

Academy of the Holy Names Elementary School

A Recognized School of Excellence

Accredited by:

The Southern Association of Colleges and Schools
The Florida Council of Independent Schools
The Florida Catholic Conference
The Florida Kindergarten Council



Discover YOUR Excellence

138th Year
2018-2019 Student – Parent Handbook

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Mission, Core Values, Guiding Principles, Educational Philosophy & History	4
Members of the Academy Community	5
Elementary Faculty and Staff.....	6
Helpful Information:	7
Admissions Policy	8
Anti-Bullying Policy	8
Athletics	8
Attendance Policy	9
Birthdays	11
Building Safety and Security	11
Cell Phones & Electronic Equipment	11
Chaperones.....	12
Clinic.....	12
Communication – Parents, Teachers, and Students	12
Computer Network Policies	13
Deliveries for Students.....	13
Discipline – see Addendum B.....	13
Dress Code	13
Drop-Off/Pick-Up Policies	15
Early Bird.....	16
Emergency Forms	16
Emergency Procedures and Information.....	16
Examination Schedule	16
Extended Day.....	17
Field Trips	17
Grading System.....	17
Health Information and Policies	17
Honor Roll	19
Letters of Recommendation	19
Lost and Found	19
Lunchroom Policies	19
Masses.....	19
Media Services.....	20
Personal Storage Space.....	20

Retake Policy	20
Safe Environment Training.....	20
School Hours.....	20
Sibling Events	20
Snack.....	20
Standardized Testing.....	21
Student Recognition Program	21
Student Records and Transcripts	21
Summer Remediation / Non-promotion.....	21
Telephone Use	21
Tuition.....	21
Website	21
Anti-bullying Policy.....	22
AHN Behavior Management System.....	26
Academic Integrity Policy.....	29
Electronic Media, Devices, and Systems Acceptable Use Policy.....	31

Mission, Core Values, Guiding Principles, Educational Philosophy & History

The Academy of the Holy Names is a Catholic coeducational elementary school and a college preparatory high school for young women, sponsored by the Sisters of the Holy Names of Jesus and Mary.

Our Mission

The Academy of the Holy Names empowers students to be authentic individuals who engage in independent thought, are inspired by creativity, and lead culturally aware, spiritually rich lives.

The Academy's motto is *Esse Quam Videri*, or "To Be, Rather Than to Seem."

Our Vision

The Academy's mission reflects the core values of the Sisters of the Holy Names and calls students to develop their full potential. Our motto, clearly understood and acted upon, encourages students:

To Be Faith-Filled

An Academy student has a personal and active faith in God. Learning in an environment rich in values, students are responsible to self and others.

To Be Inquisitive

An Academy student is a seeker of truth: always learning, always questioning, always exploring.

To Be Innovative

An Academy student is an "out-of-the-box" thinker who utilizes creativity and intellect to find new approaches to solving problems.

To Be Independent

An Academy student is a self-reliant, confident leader who is able to think and act autonomously. While not afraid of taking risks, Academy students pursue a balanced and healthy lifestyle.

Members of the Academy Community

President

Mr. Art Raimo

Elementary Principal

Mrs. Bridgid Fishman

Elementary Assistant Principal

Mrs. Becky Elliott

ES Curriculum Specialist & Instructional Coach

Mrs. Heather Graham

MS Curriculum Specialist & Instructional Coach

Dr. Tricia Dieck

ES Technology Integration Specialist

Mrs. Lisa Cohen

LS Guidance & Learning Counselor

Mrs. Megan Lopez

MS Guidance & Learning Counselor

Ms. Cheryl Conlan

ES Administrative Assistant

Mrs. Deb Norris

MS Administrative Assistant

Mrs. Kim Ruff

Elementary Office Assistant

Mrs. Karen Rocha

Receptionist

Mrs. Michelle Valdez

School Nurses

Mrs. Patti Alberts

Ms. Mary Titano

Campus Minister

Sister Patricia Plumb, SNJM

Director of Media Services

Mrs. Emily Swiger

Athletic Director

Mr. Kevin Vargas

Assistant Athletic Director

Mr. Chris Severini

Director of Auxiliary Services

Ms. Courtney Franks

Directory of Information Services

Mr. Kent Smith

Assistant Director of Information Services

Mr. Seth Hendrickson

IT Help Desk

Mr. Nick Martin

Mr. Matt Tucker

Superintendent of Operations

Mr. Jay Kubiak

Assistant Superintendent of Operations

Mr. Tim Martin

Chief Financial Officer

Mr. John Donohoe

Director of Institutional Advancement

Mrs. Debbie Gavalas

Director of Admissions

Ms. Pam Doherty

Admissions Assistant

Mrs. Amanda Faunce

Director of Annual Fund & Special Events

Mrs. JoAnne Linkner

Director of Alumni Relations

Mrs. Patty Bohonnan

Director of Marketing & Communications

Mrs. Emily Wise

Mission Effectiveness Coordinator

Sr. Ann Regan, SNJM

After School Coordinator

Mrs. Esther Rivera

Elementary Faculty and Staff

Pre-K

Mrs. Jennifer Epps
Ms. Claire Kaiser
Ms. Erica Cardoso
Mrs. Kathy Martinez

Kindergarten

Ms. Annette Czajka
Mrs. Rachael Donovan
Ms. Patty McCarthy
Mrs. Sandra Bell

1st Grade

Mrs. Christine Jones
Ms. Ariel Sofio
Mrs. Ileana Miranda
Mrs. Chelsea Mosley

2nd Grade

Ms. Olivia Jones
Ms. Allison Warren
Mrs. Megan Barron
Mrs. Yeraldin Villagomez

3rd Grade

Mrs. Kristin Lawrence
Mrs. Jill Rogan
Mrs. Nancy Maurer
Mrs. Tonda Galvez

4th Grade

Mrs. Denise Cebollero
Mrs. Tina Cloonan
Mrs. Bonnie Eaton

5th Grade Team

Mr. Chris Buysse
Mrs. Wynnette Hampton
Mrs. Cass Hughes
Mrs. Tricia Price*☼

Social Studies and Religion
Math and Science
Literature and Writing
Spanish and Religion

6th Grade Team

Mrs. Maria Fernandez
Mrs. Jo Holder☼
Mrs. Julie Hughes*
Mrs. Erin Lee
Mrs. Vaness Minick☼
Mr. Alex Romero

Spanish
Math and Religion
Literature and Writing
Science and Social Studies
Literature, Writing, Social Studies
Social Studies and Religion

7th Grade Team

Mrs. Maria Fernandez
Mr. Kim Fulton
Mrs. Ana Gonzalez
Mrs. Vickie Glaum
Mrs. Judith Hahn
Mrs. Naheed Kamal Haider
Mrs. Megan Hendrickson*
Mr. Jim Trueman

Spanish
Math
Spanish
Literature, Writing, Religion
Latin
Literature and Writing
Science
Social Studies and Religion

8th Grade Team

Mrs. Ana Gonzalez
Mrs. Judith Hahn
Mr. Chris Kumka☼
Mrs. Cristina Livingston☼
Mrs. Mary Alice Lopez*
Mrs. Mary Sheets
Mrs. Eileen Watson☼

Spanish
Latin
Social Studies and Religion
Math and Religion
Literature and Writing
Literature, Writing, Religion
Science and Religion

Fine Arts

Mrs. Bridgid Fishman
Mr. Ruben Gaviria
Mrs. Kelly Hoffman☼
Mrs. Galina Abele
Mrs. Kim Ruff

Photography
Music
Drama
Art
Yearbook

PE

Mr. Michael Doyle
Ms. Sara Taylor☼
Mr. Phil Perrell

*indicates Team Leader
☼indicates Department Head

Helpful Information:

