

2018-19

parent/student handbook

**HOLY NAME OF JESUS**

Catholic School



HOLY NAME OF  
**J E S U S**  
CATHOLIC SCHOOL  
Developing the Whole Person

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## HNJ Catholic School Mission Statement

The mission of Holy Name of Jesus Catholic School is to shepherd children in their Catholic faith journey and promote academic excellence to develop the whole person to live the Gospel of Jesus Christ

# Letter from the Principal

August 2017


Dear Families of Holy Name of Jesus Catholic School,

Welcome to the community here at Holy Name of Jesus Catholic School. The mission of Holy Name of Jesus Catholic School encourages a child-centered environment where the needs of our students are met in an excellence based educational program infused with the Catholic faith. This handbook will serve as a guide to students, parents, and faculty in order to establish the standards and expectations established by the school community to fulfill its this mission.

Our goal is to provide a learning environment where students excel academically and spiritually. This handbook offers information about the procedures and policies of Holy Name of Jesus Catholic School to help both parents and students. These policies have been implemented to ensure that the school runs smoothly and so that our students are able to learn in an environment which promotes success. This handbook does not cover every possible situation and is subject to change. The final interpretation of the policies and procedures presented in this handbook rest with the school administration.

Please take the time to read the over the policies contained here and discuss the content with your child/ children. It is a Diocesan policy that you indicate you have read this document by signing and returning the last page. If you have any questions, please feel free to contact the school office.

Many blessings,



Kathleen M. Falk  
Principal

“The Catholic school affords a particularly favorable setting for catechesis with its daily opportunity for proclaiming and living the Gospel message; for learning and appreciating the teachings of the Church; for acquiring a deep understanding, reverence, and love of the Liturgy; for building community; for prayer; for proper formation of conscience; for the development of virtue; and for participating in Christian service...For these reasons, whenever possible, parents should send their children to a Catholic school.”

*(National Directory for Catechesis;*

*United States Conference of Catholic Bishops, 2005)*

# Introduction

## Disclaimer

The purpose of this handbook is to serve as a source of information for parents, students, and teachers of the school. Holy Name of Jesus Catholic School Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing students and families sufficient notification of change whenever possible.

## Philosophy

At Holy Name of Jesus Catholic School, our philosophy of education is demonstrated in our dedication to teaching and caring for the whole child in a Christian environment. We believe in providing a firm foundation on which a quality Catholic education can be built, allowing children to grow in their awareness of God, themselves, and the world around them. At HNJ, each child is accepted as an individual and encouraged to develop to his/her maximum potential academically, personally, physically, socially, and spiritually in our Christ-centered environment.

## Beliefs

At Holy Name of Jesus Catholic School, we believe:

- That each student is a gift from God, unique in his/her talents, and has the right and the opportunity to develop spiritually, academically, socially, personally, and physically
- That education lays the groundwork for lifelong learning through developing persistence, self-discipline, critical thinking, problem solving, and the courage to make moral and just choices to build the kingdom of God
- That every child can learn and individual needs can be met through a core curriculum which values superior academics; artistic, physical, technological, and cultural experiences; enrichment and extracurricular activities; collaborative learning; high expectations; measurable assessment; and a clear delineation of goals
- That the Gospel message is the center and enlivening force of all that we do and teach
- That we are a Catholic community, built by a program of religious formation that instructs in the truths and traditions of the Catholic faith, provides opportunities for prayer/worship including the Eucharist and other sacraments, and encourages them to practice Christian values both at home and at school
- That to build productive members of our society, we must instill in students a sense of responsibility for their own learning through personal accountability for the quality and prompt completion of all assignments
- That exposing students to diversity will instill tolerance and concern for others which will lead to peace and justice in our world
- That we must cultivate understanding of, and appreciation for, the dignity of each individual, as well as the need to serve and respect themselves and the rights of others
- That in order to motivate students to adopt a healthy lifestyle, we must provide a program of physical education and health awareness

## Goals

Holy Name of Jesus Catholic School educates and selects experiences to direct the student learning in the following areas:

### Academic Development

- To use a variety of educational methods to address learning styles in order to help all children reach their highest potential
- To foster qualities that are essential to lifelong learning, including critical thinking and problem solving skills

### Physical Development

- To engage children in a variety of indoor and outdoor activities that will encourage physical fitness
- To provide a program of physical education and health awareness to motivate students to adopt a healthy lifestyle

### Personal Development

- To foster independence and motivate children to take responsibility for their actions
- To develop an appreciation for the dignity of each individual and the need to respect and serve others

### Social Development

- To prepare students to meet the challenges of a global society by developing communication skills
- To teach and practice the Christian values of peace and social justice through exposure to cultural diversity

The school is an integral part of the parish and will serve this community by preparing its students to be future family, civic, church and global leaders dedicated to the ideals of peace and justice. Holy Name of Jesus strives to create a Christ-centered environment. By following the message of Jesus Christ, the school exemplifies His teachings in interactions with students, parents and the community.

# Admission & Registration

Holy Name of Jesus Catholic School welcomes and does not discriminate against qualified students of any race, color, national and ethnic origin in respect to admissions, and all the rights, privileges, programs and activities generally accorded are made available to every student at the school. A variety of criteria will be considered in decisions to admit a student to Holy Name of Jesus Catholic School. The main consideration will always be the proper fit of the child and school for one another, as well as the family's willingness to accept the mission, policies and goals of the school.

## Applying

The normal applying time for the next school year will begin in February-March. Priority of acceptance into the school will be determined by the following criteria:

- Currently enrolled families who are registered, supporting parishioners
- Currently enrolled non-parishioners
- New families who are registered, supporting parishioners
- New families who are non-parishioners

If classroom space remains available after the initial in-house registration period, priority of acceptance will be determined on a first come, first served basis. If the maximum classroom or school enrollment is attained, a formal waiting list will be established at the school office, and classroom vacancies will be filled according to the above criteria. Parents who are reregistering returning students are required to submit a completed registration form annually. Family accounts must be current, or the application will not be processed or accepted until such accounts are current. New Students entering kindergarten must be five (5) years old on or before September 1st of the new school year. This is the law in the State of Florida and must be followed by the school. Children entering first grade must be six years old on or before September 1st and have successfully completed kindergarten. Prospective new students for grades 6-8 and their parents must be interviewed by the Principal or her representative. Placement testing may be required for any student. Any student requesting admission to Holy Name of Jesus Catholic School who has a previous IEP or Service Plan must include that paperwork with admission request. Failure to provide appropriate documentation may result in admission being rescinded. New students accepted to Holy Name of Jesus Catholic School are placed on a probationary period of at least one trimester or eleven weeks. New students, once accepted, are required to submit:

- Copy of latest interim or report card from the current school
- DH Form 680 Immunization Record
- DH Form 3040 Physical Examination
- Certified copy of a birth certificate
- Registration form and nonrefundable fee
- Copy of the child's Baptismal certificate (for Catholic students)
- Any Individual Education Plan (IEP) forms if applicable

Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child within the financial, operational, educational and physical limitations of our school. The principal shall evaluate on a case-by-case basis whether or not our school can meet the needs of the student. If HNJ can make reasonable accommodations to meet the student's needs, we will offer the child the opportunity of a Catholic school education. Parents must sign a document agreeing to the educational plan and accommodations. The admission of a student will be considered on an individual basis after a full evaluation of his/her educational needs is conducted. HNJ school administration will determine whether the student's educational needs can be met and whether continued enrollment in our school is in the best interest of the student. Please note: Students coming from other Catholic or private schools must have cleared their accounts at the former school before beginning school at Holy Name of Jesus.

# Tuition & Fees

Tuition rates are determined annually by the pastor, finance committee, and principal and reviewed by the school board. Instructional fees, technology fees and registration fees are not included in the tuition. Tuition and special fees are determined through information gathered in developing the annual budget for the school year. Tuition, fees and fundraising are the major sources of revenue for meeting the expenses of running the school. Generally, tuition and fees account for approximately three-quarters of the actual cost of educating a child at Holy Name of Jesus Catholic School; the balance must be met through fund raising and other special sources. Holy Name of Jesus Catholic School employs FACTS Tuition Management Service to handle its tuition collection. In order to facilitate the collection of tuition and to assist parents in their monthly personal budgeting, several payment options are available. The payment plans include:

- A single annual payment before the start of school with a 2% discount
- Semi-annually (2 payments) through FACTS
- Quarterly (4 payments) through FACTS
- Monthly payments (11 payments) through FACTS

FACTS payments can be automatic payments drafted from your checking account. There is a “set-up fee” for this service. The annual or 1st installment is due to the school by July 1. All families pay a registration fee for each child annually. If the student is voluntarily withdrawn by the family for any reason, this registration payment is not refundable. Tuition terms are specified in the registration packet and available through the school office. If checks from parents are found to have insufficient funds, the school will levy a charge for the default check. If this situation is a recurring one, the Bookkeeper may require the parent to pay by cash, credit card, or money order. Any questions should be directed to the school bookkeeper or principal.

Report cards, official records, and transcripts may be withheld if the family/student tuition account is in arrears. Students will not be permitted to register or attend another Catholic school within the Diocese until all financial obligations at their current or previous Catholic school within the Diocese have been met. No student will receive a diploma and no transcripts will be sent for students whose tuition is in arrears.

## Tuition Category

Tuition Category is determined at registration. Families fall into one of the following categories:

**Category 1:** Parishioners who are registered at the parish; attend Mass weekly; and use Sunday envelopes (contribute at least \$800 per calendar year-mitigating circumstances will be considered). The church office will check family's participation in this program and families not making this contribution will be charged the non-parishioner rate for tuition.

