

Holy Name Catholic School

Home of the Kingfishers



Pre-K - Kindergarten Parent/Student Policy Handbook

2024-2025

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Dear Parents and Students,

“Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty, and the inspiration of its students.”

Welcome to Holy Name Catholic School! In choosing Holy Name, you have demonstrated a commitment to the values and philosophy of a whole child education - body, mind, & soul.

Holy Name Catholic School is a preschool through Kindergarten Catholic Elementary School under the Diocese of Anchorage. Holy Name Catholic School has been serving the people of Ketchikan for over 70 years. It was founded on the belief that we are called to educate the minds, bodies and souls of our children through faith and academics.

Our school is family-oriented. We are committed to educating children in partnership with their families. The school is open to all children, preschool through kindergarten, regardless of race, creed, gender, disability or national origin. Students from different faiths and church backgrounds are welcome and will find a loving home here among the Kingfisher family. The faculty and staff of Holy Name Catholic School look forward to partnering with you as we seek to raise the next generation of compassionate, hardworking, spiritually mindful, and academically strong adults.

The Parent/Student Handbook reflects the policies of Holy Name Catholic School for the 2024-2025 school year. Please read this document carefully and sign the agreement in your registration packet. This agreement states that you intend to abide by the policies of Holy Name Catholic School during the school year.

Let us pray together that God, who has begun this good work in us, may give us the resources, passion, and courage to guide our children, families, and school to a successful year of growing and learning.

Mrs. Trish Nichols
Director
Holy Name Catholic School
Ketchikan, Alaska

Mission Statement

Holy Name Catholic School (HNCS) is a vital part of the mission of Holy Name Catholic Church. HNCS will provide a Christ-centered academic environment designed to promote the total development of the child. HNCS provides a nurturing environment that encourages spiritual, social, and physical growth, while providing experiences that promote positive self-esteem, creativity, problem-solving and academic progress. Our ministry as a school extends beyond our students to all faculty, staff, and family members, in a way that strives to invite them to integrate the gospel of Christ into their daily lives and to become an active part of the Christian community.

Educational Philosophy

HNCS will provide superior academic opportunities through a challenging and hands-on learning curriculum, while promoting the ongoing formation and spiritual growth of its students. This is done in order to prepare students to live out their Spiritual beliefs and to meet their full potential in a life of service as living witnesses of Christ in society.

Holy Name Catholic School is founded on the belief that all human beings enjoy a special dignity as children of God. We believe that parents are the primary educators of their children. We believe that everyone has a right to a Catholic education and to live the fullness and richness of the Christian faith.

National Catholic Education Association

HNCS is a member in good standing with the National Catholic Education Association. NCEA is the largest, private professional education association in the world. NCEA works with Catholic educators to support ongoing faith formation and the teaching mission of the Catholic Church. As a professional association, NCEA's focus is on Catholic school education, including developing current and future leaders, providing educational resources and strategically expanding professional development opportunities for those committed to the mission of Catholic education, serving as the national voice for Catholic schools (ncea.org).

Admissions

Admission Requirements:

The following items are to be submitted at the time of registration of new students:

1. A complete enrollment packet, including a non-refundable registration fee
2. Birth certificate
3. Catholic Baptismal & First Communion Certificate (if applicable)
4. Up-to-date student records from the last school attended (if applicable)
5. Current immunization record (as required by State of Alaska, all students must provide a current immunization record or appropriate exemption forms prior to the first day of school)

Enrollment Review:

Students are expected to meet the academic standards and to conform to the school's rules in order to retain their place at Holy Name Catholic School. The school reserves the right to refuse admission to and call for the withdrawal of any student whose presence is considered detrimental to the school's philosophy or interrupts the students path to academic success.

The completion, signing, and returning to the school office of the ***Student Enrollment Form*** is required for enrollment in Holy Name Catholic School. Enrollment will be offered first to current, continuing students.

The non-refundable registration fee (see tuition schedule) must be paid in full before a student will be considered fully enrolled. Children entering Kindergarten must be 5 years old by September 1st and children entering Preschool should be 3.5 or 4 years old by September 1st. *Admission can be at the discretion of administration.*

New Students:

A 30 day probationary period is required for newly enrolled Kindergarten students. Teachers shall provide the Director/Principal with a written notice of any academic or social skill deficiencies that may affect the student's successful completion of Kindergarten by the end of the third week of attendance. A conference with parents, teacher, and Director/Principal will be scheduled at the end of the probationary period and an agreement will be reached as to the best course of action for the individual student.

After the deadline for enrollment, the names forming a wait-list will be taken in the following order:

1. Children with siblings in the school
2. Members of Holy Name Catholic Church and Employees of PeaceHealth
3. Non-Catholic Community Members (maximum class size is 16 students for K and 14 students for Pre-k)

Students admitted to Holy Name Catholic School will be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teacher and/or the Director or designee. Within 30 days of the student's enrollment, staff shall complete their observation and evaluation and the Director or designee shall determine the student's eligibility and correct grade placement (if applicable).