	<u>Contact</u>	<u>Extension</u>	<u>Email</u>
Absences:	Attendance Line	525	krocha@holynamestpa.org
ASP Registration:	Courtney Franks	728	cfranks@holynamestpa.org
Athletics:	Kevin Vargas	320	kvargas@holynamestpa.org
	Christopher Severini	270	cseverini@holynamestpa.org
Billing Information:	Business Office	233	
Change of Address:	Deb Norris	339	dnorris@holynamestpa.org
Dads Club:	Chris Growcock (President)		
Discipline:	Becky Elliott	240	belliott@holynamestpa.org
Extended Day:	Esther Rivera	381	erivera@holynamestpa.org
Facility Reservation:	Buildings&Grounds	316	
Financial Aid:	Business Office	230	
Grade Inquiries:	Student's Teacher		
Guidance & Learning Counselor (PreK-4):	Megan Lopez	340	mlopez@holynamestpa.org
Guidance & Learning Counselor (5-8):	Cheryl Conlan	344	cconlan@holynamestpa.org
Homework Assignments:	Ask a classmate or check class website		
iPad Help Desk:	Matt Tucker		mtucker@holynamestpa.org
	Nick Martin		nmartin@holynamestpa.org
Library/Media Center:	Emily Swiger	380	eswiger@holynamestpa.org
Lost Items:	Check the lost & found		
Lunches:	Dee Bell	317	d.bell@sagedining.com
Messages:	Deb Norris	339	dnorris@holynamestpa.org
	Karen Rocha	275	krocha@holynamestpa.org
	Kim Ruff (MS)	726	kruff@holynamestpa.org
Mothers Association:	Michaelle Popovec (President)		mjpopovec4@gmail.com
Transcripts:	Deb Norris	339	dnorris@holynamestpa.org
Uniform Company:	Risse Brothers	(813) 282-8338	www.rissebrothers.com
Website login info:	Deb Norris	339	dnorris@holynamestpa.org

Admissions Policy

Non-Discrimination in Admission:

The school shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs and athletic and other school administered programs.

Responsibility:

Enrollment as a student in the Academy of the Holy Names implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aim, parents and students must agree with and support the philosophy of the school. **The Academy reserves the right to dismiss any student who fails to respect these regulations or who otherwise by conduct or neglect of study does not measure up to the standards of the school.**

Anti-Bullying Policy

(see Addendum A at the back of the handbook)

Athletics

AHN is a member of the Florida West Coast League for its middle school sports teams. Teams are made up of students in grades 6, 7 and 8. **Please note: new EL2/EL3 forms must be on file with the athletic department before any AHN student-athlete is allowed to try out for, or practice with, an AHN sports team.** The forms are available on the athletics home page of the school website.

Students who are attending sports practices or games immediately after school on AHN property, **must** report to the Holding Room immediately after school. The team will be dismissed as a group to cross the bridge. Students who do not follow this procedure risk disciplinary actions.

Eligibility & Obligations:

Full information concerning eligibility and obligations can be found in the Athletic Handbook. The following are a few highlights of the policy.

To be eligible for sports, the student must:

- Maintain a C (75%) or above average in all subjects.
- Not receive an I or U in general conduct or an I in effort in any subject area.
- Academic eligibility will be a factor in who makes a team if cuts are involved.
- Once a team is formed, academic eligibility will be checked every Friday. Students not meeting the requirements will be suspended from the team for one week. The student and parents will be notified via an email from the assistant athletic director. If at the time of the next grade check they are not fulfilling the requirements they will begin another period of suspension. If at the end of a quarter a student is below a 75%, they will automatically be suspended for one week.
- The administration reserves the right to prohibit a student from participating in an

activity because of an ongoing conduct or effort problem or in the case of a serious disciplinary matter.

- **Students involved in a sport must be in school (including field trips, retreats, Focus 11, etc.) by 10:00 AM on the day of the competition and/or practice and remain all day in order to participate.**

Attendance Policy

1. Absenteeism - If a child is unable to attend school, a parent/guardian should call the Elementary School Attendance Line at (813) 839-5371 x 525 or email krocha@holynamestpa.org within the first hour of school and state the reason for the absence. Leaving before 11:00 a.m. is marked as a full-day absence, leaving between 11:00 a.m. and 1:00 p.m. is marked as a half day absence, and leaving at any time after 1:00 p.m. is marked as an early dismissal. In order to participate in a school sponsored extracurricular activity, a student must be in school by 10:00 a.m. and remain in school for the remainder of the day on the day of the activity.

If a child has an extended illness, a doctor's note is required when the child returns to school. These notes should be handed in to the Elementary School Office. In case of absence due to a reportable communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

Since all classroom instruction is critical for learning and mastering the skills/materials in each course, school attendance must be a first priority. If the Administration finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent will be scheduled to identify potential remedies. **Excessive absences will be taken into consideration when evaluating a student for promotion or graduation. Absences of ten (10) days or more per trimester may be a sufficient basis for denial by the Principal of promotion and/or graduation.**

Middle school students who miss tests due to illness will make the test up on Mondays, Tuesdays or Thursdays from 2:40-3:30 or Wednesday mornings at 7:30. Teachers will arrange the make-up date with the student. If you are picking up your child who is making up a test, please make arrangements with them as to where you will pick them up.

2. Planned Absences – A planned absence is any absence that is not due to illness or unexpected circumstances. Permission for any planned absence **must be requested three (3) days prior to the absence for review by the Assistant Principal.** Please email the request to your child's homeroom/advisory teacher and Becky Elliott at belliott@holynamestpa.org. **If this procedure is not followed, upon return students will be required to stay after school to complete the work. The number of days needed to do this will be determined by administration. Tests and quizzes will still be administered according to the division policies explained below.**

We ask that parents consult the school calendar when making travel plans. However, we do realize that there are times when students will need to miss due to family obligations. **Teachers will give students support in making up missed work, but it is the responsibility of the parents to teach their child/ren any missed material.** Parents should also realize that the missing of school instruction often causes students not to perform as well on assessments.

Lower School policies: Teachers in the lower school will coordinate what work should be completed while the student is gone and what will be completed upon the student's return. The expectation is that the work given will be turned in on the day the student returns. Tests and quizzes will be made up at a time convenient to the class schedule.

Middle School policies: Students should follow the following procedures:

- Get a planned absence form from their advisory teacher.
 - Have all your teachers sign it. This includes electives and PE.
 - After it is complete, bring it to your advisory teacher for a signature.
 - Your advisory teacher will help you make a tentative plan in terms of completing the work and how to handle it upon your return.
- **If you do not follow the above procedure, you will be required to stay after school to complete the work. Administration will determine how many days this will require. Although you will be able to make-up a test or quiz, no retakes will be offered.**

3. Tardiness – Being on time for the start of the day is an important component of your child's success during the day. **Although the late bell is at 8:00, we highly recommend that students arrive to school at 7:45.** The time before the 8:00 bell is used to get organized, socialize, and prepare for the day ahead.

If you arrive to school at 8:00 or later, you must enter on the Bayshore drive and walk your child(ren) into the lobby to sign them in. A student who arrives late due to a doctor's appointment will be considered a late arrival, not tardy. A doctor's note must be presented at this time. Students who come to school tardy on Mass days, will be held in the office until Mass is over so as not to disturb the celebration of the Eucharist.

Ten (10) tardies in a trimester are considered excessive. A notification will be sent home on the tenth tardy. A conference with administration, the division counselor, and the homeroom/advisory teacher will be mandatory.