**Category 2:** Catholics who do not meet the criteria for Category 1

**Category 3:** Non-Catholic

## Tuition Assistance

Tuition assistance may be available to parishioners who demonstrate true financial need. The amount of funds available varies and is dependent upon the amount donated to the scholarship fund. This fund is designated for use by those who have applied for and been granted assistance. It will not be used to bring past due accounts current. Tuition assistance applications may be obtained through the school office. HNJ uses the agency recommended by the Diocese, FACTS, to determine family eligibility for tuition assistance, and all information submitted for review is strictly confidential. Neither the school nor the parish shall determine which families receive aid. Unless tuition assistance is applied for and approved, the school assumes that full tuition will be paid. Tuition assistance granted for one year does not guarantee that it will be granted every year, and families must re-apply each year for such assistance. In addition to tuition assistance through FACTS Tuition Management, there are other scholarships and financial aid opportunities for Holy Name of Jesus students. More information and forms are available in the school office.

## Tuition Adjustments

All tuition adjustments, due to late entry to or withdrawal from school, will be determined on a daily prorated basis, based upon 180 school days. No tuition refunds will be made for students withdrawn after April 15th.

## After School Care

The school provides After School Care (The Clubhouse) to assist working parents. After School Care is provided from 3:00 p.m. until 6:00 p.m. Parents are also reminded that child care charges are tax deductible for Preschool children. The school can provide a statement in January for tax purposes. Parents are reminded that students not picked up on time at dismissal will be sent to After School Care and the first hour of child care charges will be incurred.

## Withdrawal

If it is necessary to withdraw a student during the school year, parents should advise the school as early as possible of the anticipated date of withdrawal. Parents must complete a Withdrawal Form and settle all accounts before student records may be transferred. No official records are ever handed to parents. The school must have at least five (5) days advance notice to insure the timely processing of records and accounts. All original records will be transferred directly to the child's new school upon the request of that school. Although unused tuition fees will be returned, no deposits or general fees are refunded.

# The Parents' Role in Education

We believe that God entrusts parents as the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your



child's life - physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of Holy Name of Jesus Catholic School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. As models for our children, we strive to be living examples of character and virtue. At Holy Name of Jesus Catholic School, we incorporate character education, rooted in the teachings of Christ, into all areas of our daily curriculum. We recognize that consistency and prayer are necessary in forming virtue, the foundational habits of a good life. Because we feel this is such an important mission for us and for our children, we fully support parish and community efforts at character building.

Parental participation is a very important aspect of our school's mission and life. We encourage our parents and parishioners to participate in the great work of Catholic education. Parents also make a very important contribution by participating in fundraising and other school activities. Tuition is generally maintained at as reasonable a rate as possible through the dedication of parent volunteers. Parents are encouraged to support the activities of the school, as a way of modeling for the children the fact that they value the education at Holy Name of Jesus Catholic School. All of our school publications form a key link between the school and the home. We urge parents to read the school news section of the Parish bulletin, and any other communications which are sent home. Our website is also a means of communication to and with parents. The primary tool for disseminating information to families is via email and the Rediker Student Management System. It is the responsibility of the parent/guardian to check emails and be informed of student activities.

Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events. Also, inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school. Unacceptable behaviors include, but are not limited to harassment, verbal abuse, assault or threats to the faculty, administration, staff, students, and volunteers of the school. Gossip, rumor-mongering or maligning a staff member, student, or family is not acceptable. The school administration is willing to discuss concerns at any time, by making an appointment through the HNJ Office.

Ordinarily a student is not to be deprived of a Catholic school education. When, in the judgment of the principal and/or the pastor, the behavior of a parent/guardian seriously interferes with teaching, learning, and a positive school environment, the administrator may:

- Inform parents that the right of the parent/guardian to be present on school grounds, or at a school sponsored event, is temporarily or permanently suspended.
- Require withdrawal of the children of the parent/guardian temporarily or permanently from the local Catholic school.

## Recommendation of Students

Is is the policy of HNJ, and not a reflection on the child at issue, to not make a

recommendation or reference for any student applying to another school. The school will provide the student's records with the proper parent authorization which should be sufficient to determine a student acceptance at another institution.

## Family Volunteer Service Hours

All parents (families) are expected to contribute at least twenty five (25) hours of volunteer work each year. Athletic Center service hours are expected of all parents whose children participate in sports.

Volunteer hours are a way of helping reduce the cost of running the school, as well as assisting parents to become involved in the life of the HNJ school family. The present cost of educating a student at HNJ is well over \$10,000, and in order to keep tuition below actual costs, families must assist in providing needed services. A computer is available at the school office for parents to "log-in" their hours as they are completed. Parents not fulfilling their volunteer obligations will be assessed a per hourly fee (\$100) for unfulfilled hours.

### **Volunteer Hours are Mandatory for:**

- 6 hours of Volunteer Service are expected at the Beachside Festival
- 20 hours per family volunteer hour opportunities will be communicated throughout the year

## Holy Name of Jesus Home and School Association

All parents belong to HNJ Home and School Association, which works directly for the benefit of Holy Name of Jesus Catholic School children. Each family is expected to become active in this organization by attending its meetings, supporting its projects, and becoming volunteers of this organization. HNJ Home and School Association is responsible for raising funds to help meet some of the general expenses in the annual school budget. We must keep in mind that tuition, alone, does not cover the cost of educating our children. This is accomplished through several major fundraisers, such as the Beachside Festival, or other fund-raisers in lieu of these. Your participation in these events not only helps the school's financial situation, but also adds to our "HNJ family spirit." HNJ Home and School Association will have a welcoming committee in which parents volunteer as mentors for new, incoming families at the start of the school year. These parents act as a liaison to assist new students and families through the normal adjustments at the start of school. Please contact the School Office (321-773-1630) to inquire about assisting with Home and School.

## School Communications Policy

It is the policy of Holy Name of Jesus Catholic School that no communication of any kind will be sent to school families through the school unless it has first been reviewed and approved by the school administration. The principal or administrative representative must review all items relating to athletics, class fund raising or activities, Home and School programs and functions, student organization activities, or teacher requests, prior to their dissemination to the school families or other outside organizations. This policy is intended to protect the school and its associated organizations by assuring that any and all printed communiqués leaving the school are in compliance with the philosophy, policies and

practices of Holy Name of Jesus Catholic School.

Holy Name of Jesus Catholic School will communicate through email and it is the responsibility of each family to frequently check (at minimum once per week) their email account. If you need access to a computer or need assistance in setting up your account through Rediker, please contact the school office. Additionally, text messages may be sent for alert information. Please make sure that all health, emergency, address, phone, cellular and email information is updated at all times.

## Communication

Students may only use the telephone in the school office in case of an emergency or illness. They are to seek permission from the school office personnel. Phone calls to home in special circumstances, such as letting a parent know about the cancellation of an after-school event, are to be made during the student's lunchtime and not during class instructional time.

If you wish to contact a teacher, please leave a message with the school office. Parents may also e-mail teachers or administration. Telephone calls to the teacher or student during school hours interrupts the educational process. No teacher or student will be called from class for a telephone call, except for extreme emergencies. Please allow between 24-48 hours for the teacher to respond. It is generally inappropriate to call a teacher, the principal or any staff member at home, unless there is an extreme or emergency situation. If a parent does not receive a response to a phone request or voice mail message, please recall the school.

Students are not allowed to use cellular phones during school hours. Effective in the 2015-16 school year, cellular phones will be "garaged" in mailboxes in the classroom and not allowed on the person of the student during school hours. Parents should not contact students during school hours via student cellular, nor should phone calls from the student cellular be accepted. Please contact the school if you receive a call from your student to ascertain if there is an emergency. Messages will be delivered to students and to parents through the School Office.

Parents are asked to follow the guidelines below to resolve problems:

- Do not speak negatively about anyone in the presence of a student; it is detrimental to your child's proper development and learning. This is especially true in relation to teachers
- Remember a key relationship that facilitates learning is the one between the student and teacher
- If you are angry, wait until you can review and deal with the situation objectively before initiating communication. Effective communication takes place when both parties can calmly talk and listen

If a problem arises:

- The student should discuss the problem with the teacher, preferably one on one. If the child is shy, have the child write a note to the teacher explaining his or her concerns. This is a wonderful learning and maturing opportunity. If the problem goes unresolved,

the parent should contact the teacher by email or note explaining the problem more thoroughly. The teacher should respond in writing or by phone within 24-48 hours

- If the problem persists or goes unresolved, schedule an appointment with the teacher
- If the issue is still not resolved, schedule an appointment with the teacher and the principal and/or guidance counselor

## Visiting the School

Holy Name of Jesus School is a secured campus. All visitors, including parents, must sign the visitor log in the school office, state the purpose of their visit and obtain a Visitor Pass. Parents are most welcome at our school, but no one may enter the interior school area without clearance permission. This policy is intended to protect your children. Classes may never be interrupted by parents or other visitors without the principal's specific and express permission. Every interruption affects the instructional/ learning environment in the classroom. It is also important that you do not schedule early dismissals or late arrivals as it disrupts the learning in the classroom. All students are expected to arrive no later than 7:45 a.m. and are to be signed in at the office if classes have been dismissed from the Pavilion. Perfect attendance recognition means there are no late arrivals and no early dismissals. As per Florida statute, students who are absent from the classroom are put in a situation that may keep them from progressing through their academic curriculum. Students who are chronically late or absent may be reported to Child Protective Services, risk repetition of the grade/class, or be dismissed from HNJ.

## Child Custody

Divorced or separated parents and guardians are all "parents" in the true sense of the word. The word "parent" as used throughout this manual signifies biological parent or legal guardian. In the event there is a court order regarding the custody of the child, it is required that the custodial parent provide the principal with an official, updated copy of the custody order; otherwise the school is powerless to enforce such an order. The school, as directed by the Diocese of Orlando, complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) with regards to parents'/guardians' rights of access to their children's school records. The school may not release a child, student records, or confidential information to a non-custodial parent unless court-ordered documents state in writing that said parent is permitted to have access to the child or such release is authorized in writing signed by and delivered to the school by the custodial parent. If requested in writing, HNJ will provide both parents with copies of report cards. If both parent e-mails are provided, both parents will receive all notifications.