Holy Name Catholic School does not discriminate against students with special needs. It must be determined, however, if those needs can be met with the resources available at Holy Name Catholic School. Students' progress may be reviewed at any time upon the request of a teacher, parent, or Director. Anyone wishing to enroll at Holy Name Catholic School must provide to the school any previous records indicating special needs as soon as possible. Parental support in the form of transportation, child assistance, etc., may be required.

If, throughout the school year, a child is identified as having particular difficulties succeeding at an expected level, either academically or behaviorally, the teacher, parent or Director/Principal may refer this student for further observation and/or testing. Upon referral for testing, the child will be scheduled to be tested by the Ketchikan Gateway Borough School District. After testing, the Ketchikan Gateway Borough representative will share the results with the parent, teacher and/or Director/Principal. If parents refuse to have their child tested, the school reserves the right to terminate the student's enrollment.

Holy Name Catholic School admits students of any color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs or other school administered programs.

Withdrawal

Notice of transfer from the school should be made to the school office two weeks in advance of moving. A meeting with the Administrator and withdrawal forms must be filled out prior to the transfer. Records will be sent to the student's new school after all financial obligations are met.

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Faith Education

Holy Name Catholic School exists to teach the message of Roman Christian traditions. Therefore, faith is of primary importance in the curriculum as well as the day to day life of our school. As a private Christian school, we have the privilege of being able to guide our children in the path of sound moral formation as well as provide for their spiritual growth and health.

Holy Name Catholic School recognizes and respects the fact that some of its students may have different faith traditions and attempts to promote their growth in those traditions under the guidance of their families. However, Holy Name Catholic School affirms its right as a Catholic institution to teach according to the doctrine of the Roman Catholic Church as part of its educational mission. Students are expected to participate in religious functions and to study the Catholic religion as an academic subject.

Christian attitudes and actions are integrated into each school day. Weekly, Pre-K and Kindergarten will have an opportunity to celebrate Mass. As always, families and friends are welcome and encouraged to join us for our weekly school Mass celebration. In keeping with our belief in *Parents in Partnership*, we are reminded that it is primarily our student's families, rather than the school, which has the greatest influence on their child's attitude and action towards faith and morals. We appreciate your support as we strive to foster wholesome and sound growth in the lives of our students.

The following ***Christ Skills*** are taught and woven into every aspect of the life of our school.

- **Caring** – To show concern for others.
- **Common Sense** – To seek solutions in difficult situations, to seek to use right judgement in doing so.
- **Cooperation** – To work together toward a common goal.
- **Curiosity** – A desire to learn or know about a full range of things.
- **Effort** – To try one's hardest.
- **Flexibility** – The ability to alter plans when necessary.
- **Friendship** – To make and keep a friend through trust and care.
- **Organization** – To plan, arrange, and implement in an orderly way.
- **Patience** – To wait calmly for someone or something.
- **Perseverance** – To continue in spite of difficulties.
- **Respect** – To honor and show consideration for the dignity of others.
- **Responsibility** – To be accountable for your actions.
- **Sense of Humor** – To laugh and play without hurting others.

Seven Principles of Catholic Social Teaching

The *Seven Principles of Catholic Social Teaching* are an important part of the Catholic Faith tradition. Each principle, however, speaks to a fundamental human need, and therefore can be considered important to people from various belief backgrounds. Sharing the knowledge and presentation of positive modeling of these principles is a vital part of the mission of Holy Name Catholic School.

1. Dignity of the Person

I am created in the image and likeness of God and redeemed by Jesus; I believe every person is my brother and sister. I protect each person's right to be born and to live with dignity; and to grow, to work, and to die with dignity.

2. Creation

I respect, protect, and am grateful for all of God's creation. I know God has provided for the basic needs of all people by entrusting the environment, our property and talents, our bodies and health to our attentive care each day.

3. Dignity of Work

I believe all work is meant to be creative, fulfilling and sacred; our work can help build a better world and lead us to God. I believe in the basic right of human beings to work, to be paid fairly, to be treated with respect, and to work in safe and healthy conditions.

4. Community

I value the common good and well-being of every person. I work for strong systems that support family and community values. Relating and working together, we build friendships and discover our common goals.

5. Solidarity

I believe we are connected with every person in the world. I stand up for the rights of all people. We encourage, teach, nurture, and promote the growth of all individuals, regardless of how different they are from us.

6. Consideration of the Poor

I respond to the needs of the oppressed and powerless for the good of all. I choose to live more simply so that others can simply live. I treat others equally, making sure that all resources are shared with fairness. I work for peace by acting justly.

7. Rights and Responsibilities

I believe everyone has a right and duty to be an active part of our society. I speak out, and I respectfully listen to others' opinions, as together we make decisions that affect our lives.

Parents in Partnership

As parents, guardians, and caretakers, you are the primary educators of your children and therefore have the greatest influence on their thinking and behavior. As stated earlier, our school is designed to be family-oriented, and we are committed to educating children *in partnership with their families*.