4. Early Dismissal – **Early dismissals can not be honored after 2:30 due to the interruption to dismissal procedures. The exception to this is AHN middle school sports events.**

When a student is to be dismissed from school early, **he/she must bring a note to the elementary school office in the morning indicating the time of dismissal and a parent's signature.** The student will then be issued an early dismissal pass. At the time of the early dismissal, a parent must sign the child out at the receptionist's desk in the school lobby. (Please note – if a parent arrives earlier than the stated time of the early dismissal, they will wait for their child in the front lobby.)

Telephone requests for early dismissals are hard for us to honor. If the above procedure is not followed and a parent requests an early dismissal verbally, the parent can expect to wait for their child. The front desk receptionist will make the decision when the most opportune and least disruptive time will be to gather the child. A parent conference may be required for those students who have an excessive number of early dismissals.

5. Release of Students from School - Under no circumstances may a child be released to anyone other than the parent, guardian, or other person listed on the student's emergency card without written permission of the parent or guardian. If a child is to be taken from school by anyone other than a parent or guardian, parents must submit an addendum sheet to the emergency cards, indicating the names of such persons. **It is the custodial parent's responsibility to inform the office of any legal situations concerning a child's release from school.**

Birthdays

- Parents may bring a special lunch for their student, which may be eaten in the Brady Center or outside at the picnic tables with your child. **(No additional treats such as cookie cakes, cupcakes, etc. may be brought!)**
- We ask that you limit this special occasion to the individual child and parents only. Please do not invite other family members or include other students in this special privilege.
- If a parent comes to school for a birthday lunch, please sign in at the front desk and walk to the Brady Center to meet your child for the lunch date. Once lunch is over, students return to their normal schedule and parents return to the front desk to sign out.
- The student is allowed to have a "free dress" day on his/her birthday. If the student's birthday falls on a weekend or on a school holiday, they may wear "free dress" on the Friday before or the Monday after their birthday. Please follow dress code guidelines for "free dress."

Summer Birthdays – If the student's birthday falls during the summer break, students may have their free dress and special lunch day on the day of their choice at anytime during the year. Parents of lower school students should notify your child's homeroom teacher of the date chosen.

Invitations/Transportation to parties – Nothing is sadder for a child than not receiving an invitation to a class member's birthday party. **Unless everyone in the class is invited, birthday and other occasion party invitations are not to be distributed at school and will be confiscated if necessary. Please also refrain from having party transportation (limos and buses) come to school.**

Building Safety and Security

For the protection of the students and to avoid the disruption of classes, all visitors, including parents, are not permitted in the classroom areas at any time unless accompanied by a faculty member. Parents and other visitors who have business to conduct in the building must present a driver's license and obtain a visitor's badge at the desk in the front lobby.

Cell Phones & Electronic Equipment

- Cell phones are to be turned off before entering the building and will be stored by advisory teachers in a central location. Students will pick up their phones at the end of the day and should not be turned on until they arrive at their dismissal points.
- If a student is tardy or has an early dismissal, they should give their phone to Mrs. Ruff in the middle school building at the beginning of the day and pick it up from Mrs. Rocha at the front desk at the end of the day.
- **If a student is found with a cell phone during the school day, his/her cell phone will be given to Mrs. Elliott for the day. A conference will be arranged with the student, parent, and Mrs. Elliott.**

- **If a student has a second cell phone violation, a conference will be held with the student, parent, and Mrs. Elliott. Mrs. Elliott will return the phone after the conference**
- **Cell phone violations will be part of the conduct grade considerations.**
- Repeated infractions may result in the child **not being allowed to have a phone on campus.**
- The school will at no time accept any liability/responsibility for a cell phone on the campus with respect to, but not limited to, loss, damage, or theft.
- Parents are also asked not to use cell phones while in their cars during drop-off and pick-up to alleviate distractions.

Electronic Equipment

- Smart watches, radios, electronic games, iPods, MP3 players, digital cameras, and other types of non-school related electronic equipment are not allowed at school unless a teacher has requested them for a school related activity.
- Any time a student is found using electronic equipment without permission during the school day, it will be confiscated, and the item will be **returned only to a parent/guardian of the student.**
- The school will at no time accept any liability/responsibility for electronic equipment on the campus with respect to, but not limited to, loss, damage, or theft.

Chaperones

See Field Trips

Clinic

Students must obtain a clinic pass to go to the clinic. **They are generally not allowed to remain in the clinic longer than 15 minutes.** Copies of clinic passes will be returned to the teacher and sent home to the parent via the student. If he/she is unable to return to class, the student must be picked up by a duly authorized person as soon as possible and will remain in the clinic until this occurs. The school cannot provide any medication, unless a blue, over-the-counter medication card is already on file.

Communication – Parents, Teachers, and Students

Electronic Mail (E-mail) - Teachers and administrators will always do their best to respond to e-mail in a timely fashion; however teachers' schedules do not permit them to check emails on a continuous basis. As a result, a response can be expected within 24 hours.

Middle school students should check their emails frequently during the day since it is used to communicate with them. It is a good habit to check it first thing in the morning and at the end of the day, too. When emailing a teacher, students and parents should always use a teacher's .org account.

E-News – The E-News is sent out every Thursday as a means of informing parents of important school information and events. **Please be sure to read through the E-News carefully each week.** Pertinent information about the elementary school can also be found on the school website.

Voice Mail - Teachers and administrators can be reached by voice mail; however, teachers' schedules often do not allow for them to return calls right away. As a result, a response can be

expected within 24 hours. **Voice mail should not be used for emergencies. In those cases, please call the switch board and leave the message with the receptionist.**

Parent-Teacher Conferences - Scheduled conference days are listed in the calendar. Parents may arrange for a conference with the teacher whenever it seems necessary. Please send an email, a note, or call ahead of time to arrange for an appointment. **Teachers are available by appointment only and should never be called at home, nor should they be informally approached during the school day, i.e. in classrooms, at dismissal duty, etc.**

Computer Network Policies

(see Addendum C at the back of the handbook)

Deliveries for Students

Uninterrupted class time is important for the learning process. **As a result, we will not interrupt classes to deliver forgotten items. Parents are not to deliver forgotten books, assignments, lunches, etc. Students who forget their lunch will be extended credit to purchase a lunch.** Also, parents who request that the school deliver messages to students regarding special pick-up arrangements must call in by 2:00 p.m. Students will be called down to the office at the end of the day to receive the message. We cannot guarantee the delivery of the message if it is received after 2:00 p.m.

Discipline – see Addendum B

Dress Code

Students must wear the uniforms as prescribed for each grade from the first through the last day of school. No substitutions are made for any part of the uniform. **A note is required when any part of the uniform is missing on any given day.** Uniform items should be legibly marked with the name of the student. Non-uniform days are determined by the Principal. It is the primary responsibility of the parents to provide necessary guidance to students to be dressed and groomed properly for school. When the uniform is not worn, students are expected to dress appropriately and with good judgment. Dress for all school functions should be in good taste and suitable for the occasion.

Parents of lower school students who come out of uniform will be contacted about the infraction. Continued failure to adhere will result in the parent having to bring a proper uniform to school for their child. **Middle school students who do not adhere to the policy will serve a lunch detention. After five detentions, an infraction will result in a student waiting in the front office until a parent can bring the proper uniform items.**

The standard uniform consists of the following:

Boys Grades PK-8:

- Khaki uniform pants or shorts
- White or blue short-sleeve polo shirt with school monogram
- Plain navy blue, black, or white socks (logos that are either black or white are acceptable)
- Plain black, khaki, brown, or navy blue belt
- All black athletic shoe

- Any undershirts worn under the uniform shirts should be white or navy blue
- School uniform sweatshirt or fleece zip jacket
- **Hair should be neatly trimmed above eyebrows in front, above collar in back and above the ears.** Extremes in hairstyle are not permitted. The administration will judge what constitutes extremes in hairstyle. (ex: unnatural colors such as purple or green)
- Facial hair is not permitted.
- Earrings are not allowed for young men.
- Excessive jewelry is not permitted.
- Shirts should be tucked in at all times.