## Child Abuse Reporting

According to Diocesan Policy, any clergy, religious or lay employee or volunteer of the Diocese of Orlando, who knows, or has serious cause to suspect, that a child has been subjected to any form of abuse or neglect by any person, is expected to observe the following procedures immediately:

- Contact the Florida Department of Children and Families toll free, abuse registry-hotline the same calendar day the abuse is discovered
- Respond to the local DCF call back with additional information
- Cooperate with any and all authorities in the investigation of any child abuse report

# School Uniform Code

It is the parent's responsibility to see that children are sent to school wearing the proper uniform. All students should take pride in their appearance and are required to wear the uniform appropriately when on campus or when representing the school elsewhere. Students who are not wearing the appropriate uniform as outlined below will call home to have a parent bring in the proper uniform item before returning to class. All HNJ logo uniforms must be purchased from Sir Walter Uniform. No uniform item (short, or skort) can be more than three inches above the knee. Any variation on the uniform that draws inappropriate attention to the wearer is prohibited, and uniforms should not be worn in a way that displays undergarments. **Please note:** Backpacks with wheels are NOT allowed unless a doctor's note is supplied.

Holy Name of Jesus Catholic School uniforms are available by ordering in person or on-line at Sir Walter Uniform Company, Merritt Island. In addition to on-line ordering, families may contact the store: [sirwalteruniforms.com](http://sirwalteruniforms.com), 500 S. Plumosa St., Merritt Island, FL 32952, 321-459-0646.

## Uniforms for Pre-Kindergarten

Boys and girls in both PreK3 and PreK4 classes wear uniforms. HNJ green t-shirts with HNJ logo and HNJ green gym shorts is the uniform for boys and girls. Shoes may be athletic shoes except NO blinking lights or noises are allowed. Outerwear (sweatshirts or jackets should be HNJ green)

## Uniforms for Girls K-3

- Mass Day Uniforms are HNJ plaid jumpers with white blouses, white or black knee socks or anklets, and black dress shoes
- Daily uniforms offer a choice of the jumper, plaid skort, khaki skort, khaki short or khaki long pants paired with the HNJ logo light yellow or Raider green golf-style polo or white blouse. White or white socks and any athletic shoe except NO high tops or blinking lights/noises allowed. If skort or pants have belt loops, the belt must be all black. No jewelry, with exception of small stud earrings in gold or silver. No hair adornments other than plain black, green, white or yellow matching solid color bows or bands
- P.E. uniforms – HNJ green shorts and t-shirts with logo.
- Outerwear – HNJ logo green fleece or green sweatshirt

## Uniforms for Girls 4-8

- Mass Day Uniforms are HNJ plaid skorts with white blouses, white or black knee socks or no show socks, black dress shoes (no heels)
- Daily uniforms offer a choice of the plaid skort, khaki skort, khaki shorts or khaki long pants paired with the white blouse or HNJ logo light yellow or HNJ green polo-style shirt. Appropriate skort or short length is at the discretion of the HNJ School Administration. White or black socks and any athletic shoe except NO high tops or

blinking lights/noises allowed or black dress shoes. If skort, short or pants have belt loops, an all black belt must be worn. No jewelry with the exception of small stud earring in silver or gold. No fingernail polish other than clear, and no artificial or gel nail extensions. Hair color is to be natural and not call attention to the young lady

- P.E. uniforms are Raider Green shorts and T-shirt with HNJ logo. Middle School students (grades 6-8) and Intermediate students (grades 3-5) will change from uniform to P.E. uniform on days they have P.E. Students below grade 3 will wear their P.E. uniform on the day designated for P.E. class.
- Outerwear is HNJ green fleece.

## Uniforms for Boys K-8

- Mass uniform for all boys is an HNJ white dress shirt (short or long sleeved) with matching HNJ Raider green tie, khaki shorts or long pants, black belt and matching all black dress shoes. Khaki or black socks are appropriate
- Daily uniforms for all boys is a choice of the Mass uniform or the HNJ logo light yellow or HNJ Raider green golf-styled polo paired with khaki shorts, or khaki long pants. White or black socks and any athletic shoe except NO high tops or blinking lights/noises allowed or black dress shoes. Pants with belt loops requires a black belt. All young men must have a "traditional haircut" which means above the ears, and a "men's cut neckline." Hair that is hanging in front of the face, eyes, over the ears, excessively long on top, or calls attention to the student by color or style is prohibited. The determination of "appropriate" haircut and length is the sole discretion of the HNJ Administration. Gentlemen are prohibited from any jewelry (including earrings) other than a wristwatch.
- P.E. uniforms are HNJ Raider green logo sports shorts and T-shirts. White or black socks and any athletic shoe except NO neon/flashy colors, flashing lights etc. Grades 5-8 will change from uniform to P.E. uniform. Students below grade 5 will wear their P.E. uniform to school on the day designated for P.E. class.
- Outerwear is HNJ logo Raider green fleece or sweatshirt.
- Visible tattoos are prohibited.

## N.U.T Days

On designated days such as the child's birthday, students may dress down, or have No Uniform Today. This does not include Wednesdays, which are mass days. The following dress code is in effect for NUT days:

- Students may wear jeans, capris, or shorts, provided the jeans are not ripped ..or torn, and must be worn at the natural waist. No excessively baggy, tight, or low-cut pants are allowed. Shorts must be no shorter than three inches above the knee and worn at the natural waistline. Undergarments should never be visible
- Open-toed shoes, flip-flops or shoes without back straps may not be worn by students on school grounds at any time for safety reasons. No wheelie shoes may be worn at school due to possible damage to school floors and the risk of an accident
- No suggestive or offensive logos on shirts are allowed. Tank tops, sheer blouses, low cut, strapless or spaghetti strap tops are not permitted. Blouses or tops should be long enough to cover midriff when student's arms are raised above the head. Sleeveless shirts must be the width of at least three fingers at the shoulder

## Jeans Days

On designated "Jeans days," students may wear denim pants, capris or shorts (reaching no more than three inches above the knee) in blue or black with any school uniform shirt or top.

Questionable attire will always be reviewed and remain the sole decision of the principal or administrative designee. Students improperly dressed will call home for a change of clothing. Students who frequently are reminded of infractions regarding the dress code may be assigned to serve an After-school Detention.

# Health & Safety

All families must provide the school with an emergency medical form containing:

- Address and telephone numbers (home, work, cell, pager) of the parent
- Names and telephone numbers of two others given authority by the parent to assume responsibility for the student, if the parent cannot be reached
- Name and telephone number of a family physician
- Name of a preferred hospital for treatment
- These emergency medical forms must be updated annually (or more frequently if numbers or contacts change).

## Clinic

The school clinic is staffed by nurses Monday through Friday from 9 a.m. to 3 p.m. Office personnel covers the clinic during hours the nurse is off duty. The school clinic is NOT a true medical facility. Our staff does not diagnose or replace your personal physician.

## Illness

A parent will always be called if the student is vomiting, running a fever, or is too sick to stay in school. The child should be picked up as quickly as possible. Children who are ill should remain at home. Children should be fever-free for 24 hours before returning to school. If a student returns to school before this 24 hour time frame, he or she must report to the front office and get administrative approval before the child may return to the classroom. In case of contagious disease, consult your family physician regarding a time for the student to safely return to school.

Should your child be diagnosed with a contagious condition, such as Fifth Disease, H1N1 influenza (Swine Flu), Chicken Pox, Mumps, head lice, etc., please inform the school office immediately. While every effort will be made to maintain confidentiality, we must be given the opportunity to inform/alert parents of the possibility of contagion.

## Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian, who gives written permission to the school for medication dispensation. If your child should need any medication, it must be brought to the clinic along with the permission form. We cannot accept permission over the phone to give your child any form of medication. It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

- Prescription labeled by a pharmacy or licensed prescriber
- Manufacturer labeled for non-prescription over-the-counter medication (with the student's name clearly marked on the container)

At the end of the school year, or the end of the treatment regime, the student's parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication. A student may not share medications with other students.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. Medications will be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the school. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration.

## Other Medical Conditions

Special medical procedures, which must be performed during school hours, i.e. breathing treatments or insulin shots, should be done by the school nurse or the parent (or the student under supervision, if old enough). School office personnel will not be allowed to perform such procedures, unless it is matter of life or death, i.e. allergic reaction to a bee sting.

## Immunization

All students must have the following immunizations as required by the Department of Health before being permitted to enter school:



**Pre K**

- 4 DTP/DTaP
- 3 Polio
- 1 MMR
- 3 Hepatitis
- 1 Varicella (or verified chicken pox)
- 1 HIB

**K-2nd Grade**

- 5 DTP/DTaP
- 4 Polio
- 2 MMR
- 3 Hepatitis
- 2 Varicella (or verified chicken pox)

**3rd-6th Grade**

- 5 DTP/DTaP
- 4 Polio
- 2 MMR
- 3 Hepatitis
- 1 Varicella (or verified chicken pox)

**7th-9th Grade**

- 5 DTP/DTaP
- 4 Polio
- 2 MMR
- 3 Hepatitis
- 1 Varicella (or verified chicken pox)

\* 1 Td/Tdap (any form of tetanus within 5 years)

The Hepatitis B Vaccine series takes up to 6 month to complete. Following the first injection, the child must wait 1 month before getting the second injection and then 5 months before receiving the third and final injection. Students who have not yet completed their series, but are currently receiving the necessary shots, can receive a temporary extension to complete their immunization sequence. In accordance with the regulations of the Florida State Health Department, a child not submitting evidence of required immunizations may not attend classes.

## Bicycles

Students may ride bicycles to school provided HNJ receives a letter of permission from the parent or guardian of the student. We recommend that students riding to school enroll in a bicycle safety course offered by local police departments. Students are always expected to wear a helmet when riding to or from school.