We kindly ask that parents:

- Actively participate in school activities, especially Parent-Teacher Conferences
- Notify the school of any changes of address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any specific situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly
- Read school notes and newsletters and show interest in the student's total education
- Support the religious and educational goals of the school
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect and courtesy in discussing student problems
- When using social media post positive comments about students, teachers, or the administration
- Foster in your child a Christ-like concern for all classmates, teachers, staff and property

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Administrator. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Parent-School Covenant

Because Holy Name is a private school, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our children's best interests guide the words and actions of all teachers, parents, guardians, staff, and other caregivers.

While we strive for excellence, no one within our community is perfect, and problems or misunderstandings can occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or are confused with some matter regarding their child's education, are asked to show similar respect. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem is one of policy, the parent or guardian should inform the Director in writing or with a phone call. Due to school responsibilities, the Director may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
2. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student to student problems, then the parent is asked to contact the teacher first. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a diligent manner.
4. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, academically, psychologically, and physically, and also the welfare of his or her fellow students.
5. Parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:
 - a. HNCS will not tolerate harassment of a staff member, student, parent, guardian or family member.

- b. HNCS will not tolerate intimidating or verbally abusing any member of the community, in person or in writing.
 - c. Commission of any such acts on the part of a staff member will lead to appropriate disciplinary actions.
 - d. Misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
 - limiting or refusing permission to enter or use school grounds or facilities
 - asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters
 - Denying registration, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.
6. Those who are not satisfied with what they have learned, are asked to approach the Pastor or Director to investigate the matter. In this way, it is hoped that positive resolutions can be reached.

We rely on the good faith and the sincere efforts of everyone on our staff and in the school community to abide and move forward in a positive direction for the better being of HNCS.

Communication

The level of communication between the staff and the school families has a significant impact on the overall effectiveness of the parent/school partnership. We strive to keep our communication open and frequent, as a means to inform parents of important information.

- **School Closing or Delays-** All delay or closing information will be communicated via text message, email and on our HNCS Facebook page. As a general rule HNCS will follow the decision of the public school district, for closure or delay of school start time.
- **ClassDojo-** Group messaging service.
- **Facebook-** Upcoming events and recent photos of HNCS happenings will be posted on our Facebook page on a regular basis.
 - Facebook & Other Social Media - Posting photos, and/or wording on a student or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary and even legal action.

- **Monthly News** - This newsletter keeps families informed of activities taking place at school. This is a great tool for school-to-parent communication.
- **Website** - www.holynameschoolketchikan.org
- **Calendar** - At the beginning of each school year, a calendar listing known events for the entire year will be sent home to each family. This calendar is also available on our website.
- **Change in Address or Phone Number** - Please notify the school office whenever your address or phone number change. Our records must be kept current and accurate. We do not release this information to the public.
- **Vacations** - Please notify the school office and teacher when parent(s) or children will be out of town. Especially notify the Teacher, Director/Principal when a student will have another temporary caregiver. Identification will be required if we are ever in question of the individual picking up the student.
- **Parent Teacher Conferences** - Conferences between teachers and parents (and child when appropriate) are scheduled in the Fall and Spring. These dates are noted on the academic calendar. You may arrange for a private conference with a teacher at any time by making an appointment with that teacher. Frequent communications are encouraged between parents and teachers.
- **Director's Open Door Policy** - If you have any concerns or suggestions for improvement about the school, please make an appointment to meet with the Director.
- **Classroom Visitation** - Visitors are welcome in the classrooms at any time throughout the school year. All visits must be cleared with the classroom teacher. Visitors must sign in. If you would like to observe a class, please make advance arrangements with the Director and classroom teacher.

ATTENDANCE

Short-Term Absences

If your child is going to be absent, please notify the school office. If your child is not at school when attendance is taken and no notification has been received, the Secretary will call to verify that the student is at home. For each absence a phone call or a note from the parent is required before re-admitting the student-to-school.

When a student misses school for any reason, they must see the teacher on the day of returning to school to learn what assignments must be made up. Upon returning to school the student will have one day per day absent to make up the assignment. If a parent wishes to pick up missed work on the day of an absence, please inform the office.

Parents should be certain that a child is in good health before sending him/her to school. Attendance during illness may be harmful to the child and may needlessly expose other children to illness. It is expected that a child who is well enough to attend school will participate in recess and physical education classes. A parent's written excuse is required for exceptions to this rule.

Absences Due to Communicable Illnesses

It is a parent's responsibility to advise the school office and/or Administrator if their child is infected with a communicable disease. When a student is suspected of having communicable diseases, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school.

1. **Fever** – Any student with a temperature of 100 degrees or over will be sent home from school. That child should not return to school until his/her temperature has been below 100 degrees for 24 hours.
2. **Vomiting**- A student who has vomited due to a communicable disease should not return to school until he/she has been without symptoms for at least 24 hours.
3. **Conjunctivitis (Pink Eye)** – A student who has been sent home from school due to suspected conjunctivitis may return to school only after treatment for 24 hours if it is bacterial conjunctivitis. Otherwise they may return to school with a doctor's note which indicates that the conjunctivitis is not bacterial in nature.
4. **Diarrhea** – A student who has experienced diarrhea due to a communicable disease should not return to school until he/she has been without symptoms for at least 24 hours.