Girls Grades PK-4:

- Plaid jumper, plaid uniform shorts or navy blue uniform slacks, white blouse
(**The length of jumpers should be at the knee or below the knee.**)
- Plain navy blue, black, or white socks
- Navy or black Mary Janes, navy oxfords or all navy or all black athletic shoes or Sperrys
- Navy blue sweater with school crest, school uniform sweatshirt or fleece zip jacket
- In cold weather girls may wear tights or leggings under their jumper. Only navy blue or black tights or leggings will be permitted.
- Excessive jewelry is not permitted. For earrings, only small stud or hoop earrings are permitted.
- Extremes in hairstyle are not permitted. The administration will judge what constitutes extremes in hairstyle. (ex: unnatural colors such as purple or green)
- Only conservative hair accessories are permitted.
- No nail polish is permitted.
- No make-up is permitted.

Girls Grades 5-8:

- Plaid skirt, white blouse or polo with school monogram
(**The length of the skirts should be at the knee and no shorter than a 3 x 5 index card width from the middle of the knee.**)
- All girls may wear navy uniform shorts (**length at or just above the knees**) or navy blue uniform slacks.
- Navy blue, black, or white socks (“no-show” socks are permitted)
- Navy or black Mary Janes, navy oxfords or all navy or all black athletic shoes or Sperrys
- Navy blue sweater with school crest, school uniform sweatshirt or fleece zip jacket
- In cold weather girls may wear tights, leggings or sweatpants under their skirts. Only plain navy blue or black will be permitted.
- Excessive make-up is not permitted. Administration will judge.
- Extremes in hairstyle are not permitted. The administration will judge what constitutes extremes in hairstyle (ex: unnatural colors such as purple or green).
- Only conservative hair accessories are permitted.
- Excessive jewelry is not permitted. For earrings, only small stud or hoop earrings are permitted.
- Shirts should be tucked in properly at all times.

PE Uniforms - Physical education uniforms must be worn during all physical education classes.

All Students Grades Pre-K - 4:

- Wear PE uniforms to school on days that PE is scheduled. Please check calendars.
- Athletic shoes must be worn for PE.
- All parts of the uniform must be clearly labeled with the student's name and grade.
- All students are required to have a gym bag.
- Bathing suits for girls are one piece or tankinis with full coverage.

All Students Grades 5-8

- Athletic shoes must be worn for PE.
- All students are required to have a gym bag.
- Bathing suits for girls are one piece or tankinis with full coverage. If a girl wears a bikini, she must also wear a T-shirt over it at all times.

Field Trip Uniforms – Please see specific field trip information given by the teacher.

Free Dress Day – Must be in good taste and appropriate for school environment.

- No short shorts or skirts (length should be length of the longest finger with a fully relaxed shoulder)
- No tank tops, sleeveless shirts (shoulders must be covered), or shoulder “peak” shirts
- No leggings.
- No flip-flops, crocs, slippers, “heeleys” or open-toed shoes
- No obscene or offensive T-shirt designs
- No hats
- No ripped clothing
- Standard uniform guidelines still apply (makeup, jewelry, hair etc...).

Middle School AHN Athletic Team Days - Only for home games

- Either a team T-shirt or team jersey can be worn with school uniform bottoms (If jersey is sleeveless, a shirt with sleeves is required underneath.)

Drop-Off/Pick-Up Policies

- Parents are asked not to use their cell phones while in their cars during drop-off and pick-up of students to alleviate distractions.
- Be diligent and pay attention to ensure the safety of all students during these hectic times.
- There are no **left turns** onto or out of the Academy property. (MacDill Avenue)

Drop-Off Expectations

- There are three drop off locations for grades 3-8: the Bayshore Drive, the North Drive next to the 4-square courts, and the West Drive.
- Students in pre-K, K, and 1st grade may be dropped off at any of the above locations or at the entrance adjacent to the early childhood wing. **Parents arriving prior to 7:45 a.m. may not wait in the drop-off area.**
- Students may be dropped off at Early Bird in the Brady Center from 7:00 a.m. until 7:45 a.m. At 7:45, students may report to their homerooms/advisory. **It is highly**

recommended that students be dropped off at school by 7:45. This allows time for students to get to their homerooms/advisory, say hello to their classmates, unpack, and to be ready for the academic day which begins promptly at 8:00. When a student comes in rushed, it often times can unsettle them for a large portion of the morning.

- Students who are dropped off after 8:00 a.m. must be accompanied by an adult to the front lobby to be checked-in for school. Parents are to enter using Bayshore Blvd. and proceed to the driveway in front of the building.
- On Wednesdays, Early Bird is available from 7:00 to 8:30. Students dropped off after 8:30 may proceed to their homerooms/advisory.

Dismissal Expectations

- Students will report to the respective driveway based on last name.
 - A-G South Driveway
 - H-M North Driveway
 - N-Z West Driveway
- **Dismissal is NOT RECESS time.** Students will stay in their grade level lines and listen for their names. Students who do not follow directions will be disciplined.
- Students are not to stop at the vending machines.
- Athletes should report to the Brady Center to wait for their coach.
- On Wednesdays, lower school students with high school siblings/carpools will report immediately to the Brady Center and wait with the faculty supervisor until sibling/carpool person arrives. Middle school students waiting for high school siblings can wait in the court yard. **Due to safety concerns associated with dismissal time, at no time may a pre-K to 8th-grade student cross the bridge without an adult or their high school sibling.**
- Students going to Extended Day will report immediately to the Lower School Playground or Middle School Commons.
- Any student not picked up by the end of dismissal will be taken to Extended Day.

Early Bird

Early Bird supervision starts at 7:00 a.m. All students who arrive before 7:45 a.m. should report to the Brady Center South. On Wednesdays, Early Bird is available from 7:00 to 8:30.

Emergency Forms

See Health Information

Emergency Procedures and Information

School Emergency Procedures - The school will follow the action of the public schools of Hillsborough County in regard to school closing and early dismissals due to hazardous weather conditions. AHN may close and/or reopen school prior to Hillsborough County Schools when the school deems it appropriate and in the best interest of the students. AHN will also alert parents of the school closing and/or re-opening via SchoolReach, an automated phone message system, and via email broadcast. The Director of Communications will alert news media outlets of school closures/re-openings.

Examination Schedule

7th/8th grade midterm and final examination schedules will be published, and students and parents will be notified.

Extended Day

- Available from dismissal time to 6:00 PM each school day.
- Available for both registered students and drop-in students on an emergency basis.
- Fees and registration information are available online at www.holynamestpa.org/elementary/extended-day.
- Procedures
 - Pre-K to 4th-grade students meet on the Pre-K-1 playground to sign-in.
 - Middle School students meet in the 2nd floor west commons to sign-in.
 - Parents picking up before 4:00 should enter the school at the Bayshore entrance. After 4:00, parents enter on the west drive.