## Fire and Emergency Drills

In compliance with Diocesan Policy, fire drills will be conducted once a month. Additionally, emergency crisis drills and severe weather drills will be conducted at least twice a year. These will involve extreme weather situations (hurricanes and tornados) and other situations such as bomb threats and threats from persons with weapons. The Diocese of Orlando has an emergency management manual, which is on file at the school and which all Catholic schools will follow in the event of such crises.

## Closings Due to Inclement Weather

In order to simplify the decision making process in terms of severe weather conditions, Holy Name of Jesus Catholic School will follow the decisions of the Brevard County Schools in regard to closing school for severe weather situations. If Brevard County Schools are closed for the day or are dismissing early due to weather conditions, HNJ School will follow this decision as well. The decision to reopen school will be that of HNJ School and the Diocese of Orlando. Announcements will be found on the school answering machine or

announced over local radio and TV stations. Do not assume that HNJ School continues to be closed because the public schools are closed. Their decisions are often based on school transportation issues. At times, although weather may not seem severe, if flooding or impassable streets are predicted, the principal or her designee may have to decide the best course of action under such circumstances. In all cases, the children will be kept safe and under supervision at school until a parent comes to pick them up, regardless of how long that may take.

## Asbestos Review

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93 (g), the Management Plan for ASBESTOS-containing materials as developed by Law Engineering is available without restriction for parent's inspection at the school's administrative office. Parents are asked to make an appointment if you wish to review the plan. Periodic surveillance reports are completed in this regard every six months in accordance with the directive of the Diocesan school office.

# Other Important Items

## Calendar

An official school calendar of no less than 180 student days will be developed each year. Unless noted, all days will be full days. A copy of the school calendar is provided for each family. Additionally, a monthly calendar is published at the start of each month and it will be the most accurate recounting of school events for the current month. Unfortunately, due to unforeseeable circumstances, it may be necessary to dismiss, early-release, or add to the days of the calendar. The school will make every attempt to notify families as soon as possible.

## Lost and Found

Articles of clothing, lunch boxes, and other large items found around the school are kept in our lost and found area in the office. Smaller items such as jewelry, glasses, money, etc. will be kept in the school office and may be retrieved by accurately describing the item in question. To help alleviate the problem of lost items, please mark as many of the student's belongings as possible with his/her name. At the end of each grading period, all unclaimed clothing items will be given away or sent to the uniform exchange. The school is not responsible for any stolen, lost, or damaged property belonging to a student or volunteer.

## Food Service

Hot lunch is served Monday through Friday. A monthly menu is provided to parents at the start of each month. Students are always welcome to bring their own lunch any day of the week. All food brought to school should have nutritional value. The faculty is instructed to insure that students display proper behavior, manners and etiquette when eating lunch. A set of rules is established for the lunch period to maintain a calm, peaceful time for students to eat, socialize quietly and relax. There will be structure in the process of picking

up lunch and in the disposal of paper products and other items after lunch. Students who misbehave during the lunch period may receive recess or after-school detention. Lunches are on a pre-paid basis, with each student holding an account. When a student's account balance reaches zero, he or she will receive up to two regular school lunches at a cost of the standard lunch price. This is considered an IOU and must be paid back to the school. If a student receives an IOU for two lunches and still maintains a zero balance, he or she will then receive an alternate lunch at a lower cost until the lunch account balance clears.

## School Board

The Board is established in accordance with Diocesan policy to assist in the governing of the school. The School Board is "consultative" in nature, meaning the members cannot act apart from the pastor and/or principal, and cannot make decisions binding on the school without the approval of both pastor and principal. The membership of the Holy Name of Jesus School Board shall consist of school, parish and community members plus the pastor, principal, and the Home and School president who will be broadly representative of the community it serves. A term on the board is for three years and members may serve two terms. Board officers are chosen by the members of the Board.

## Change of Address

If your address or telephone number changes, please notify the school office immediately. This is especially important in light of the school's need to reach parents in cases of illness, emergencies or a variety of other school-related issues and situations. This request also relates to emergency numbers for other authorized adults to be called in the event parents cannot be reached. Changes in family status, such as separation, divorce, etc. should also be brought to the school's attention to be sure that the school is aware of such traumatic events in the child's life. This information is always held confidential.

## Fingerprinting/Background Check

Nothing is more important in our schools than the protection and safety of our youngest and most vulnerable members, our students. In light of this and at the urging of the United States Catholic Conference of Bishops, the Diocese of Orlando in 1998 initiated a program requiring all parents and other volunteers to be fingerprinted and have background checks run to allow them to participate in our schools as volunteers and coaches. Teachers and other employees are required to go through this process at the time of hiring and must be rechecked every five (5) years. All other persons volunteering to work with or around students must have a cleared FBI background check on file in the school office. These are renewed every five (5) years. These must be processed through the diocese and the FBI—no other background check or fingerprint verification is acceptable. Opportunities for fingerprinting will be provided through the diocese by appointment only, and a list of fingerprinted/approved parents must be kept in the school files. Only these parents whose fingerprints have cleared the FBI background check and have passed the Safe Environment training will be eligible to assist at school activities and in the presence of our school children. This is a Diocesan policy and is not negotiable.

## Forgotten Items

Learning to be responsible is an integral aspect of growing up and an important skill learned in school. Students must learn to come to school prepared to work and be responsible for their obligations and possessions. Students will not be allowed to call home to ask for forgotten homework, projects, books, money, clothes, sports equipment, permission slips. If the parent happens to bring an item that the student has forgotten, it should be left in the office with the student's name and grade on it and it will be delivered to the student's classroom at an appropriate time. Parents are not allowed to deliver the item to the child in person, as this practice is very disruptive to the classroom.

## Birthdays

**How to Celebrate in School:** A child's birthday is a very special event. If a parent would like to bring a treat for his/her child's class, he/she is asked to get the permission of the teacher and coordinate the time and type of items to be brought to school. We encourage only individual treats, such as cookies, cupcakes, brownies, that can simply be passed out one to each child. Treats for the upper grades, 6th through 8th, must be done during their regularly scheduled lunchtime only. We ask that you not bring any type of "goody bags" to pass out for any grade level.

**Issuing Invitations to Parties Held Outside of School:** In fairness to and in consideration of all children, we do not allow invitations for parties to be passed out at school unless the entire class, all the girls or all the boys are invited. There are no exceptions to this rule.

## Required Written Notes

A written note is required in the following circumstances:

- Excused tardiness
- Excused absence
- Permission to leave early or to stay after school
- Permission to take medication
- Permission to walk or ride a bike home
- Permission to go home with a student/family not on your pick up list
- These permissions cannot be granted over the telephone. The school needs proper documentation for its records by policy of the Diocesan Office of Schools.

# Attendance

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly and conform to the attendance policies of the school, Diocese of Orlando, and the laws of the State of Florida, as applicable. It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance. Students who do not comply with the school's

published attendance policy may lose class credit, be suspended, be asked to withdraw, or be expelled.

## School Hours

The daily schedule for the start and end of the school days is as follows:

7:30 a.m. - Teachers on duty

7:45 a.m. - Opening Exercises on Pavilion, includes attendance \*\*\*Student is tardy

8:00 a.m. – Homeroom

2:50 p.m. - End of day prayer inside classrooms

3:05 p.m. – Dismissal from Pavilion

After School Care until 6 p.m. Our After-care(The Clubhouse) will be open and serving families on early dismissal days. Please be prompt in picking up your child.

School Mass: Wednesdays and Holy Days of Obligation 8:30 a.m. A monthly class schedule will be sent and reminders on individual class calendars.

Students are NOT to arrive before 7:30 a.m. There is no adult supervision and is a liability. Regular classes end each day at 3:05 p.m. Students not picked up by the end of the dismissal period will be placed in the After School Care and the parent will be billed. Students are not allowed to wait in the office, or remain outside without adult supervision. Please do not ask for special consideration.

## Leaving School before Regular Dismissal Times

No student will be permitted to leave school grounds during the school day without permission of his/her parents and in the company of an appropriate, supervising adult. The approval of the principal or school office member is required in each instance. Leaving the campus without permission is a serious offense and may result in serious disciplinary action. Medical appointments are discouraged during school hours, as valuable learning time is lost. Of course, there are times when this cannot be helped. When medical appointments are necessary during the school day, the student is to present a note from the parent to the teacher the day before the actual appointment whenever possible. Students must be picked up in the school office by the parent or an authorized person.

If your student arrives late, he/she must be signed into the office by an adult. Please make sure he/she is able to still order lunch through the school cafeteria before leaving your child. Please do not drop off your child (even an older child) without signing him/her in the office. The extra few minutes are important for the safety and protocol for all.

## Absences

Parents are responsible for the regular attendance of their child(ren) at school. If a student is absent, a parent must personally call the School Office before 10 a.m. or the student's absence will be considered as unexcused. In accordance with Florida State Statutes, a student in K-8 with more than 9 absences (whether excused or unexcused) in a semester may be retained for lack of attendance unless medical evidence of illness or injury is

presented in writing from a competent medical authority. All educational requirements must be met before a passing grade will be assigned. The principal will have the final judgment on this issue. Absences shall be excused for the following reason only:

1. Illness or injury of the student
2. Illness, injury or death in the immediate family
3. Extensive medical procedures
4. Other major family emergencies or events

As noted above, parents are expected to contact the school prior to 10 a.m. each day a student is absent to avoid unexcused absences. Students arriving at school after 11:00 am or leaving prior to 11:00 am may be marked absent for the day. Upon returning to school after an extended absence period of three days or more, the student is also required to present a written excuse stating the date, the reason for absence, and the signature of the parent. Only the principal may authorize an absence for any special circumstances. Prior permission is normally required for such absences, except in case of an emergency. Family vacations during school time are strongly discouraged and will not be considered excused absences. The parent must request the time off in writing from the principal. One week's notice must be given. A record of attendance and tardiness is maintained for every student. State law requires that the student's attendance records be retained as part of his/her permanent record at the school. This is a legal document for all educational institutions.