5. **Head Lice** – HNCS has a “No Nit Policy”. Any student found to have nits or actual lice shall be sent home from school. They may return to school once treatment, as recommended by their health care provider, has been done and all nits have been removed. Students must check in with the Principal/Director prior to returning to their classroom. A letter will be sent home to parents of students with head lice and to all parents in a class after cases are identified.
6. **Ringworm** – Any student suspected of having ringworm will be sent home. They may return to school only after treatment for 24 hours. If the ringworm was not confirmed by your physician then the student may return with a doctor’s note which indicates that the student does not have a ringworm.
7. **Strep Throat** – Any student diagnosed with strep throat must begin treatment with an antibiotic and may return to school on the second day after medication has started.
8. **Mononucleosis** – Students are excluded from school if there is presence of a fever or any other symptom of acute illness.

In cases of life-threatening communicable diseases there may be medically justifiable reasons for limiting participation in school activities or situations. This includes students already enrolled as well as those seeking admission.

When a physician has diagnosed a student, staff member or volunteer as being infected by a life-threatening communicable disease, the Principal/Director is to be notified immediately by either the parent or guardian of the infected student or by the infected staff member or volunteer.

Planned Long Term Absences

It is difficult for students to make up class work and homework assignments when absent for an extended period of time. There is no substitute for class participation. Therefore, the school asks that parents do not take their child out of school for extended periods of time while school is in session.

However, in the event that a long term absence happens, please be aware of the following:

- The Director and classroom teacher must be informed of a planned extended absence at least one week in advance of the absence.
- The teacher will provide a list of subject areas that will be covered for the child to do during his/her absence; however, parents are responsible for teaching these lessons and for seeing that the work is completed, corrected, and returned to the teacher.

Leaving and/or Returning During the School Day

Please notify the Teacher/Principal ahead of time if your child is going to leave school early and if he/she will be returning that day. A parent or authorized adult must report to the Teacher/Principal and *sign the child out* of the building. Any student who leaves and returns to the school during the day for any reason *must sign back in* immediately upon returning.

Tardiness

- Attendance and punctuality for Kindergarten will be documented daily as good practice for parent and student consistency.
- Any student arriving in their classroom after 8:30 A.M. (*K - 3rd grades*) will be considered tardy unless the tardiness is due to a bus delay (if applicable).
- All late arrivals must check in with the classroom Teacher or Director ASAP.
- Any student arriving after 11:30 A.M. will be considered absent for half a day (*K - 3rd grades*).
- Consistent tardiness will require a parent conference.

Tardy & Absence Policy (*applicable 1st - 3rd grades*)

The following regulations will be followed when students are tardy or absent during the school year, whether those absences are excused or unexcused:

**TWELVE ABSENCES AND/OR TARDIES IN ONE TRIMESTER IS CONSIDERED EXCESSIVE.*

1. **Tardiness-** Three (3) tardies, whether excused or unexcused, will be recorded as one (1) absence. Three tardies, when converted to one absence, will re-start the tardy count at zero.
2. **Nine Absences:** The school office will notify parents by telephone.
3. **Twelve Absences:** A letter will be sent home. A meeting with the Director may be required.
4. **Fifteen Absences:** A parent meeting with the Director and teacher will be required.
5. **Twenty Absences:** The student may be expected to repeat his/her current grade level. A parent meeting with the teacher and Director will be required to determine future action. A written record of this meeting will be placed in the student's school file and a copy furnished by mail to the parent.

Student and School Safety and Health Plan

Child Abuse or Neglect Reporting

Any teacher or other school employee who suspects or hears that abuse or neglect is adversely affecting a child's physical or mental health or welfare, shall report, as is required by law, to the Office of Children's Services; Alaska Department of Health and Social Services.

-“Abuse” means intentional, deliberate infliction of physical or mental harm on a child.

-“Neglect” means the failure to provide necessary food, care, clothing, shelter or medical attention for a child.

It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need without incurring civil or criminal liability “unless it can be proven that a false report was made” and the person making the report “knew or should have known the report was false”.

Crisis Plan

Holy Name Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of the following secure designated locations:

1. PeaceHealth Hospital
2. Gateway Health Center (via the road behind the school)
3. KPU Building

First Aid

If the student has a simple scratch or scrape; the Secretary or Teacher may treat (wash and cover) the wound. The parents will be called if the situation warrants.

Emergency Care

Every student must have complete and current emergency information on file at the school. The school should be notified if any of the information on it changes. In an emergency, if a parent cannot be reached, an emergency contact on file will be called. If emergency treatment is necessary, the student will be transported to the nearest emergency facility.

Medications

If your child must bring medications to school, the following requirements must be met:

- There must be a written consent form on file with the school office.
- Medicine must be clearly marked in its original container with the name, dosage, and specific instructions for administering.
- Prescription medication must carry a prescription label with the child's name, drug identity, dosage instructions, and doctor's name.
- Prescriptions must be current.
- It will be kept with the office during the school day.

Children may not carry, keep in their backpacks or desks, any type of medication on their person during school including over the counter medication.

