,
- degree of deficiency in the student's learning as per grade level requirements,
- achievement and instructional data, review of academic interventions, and
- any other special circumstances that have hindered academic progress for the student.

The following are the specific regulations for promotion for various grade levels:

3K-4K: Promotion at this level is determined by the teacher and principal in consultation with the parent/guardian.

5K-1: A student must have at least a "P" final average in Reading and Mathematics.

2-5: A student must have at least a "70" final average in Religion, Reading, English- Language arts, and Mathematics. A student who fails Reading and Mathematics for the school year is not promoted.

6-8: A student must have at least a "70" final average in all core subjects –Religion, English, Reading/Literature, Mathematics, Science, and Social Studies. A student who fails more than 2 core subjects is not promoted.

For each core subject below "70" a student must demonstrate the successful completion of work in summer school. If summer school is not available, work will be assigned, and the student will be tested prior to advancement to the next grade level.

Administration reserves the right to refuse re-admission to any student who has failed any grade for the year. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
b. Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
c. Elementary students failing one or two academic areas must successfully complete a remediation program approved by the principal in order to be promoted to the next grade. If a student fails two or more core academic subjects, the student will not be promoted to the next grade.
d. Students who have not successfully completed summer school or another program approved by the principal

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but would not benefit from being retained in the grade may be “placed” in the next grade level

Standardized Assessments

Holy Name shall assess students according to the guidelines established by the Department of Catholic Schools. The Archdiocesan testing program includes nationally normed assessments to measure student growth. In accordance with the National Standard and Benchmarks for Effective Elementary and Secondary School (NSBECS), schools shall use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional strategies. Kindergarten – 12th grade students participate in the NWEA Map Growth Assessment and/or Fluency Assessment 3 times throughout the school year. This data is utilized at the campus and Archdiocesan level for instructional planning. Students in grades 8-12 participate in the College Board PSAT and SAT assessments. The required archdiocesan assessment program includes a standardized test of religion. Holy Name will utilize ARK for religion assessments. Holy Name will use NWEA MAP for all other required content areas.

BUILDING DESIGN AND CONSTRUCTION PROCESS

When new construction is being considered, organizations should refer to the Construction Guidelines and Procedures as outlined by the Archdiocese of San Antonio. These guidelines outline the procedures for the design, preconstruction and construction process.

Projects $10,000 - $50,000:
For schools where the principal reports to the Department of Catholic Schools (DCS) Superintendent, any project with expenditures over $10,000, but less than $50,000 must be sent to the Superintendent for review and approval before commencing work.

Projects over $50,000:
Prior to any planning or related activity, with expenditures over $50,000, a meeting with the archbishop must be requested to discuss the desired concept. This meeting will provide direction on how to proceed.

Schools Affiliated with a Parish:

- The principal must work with the pastor to obtain concept approval before any planning or related activities begin.

Schools Not Affiliated with a Parish:

- For schools where the principal reports to the Department of Catholic Schools (DCS) Superintendent, approval and oversight must first come from the Superintendent.
- The Superintendent and principal must meet with the archbishop to discuss the desired concept.
- The letter requesting the archbishop’s approval must include the Superintendent’s signature.

Homework reinforces classroom learning, promotes responsibility, and develops independent study skills. It is designed to support student growth without causing undue stress.
Guidelines:

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1. Purposeful and Meaningful

Homework should reinforce learning, foster responsibility, and encourage independent study, not just busy work. It can include spiritual reflections or community service projects that connect faith and learning.

2. Age-Appropriate and Manageable

Assignments should consider students' developmental stages. For example, younger students benefit from shorter, focused tasks, while older students can handle more complex projects. Research suggests the "10-minute rule" (10 minutes per grade level per night) as a guideline.

3. Balanced with Family and Faith Life

Homework should respect family time and religious observances. It shouldn't overwhelm students to the point that it interferes with prayer, Mass attendance, or family activities.

4. Clear Communication

Teachers should provide clear instructions and expectations for homework. Parents should be informed about homework goals and how to support their children without doing the work for them.

FIELD TRIPS AND TRAVEL FOR ATHLETIC EVENTS

Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity. The Principal must initially approve the planning of the field trip or outing.

The following criteria should be taken into consideration when planning a field trip or outing:

- The nature and purpose of the trip should relate to the mission, philosophy and goals of the school.
- Field trips should be related to the curriculum, meet educational objectives andvgoals.
- The trip should be appropriate for the age and maturity level of the students.
- Schools should review and follow the guidelines in the Policy for Ministering to Youth which outlines the requirements for both day and overnight trips.

The following requirements must be met when seeking approval for a Field Trip:

- The Principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance or poor conduct.
- Adequate transportation must be provided by the school. Appropriately licensed, insured and bonded transportation must be used.
- Adequate supervision by qualified adults must be provided by the school, including one or more employees of the school. Supervising adults and employees must have a current background check and safe environment training on file with the school. Supervising adults and employees must review and acknowledge the Archdiocesan Sexual Misconduct Policy. The school is responsible for tracking and documenting the compliance of volunteers and employees with the aforementioned requirements.
- The student must have a signed and dated release form from the parent/guardian for each field trip. Specific information such as purpose, destination, activities, method of transportation, fees, emergency numbers, estimated time of arrival and return, must be indicated or requested on the permission release form.
- All student emergency medical information or medication permission forms remain in effect during the field trip activity. The field trip permission form and any medical forms, including medication permission forms, must accompany the students on the trip. If the field trip is out of town and/or overnight, parents should be asked to submit more specific information as needed.
- For overnight or out of town field trips, the principal and Pastor/authorized agent must approve. Unless the school specifically approves a trip, the school's name cannot be used. Privately organized trips that involve students will not be promoted or organized within the school.

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Parent/Guardian Handbook Acknowledgment

I acknowledge that I have received access to and reviewed the **Holy Name Catholic School Parent/Student Handbook** for the 2026–2027 school year.

By signing below, I confirm that I have read and understand the policies, procedures, expectations, and guidelines outlined in the handbook. I understand that it is the responsibility of both parents/guardians and students to follow the expectations established by Holy Name Catholic School.

I understand that the handbook is intended to support a safe, respectful, faith-filled, and academically focused school environment. I agree to support the school's policies and expectations and understand that I may contact school administration if I have questions or need clarification regarding any handbook policy.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature (Grades 5–8): _____

Date: _____

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