**Please note:** VPK and Kindergarten are regular school and attendance is mandatory and follows the same legal requirements as all other grades. Pre-school and VPK students also need to arrive on time. Students who consistently arrive after 8:00 a.m. are not fulfilling the program hours for the curriculum.

## Make Up Work for Absences

- In the event of pre-arranged absences it is the responsibility of the student to make arrangements with teachers to receive the necessary assignments and materials
- The student is also responsible for the completion of all homework assignments and tests which are expected to be turned in upon returning to school. Students failing to complete such assignments will be graded accordingly
- Teachers are required to prepare assignments only for students who must miss MORE THAN 1 DAY OF SCHOOL. Students will not receive homework assignments from their teachers on the first or only day of an absence and should seek such information from classmates or consult Rediker@
- Students are also able to get homework assignments on Rediker@
- Teachers must be given 24 hour notice to prepare the assignment, so their regular teaching duties are not interrupted. Missed work must be requested; its preparation is not done automatically. The requested work will be available at the office at dismissal time (3:10 pm) the day after it is requested
- Teachers will NOT be responsible for re-teaching material covered if the student is absent due to a family vacation or other absence considered to be unexcused. Tests missed during an unexcused absence will be taken immediately upon the day of the student's return at lunch/recess time or after school

- Any work requested in advance of a child being absent must be turned in to the teacher (completed) immediately upon their return to school to receive proper credit for the work. If the missed work is not turned in when it is due, the student will receive no credit and will be graded accordingly
- After a prolonged, excused absence, special arrangements will be made with the teachers to make up class work, homework and any missed tests and exams. Students have one day per day of absence to make up missed homework in order to receive full credit. Late assignments will be eligible for partial credit if made up by the Monday following the days of absence. No credit will be given for assignments or homework received later than the Monday following the dates of absence

## Tardiness and Daily Arrival and Dismissal

It is the parent's responsibility to get their children to school on time. Please make every effort to have your child at school by 7:45 a.m. daily. A student who comes late to school not only misses important announcements and instructions, but also disrupts the class and may distract other students during instructional time. If a student is not on the pavilion at 8:00 am, or when the class is dismissed to homeroom, he/she is officially tardy. Any student late for school must obtain a tardy pass and have a responsible adult sign them in at the office. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the tardiness of a pupil for all or any part of the school day. Students who do not comply with the school's published punctuality policy may be suspended, be asked to withdraw, or required to withdraw.

We ask that no parent pick up children from the school office after 2:30 p.m. Please wait for the regular dismissal at 3:05 p.m., as this can be very disruptive to class routine at the end of the day.

# Arrival and Dismissal Procedures

Parents are asked to please refrain from walking their children to class after the first two days of school. It is understandable that you want to be sure that your child arrives safely, but the school does assign faculty members and safety patrol students to assist the children in entering and leaving the school safely. Following the arrival/dismissal procedures will help move traffic in and out of the school parking lot quickly and insure a safer environment for all personnel.

For the safety of all children, please DO NOT ask or walk your child through the line of traffic. Pedestrians MUST use the crosswalk at the west end of the drive and loading area. Do not expect your child to walk to your car without an adult. Please get out of your car and claim your child.

## Arrival

Weather permitting, all students gather on the pavilion before school starts. Students may

be dropped off beginning at 7:30 a.m. Opening Exercises begin at 7:45 a.m. Parents may park in the school parking lot and walk the students to the pavilion. Cross the driveway loop at the west crosswalk only. Parents are welcome to join the school for Opening Exercises and are asked to stand along the north edge of the pavilion or in the courtyard behind the students. Parents dropping off students are to use the car pool loop. Drive all the way to the end of the pavilion to allow more cars in the loop at one time. There will be teachers and safety patrol students along the side walk to assist students. In the case of inclement weather all students go directly to their classroom.

## Dismissal

Weather permitting, all students are dismissed from the pavilion. Dismissal begins at 3:05 pm. Students remain seated and quiet during the dismissal procedure. Parents must use the car pool loop to pick up students and car tags are to be displayed from the rear view mirror. As the car tag number is called, cars pull forward and students go to the appropriate loading zone. When all is safe and clear, students load into the appropriate cars. Do not pull out and around another car.

Administration, teachers, staff and safety patrol students assist with this procedure. Parents who choose to walk up to the pavilion must park in the school parking lot and walk to the crosswalk near the art room. You will hand your car tag to a safety patrol student, who will get your child from the line in the pavilion. You may then escort your child to your vehicle, crossing the crosswalk under the direction of a faculty member or student safety patrol.

## Safety Reminders

- Students are to be supervised by an adult at all times
- Remain inside your vehicle at all times. Do not leave your vehicle
- Park in designated parking places only
- Do not park in the car pool loop
- Do not allow your child to exit or enter the vehicle from the left or driver's side
- Do not pull around another car or attempt to leave the car line early
- You are asked to always maintain a positive Christian attitude as you model this behavior for your children, regardless of any unforeseen delays or complications.

# Spiritual Life

As a Catholic school, Holy Name of Jesus Catholic School views the spiritual life of its children as its highest priority. The school day must center about the faith, both in teaching and in living. Parents choose a Catholic school over a private, independent school for the very fact that it has a strong commitment to the teachings of Jesus Christ and the Catholic Church. This Catholic identity should and will be very visible when one walks through the halls of Holy Name of Jesus School. The mission infuses every aspect of a student's life at HNJ School: the curriculum, co-curriculum, programs, hallways, classrooms; the total HNJ environment.



## School Mass

School Masses are celebrated once a week and on Holy Days. Individual classes plan and participate in these liturgies on a rotational basis. Students must wear Mass Dress uniform for all school Masses. All students in grades K-8 will attend school Masses. PreK3 and VPK classes are welcome and will begin to attend at some point in the school year. Parents are invited to attend the school mass. There is room in pews behind the classes for you. Please do not remove your child from class to sit by you. Please do not try to sit with your child. This is not the time to approach your child or his class. If your student has participated in the liturgy, it is appropriate to give a “thumbs up” sign or use a “secret signal” to show your child your approval without disrupting the class church decorum. Please do not approach your child or his class before or after the liturgy.

## Religious Education

All HNJ school students are required to attend formal classes in religion. It is expected that all students, regardless of beliefs, will participate fully in the religious/spiritual activities at the school, including Mass, liturgies and prayer services. Diocesan guidelines develop the curriculum plan for each grade centered on four major themes: Doctrine and Scripture, Prayer and Liturgy, Faith Response/Morality, and a Family Life Program. The minutes of our academic curriculum and our school day is inclusive of the Religious curriculum.

## Sacramental Preparation

Sacraments are important spiritual events in the lives of Catholics and our parish collectively. The Director of Religious Education and the principal are the contacts for sacramental preparation. The school will facilitate communication between the Director of Religious Education's office and our school families, however, the Church handles and schedules the dates of these events. Second grade students are prepared for First Communion and First Reconciliation. These sacramental preparations demand certain key prerequisites for their reception:

- -Parents must be involved in the student's preparation and attend the required meetings
- -In preparing for each sacrament, it is important to understand that Sacraments celebrate key spiritual events in our lives and help affirm the faith that is already being practiced. For this reason it is important that parents and their children practice the faith, especially through regular attendance at Sunday Mass

## Community Service

The true mark of every Catholic/Christian is found in his/her love for others. The children of Holy Name of Jesus Catholic School demonstrate their faith in action through our Community Service Program and our special ministry programs during the school year. Students at Holy Name of Jesus Catholic School will provide a variety of service activities through their individual classes and collectively as a school through the parish and civic community. Community service is a vital and integral part of the life of Holy Name of Jesus Catholic School and its students. Every student has an obligation and a responsibility to complete a certain number of community hours each year as part of his or her program. Community

service means actual work done to benefit others without pay or other compensation. The school will provide some opportunities for service hours, as will parish, student activities, and neighborhood opportunities. This work is not to be done at home or as part of a student's normal chores. Student graduation and/or promotion depend on fulfilling this critical obligation. Specific forms to properly document service hours are available from homeroom/classroom teachers, and must be completed by the student and signed by the person supervising his or her service work. These forms are turned into the classroom/homeroom teacher and class records are maintained by him or her. In middle school, a special bulletin board designated for Community Service will post completed hours for each student and will be updated regularly. All middle school students are required to perform 20 hours of Community Service.

The following are the service hour amounts for students in grades K-5:

- Grade 5: 14 hours
- Grades 3-4: 10 hours
- Grades K-2: 6 hours

## Family Life Program

Students at Holy Name of Jesus School have the opportunity to participate in the Diocesan Family Life Program. The goals of this program, dealing with issues of family life and human sexuality, are to:

- Assist parents in opening lines of communication with their children in this very important area of life
- Provide the necessary, age-appropriate information to the students
- Help in the formation of a Christian conscience in areas of a sexual nature
- To achieve these goals, parents are encouraged to discuss the material with their children. Parents may review all instructional material prior to the start of the program.

If, after such a review, parents do not wish their child(ren) to participate in the program, they may submit a written request to the principal to exempt their children from the program. In such a case, the child will leave the classroom during the instructional period.

# Academic Information

The Diocese of Orlando in fidelity to its mission to serve the Catholic community commits itself to work with parents to meet the academic needs of their children. The academic success of all students is a primary goal for our school. If the principal determines that it is not possible to adequately meet the academic needs of the student and it is not in the best educational interest of the student to remain in the school, the principal can ask the family to voluntarily withdraw the student. If the family, in this situation, doesn't voluntarily withdraw the student, the school reserves the right to exclude the student.