Allergy Policy

Parents must notify the school of their child's allergies, including life-threatening food allergies. Two EpiPens prescribed to the child should be provided:—one to the teacher and one to the school office. All EpiPens must be labeled by the parent with the child's name.

Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

Fire Arms

No firearms are allowed in or around the campus of Holy Name Catholic School except by law enforcement officials.

Telephone Usage

The office telephone is available for emergency situations. A student must have the Director or a teacher's authorization to make telephone calls.

Behavior, Conduct & Discipline Policy

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them. The Administrator reserves the right to determine the appropriateness of an action if any doubt arises.

School rules and consequences are clearly established and shared with students and parents. Students must be involved in problem solving. When a student has created a problem, he or she must be part of the solution.

Consequences should be clear and fair. The uniqueness of each child must be considered as well as the common good. When students exhibit problem behaviors and break rules, parents will be informed. Their support and insight are invaluable.

Standards of Behavior

Providing a secure, nurturing, caring and Christian environment is central to the faculty and staff at Holy Name Catholic School. We expect that students will treat others with dignity and respect. It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment throughout the school, and in no way deprive other students of their right to an education.

In order to accomplish this, the student must observe the following standards of behavior:

1. Model Christ's teachings about love for one's neighbor in all interactions.
2. Arrive at school on time.
3. Behave in a respectful and friendly manner toward all school personnel, other students, volunteers, and any visitors.
4. Abide by the dress code.
5. Oppose behavior in students that does not conform to these standards.
6. Remain on school grounds unless written permission from a parent or guardian and appropriate permission from the school office has been obtained.
7. Obey all appropriate instructions from teachers and staff.

8. Hall Rules

- a. No running in the halls and on the stairs.
- b. Use a quiet voice.
- c. Keep your hands, feet to yourself.

9. Bathroom Rules

- a. Use quiet voices.
- b. Return to class promptly.
- c. Keep the bathroom(s) clean.

10. Playground Rules

- a. A seasonally/weather appropriate layer over the student's uniform will be required to go outside. Appropriate shoes are also encouraged.
- b. General Rules
 - i. Follow the teacher's directions.
 - ii. Stay within the playground area.
 - iii. Do not throw anything but playground balls.
 - iv. No climbing on or over the fence and no climbing up the metal slide.
 - v. No one is allowed on top of the monkey bars
- c. Climbing Wall
 - i. Teacher or Playground Attendant Supervision Required
 - ii. Apparatus is appropriate for ages 4 thru 10 years of age.
 - iii. Capacity at one time on apparatus is 8 to 10 children
 - iv. No touching others while on the wall.
 - v. One child at a time on a ladder.
 - vi. No jumping off the climbing wall.
- d. Preschool Structure
 - i. Maximum capacity at one time is 18 children ages 2 and up.
 - ii. Children may climb through the tube, but may NOT CLIMB ON TOP OF THE TUBE.
 - iii. Older students are permitted when younger students are not present.
- e. Swings
 - i. One (1) child per swing at any given time.
 - ii. When a line forms each child may count 30 swings and then must switch turns.
 - iii. No climbing up poles & no twisting the chains.

11. Sexual Harassment

Holy Name Catholic School shall not tolerate the harassment of any student by any other students or school employees. The school's response to such harassment shall comply with State and Federal law and with the policy on sexual misconduct and code of pastoral conduct of the Diocese of Juneau. Any student

or employee who is found guilty of harassment shall be subject to disciplinary action.

Students or staff shall immediately report incidences of sexual harassment to the Administrator or pastor, who will report each incident to the Office of the Bishop. The Administrator or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

12. Damage to School or Church Property

Any damage done to the school or church property must be paid for by the part responsible in whole or in part depending on the circumstances.

Discipline

Holy Name Catholic School, under the direction of the Diocese of Anchorage/Juneau, is committed to teaching the Spiritual values which will empower our students to live their lives as a reflection of Christ. The mission of our school calls us to recognize and respect the dignity of each individual and to offer a Christ-centered, safe learning environment based on the Social-Teachings of the Catholic Church.

Holy Name Catholic School exists to provide a Christian atmosphere whereby parents, teachers, and other adults and peers surround the students with the support, boundaries and structure they need to thrive. Holy Name Catholic School will provide a caring and supportive environment while setting and enforcing standards of behavior.

All members of the faculty and staff share the responsibility to model appropriate behaviors and to enforce the structure necessary for this to take place. To create an environment that is conducive to learning, the faculty and staff of Holy Name Catholic School has established a behavior policy. It is based on the belief that young people must learn to interact with each other and respect one another in a manner consistent with Christian teaching.

Everyone is entitled to respect and the behavior at our school should always reflect the values of *the Golden Rule* (“Do to others as you would have them do to you.” Matthew 7:12)

The goal of a school wide discipline code is to establish a systematic plan that is *fair and consistent* for class times, lunch, Mass/Chapel Time, on the playground, and during extra-curricular activities/Field Trips.

Disciplinary Actions

The following is the order of the disciplinary actions as they will take place in the event of a behavioral issue.

