

Academy of the Holy Names



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We are the Academy.

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



Our Values

THE ACADEMY OF THE HOLY NAMES AND ITS
COMMUNITY VALUE A UNIQUE EDUCATIONAL
MODEL THAT IS:

1. Open to families of all faiths and backgrounds who share the school's mission and values,
2. Respectfully responsive to the needs of diverse learners,
3. Holistic in its approaches to each individual's growth, development, health and wellness,
4. Innovative in its approach to curriculum that integrates technology, promotes creativity, encourages artistic expression, and actively engages students in exploration and inquiry,
5. Dedicated to challenge all students to become proficient, confident, independent learners, critical and creative thinkers, and skilled problem solvers.

ALMA MATER

“You Will Find It on the Bayshore”

You will find it on the Bayshore,
The School that we love best,
With its ivory walls so stately
And the cross, its beacon crest.
Oh, we love the soil that bears her
And the trees that 'round her grow,
More glorious sight you'll ne'er behold
No matter where you go!

We are proud to boast her teaching,
Her glory and success;
We will always stand behind her,
'Tis the road to happiness.
We will honor and defend her
As down the years we roam
So stand and cheer Academy,
Our Alma Mater Home!

SCHOOL MOTTO

“Esse Quam Videri” - To be, rather than to seem

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

Jaguar

Our History

On July 17, 1881, two Sisters of the Holy Names of Jesus and Mary arrived from Key West to open a two-room schoolhouse in a blacksmith shop on Zack Street in Tampa. Thirty-five pupils were enrolled initially, but by the end of the first academic year their numbers had increased to seventy day scholars and two resident students.

By April 1889, the site of the school was moved to a two-story building at the corner of Franklin and Harrison Streets. In 1891, the late Bishop John Moore, second Bishop of St. Augustine, purchased property on Twiggs Street where a larger school, which served the community for 34 years, was built.

By 1926, further growth necessitated larger accommodations and the school was moved to temporary quarters on Central Avenue while the present building on Bayshore Boulevard was under construction. Bishop Patrick Barry, Bishop of St. Augustine, laid the cornerstone in 1928, and Florida's Governor-elect Carlton spoke at the ceremony. By 1952, two new school wings were added, along with the chapel and auditorium.

A separate boys division for grades one through eight was established in 1962, in its own building on the MacDill Avenue side of the campus. In 1970, a kindergarten was added. In 1989, the elementary division became a co-educational school. Today the Sisters of the Holy Names of Jesus and Mary and their lay associates instruct over 800 students in the co-educational elementary division and the high school for young women.

The school's centenary was celebrated during the 1980-81 school year. At that time an historic marker was unveiled in front of the school on Bayshore Boulevard to commemorate 100 years of service of the Sisters of the Holy Names on Florida's west coast.

The Frank V. and Grace G. Giunta Sports Facility opened in September 1999, which revitalized the physical education program. Groundbreaking for a new media center, pool, and student center took place in 2001. These facilities were completed in 2002. By the 2003 school year, all students attending AHN were on the Bayshore campus. The Michael P. Antinori Bridge was constructed in 2004 to connect the school to the athletic facilities. The former kindergarten classroom building is now a dance studio and weight room. In 2005, the campus was completed by the addition of athletic fields.

In 2010, the school celebrated its 130th year of service to the Tampa Community.

Our Philosophy

The Academy of the Holy Names is a Catholic, independent school sponsored by the Sisters of the Holy Names of Jesus and Mary. It serves a unique function as the only high school for young women in the Tampa Bay area. The Academy is a college-preparatory school, which offers a value-oriented education to students from varied religious backgrounds.

The Academy provides quality educational opportunities for each student. The curriculum is designed to promote the development of intelligent, cultured, socially aware, and healthy individuals. An atmosphere of Christian community and an integrated program help the students to embrace high ideals, solid principles, strong convictions, and enduring values. The students have the opportunity to grow in a sense of self-worth and in personal responsibility for their actions and decisions.

As a vital part of the educational process the Academy seeks to assist students to grow in religious understandings and convictions in preparation for a mature and deeply personal commitment to God. The school's educational program strives to develop in students the ability to think critically and creatively and to form abstract concepts and generalizations. The curriculum acquaints students with the basic principles of major intellectual disciplines. It includes opportunities for the development of knowledge, skills, and understandings

necessary to meet the demands of rapid change and to make effective choices for influencing and shaping the future.