## School Accreditation and Teacher Certification

Holy Name of Jesus School is a U.S. Department of Education Blue Ribbon School of Excellence and a U.S. Department of Education “No Child Left Behind” Blue Ribbon School. Pre-kindergarten through eighth grade is fully accredited by the Florida Catholic Conference, which is recognized by the Department of Education of the State of Florida. The school is also approved by the Department of Education of the State of Florida. Holy Name of Jesus successfully completed its re-accreditation process in Fall of 2014 by the Florida Catholic Conference. All elementary classroom teachers hold degrees and are certified by the Florida State Department of Education. Certification for all teachers and accreditation for the school are required by policy of the Office of Schools of the Diocese of Orlando and the Florida Catholic Conference. Teacher certification must be maintained through regular, on-going in-service education and professional workshops and conferences.

## Class Size

The Diocese of Orlando policy limits class size to a maximum of 35 students in grades 1-8. In Kindergarten, class size is limited to 30 students with a teacher and a full time instructional assistant. In Pre-K3 class size is limited to 20 students with a full time teacher and a full time assistant. PreK4 class size is limited to 18 students with a full time teacher and full time assistant. Generally, classes at Holy Name of Jesus are much smaller than the numbers cited above, offering our students the best learning opportunity.

## Curriculum

Holy Name of Jesus School offers its students opportunities for growth in the following major subjects:

### Religion (also see Spiritual Life)

Religious instruction in the Christian faith, as lived out in the Catholic tradition, forms the basis for the total development of the student. All students are required to participate in all regular church services during school time. The Religion curriculum from the Diocese of Orlando forms the nucleus of Religious instruction. Liturgical Services are held weekly and on Holy Days for the entire student body and staff. Parents and family are welcome.

### Language Arts

Reading and writing skills form the basic literary tools for gaining knowledge and understanding in all subject areas, including the spiritual and the academic experiences of life. Emphasis is placed on Language Arts as a foundation for all learning, with remediation and enrichment opportunities provided. Students are introduced to fine literature, from the classics to modern works. Superkids Reading Program is used in VPK through Grade 2. The SRI program is used from Primary through Middle School grades. Writing is taught across the curriculum.

### Mathematics

The math program is designed to help each student learn the basic mathematical structures, language, and principles in order to develop skill in computation, to use

vocabulary and symbols in reading and interpreting data, and to measure and solve problems. The SMI program is used from Primary through Middle School grades. A full year in Algebra I for High School credit is offered in Seventh and Eighth Grade to students who qualify for this academically challenging course. Students may also take classes through Florida Virtual School or in Geometry, if qualified. The grades earned in the high school level courses are “Honors” or Enrichment coursework for any middle school student. These courses do not affect the GPA of the student for their high school career, but simply allows the student to take advanced math, or additional courses to prepare for college.

## Physical Education/Health

The Physical fitness program provides students with the opportunity to exercise and acquire lifelong skills to maintain a healthy body and attitude. The program includes competitive athletics, with an emphasis on learning skills and having fun. Health classes are also included in the physical education program.

## Spanish

The purpose of the Spanish program is to familiarize students with a basic knowledge of Spanish vocabulary, grammar, and conversational skills. Students taking Spanish I in grades seven and eight may qualify for high school credit. Successful completion of this class will not affect the student's high school GPA, but will allow additional course offerings during the high school career.

## Social Studies

This program is designed to develop the knowledge, understanding, skills, and attitudes necessary for becoming good citizens.

## Science

The purpose of the Science program is to promote a genuine interest in all facets of Science education and to provide the skills necessary to achieve scientific literacy appropriate to grade level.

## Fine Arts

The purpose of the Fine Arts program is to provide students with the opportunity to experience and appreciate the fine arts and to develop basic skills in music (choir, recorders, keyboards, and other instruments), drama, and art.

## Computer Literacy

Computers are utilized in the classroom and lab setting as tools to enrich the curriculum in the classroom. Keyboarding skills, ethical use of technology and the internet, and general computer skills are taught, with a goal of integration of those skills into the learning process of the student. Middle School students each receive state-of-the-art tablet. It is the responsibility of the student/family to make sure the tablet is at school and in good condition each day. Upon graduation from Holy Name of Jesus Catholic School in grade 8, the student may keep his/her tablet.

## Co-Curricular Activities

A number of opportunities for enrichment and reinforcement of skills and knowledge are integrated into our curriculum. These include contests, tournaments, and organizations intended to allow students to excel academically as well as in leadership roles.

## Guidance

Our teachers are interested in the physical, academic, spiritual, and emotional well-being of our children. We have a moral obligation to work as partners with the parents to guide the students to be healthy, productive citizens of our community and world. The more the teacher knows about the environment of each child, the better he/she is able to guide him/her through these important years of development. For this reason parents are encouraged to consult with the teachers and the principal when there are problems at home which could result in a child's experiencing some emotional or physical difficulties.

A part time guidance counselor will implement programs to encourage appropriate social interactions, prevent bullying, ensure a drug and violence free environment, and consult with students, parents and teachers as needed. A part time counselor will present a 21st Century Skills program for Middle School students, grades 6-8.

## Character and Virtue

Character education, rooted in the teachings of Jesus, is incorporated into all areas of our daily curriculum. In Middle School, large groups will participate in a Personal Development program and small groups will work on Character Education.

## Homework

Homework is an extension of the learning process begun at school. Its purpose is to:

- Promote independent study
- Encourage individual initiative
- Reinforce skills and information introduced during the school day
- Provide extra practice needed to perfect fundamental skills
- Make use of resources outside the school
- Recognize individual differences
- Enrich learning

Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and to prepare for certain lessons through various experiences. Approximate homework times to be expected are ten minutes per grade level:

- Grade 1 = 10 minutes
- Grade 2 = 20 minutes
- Grade 3 = 30 minutes
- Grade 4 = 40 minutes
- Grade 5 = 50 minutes
- Grade 6 = 60 minutes
- Grade 7 = 70 minutes
- Grade 8 = 80 minutes

IN ADDITION to the nightly homework, every student should spend some time reading. Emergent readers need a minimum of 10 minutes of being read to, while a minimum of 30 minutes of individual reading in the upper grades each evening is encouraged. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

## Homework Policy

If a student is absent one day, his/her homework for the day of absence is due the day of return. If a student is absent multiple days, he/she has one day per day of absence to make up homework assignments, up to the Monday following the first day he/she returns to school. Assignments submitted after the first Monday, may not be given full credit.

## Academic Reports to Parents

The assessment or evaluation procedure is an important aspect of the teaching and learning process. The interim reports and trimester report cards allow the student and parent to assess the progress, strengths and weaknesses of the student. It is important that parents take the time to read and assess their children's reports and contact teachers with appropriate concerns.

It is expected that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved the teacher will re-teach, enrich and enhance until the learning expectation is met. Students that are not achieving success will be offered independent or group tutorial to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

## Grading System for Pre-Kindergarten

Pre-Kindergarten students receive progress reports three times a year. The report is an evaluation assessing each child's skills compared to what is developmentally appropriate for his/her age. Communication between parents and teacher throughout the school year is an important part of this evaluation process.

## Grading System for K-2 and 3-5

A Standards-based report card was implemented in the Fall of 2014 for grades K-2 and will be implemented in the Fall of 2015 for grades 3-5, per Diocesan policy.

## Grading System for Grades 6-8

Letter grades are based on the numerical scores received in the grading period using the following scale:

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A+ = 98 - 100	B+ = 87 - 89	C+ = 77 - 79	D+ = 67 - 69
A = 94 - 97	B = 83 - 86	C = 73 - 76	D = 63 - 66
A- = 90 - 93	B- = 80 - 82	C- = 70 - 72	D- = 60 - 62
F = 59 or Below			

I = Incomplete. Student has failed to meet the necessary course requirements.

A report card will be given three times during the school year. This card is to be signed and returned within a week. Student progress may be monitored through the Rediker system.

## Grades 6-8 Honor Roll

- Distinguished Honors – 4.0 (all As and no Ns or Us)
- 1st Honors - 3.5 – 3.9 G.P.A. (no grades below a C and no Ns or Us)
- 2nd Honors -3.0 - 3.4 G.P.A. (no grades below a C and no Ns or Us)

## Midterm and Final Exams

All students in grades 6-8 may be required to take final exams in all academic subject areas to include: Literature/Reading, Language Arts, Social Studies, Science, Math, Religion and Spanish/Latin. Examination material encompasses the entire work of the trimester. Examinations generally last from one hour to an hour and a half.

## Parent Conferences

Mandatory parent/teacher conferences will be scheduled after the first trimester report cards. These meetings provide an opportunity for the teachers and parents to discuss the student's progress and those areas needing improvement. The spring conference will include a discussion of the students' advancement or retention at the end of the school year. Parents are encouraged to schedule a teacher conference at any time if they have concerns with their child's progress.

## Advanced Courses

The eighth graders at HNJ may receive credit for some of the courses, designated "advanced section courses." These courses must encompass the academic materials of the ninth grade curriculum and syllabus used in Brevard County Public High Schools and Melbourne Central Catholic High School. The following courses are designated honors courses and grant high school credit, if successfully completed at HNJ: Algebra I, Geometry, and Spanish. The grade earned while a middle school student is not used in calculation of high school GPA.

## Text Books

All textbooks must be covered and well cared for by the student. The full cost of hardcover books is not met by our General Fees. Elementary school textbooks cost as much as \$80-100 each today. The books are merely rented by the students each year and must be treated with care in order for others to use them in subsequent years. Subject area textbook rotation involves the replacement of texts with updated editions every five years. Students may not write in books (other than consumable books) or mark in them in any way. HNJ school may charge the full replacement fee for damaged hardcover books if the teacher judges the damage to be severe enough to make the book unusable by the next student.

Our textbooks will become increasingly "on-line". It is anticipated that the fee structure will remain similar. It is expected that parents will monitor students for acceptable use of "on-line" textbooks and materials.

## Field Trips

According to Diocesan policy, all field trips which take away from school instructional time must have “a clearly defined educational component.” School field trips are a privilege, not a right, and students may be denied participation if they fail to meet behavior or academic requirements.