1. Our teachers, who have established both the classroom as well as the school wide rules with their individual students, will calmly, lovingly, and respectfully, address the issue with the child.
 - a. This may be done in a variety of ways, including, but not limited to:
 - Asking the student to cease the behavior
 - Issuing a verbal warning
 - Informing the student that they will need to be spoken with after the current activity is completed.
 - If the issue is mild in nature, and the teacher deems the situation resolved, the disciplinary action will conclude. However, if the behavior was severe in nature and/or if it continues the disciplinary action proceeds to #2.
2. The teacher will fill out an incident report and notify program Director
3. The Director and teacher will discuss further action in the midst of informing the parents.
4. If the behavior continues, or leads to other negative behaviors, the student will be asked to go to the Principal's office which will allow the student to gather themselves and refocus.
5. If the negative behavior re-occurs during recess, the student will lose the privilege of participating in that recess and will sit out the remainder of the time. Depending on the severity and frequency of negative behavior at recess, the teacher and Director will meet to discuss an extended period of inactivity. If the student needs additional assistance despite the recovery area, it may require a phone call to the child's parents or guardians, or they could be sent home.
6. Whenever issues arise that merit parental cooperation, the Director will first meet individually with the student's teacher and will then arrange a meeting to include parent(s). In less severe situations, a parent may be notified through contact with either teacher or Director, or via an incident report being sent home for acknowledgement and/or a signature.

In-house Suspension

In-house suspension means that the student will not be allowed to attend school in the classroom or any class activities such as lunch, recess, PE, etc. Instead the student will work in an isolated area with adult supervision.

Suspension

Suspension means that the student will not be allowed to attend Holy Name Catholic School for a period of one to five days. The student is responsible for the work missed during the suspension. The following offenses committed by children while under the jurisdiction of the school could be reasons for suspension:

1. Willful disobedience to authorized personnel
2. Vandalism, which includes damage, destruction or defacing school property
3. Fighting
4. Harassment and/or threats, which includes repeated conduct or expression directed toward another
5. Repeated disruption of the learning environment
6. Disrespect shown toward volunteers or personnel, either verbally or by action
7. Repeated violation of school rules

Expulsion

Expulsion is when the student is required to leave the school and find educational accommodations in another school. This would occur only after all efforts had been made to resolve the problem and when, in the opinion of school authorities, the student's continued presence would be detrimental to the good of the whole. Due process will follow the procedure outlined in the Holy Name Catholic School Policy Manual. This manual is available for viewing in the school office.

The Director, in consultation with the Pastor, is the final authority in all disciplinary situations (except expulsion). The Director, at her discretion, may waive any disciplinary rule for just cause.

Academic Policy

Curriculum

Our curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. In addition to academics, the students will be nourished spiritually by uniting in meaningful liturgy and prayer experiences, where they can come to a further understanding of the Christian life. At Holy Name, we strive to “teach as Jesus did.”

Our curriculum guidelines are:

1. consistent with or exceed the State of Alaska standards
2. followed for the teaching of all secular subject areas
3. encompass current content and fresh approaches to methodology and recognized best practices in education.

The academic curriculum of Holy Name Catholic School is designed to meet or exceed both state and local requirements. You may find the Alaska State standards at www.education.alaska.gov/standards/ for a complete list of grade level standards and benchmarks that are taught at our school. A cycle is established to evaluate the objectives and textbooks of each subject area regularly.

The following subjects comprise our standard curriculum: Religion, Mathematics, Reading, Writing, Grammar/Language Arts, Social Studies, and Science. These special subject areas enhance our curriculum: Art (K-3), Physical Education (K-3), Enrichment (K-3), Library (K-3) and Digital/Computer (1-3).

In addition to the standard curriculum followed at Holy Name Catholic School, the preschool classes will follow the Early Learning Guidelines written by the Alaska Department of Education. These standards are designed as a guide for implementing appropriate practices in an early learning environment. You may find these standards at: www.bestbeginningsalaska.org/what-we-do/building-strong-families/alaska-early-learning-guidelines/.

Grading

Although each teacher has the discretion to structure their grading system to include consideration of such things as class work, homework, tests, effort, attendance, and behavior, the following are the grading guidelines:

Primary Grading Codes (K)

O- Outstanding

S- Satisfactory

P- Progressing

U- Unsatisfactory

N/A- Skills not covered

Intermediate Grading Codes (1st-3rd)

A: 90--100%

B: 80--89%

C: 70--79%

D: 60--69%

F: 0--59%

Progress Reports - Report Cards

The HNCS school year is made up of four quarters. Progress reports are issued four times throughout the year for Kindergarten 2024/2025 school year through 3rd grade (school year TBD). Preschool will hold Parent-Teacher Conferences twice a year and meetings anytime during the year at parental request or teacher discretion.

Homework (1st - 3rd grade)

Students will be responsible for completion of all homework assignments given. Parents are asked to encourage their children to take this as a very serious part of learning, as well as being responsible for turning assignments in on time. Homework is assigned as the natural extension of the student's class work. The amount of homework takes into account the nature of subject matter, and the age/ability of the students. The following schedule will be used as a guide to determine the time allotted for homework each day.