Field Trips

- Signed permission slips are required for each child who participates in each field trip.
- When chaperones are needed for the field trip, they will be selected via lottery of interested parents. **All chaperones must have completed Safe Environment Training and are expected to ride on the bus with the students.**

Grading System

Grades 1-2 for core subjects:

E	Excellent	(90-100)
S+	Very Good	(85-89)
S	Satisfactory	(80-84)
I	Improvement Needed	(70-79)
U	Unsatisfactory	(below 70)

Grades 1-2 for specials:

E	Excellent	(90-100)
S	Satisfactory	(80-89)
I	Improvement Needed	(70-79)
U	Unsatisfactory	(below 70)

Grades 3-8 for core subjects and 5-8 in all subjects:

A	90-100
B	80-89
C	75-79
D	70-74
F	below 70

Grades 3-4 for specials:*

E	Excellent	(90-100)
S	Satisfactory	(80-89)
I	Improvement Needed	(70-79)
U	Unsatisfactory	(below 70)

* In grades 3 & 4, Spanish, music, art and PE are considered specials.

Incompletes – An incomplete will be awarded if a special circumstance arises. Work will need to be made up in a reasonable amount of time.

Progress Updates – Grades will be updated every two weeks on PowerSchool Learning (Haiku), AHN's Learning Management System. Parents are expected to check their child's progress there. If a student is receiving a D or a F at the mid-trimester, a progress report will be sent home via email.

Report Cards – Report cards will be distributed at the end of each marking period.

Health Information and Policies

Student Health Forms - Pre-kindergartners, kindergartners, 7th-graders and all new students are required to have a physical examination and proof of immunization, including dates of immunization and date of most recent tetanus shot. All students are expected to keep current with and inform school of subsequent immunizations in accordance with the State Law. Standard

Florida Department of Health forms are available at your pediatrician's office and need to be appropriately completed, signed, and submitted to the school **before** the first day of classes.

Immunization Records - All students are required to have on file a record of immunization. This requirement is in keeping with the Florida Compulsory School Immunization Law, 232.032. Students are not permitted to attend school without a copy of this record, therefore, this form must be returned to school **before** the first day of classes.

Emergency Medical Forms – Please complete one for each child attending AHN. The emergency medical form must have original parent/legal guardian signature. Sign and date the form and return it to the school **by the end of the first week of school**.

Administration of Over-the-Counter Medication(s) – The blue medication card is to be filled out and signed by **both parent and physician** for when a non-prescription medication is needed during the school year. The school stocks Tylenol/Ibuprofen, Benadryl, Mylanta/Tums, throat lozenges/Cepacol, cough drops, Benadryl spray, Neosporin ointment, antiseptic spray and Midol. The parent must provide any other over-the-counter medication. As with prescriptions, all over-the-counter medications should be brought to the clinic first thing in the morning. Please specify dosage and time intervals and send the medicine in its original container. **Students are not permitted to self-medicate. If you choose not to use the blue permission card please write “no permission” on the card and return it to the clinic.**

Administration of Prescription Medication(s) – Should your child need to be given a prescription medication, **you must send the medicine in its original prescription container with the written instructions as to when the medicine should be given (dosage and time), and bring the medication to the clinic. Students are not permitted to self-medicate unless written authorization by a physician is provided.** If your child has a chronic disorder such as asthma, diabetes, or severe allergic reactions that requires medication, please provide the clinic with the appropriate medications and equipment.

Communicable Diseases – When a student is absent with a communicable disease, we ask that a physician confirm the diagnosis. Instructions from the doctor for returning to school must be given to the school nurse. Please have the child report to the nurse before going to class the first day back in school. All communicable diseases must be reported to the school.

Most frequent communicable diseases for the pediatric population include but are not limited to the following:

- Chickenpox
- Fifth Disease
- German measles – Rubella
- Impetigo
- Infectious Mononucleosis
- Measles – Rubeola
- Mumps
- Pinkeye
- Ringworm
- Scabies
- Scarlet Fever
- Strep Throat – Group A Streptococcus

All parent volunteers with a compromised immune system or that may be pregnant are asked to refrain from volunteering at the school to minimize the possibility of acquiring a childhood communicable disease

Fever –Any child with a temperature of 100°F or higher will be sent home from school. **The student should be kept home until he/she is free of fever for 24 hours.**

Gastrointestinal conditions – Students with gastrointestinal symptoms such as vomiting and/or diarrhea must be free of symptoms for 24-48 hours before returning to school.

Pediculosis Capitis (Head Lice) – Students who have been positively screened for head lice will be sent home and must stay home until a treatment has been administered.

Honor Roll

The following requirements apply to Honor Roll for Grades 5-8:

First Honors – Students with all A's and no I or U in conduct

Second Honors – Students with A's or B's and no I or U in conduct

Letters of Recommendation

Requests for letters of recommendation are to be sent to the Elementary School Office, to the attention of Deb Norris. From there, these requests will be disseminated to the appropriate faculty. These letters will be sent directly from the school to the organization requesting the recommendation.

Lost and Found

Lost and Found bins are located in the Brady Center hallway and in the gym locker rooms. These are cleaned out twice a year, and unclaimed items will be donated to the Clothes Closet or a local charity.

Lunchroom Policies

Students may bring their own lunches or buy a hot lunch provided by Sage Dining Services (see the website for details on purchasing hot lunches for your child). **If a student forgets their lunch, a lunch will be provided by Sage. Arrangements via student account or repaying a cash charge will be made depending on the circumstances.**

Microwave ovens are available for students in 3rd-8th grades. **Students are not allowed to use the vending machines at any time during the school day.**

Students in all grades are expected to take responsibility for the cleanliness of their tables.

Masses

We welcome all parents and families of the Academy to come and worship with us anytime we have Mass on campus! All-School Masses are scheduled throughout the year, including holy days of obligation. When attending All-School Masses please sit in the back rows on the south side of the Brady Center. Division level Masses and prayer services are held weekly throughout the year. PreK-4th grade parents are welcome to attend these also.

Media Services

- No fines are charged for overdue materials. However, students are asked to return materials promptly, so that others may borrow them. Students are also expected to pay promptly for lost or damaged items.
- The borrowing period for the lower school (Pre-K – 4) is one week. The borrowing period for the middle school (5-8) is two weeks. Pre-K students may check out one book at a time, while the rest of the elementary students may check out 2 books at one time; however, exceptions can be made for special circumstances.

Personal Storage Space

Students in grades 5-8 are assigned a PSS at the beginning of the year. These are property of the school and may be inspected by school officials for the purposes of insuring the health and safety of students, providing maintenance, or investigating the presence of unauthorized or forbidden items. Lockers must not be defaced in any way.

Retake Policy

- Students in the middle school are offered the opportunity to retake tests.
- Retakes are given on Monday afternoons from 2:40-3:30 and on Wednesday mornings from 7:30-8:30. **The teacher will tell students which day the retake is being offered for their class. That day is the only option for the student to choose to take the retake.**
- In order to take advantage of the retake option, students must sign up with their teacher by the assigned date and have a parent sign the Redo Request form. They must also complete all of the necessary learning tasks as assigned by the teacher.
- The grade a student earns on the retake is the grade that will stand.

Safe Environment Training

In order to volunteer or chaperone at a school event, one must go through Safe Environment Training as required by the United States Conference of Catholic Bishops. Information about the training is available on the website and will be sent home at the beginning of the year.

School Hours

	<u>Daily</u>	<u>Wed</u>
Warning bell:	7:55 a.m.	8:40 a.m.
PreK:	8:00 a.m. – 2:20 p.m.	8:45 a.m. – 2:20 p.m.
K-8:	8:00 a.m. – 3:10 p.m.	8:45 a.m. – 3:10 p.m.
Early Bird:	7:00 a.m. – 7:45 a.m.	7:00 a.m. – 8:35 a.m.
Holding Room:	3:10 p.m. – 3:35 p.m.	3:10 p.m. – 3:35 p.m.
After School Program:	3:10 p.m. – 6:00 p.m.	3:10 p.m. – 6:00 p.m.