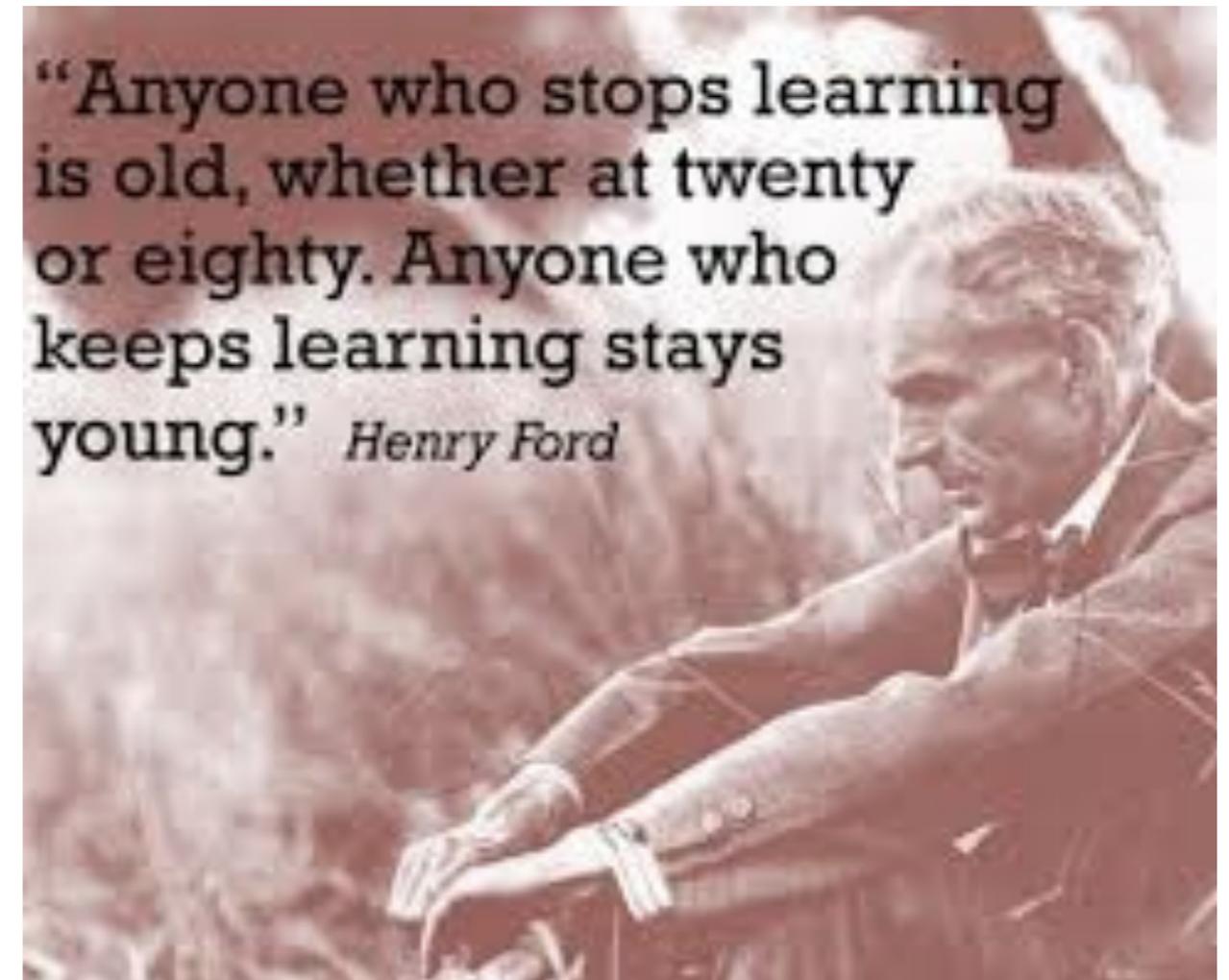
The school has a unique opportunity to educate young women for leadership. In an atmosphere of mutual acceptance and respect, students learn to assume active roles and grow in confidence through their experiences. They become aware of the increasing opportunities available to women and are challenged to respond.

A favorable social atmosphere gives students the opportunity for interaction with others in the classroom, on the athletic field, and in co-curricular activities. Students are enriched through knowing others of different backgrounds.

The faculty of the Academy is a team of qualified, dedicated individuals who seek to live, work, and educate in a manner, which will inspire as well as instruct. Teachers are interested in students' individual needs and potential. In the classroom they strive to establish a climate of intellectual challenge, mutual acceptance and respect, and responsible freedom.

Administrators, faculty members, staff, parents, and students are committed to maintaining high standards and values within the school. The Sisters of the Holy Names and members of the school community work together to provide a religious, value-oriented, quality education with emphasis on the development of Christian character, academic excellence, and service to others.