Grade 1 and 2 – 30 minutes Grade 3 – 45 minutes

Homework is normally not assigned over the weekend, with the exception of make-up work and long-term projects. If your child is regularly spending longer than the allotted time, it may be a sign that they are struggling with the content. Please share these concerns with your classroom teacher as soon as possible.

Standardized Testing

In order to serve and meet our students' academic needs, Holy Name Catholic School will participate in standardized testing for grades K through 3. Information obtained will be used to help guide instruction and is not a part of the student's grade. We use the NWEA - MAP testing system.

Promotion, Retention, and Acceleration

Promotions are made annually. All phases of growth are considered in deciding a student's grade placement; age, social development, emotional maturity, academic ability and achievement, and relationship with other children.

Only those students who complete the work of a particular grade in the basic skill areas and who are socially conscious shall be promoted to the next grade level. Credit for courses should be given solely on the basis of skills mastered. **Promotion is not automatic.**

Teachers will consult the Director regarding the possible retention of a student. At the end of the second trimester, the Director and teacher will consult with the parents or guardian concerning the possible retention of their child. A written record of this conference will be filed. Follow-up conferences shall be held prior to the final decision with respect to retention.

Every teacher shall strive to identify students with exceptional ability and to direct them toward additional study which will challenge their talents. Rarely should a student be allowed to skip a grade, and then only after careful consultation. Even exceptional children will develop more satisfactorily if allowed to advance with their own age group.

Educational Records

Educational records are available to parents and others, as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99 – Privacy Rights of Parents and Students, passed June 17, 1976 (amended January 25, 1977).

Procedure:

1. Through a written request, the parent asks to view the student's educational records.
2. Within a reasonable time, the Director sets a specific date and place for viewing the file. The Director or his/her delegate may be present while the file is being read.

Holy Name Catholic School abides by the provisions of the Buckley Amendment with respect to the right of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Cumulative records are kept for every student. A copy of this record is kept permanently at the school. In the event of a transfer or graduation from the school, originals are then forwarded with the rest of the student files to the new school. No educational records are transferred to another school until all fees have been paid in full.

Computer Policy

Students will be assigned tablets or chromebooks depending on grade level and/or academic levels. A computer contract will be sent home when electronics are assigned with guidelines and agreement between School, Parent, and Student outlining rules and expectations for use of electronics during school hours with lessons in academics, teacher guided instruction, and independent studies.

Student Life

Transportation – School Bus *(not applicable for the 24/25 SY)*

Our students have the right to ride the public school buses from all areas of town. For information regarding stops and schedule times, please inquire with the school office or call the First Student Bus Company at 907-225-3806. Students should have a name, address, where they get off, which bus to ride, and phone number of parents pinned on their jacket during the first few days of school.

Daily Schedule

The school day for Ladybugs **begins at 8:45 A.M. and ends at 3:00 P.M.**

The school day for Kindergarten **begins at 8:30 A.M. and ends at 3:30 P.M.**

Students arriving prior to their class opening, will go to early care.

As a reminder, your child cannot wait outside of the school without an adult present.

Doors to the building will open daily at 7:30 A.M.

Students are expected to attend a full day, each day school is in session. *Students must be in regular, punctual attendance to be considered for promotion to the next grade.

*State law requires 180 days of school per year; **Therefore vacations taken during*

school time should be attentively planned. Please see the Attendance section for more

information. Routine medical and dental appointments should be made out of the

*school hours whenever possible. *This will become applicable when students attend 1st grade*

*and above. **All attendance records will be listed on transcripts requested from future school sites.*

Early Care

Early care is available to students between the hours of; **7:30 A.M. to 8:20 A.M.** depending on the student's grade.

\$7.00 a day is the additional daily charge for early care. Forms for early care are available upon request.

DRESS CODE

At Holy Name Catholic School, our uniforms are our first opportunity to make an impression on those who see us, and as such are the most apparent expression of our commitment to modesty, safety, and a distraction-free learning environment. We believe that our dress code policies contribute to a positive school, and provide a level playing field to our students.

Uniforms can be purchased at www.globalschoolwear.com

General Guideline for All Students:

1. Clothing must be clean, neat and appropriately sized.
2. Torn or tattered clothing – including items designed to look “aged”- is discouraged.
3. Skirts, split skirts and dresses must be at an appropriate length.
4. Hair must be clean and groomed appropriately.
5. Socks are a mandatory part of the dress code.
6. Shoes are to be age appropriate and fastened properly. For safety reasons, no flip-flops or other open toe footwear are allowed.
7. Clothing should be appropriate to the weather conditions. This includes a waterproof layer/rain jacket every day.
8. Increased attention should be given to student dress attire on occasions such as special occasions, field trips and Chapel time/Mass on Friday's.

Elementary Uniform Expectations:

1. Students are to arrive at school dressed in appropriate school attire.
2. *Approved Kingfisher uniform shirts must be worn on specified days.*
3. *The Kingfisher logo should always be visible and worn on the top layer.*
4. Undershirts should be solid white or blue.