Sibling Events

Students are not allowed to miss classes in order to attend sibling events at school.

Snack

Students in all grades have a snack time. Due to peanut allergies and the need to sometimes have the snack in classrooms, we ask that all snacks be free of peanut products.

Standardized Testing

Students in grades 2 - 8 will take the TerraNova in the spring. Any student absent for the TerraNova testing will be required to make up these tests beginning on the student's first day back from the absence.

Student Recognition Program

Junior Beta

- Sixth grade is the first time that a student can qualify for membership.
- New and sustaining members will need to fulfill a service requirement in order to qualify as a sustaining member for the following school year.
- An **overall** average of 94% and above in the following classes: math, science, language arts, social studies, foreign language and religion
- No report card grade below an 85% in academic classes (listed above)
- No U or I in general conduct
- Satisfactory grade or better in specials (music, art, drama, electives, PE)

Student Records and Transcripts

These documents can be requested from Deb Norris in the Elementary School office. Financial obligations must be up-to-date. Student records and transcripts are sent directly to the requesting institution.

Summer Remediation / Non-promotion

Students who fail to attain a passing grade in one major subject (Reading, English, Mathematics, Social Studies, Science) for the year must complete a summer remediation program. Students who fail to attain a passing grade in two or more major subjects for the year will not be promoted to the next grade. In grades 4 through 8, a student who is not promoted may not return to the Academy the next school year.

Parents will be informed of possible non-promotion or non-graduation for academic deficiency at the beginning of the third trimester or as soon thereafter as the condition exists. Arrangements will be made for consultation with the parents at that time.

Telephone Use

Students are only permitted to use the telephone in the office to contact parents when an after-school activity has changed (example: cancellation of athletic practice). **They are not permitted to call during the day for forgotten items.** Students are also not allowed to use telephones in the classrooms.

Tuition

All tuition matters are handled through the Business Office.

Website

The website is www.holynamestpa.org and is full of helpful information.

Addendum A

ACADEMY OF THE HOLY NAMES ANTI-BULLYING POLICY

Our mission at the Academy of the Holy Names (AHN) is to educate the whole person, from Pre-K4 through 8th grade, within an atmosphere of care and concern. We believe that every student has the right to feel safe at school. In an atmosphere that is physically, socially and emotionally safe, a student is able to realize his/her full potential as an intelligent, cultural, spiritual, and socially aware individual.

Our goal, as the AHN community, is to create a safe environment that promotes the prevention of bullying and victimization issues. Through student, faculty, parental, and community involvement, every effort will be made to decrease bullying at AHN. We plan to provide education on bullying prevention and respond to any issues in a timely manner. The attitude of the program is to intervene in a student's environment in a positive way that encourages self-esteem and demonstrates to each individual's self-worth. By increasing the awareness of all, we will provide a safe environment in which incidents will be addressed without fear of retaliation, ultimately reducing bullying within our community.

WHAT IS BULLYING?

Bullying is a form of aggression, different from normal conflict, which may be demonstrated by both boys and girls of any age. Bullying may be direct or indirect, blatant or subtle. Bullying is characterized by an imbalance of power and affect, and actions that are intentional and usually repeated. Bullying occurs when a person who perceives a power imbalance, willfully subjects another person (target), whoever he or she may be, to intentional, unwanted and unprovoked hurtful verbal, relational and/or physical action(s) which results in the target feeling oppressed (stress, injury, discomfort) at school or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

WHAT DOES BULLYING BEHAVIOR LOOK LIKE?

Bullying behaviors may include, but are not limited to:

- **Physical bullying** – punching, shoving, tripping, poking, strangling, hair-pulling, beating, biting, excessive tickling, and any other unprovoked or unwanted touch
- **Verbal bullying** – name-calling, teasing, rumors, gossip, and any remarks that are not perceived by the receiver as good-natured “joking”
- **Relational (emotional/psychological) bullying** – rejecting; terrorizing; extorting; defaming; humiliating; blackmailing; rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, appearance, and other characteristics; manipulating friendships; isolating; ostracizing; peer pressure; belonging to cliques that hurt others

- **Sexual bullying** – many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault; in many cases, gender and cross-gender sexual harassment may also qualify as bullying
- **Cyber-bullying** – e-mails, instant messages, websites, blogs, text messages, voice messages, or other electronic communications that include physical threats and/or malicious gossip and slander, “hit lists” via e-mail or other methods of communication naming specific students or teachers, changing other people’s e-mail profiles, hazing or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining a formal or informal group
- **Reactive bullying** – any of the above mentioned behaviors that are demonstrated by an individual who is both bully and target; behavior demonstrated by a targeted individual who responds with bullying behavior
- **Bystander effect** – detriment incurred by a student who, though not *directly* involved, observes a bullying incident, is aware of bullying, is pressured into choosing sides after an incident, etc.

WHERE DOES BULLYING OCCUR?

Some bullying occurs on the physical school grounds. Other bullying sometimes occurs off campus, yet the actions still impact the physical and emotional safety of students as if they had occurred on school grounds. ***Bullying behavior demonstrated at school or outside of school that impacts the school community will be addressed by the school.***

WHAT SHOULD A STUDENT DO IF HE OR SHE IS THE TARGET OF BULLYING?

- Clearly and firmly tell the person(s) to stop
- Remove yourself from the situation
- Do not retaliate
- Do not ignore the incident
- **Immediately** report the incident to an adult at school
- Do not continue to discuss the incident with others after reporting it
- Tell parent(s)
- After a bullying incident, avoid being alone with the person(s) involved

WHAT WILL THE SCHOOL DO WHEN AN INCIDENT IS REPORTED?

- Respond quickly and sensitively to the report
- Investigate the incident
- Notify parents of involved parties – target, bully, bystanders – of the situation, and document parent contact
- Deal with bullying on an individual basis
- Assign prevention, early intervention and/or disciplinary actions, including and not limited to, suspension and/or expulsion from AHN for bullying behavior
- Provide immediate consequences for retaliation against students who report bullying
- Document the incident, the investigation, and the consequences
- Maintain confidentiality

WHAT WILL THE AHN COMMUNITY DO TO PROMOTE A SAFE ENVIRONMENT?

FACULTY and STAFF

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intervene when it happens
- Take seriously students' and parents' concerns about bullying
- Maintain confidentiality
- Provide ongoing education for students, teachers and parents
- Continue Circles and Codes discussion groups for middle school students
- Continue to provide opportunities for parent education
- Create an evaluation procedure: survey students, faculty and parents – both written and verbal, face-to-face and anonymous – to determine the effectiveness of the current program and to monitor the atmosphere at the school; contact outside consultants as necessary
- Conduct the evaluation once per semester
- Implement necessary changes based on the evaluation

STUDENTS

- Put our faith into action by living our Christian values
- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh or join in when someone is being bullied
- Block screen names/cell phone numbers of persons using technology as a way to bully others
- Include everyone in play, especially those who are often left out
- Report bullying to an adult

PARENTS

- Read, understand, sign, and be involved in the school's anti-bullying policy
- Be a good role model of respectful behavior and encourage your student to treat everyone with respect
- Enter into a partnership with the school to promote self esteem in your student to reduce the effects of bullying
- Be active participants in your student's school life; ask questions about daily activities; report to the appropriate school personnel any incidents that come to your attention
- Encourage the bystander student to report when someone else is being bullied
- Be aware of and monitor your student's use of technology; save copies of inflammatory notes, e-mails and/or instant messages that are received

Parents, if your student is involved in a bullying incident:

- Be receptive to notification of any bullying or victimization incidents that may involve your student, and be supportive of administrative decisions
- Respect the privacy of anyone involved in bullying incidents; do not discuss the incident with other parents

- If your student is the target of bullying, report it to school personnel; expect the bullying to stop; talk regularly with the student and with school staff to see whether the bullying has stopped; contact school personnel again if the bullying persists
- Do not contact the parents of the bullying student(s); allow the school to handle the situation

Addendum B

AHN Behavior Management System

The lower school uses the responsive school discipline approach to discipline, and the middle school uses the developmental designs approach. Both have the goal of ensuring that children:

- Feel physically and emotionally safe in school so that they can learn at their best.
- Learn the skills for working and learning cooperatively with others.