Academics



Academic Progress and Probation

ACADEMIC PROGRESS: Student progress can be continuously monitored on Haiku. In addition, student achievement is reported to parents at the end of each semester through report cards. Quarterly academic alerts are issued every nine weeks. The repeated receipt of warning slips in conduct, attendance, or academics could result in a student being placed on academic or attendance probation. Parents/guardians will be informed of possible non-promotion or non-graduation for academic deficiency at the beginning of the second semester or as soon thereafter as the condition exists.

Students who fail a semester course or either semester of a year-long course will be required to make it up in an accredited summer program that has been approved by the administration or the following year at AHN if time and conditions permit.

ACADEMIC PROBATION: A student will be placed on academic probation for the semester immediately following any semester in which she receives a 1.99 or below in unweighted grade point average or has two or more failing grades (a student earning a single failing grade will be placed on co-curricular probation). If a student who is on academic probation receives a report card that places her on academic probation for a second consecutive semester, the student is subject to dismissal. Academic performance can also affect participation in co-curricular activities (athletics, clubs, etc.) as outlined below.

- Upon completion of the first six weeks of each semester, grades will be viewed weekly by the high school administration. At that time, any student with a grade lower than 70% cannot miss the class(es) in which she received that (those) grade(s) to participate in a co-curricular event. Students will regain their eligibility once their grade(s) has (have) risen to or above a 70%.
- Any student who receives an “F” grade in any class for a semester is ineligible to participate in co-curricular activities for a three-week period. The three-week ineligibility period would be in effect over the first three weeks of the following semester.
- Any student who earns an unweighted GPA below 2.00 in a semester is ineligible to participate in co-curricular activities the next semester.

Diploma Requirements

A minimum of twenty-seven (27) credits is required for graduation.

Basic requirements include the following:

Theology.....	4
English.....	4
*Social Studies.....	3 1/2
**World Language.....	3
Mathematics.....	4
Science (must include Physics, Chemistry, and Biology).....	3
Fine Arts.....	1
***Health and Fitness.....	1
Electives.....	4 1/2
Service Hours.....	100

CREDIT CLARIFICATIONS:

* Must include Global Studies, 20th Century History, American Civics, United States History, and Economics

** Three consecutive years of the same language.

*** Class of 2019, only 1/2 credit is required - Fit for Life

In addition to these graduation requirements, the Academy curriculum is designed to accommodate those who are pursuing the Florida Bright Futures Scholarship.

Exam Policy

SEMESTER EXAMS: At the end of each semester, students take exams for each of their courses. Seniors are allowed to exempt their first and second semester exams if they have a 89% or higher at the end of the semester and have not accumulated more than five (5) class absences in the semester. Advanced Placement courses (in the first semester) and projects in lieu of an exam may not be exempted.

Exam dates are published at the beginning of the school year. Attendance for all semester exams is mandatory. Students who miss exams due to illness must have a doctor's note for the date of the missed exam and the exam must be taken at the earliest date possible after the originally scheduled exam date. **Exceptions to this policy are rare and are usually only made for family tragedies and extreme illness.** Exceptions may only be granted by the administration. *Vacations of any kind do not count as excused absences for originally scheduled exam dates. Students who miss exams due to vacation plans may receive a zero for the scheduled exam.*

Students' transcripts/grades may be withheld until they have met all of their financial obligations including, but not limited to, the proper return of club, athletic, and media center materials.

Grading

GRADING SYSTEM

Letter grades will be reported on the report card.
Grade point averages are weighted.

<u>Letter</u>	<u>Grade Number</u>	<u>Grade Point</u>
A+	97-100	4.5
A	92-96	4.3
A-	88-91	4.0
B+	84-87	3.7
B	80-83	3.4
B-	76-79	3.0
C+	72-75	2.7
C	68-71	2.4
C-	64-67	2.0
D	60-63	1.5
F	59 or below	0

HONOR ROLL: To be eligible for any of the following honor rolls, a student must maintain an average of a “C” or better in each of her classes. Honor roll is determined at the end of each semester.

- **President’s Honor Roll with Distinction**—weighted GPA of 4.50 or higher.
- **President’s Honor Roll**— min. 4.00 weighted GPA.
- **Principal’s Honor Roll** - min. 3.70 weighted GPA.

The valedictorian and salutatorian speak at the graduation ceremonies. To qualify for this honor, a student must have attended the Academy of the Holy Names for grades 9, 10, 11, and 12 (eight semesters in total) and have achieved the highest and second highest grade point averages, respectively.