Diocesan permission forms are provided to each child in advance of the planned trip. The permission slip cannot be altered or added to in any way. If this permission slip is not signed by the parent/guardian, the school will not permit the child to participate in the activity. The school will not accept letters or phone calls stating that the child may go on the trip. According to Diocesan attorneys, only the proper Diocesan trip form is acceptable.

The use of commercial transportation, rather than parent cars, is encouraged. In the event of parent transportation, all volunteer drivers are required to submit a copy of a valid driver's license at least one week in advance of the trip, at which time a driving record check will be done. Volunteer drivers must also present proof of their insurance policy stating coverage amounts. The Diocese requires coverage amount of 100/300/100. Diocesan regulations require that all chaperones and drivers must have submitted their fingerprints and background check form and have been cleared by the Diocese (see Fingerprinting) before being permitted to drive students.

Overnight field trips and activities involving water related activities for elementary school students are not allowed without permission by the Diocese.

## Records–Permanent Files

Every student has academic and health record folders on file. Those who have been tested for special services may have an additional, separate file folder. These records are available for review by the parent upon appointment with the principal. When requested, official records are forwarded by the school directly to the next school. No official records are ever handed to the parents, although unofficial copies may be shared. Information about students who have attended HNJ are kept on file for fifty (50) years as required by State law. Information must be available to verify the student's attendance at the school and all associated information.

Records of serious injury to any student are kept in the school's accident report file until the student reaches the age of 21 years. All such records are kept locked and in a secure area resistant to water, theft or fire. Records are available only to authorized personnel. If parents have not cleared accounts with the school, student records will be held until such financial obligations are satisfied.



# Promotion & Retention

Promotion is the assignment/advancement of a student to the next grade level after the successful completion of all current grade level requirements. “Administrative Placement” or “Probationary Promotion” is the assignment to the next grade level of a student who has failed to fully and properly complete grade level requirements. This is done only in most unusual circumstances. Retention is the assignment of a student to repeat the same grade level for the next school year. The student’s teacher will recommend promotion or retention. If a parent requests a probationary promotion, this may be done one time. If a similar situation presents itself the following year, then the child must be retained or seek admission to another school. Although the final decision is always that of the principal, the general policy will be to support the teacher’s recommendation. A student may be required to repeat a grade whenever the principal decides, after consulting the teacher and parent/guardian that it is in the best interest of the student to do so. Should a parent refuse to adhere to this recommendation, then the principal may require the student’s withdrawal. Parents will be notified after the end of the third grading period at the spring parent conferences if retention or administrative placement is being considered for the following school year. Final decisions are made at the end of the school year. Ongoing communication among the parent, teacher and principal is necessary throughout the school year.

The Office of Catholic Schools believes that it is in the best interest of a student to be in the Catholic school through the 12th grade in order to maximize the development of the total person. This is particularly critical in the development of the spiritual and emotional spheres to help form the student as a responsible Christian. Most students will progress from one grade to the next, based on satisfactory completion of the academic requirements. A child may be accelerated a grade based on the best interest of the child, testing data, and/or psychological development. Such placement must be approved by the parent and the school.

## Graduation

Students who have successfully completed the course of studies prescribed for them by the Office of Catholic Schools of the Diocese of Orlando are eligible to receive a diploma certifying the successful completion of the program of studies. The diploma further signifies that the student is eligible to move on to studies on the secondary school level. The official documents needed for such advancement is not a copy of the diploma, but the student’s transcript, which the school retains. Transcripts will be sent to the secondary school upon request. Eighth grade students who receive an F as a final grade in any core subject will not receive a diploma and will be required to complete a summer course of study, such as the Florida Virtual School. No student shall be allowed to participate in the graduation ceremonies if he/she has outstanding tuition or fees, unless a mutually acceptable agreement has been made with the principal/pastor.

## Modified Curriculum – Special Learning Needs

If the academic curriculum is modified or accommodated to meet the specific needs

of a child with learning differences, an asterisk and a brief explanation will appear on that student's report card, denoting the modification(s) or accommodation(s) of the curriculum in those subject areas. It is not fair to the student to set him/her up for failure in the next academic setting because a modified/accommodated curriculum is not noted.

Unless the student has already been formally and officially identified, in order to establish a modification/accommodation for the student, the teacher should observe the following steps:

- The teacher observes the student in the mainstream classroom and has questions about the student's level of success academically or socially.
- The teacher informs the principal and guidance counselor of his/her concern about the emotional, social or academic welfare of the student.
- The principal and/or guidance counselor will observe the child in the classroom setting and write a description of their observation. The observations and evaluations of the student written by the guidance counselor and/or principal will be reviewed.
- The Guidance Team [comprised of the guidance counselor, principal, resource teacher and classroom teacher(s)] will make a decision about the next step. (Goal setting, problem analysis, interventions, testing, tutoring, accommodations, recommendations).
- A conference is held with the parents and the Guidance Team to discuss and explain recommendations, and the next step is then implemented by the guidance counselor and resource teacher.
- A follow-up meeting is held within a 9 week period to assess progress toward the goal set.

A student does not need an IEP, but these are often very helpful for classroom and resource teachers to demonstrate ways in which the child can receive optimum assistance. Though we welcome and accept students with learning disabilities, the school cannot guarantee full implementation of an established learning plan; the school will make reasonable accommodations for students with special needs.

## Testing

Holy Name of Jesus School participates in the Iowa Test of Basic Skills testing program (ITBS). Grades 2 through 8 will take the basic skills achievement test in the spring (March). The results of these standardized tests are published and shared with the parents when received from the Riverside Publishing Co. Students in 5th and 8th grades are also required to take the Assessment of Catholic Religious Education (ACRE) test in February of each year. These results are used to assess the quality of the Religious Education Program in the school.

# Enrichment Programs

Curriculum enrichment and extracurricular activities are offered in accordance with student interest and the availability of sponsors, volunteer instructors and coaches.

Holy Name of Jesus Catholic School has a clearly articulated program for identification of students who may qualify for enriched curricular opportunities, and follows the model of the Diocese of Chicago. All students in the classroom are given opportunities within the regular classroom to have differentiation of instruction in order that each child may achieve to the best of his abilities.

## Extracurricular Activities

The school will offer as many extracurricular activities and clubs as possible, depending on student interest and willingness to be involved. Activities will include altar servers, safety patrol, student council, National Junior Honor Society, choir, and so on.

## Team Sports

Volleyball, basketball, cheerleading, soccer, track, baseball and softball are offered through the Catholic Youth Sports. Participants who receive a cumulative average of below a C- or 2.0 may be ineligible, but may attend practice sessions until grades improve. Students who have a C average and a failing grade are ineligible until grade improvement is noted through progress report intervals. A student athlete may be required to attend mandatory Study Sessions. If a student is absent from school on a given day, he/she cannot participate in any extracurricular activities on the day of that absence. Participation in team sports requires a fee to underwrite costs of officials, administration of leagues, etc. Beginning in 2015-16, HNJ will participate in the CYS program of the Diocese of Orlando.

## Attendance at After School Events

Students who wish to attend an after school sports activity as a spectator must be accompanied by a parent or other responsible adult. NO STUDENT will be allowed to attend games without an adult "chaperone." A written note from a parent stating that the child has his or her permission to attend the game alone or with a friend is not acceptable. Arrangements should be made with another parent to be responsible for the supervision of a child wishing to attend a game. Should a child be found at a game without supervision, the child will be allowed to call the parent to pick him/her up and will be sent to After School Care to wait and the parent will be billed for the service. This is for the safety of all students. If a student has an after school practice or activity, he or she MAY NOT BRING HIS OR HER SIBLING(S) to such practice or rehearsal. The child(ren) will be sent to After School Care immediately, and the parent will be charged for the time the sibling is in After School Care. Our teachers and coaches are not able to nor obligated to provide after school care for their players' siblings and it is impossible for your child to practice and baby sit his or her siblings simultaneously.

## Code of Conduct

At Holy Name of Jesus Catholic School, we believe in providing a Christian educational environment that encourages each student to achieve his or her maximum potential intellectually, personally, physically, and spiritually. Enrichment and extracurricular activities extend the HNJ educational objectives from the classroom to other activities in the daily lives of students. In an effort to have a Christian value system permeate throughout the student's environment and reinforce the values implanted and fostered at home, each student and all family members are expected to demonstrate appropriate behavior at all HNJ enrichment and extracurricular activities. All HNJ students and families represent our school at such activities and should display Christian values, encourage fairness and sportsmanship, be courteous and respectful to others involved, and present a positive image of HNJ.

# Discipline & Conduct

The Catholic Diocese of Orlando is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment. Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline and a Christian environment in which the responsibilities of the school and students are upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Holy Name of Jesus Catholic School has a responsibility to provide for students:

1. A safe environment
2. The best formation program to meet their needs within the limitations of the school's resources
3. Security from physical, verbal and written harassment
4. Treatment in a fair, consistent and respectful manner
5. Instruction and assistance for social, emotional and academic concerns
6. A clean and pleasant environment
7. Confidentiality when reporting an inappropriate action of an adult

In like manner, students have a responsibility to:

1. Share experiences in safe and pleasant surroundings
2. Maintain attendance that is regular and punctual
3. Act safely in everyone's interest; accept responsibility for their actions
4. Practice good health habits
5. Be honest and polite
6. Not interfere with the leader's facilitation and the experience of others

7. Show respect for the rights, feelings and property of others
8. Seek help for social, emotional and academic concerns
9. Adhere to rules during any related activities
10. Work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate
11. Respect ethnic, racial, religious, gender, intellectual and physical diversities of all people
12. Report any inappropriate behavior to a responsible adult

Holy Name of Jesus Catholic School exists to provide an academic community that will help each student grow in his or her awareness of God, self, and others. To that end, HNJ has established standards of behavior and character development expectations for its students. The following disciplinary objectives provide the standard of judgment and the guide for action in the area of discipline. Holy Name of Jesus Catholic School recognizes and accepts the responsibility it shares with the parents in the supervision of the student, while he/she is in school or at any off-campus events acting as a student of the school. This document is interpreted and applied by Holy Name of Jesus Catholic School as a form of instruction for all students in the school. The final interpretation of any given school behavior policy or situation remains with the administration.