Our school-wide belief is to demonstrate our PRIDE every day in every way. The adults at AHN take time to model and teach children how to translate these beliefs into actions in different situations. At the beginning of the year, we create rules, introduce behavior expectations, and guide students in practicing them. Using respectful words and tones of voice, we remind students of these expectations. When students behave positively, we let them know that we noticed. These actions let students know what the expectations are and help them stay motivated to meet these expectations.

When students misbehave, the adults at school handle the misbehavior firmly while preserving the student's dignity. Our first step is to stop the misbehavior quickly and simply. If needed, we take further steps to help the student regain self-control, fix any problems caused by his/her mistake, and get back to positive productive learning.

In deciding how to handle students' misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again. We strive at all times to use logical consequences which may include such things as limiting a student's choice of activities or taking a break from the class.

In extreme situations a student may be asked to stay home from school (out-of-school suspension). If this occurs, a parent must accompany the child to school the next day for a re-entry meeting with the teacher and an administrator.

We at The Academy of the Holy Names strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and to feel good about going to school.

Additional Middle School Policies

Conduct grades are not given unless a student is receiving an I or a U. Major infractions can result in this as can repeated misbehavior in the school community. If a student is not able to correct his/her behavior, one of the logical consequences is the lowering of his/her conduct grade. This, however, would be part of a behavior plan and would be communicated to parents. Team leaders will oversee this process.

Major Infractions:

A major infraction results in immediate involvement of administration. Consequences for these major infractions obviously depend on the severity of the situation. However, the minimum consequence is an immediate after school detention followed by a parent meeting. A student's conduct grade may also be impacted. A decision on this will be made by the grade level team and will depend on the student's behavioral record and the severity of the situation. The following are considered major infractions:

- Fighting and/or defiant speech or action: This includes verbally harassing a staff member or student, swearing at a person or using profane gestures.
- Stealing: This includes taking another student's possessions as a "joke" or hiding another student's possessions as a "joke".
- Cheating: This includes copying another student's work or homework, cheating, and plagiarism (See Academic Integrity Policy)
- Serious misuse of technology (includes using another student's password or account)
- Vandalizing, defacing, or abusing school property
- Excessive disrespect of others
- A verbal or written threat to another's life
- Smoking or use of smokeless tobacco
- Use of any illegal substances
- Truancy

In-School Suspension:

When a student's behavior warrants an in-school suspension, the following procedures will be used.

- The student will report Mrs. Ruff at the start of the day.
- The student will spend the day in the conference room doing work. If the conference room is needed for meetings, an alternative location will be determined.
- The student must bring a lunch and drink from home. The privilege of using SAGE is not available to them on the days of the suspension.
- Student Work
 - The student will be given a packet of work to complete. This packet is a standard in-school suspension packet.
 - Any tests that were scheduled for that day will be administered.
 - If the student was scheduled for a retake, the privilege is revoked and he/she will not be allowed to take it.
 - If the student was scheduled for a missed test, he/she will be allowed to take it.
 - Teachers will give the work that the student will be missing to Mrs. Ruff. She will give the packet to the the student at the end of the day. It must be completed at home.
 - There is no technology allowed. The student should bring a book to read if extra time is available.
- The student's conduct grade is lowered to an I.
- A parent meeting with administration and the student is required.

Out-of-School Suspension

When a student's behavior warrants an out-of-school suspension, the following procedures will be followed:

- The student will be given all work that he/she will miss. It is his/her responsibility to complete the work.
- If a student is missing a test, he/she will make it up the next day.
- If a student misses a retake, he/she may not take it another day.
- The student's conduct grade is lowered to a U.
- A parent meeting with administration is required before the student returns to the building.

Expulsion

Expulsion is resorted to when immediate action is required and all other means of discipline have proven ineffective and/or when the student's conduct is a definite hindrance to the welfare and progress of the school community. Appropriate notices and appropriate information to which the students and parents are entitled will be furnished. The Principal may sometimes grant a student the option of withdrawing voluntarily from the school prior to implementing the decision to expel the student.

Addendum C

Academic Integrity Policy

What is integrity? *Integrity is choosing courage over comfort; choosing what is right over what is fun, fast, or easy; and choosing to practice our values rather than simply professing them.*

-Brene Brown, *Rising Strong* (2015)

What is academic integrity? To have academic integrity means that one is honest in their work. One does not misrepresent work as their own when it is not. Instead one always does their own work to the best of their abilities. If the work is not complete or not one's best, they own their mistake and do what is necessary to make it right.

The following are considered violations of our academic integrity policy:

- Getting answers for homework from another student.
 - Helping someone with their homework should never involve giving them the answer. If someone doesn't know the answer and wants your help, you can show them where an explanation is in their notes, you can point them to the information in the book, you can ask them questions that help them arrive at the answer. You can also remind a friend that homework is graded for completion and is intended to help them learn. If the answer is wrong, then they will have the opportunity to learn from that mistake.
- Copying answers from another student during an assessment (quiz, test, etc....).
- Copying answers from unauthorized outside resources (book, notecard, website). This applies to both homework and assessments.
- Copying work directly from a source without giving credit to the source (plagiarism).

What is our goal when handling cheating?

- Personal maturation particularly in the area of ethical decision making, impulsivity, and time management.
- Learning the content and skills from the work

This will be achieved by the following:

- Student will be required whole learning and assessment all over again from the beginning but this time ethically. This will be done after school with administration starting on the day that it is discovered unless this isn't possible due to a conflict in administration's schedule. Planned outside events are not an excuse from this. The number of 1 hour sessions needed depends on the amount of work that needs to be redone. This will be determined by the situation (teacher and administration involved) and communicated to the student and parents. A parent meeting will occur at the end of the last session.
 - If cheated on homework
 - Do the homework under the supervision of an adult
 - If cheated on an assessment
 - Do study activities again with adult supervision
 - Retake assessment under the supervision of an adult

- If plagiarized
 - Review and practice note-taking and summarizing skills
 - Redo the note-taking and summarizing for the assignment
 - Redo paper or plagiarized work
- To rebuild the broken trust possible actions include:
 - A written apology to family, teacher, and/or class
 - An oral apology to family, teacher, and /or class
 - A service to the school
 - A loss of privileges associated with trust – choosing where to sit at lunch, where to go during recess, using the commons area, using technology unsupervised, etc..