HONOR SOCIETIES: Eligibility requirements for honor societies adhere to their national guidelines, but may be more restrictive or have additional requirements. Notification processes for all AHN honor societies:

- Students will be notified of eligibility.
- Students must complete an application and return it to moderator by the stated due date, if applicable.
- Parents and students will be notified of acceptance.

NATIONAL HONOR SOCIETY: Membership in the Academy of the Holy Names Chapter of the National Honor Society is an honor given to a

student who meets the criteria of scholarship, character, leadership and service. Students do not apply to be members; they are selected for membership. Sophomores and juniors with a weighted cumulative grade point average of 4.20 or above at the end of the second semester are invited to submit information to be considered for selection. A email invitation will be sent to sophomore and junior students who meet the academic requirement early in following school year in anticipation of an October induction.

WEIGHTING: Each semester one (1) point is added to the grade point total for each Advanced Placement course in which a student has at least a “C” average. Five-tenths (.5) of a point is added to the grade point total for each honors course in which a student has at least a “C” average. Courses in which a student earns a “D” average for the semester will always calculate as a 1.00 grade point.

Scheduling

Academic Placement, Honors, and Advanced Placement (AP) Courses: Honors and AP level courses are offered in all five academic subject areas. The placement policies regarding honors and AP courses are stated in the curriculum guide. Students may earn college credit for Advanced Placement course work should they earn a 3, 4, or 5 on the College Board's AP exam. Students enrolled in an AP course are required to take the AP exam. The suggested recommendation is a maximum of four Advanced Placement courses per academic year.

Course Changes: Careful choices during course selection time should eliminate the need for schedule changes. However, if a course change is needed, the following policies will be implemented. Entry into a class will be considered if there is space available in the class the student wishes to enter and if the student is free to take the class at the time offered. Placement policies may also affect whether or not a student is granted permission for a schedule change.

There is a drop/add period that allows for schedule changes at the beginning of the year for a year course and at the begin-

ning of each semester for a semester course. A course change may be initiated within this time period for any of the following reasons:

- A) scheduling errors
- B) teacher-initiated course change
- C) counselor-initiated course change
- D) student-initiated course change
- E) parent-initiated course change

After this 15-day drop/add period is closed, students will be unable to drop, add, or change courses. The one exception is for schedule changes at the end of the semester for year-long classes where a student has earned a C or lower.

During a semester, if a student transfers from a lower level class to a higher level class of a similar course (i.e. History Honors to AP History or Biology CP to Biology Honors) only grades for the higher level course will be used in the course average for that semester. If a student transfers into a different course (i.e. Fit for Life to Art 2-D) in a semester, only the grades for the new course will count.

Attendance

Success at the Academy begins with consistent daily attendance. Students are expected to be in school and on time every day school is in session. It is the responsibility of the parents/guardians to establish habits of regular attendance and promptness. The school regularly opens at 7:30 a.m. and the regular school day begins at 8:00 a.m. Students are to be seated in their classrooms by the 8:00 a.m. bell. On Wednesdays, there is a late start for students and class begins at 8:45 a.m. to allow for faculty professional development from 7:30 a.m. to 8:30 a.m. Once on campus, students may not leave campus for any reason without being properly signed out through the high school office.

Attendance reports will be closely monitored for full day and partial day patterns of absences. It is our belief that each class is important; therefore, students should not arrive late or leave early, thus either intentionally or unintentionally, missing a particular class more frequently than the other classes. If a pattern of late arrivals or early dismissals is perceived, parents will be notified and disciplinary actions may be taken to address the issue.



(quotesgram.com)

Test Make-ups

If a student misses a test when it is administered in class, the student must make-up the test within two (2) school days either with the teacher or in the Testing Lab. Failure to do so would result in a 10% point loss per day beyond the two-day deadline.

The Testing Lab is available Mondays, Tuesdays, and Thursdays from 3:00 - 4:30 and Wednesdays from 3:30 - 4:30 in room N208.