Field Trips

All field trips shall be approved by the Administrator and be of some educational value. They must have at least one teacher and enough additional adults to provide adequate supervision for each class. Seat belts shall be worn by each student when riding in a private vehicle. Electronic or written permission is required for any student to participate in the field trip. Field trips are an integral part of the curriculum. However, field trips are a privilege and no student has an absolute right to participate. ***Students who fail to submit a permission slip form will not be allowed to participate in the field trip.***

Use of School Grounds

Holy Name Catholic School cannot be responsible for any accidents occurring on the school grounds on weekends, vacation days or any other time when grounds are unsupervised. Accidents occurring due to failure to follow rules during school hours are not the responsibility of Holy Name Catholic School. We will supervise the grounds at all times when school is in session.

Visitors

We are happy to have visitors at Holy Name Catholic School. All visitors are required to report to the school office upon entering the building. This is necessary to avoid interruptions of the instructional program and to maintain building security. Visitors must sign in and wear a name badge while they are in the building when asked to do so.

Personal Toys

Bringing personal toys and games to school is highly discouraged. Holy Name Catholic School is blessed with an abundance of toys appropriate to the developmental progress of the students in each classroom, or gym equipment that is available for students to use. Teachers may ask students to bring a personal item or toy for show and share, these items will be kept in a specified location in the classroom or in the student's backpack.

Birthday Policy

Birthday party invitations may be handed out at school only if ***every child*** in that class is invited. Otherwise, please use discretion and mail or use alternative means to send the invitations. Parents of birthday children should work with their classroom teacher on treats and times of delivery. We will continue to celebrate ½ birthdays for each child in each respective classroom.

Financial Policy

Holy Name Catholic School's operations depend 100% on the income generated from tuition, fundraising, and donations. In order to continue providing our students with a quality, whole-child education, it is essential that each family assess their financial situation honestly, with the realization that a private education often requires one to make sacrifices for the good of the child.

The financial policies of Holy Name Catholic School are based on the need to remain financially solvent while also believing that every family who desires a Catholic education for their child, should be given that opportunity. Tuition is our main source of income, and it is what is used to pay for our day to day expenses. We do not receive any public funding.

Financial Aid/Scholarship Funds

Families that can pay full tuition are expected to do so. Families who are unable to pay full tuition are expected to consider carefully and prayerfully, their budget, giving high priority to tuition.

Tuition Billing

Tuition is sent out around the 1st of the month and due by the 5th of each month. A \$20.00 late fee will be added to tuition paid after the 5th. Checks returned for insufficient funds will be billed an additional \$35.00. After one check of this nature, the school may require future payment by cash or credit card. If there is sufficient reason for a late payment and the Director has been contacted, an extension of time may be granted and the above policy waived after consultation with the business manager.

If a student enrolls after the initial start of school, the tuition will be prorated accordingly.

Tuition Schedule

Tuition and Fees Schedule for the 2024-2025 School Year

The monthly tuition payment amount is based on a **9 month** billing cycle.

There will be a 10% discount for families with multiple children enrolled.

	Monthly Tuition Rate 2024-2025	Total year - 9 Payments	Registration Fee Non-Refundable	Materials Fee (K Only)*
Kindergarten			due at time of registration	
Parishioner/PeaceHealth Employee Rate	\$820.00	\$7,380.00	\$185.00	\$165.00
Non-Parishioner Rate	\$880.00	\$7,920.00	\$185.00	\$165.00
Preschool				
Parishioner/PeaceHealth Employee Rate - FULL DAY	\$820.00	\$7,380.00	\$185.00	-0-
Non-Parishioner Rate - FULL DAY	\$880.00	\$7,920.00	\$185.00	-0-

The non-refundable registration fee will reserve your child's spot in the program for Fall 2024 SY and is due when your enrollment packet is turned in.

Elementary students have additional materials calculated. This fee funds: textbooks, computers, software, and other non-consumable materials used in the classroom.

**Material fee due before the first day of school.*

Fund Raising

Holy Name Catholic School has 2 to 4 major fundraising programs each year. For more information on any of these events, please inquire with the program Director.

1. Annual Fall Raffle - Mid-November to December
 - a. Our largest fundraiser yielding a good amount of profit for our annual operating budget with cash prizes for the winners.
2. Community Based Fundraiser – Early Spring/March
 - a. Ask family, friends, and neighbors to purchase the products either through direct contact, via email, or social media post sharing.
3. Spring Art Show, Dinner and Silent Auction – End of April
 - a. We will need volunteers to gather auction items, set up, *cook, serve, and clean up the Parish hall for this event. **Food donations are an accepted option*
4. Options for Dinners/School Booths/Nights Out Planning!!
 - a. Family dinners; Spaghetti or Italian feeds, Halloween or Holiday (hosted) booths, Parents night out or FUN things that engage with our Community - We are open to ideas!!

Right to Amend

Holy Name Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email or other means of mass communications.

EEO Statement

Holy Name Catholic School does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or status as a covered veteran, contrary to the dignity of that person as outlined in Church teaching and required by Christian charity.