Conduct grades:

- Cheating on homework or classwork – student’s mistake will be noted in the tracking system and will be considered with other behaviors when determining the trimester conduct grade.
- Cheating on an assessment – this will result in an I in conduct for the trimester
 - This affects academic eligibility for sports
 - This affects honor roll for the trimester
 - This affects one’s eligibility for Jr. Beta
- Plagiarizing - if whole portions of another’s work is copied and presented as one’s own, that will be considered purposeful and therefore a major infraction. This will result in an I in conduct for the trimester
 - This affects academic eligibility for sports
 - This affects honor roll for the trimester
 - This affects one’s eligibility for Jr. Beta

Addendum D



The Academy of the Holy Names Elementary School **Electronic Media, Devices, and Systems Acceptable Use Policy**

Technology is an important component of a 21st century education and the Academy of the Holy Names is deeply committed to using it as a tool for its students. At Academy, we are fortunate to have many resources available for students, but with privilege comes responsibility. It is important that you and your parents/guardians understand your responsibilities around technology at Academy. Faculty and staff monitor the use of information technology resources to ensure that uses are secure and uphold school policy. Faculty reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, and to protect property. Additionally, faculty may use this information in school disciplinary proceedings and may also furnish evidence of any suspected crime to law enforcement officials. In other words, there can be very serious consequences for misbehavior involving technology. The acceptable use policy and values detailed below will guide your successful use of technology as a member of the Academy community.

Students in Grades 5-8 are provided school-based email accounts for academic purposes. The school's information technology resources, including computers and iPads purchased specifically for school use, email and Internet access, are provided for educational purposes. It is easy with a single click to share more information than you intended with a wider audience in a permanent way. Please be cautious about what information you decide to share. Never feel pressured to offer information you do not wish or are not allowed to share with others.

Always remember that you are an Academy student twenty-four hours a day, seven days a week, in school, out of school, and on the internet. Be particularly mindful of your membership in the Academy community in your communications, on social networking sites, and while texting. The ways in which you use technology must honor the mission of the school.

The primary goal of The Academy of the Holy Names technology resources is to enrich the learning that takes place in and out of the classrooms. Technology is an important enhancement to the rigorous academic curriculum taught at the school and our goal is to provide the most appropriate tools available to support higher level learning and instruction. The following is a list of rules and guidelines that govern the use of the Academy's network resources. However, all community members are expected to contribute to a stable and productive computing environment. Students are expected to use good judgment when working in gray areas not covered explicitly by the rules.

Academy of the Holy Names Technology Values

<p>Value #1 We value communication; therefore, I will</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> • use language that is pertinent and appropriate when submitting academic work, participate in online forums and work collaboratively. • use thoughtful and appropriate language for social postings. • be mindful of how my words are interpreted by others.
<p>Guidelines:</p> <ul style="list-style-type: none"> • At home, the parent and child should communicate together about acceptable use of technology for recreation. Consider making a parent-child media agreement at home that is in line with the AUP and addresses some of the different situations at home. This should include the amount of time the student uses the device, the type of websites visited, and expectations around communication. iPads and MacBooks are not filtered when off campus. There are many monitoring applications, but ultimately, clarifying expectations at home and having an open conversation about responsible use is best and should be ongoing. • Students should use their holynamestpa.net account for all school communications. 	

<p>Value #2 We value privacy; therefore, I will</p>	<p>Responsibilities</p> <ul style="list-style-type: none"> • be aware of the privacy settings on any website to which I subscribe. • understand that anything I do online or electronically is not private and can be monitored. • not share personal information about myself, family, friends or faculty.
<p>Guidelines:</p> <ul style="list-style-type: none"> • Social Networking Sites (ex: Facebook, Vine, Twitter, Instagram, Pinterest, etc.) <ul style="list-style-type: none"> ○ Although social networking and texting is done at home or off campus, it can have an impact on the school community. While AHN does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk. ○ Students may not use social networking sites at school unless directed by a teacher. Online chatting or video conferencing with classmates during class is dependent on 	

teacher permission. Using Facetime or messages at home can be useful for working with your peers but can also sidetrack you from being productive. Parents and their children should determine guidelines on how you might use these tools at home.

Value #3

We value honesty and safety; therefore, I will

Responsibilities

- not engage in behavior that puts myself or others at risk.
- represent myself honestly.
- seek help if I feel unsafe, bullied or witness unkind behavior.
- communicate only with people I know.
- follow safety guidelines posted by sites to which I subscribe.

Guidelines:

- Technology will not be used to harass or bully others.
- Users are assigned unique usernames and passwords to protect the information on the network. All users are to respect the need for this security and confidentiality. **Do not access or use other people’s accounts, computers, iPads, or folders, nor borrow computers or computer accessories without express permission from the owner.**
 - Passwords may not be changed without permission.
 - Passwords must not be shared with any other person.
 - If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.
 - Disregarding of this guideline will be considered a major infraction under the school disciplinary plan.
- Technology is not to be used to access or store inappropriate materials.

Value #4

We value learning; therefore, I will

Responsibilities

- apply existing knowledge to generate new ideas, products or processes.
- evaluate the validity of information presented online.
- ask questions and seek help when using school technology.
- have a positive attitude and be willing to explore different or new technologies.

Guidelines:

- Students should save their work often to Google Drive. Do not use technology as an excuse. If your technology is not working, do your work on paper or in some other way.
- Technology allows easy access to information online. It is important that students remember to do their own work on assignments using material they find from various sources. Students deserve the opportunity to be an author and to respect the work of others. Students should cite referenced online sources as instructed by their teacher. Copying other people’s work,

whether intentionally or unintentionally, is considered plagiarism and will result in a response from the school. Consequences to academic dishonesty are outlined in the school handbook.

- Do not break copyright law by using unlicensed software or pirating audio or visual materials. Accessing “pirated” materials is not only a violation of this policy, it may also be a criminal act punishable by law.
- Do not use electronic resources to plagiarize. While covered in the previous point, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing.
 - Do not ask others for their homework.
 - Do not cut and paste from the web without a full citation.

Value #5

We value respect for self and others; therefore, I will

Responsibilities

- not upload or post personal information, private communications or photos of other people without permission.
- respond thoughtfully to the opinions, ideas and values of others.
- not send or share mean or inappropriate emails or texts.
- use good judgment when referencing AHN on social media.

Guidelines:

- Some technology is equipped with a camera and microphone, allowing video, image, and audio capture. At no time should a student record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. Disregarding of this guideline will be considered a major infraction under the school disciplinary plan. In addition, you must obtain permission from the parties involved before publishing content. Students need to exercise good judgment when using the iPad camera and microphone.
- Technology is not to be used in a disrespectful way towards teachers by “multitasking” during class (emailing, chatting, doing homework, etc.).
- Pictures from after school activities and athletic events may only be posted online if they reflect the mission of our school.
- Pictures taken during the school day with teacher permission are not to be posted online.

Value #6

We value respect for school and personal property; therefore I will

Responsibilities

- take proper care of all equipment
- report misuse and/or inappropriate content to my teachers or adults

Guidelines:

- The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting, and watching entertainment videos are *not* allowed during the school day.

- Students should *not* attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

Network Resources refers to all aspects of AHN's owned or leased equipment, including computers, printers, scanners, and other peripherals, e-mail, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of AHN's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the AUP, network users are expected to use network resources in the spirit of cooperation.

Legal Issues and AHN's Right of Access

The Academy of the Holy Names owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of AHN's network resources is subject to the rules stated in this policy as well as within the student handbook. The Academy of the Holy Names may monitor the network while you are using it, and you should never assume that anything you do on AHN's network resources is private. Additionally, the school reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

Violations

Any and all violations of this Student Acceptable Use Policy will result in the loss of network privileges as well as appropriate disciplinary action. Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the school's anti-bullying policy. Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the faculty member who is supervising the activity or to school officials so that the situation can be investigated and addressed appropriately.

Disclaimer

Currently the Academy of the Holy Names utilizes an internet filtering system. Providing a filter generally can eliminate access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While AHN's intent is to make internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the internet and all network resources.

Sources

Campbell Hall

<http://www.campbellhall.org>

The Laurel School

<http://www.laurelschool.org>

Hillbrook School

<http://www.hillbrook.org>