Teachers and staff assume the responsibility for students' conduct while in school and on field trips and thus they act "in loco parentis" (in the place of parents) in terms of any and all decision making regarding safety and proper behavior of students under their care.

## Classroom Rules

Teachers are responsible to maintain a proper Christian learning environment in their classrooms. They will establish basic rules for proper behavior in their own classrooms. These basic rules will be based upon the following premises:

- Students will not stop the teacher from teaching.
- Students will not prevent another student from learning.
- Students will show courtesy and respect at all times.

## Church Behavior

The church building is a sacred place; hence we act with reverence when we are there. Some guidelines to help our children remember the correct behavior are:

- Be respectful at all times
- No inappropriate talking; students are expected to participate in verbal responses and singing during Mass
- Genuflect or bow appropriately

## Cell Phone Policy

If students need to make a phone call during school hours, they are expected to use the school office phone during their lunchtime. Students may not use cell phones for any non-academic purpose during school hours without the permission of the school administration.

If a student brings a cell phone to school, the cell phone must be turned off during the school day and stored in a designated “garage” within the classroom, unless being used for an academic purpose with permission. Students are not to use their personal cell phone to contact anyone, including a parent, through the school day. If given permission, the student may use the office phone. Likewise, no student is to receive a personal call on a cell phone from anyone, including a parent, through the school day. Messages left with the office will be delivered to the student.

For the first offense of cell phone use, including texting, the student’s phone will be confiscated and placed in the principal’s office. The student must come personally to speak to the principal to retrieve the phone. For the second offense, the cell phone will be confiscated and the parent must meet with the student and principal to retrieve the phone. Upon the third offense, the phone will not be returned until the end of the school year. The same procedures and consequences shall apply to MP3s, DVD players, and other similar electronic items as they do to cell phones.

## Disciplinary Infractions

Students are reminded that the following are considered unacceptable behaviors and are subject to disciplinary action. Unacceptable behaviors include but are not limited to:

1. Violating attendance rules - i.e. skipping or cutting class, leaving the campus without permission, excessive absences or tardies, etc.
2. Not being ready for class, including inappropriate attire
3. Using, possessing, or selling tobacco (in any form), alcohol, or illegal drugs or look-alike drugs at any school function, on or off the physical grounds of the school.
4. Property damage
5. Use of vulgar or offensive language written or verbal; use of vulgar or obscene gestures including signs, pictures, or publications, etc.
6. Refusing to accept reasonable directives of school personnel
7. Use and/or possession of weapons of any kind on campus or off-campus during school related activities, etc.
8. Cheating
9. Stealing school or private property or the possession or sale of stolen property
10. Distribution of any printed materials not approved by the Administration
11. Using personal property in school without permission from teachers (e.g. electronics, cell phones, etc.)
12. Public displays of affection
13. Committing an offense against federal, state or local law
14. General incorrigibility - poor behavior continually repeated
15. Fighting/Bullying of any kind
16. Any other behavior deemed unacceptable by the Administration
17. Inappropriate use of the internet as stated in the Acceptable Use Policy

## Disciplinary Procedures

The Diocese considers it a privilege for a student to attend a Catholic School. The student should understand that he/she represents the school to the community in a very unique

way. Students who display conduct, whether in or out of the school community (including usage of the internet), that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. The principal can impose consequences for conduct occurring outside of school if what the student is doing negatively impacts the school or its reputation.

The following are possible school disciplinary consequences (may include, but not be limited to):

- Warning
- One on one conference
- Parent Contact
- Classroom Isolation
- Detention
- In-Campus Suspension
- Off-Campus Suspension
- Disciplinary Probation/behavior contract
- Expulsion

## Detention

Detention may be assigned to any student who does not follow the code of conduct. The student may be required to stay in detention before, during, or after school.

## Rules for Suspension and Expulsion

Suspension from school is imposed only for a very serious reason or for repeated infractions for which the student has received several warnings and detentions. The decision to suspend a student rests with the principal. Parents will be notified and will receive a formal letter stating the issuance of this disciplinary action and the reasons for such action. Parents are encouraged to meet with the principal and classroom teacher(s) to discuss strategies to help the student avoid a recurrence of inappropriate behavior. Students will be responsible for all work missed while they are serving a suspension.

Suspension or dismissal may result from any of the following serious infractions:

- Actions that endanger the physical well-being of self or others, such as fighting or the intent to injure another
- Coercion - forcing another by action or threat to do something against his/her will
- Leaving the school premises at any time during school hours or activities unless signed out by parent
- Damaging school, church or other's personal property
- Persistent harassment of students or staff members
- Defiance or disrespect to adults and/or school rules and regulations
- Any behavior or action which reflects negatively on the school
- Serious and persistent use of vulgar language or gestures and racial slurs

Expulsion is resorted to only when all other means of discipline have proved ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the school

community. The measures taken to implement the decision and notification of the parents are the same as those for suspension, which is at the discretion of the principal. Any action determined by the administration to be detrimental to the learning process, the mission of the school, the student, other persons, or the reputation of the school may result in required withdrawal of the student from the school.

The following behaviors are offenses that can lead to immediate required withdrawal:

1. Disobedience, insubordination, or disrespect for authority
2. Language or behavior which is immoral, profane, vulgar, or obscene
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance at school, on school property, or at a school-sponsored event; (Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal)
4. Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying
5. Unauthorized absence or continued tardiness
6. Assault with, or possession of, a lethal instrument or weapon
7. Theft or dishonesty
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church
11. Cheating
12. Consistent disrespect for other students such as sexual harassment of another student
13. Violation of Diocesan Network Acceptable Use Policy

## Sports and Behavior

Students who receive an after school detention will not be suspended from playing in a game unless the detention is being served at the time the game is in progress. Students who are on suspension or on a behavior contract will be suspended from participation in the sports program for a period of time to be determined by the principal, athletic director, and coach. Also, students with low academic performance will be held ineligible from participation until approved by his/her teachers.

Parents should understand that they are ambassadors for the school and display good sportsmanship at all times. Additionally parents should be encouraged to:

1. Set a good example by displaying good sportsmanship
2. Teach their child to play by the rules
3. Support all efforts to remove verbal and physical abuse from youth sports
4. Demand a sports environment that is free of drugs, tobacco and alcohol

## Harassment and Bullying

Harassment is contrary to Gospel values and has no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of



harassment. Harassment occurs in many ways, including, but not limited to: verbal or written, threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

The Diocese of Orlando strictly prohibits harassment of any individual in any form because of his or her age, race, religion, color, national origin, age or disability in any of its schools. Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any Diocesan entity. Once a child is warned of an incident of harassment, they are in a “0” tolerance situation and will be suspended for the next incident of harassment, and possibly expelled, depending on the severity of the infraction.

Please speak with your child/children regarding “teasing,” or “unkind” remarks that may be typical of his/her age group. Depending on the circumstances and personality, such comments may be received as “harassing” and may make another child feel threatened. Please practice “treat others, as you would want them to treat you.”

## Bullying

Harassment is a form of bullying, although bullying is traditionally defined as “a stronger, more powerful person hurting, intimidating or frightening a smaller, weaker person deliberately and repeatedly.” It is also seen as any negative actions by one or more persons being imposed on another person being bullied or victimized. Students being subjected to such behavior are to report such behavior to their teachers or the school office for resolution. People guilty of such bullying, whether it be physical, emotional or social, will be punished appropriately, as such behavior is NEVER acceptable in a Catholic school.

## Email Threats or Hurtful Statements

A new problem has arisen from the age of technology. Often students make negative, untruthful statements about staff and other students. Certain websites in addition to “blogs,” offer students opportunities to post potentially defamatory statements about others. Despite their quasi-public figures, the courts now have taken a stand on this issue and state that teachers have the same right to their reputation that other people have.

Therefore, if defamed, teachers have a right to take legal action. In the same vein, administrators can punish students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for intentionally hurting others.

## Search and Seizure

Given the Diocese’s dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events. Lockers and desks are the property of the school and are subject to searches at any time. Although rarely used, Holy Name of Jesus Catholic School reserves the right to search the personal belongings of a student when there is “sufficient

cause", and it is believed to be necessary for the health, safety, and welfare of other students. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

If possible, parental notification and consent will be sought prior to searches of the person. The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.

Students are advised that their lockers, desks, backpacks, persons and personal belongings are subject to search for forbidden, dangerous or illegal substances or items. Students are instructed at the start of the school year that certain items are not to be brought to school, i.e. anything that could be construed as a weapon, any electronic devices, etc.

Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

## Weapons

In order to provide for a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.



Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

All teachers and staff at Holy Name of Jesus are certified by the State of Florida and properly credentialed. We do not honor requests by any family for a specific teacher, classroom or placement with “friends.” Multiple classrooms at a grade level may have parties and other events together. Students are co-mingled with their grade level during lunch and recess. Please do not request “special favors.” All students will reach the same end of grade level readiness for the next grade, but not always the “same way on the same day!”

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely yours in Christ,

Kathleen Falk, Principal

# Right to Amend Handbook

Because it is impossible to foresee all problems which arise, this clause empowers the faculty and administration of Holy Name of Jesus Catholic School to take disciplinary action against any behavior which violates the spirit and philosophy of HNJ, even though not specified in this handbook. Additionally, the school administration retains the right to amend the handbook for a just cause.

I, \_\_\_\_\_, understand and accept the rules, regulations and directives contained in the Holy Name of Jesus Parent-Student Handbook. I have read the book and agree to follow the spirit and intent of the handbook.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student(s) Name and Grade(s):

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**Please note:**

This signed form must be turned in to the classroom teacher by the second day of school.

The Holy Name of Jesus Catholic School Parent-Student Handbook is available for review online at [www.hnj-school.org](http://www.hnj-school.org)