Bell Schedules and Tardiness

Students must be on time for school and for classes. This not only benefits the student but also prevents unnecessary disruptions in homeroom and in classes. A student is tardy if she arrives after the 8:45 a.m. bell on Wednesdays or the 8:00 a.m. bell the remainder of the week. A written note, email or phone call, stating the reason for the tardiness, must be presented to the HS receptionist. **Students with three (3) excused or unexcused tardies will have a conference with the Assistant Principal. A fourth tardy will result in detention on Wednesday from 8:00 - 8:30 a.m.**

****NOTE: If a student is late to school due to a medical or dental appointment, her tardy will be excused ONLY IF she presents a signed note from the doctor's office upon her return to school.**

2018 - 2019
High School



Bell Schedules

DAILY BLOCK SCHEDULE: Monday, Tuesday, Thursday, and Friday

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
8:00 - 9:20	Set 1	Set 2	Set 3	Set 4	Set 5	Set 6	Set 7	Set 8
9:20 - 10:05	9:20 - Homeroom			9:30 - Convocation/Clubs/Advisory				
10:05 - 11:25	Set 3	Set 4	Set 5	Set 6	Set 7	Set 8	Set 1	Set 2
11:25 - 11:35	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>	<i>Break</i>
11:35 - 12:55	Set 5	Set 6	Set 7	Set 8	Set 1	Set 2	Set 3	Set 4
12:55 - 1:30	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
1:30 - 2:45	Set 7	Set 8	Set 1	Set 2	Set 3	Set 4	Set 5	Set 6

WEDNESDAY LATE START BLOCK SCHEDULE

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	DAY 8
8:45 - 10:10	Set 1	Set 2	Set 3	Set 4	Set 5	Set 6	Set 7	Set 8
10:10 - 10:25	<i>Break</i>							
10:25 - 11:50	Set 3	Set 4	Set 5	Set 6	Set 7	Set 8	Set 1	Set 2
11:50 - 12:05	<i>Break</i>							
12:05 - 1:25	Set 5	Set 6	Set 7	Set 8	Set 1	Set 2	Set 3	Set 4
1:25 - 2:00	<i>Lunch</i>							
2:00 - 3:25	Set 7	Set 8	Set 1	Set 2	Set 3	Set 4	Set 5	Set 6

Mass/Assembly - Mon., Tues., Thurs., Fri.

8:00 – 9:15 *Mass/Reconciliation*

9:15 – 10:25 SET

10:25 - 10:35 *Break*

10:35 – 11:45 SET

11:45 – 11:55 *Break*

11:55 – 1:05 SET

1:05 – 1:35 *Lunch*

1:35 – 2:50 SET

PM Assembly - Mon., Tues., Thurs., Fri.

8:00 – 9:10 SET

9:10 – 9:20 *Break*

9:20 - 10:30 SET

10:30 – 10:40 *Break*

10:40 – 11:50 SET

11:50 – 12:00 *Break*

12:00 – 1:10 SET

1:10 – 1:40 *Lunch*

1:40 - 2:45 **Assembly**

Mass/Assembly - Wednesday Late Start

8:45 - 10:00 *Mass/Reconciliation*

10:00 - 11:05 SET

11:05 - 11:15 *Break*

11:15 - 12:20 SET

12:20 - 12:30 *Break*

12:30 - 1:35 SET

1:35 - 2:05 *Lunch*

2:05 - 3:25 SET

PM Assembly - Wednesday Late Start

8:45 - 9:50 SET

9:50 - 10:00 *Break*

10:00 - 11:05 SET

11:05 - 11:20 *Break*

11:20 - 12:25 SET

12:25 - 12:35 *Break*

12:35 - 1:40 SET

1:40 - 2:15 *Lunch*

2:15 - 3:25 **Assembly**

Co-curricular Eligibility

A co-curricular activity is any school-sponsored activity (game, practice, club meeting, social event, performance, etc.) that occurs outside of the traditional academic day, usually before 8:00 a.m. or after 3:25 p.m.

- Students absent from school for the day or who become ill at school and go home may not attend or participate in a co-curricular activity or school function on the day of the absence or early dismissal. This includes all athletic events, drama/music/art events/practices at AHN or any other school.
- Students who have attended school but who leave school for a medical or dental appointment may participate in a co-curricular activity later that day **ONLY** if a doctor/dentist note, stating the day and time of the appointment, is provided to the HS receptionist.
- **Students arriving late to school who are not in attendance by 9:00 am on MTRF or 9:45 am on Wednesdays, may not attend or participate in any**

co-curricular activity or school function later that day.

- **Excessive absences are defined as five (5) or more single courses and/or eight (8) or more days in a single semester (excused or unexcused). Excessive absences may exclude a student from being able to attend high school functions such as Christmas Formal, prom, field trips, blood drives and/or any other activities throughout the school year.**
- Students will receive a warning after four (4) absences in the semester reminding them of the possibility of loss of privileges. Medical exceptions, with doctor or hospital note, will be considered. Excessive absences can possibly result in the loss of credit(s) for the semester, which could impact promotion and/or graduation.
- Students arriving by break or later will be considered a 1/2 day absence. Two 1/2 days make one full day absence for “excessive absence” definitions.
- Students who violate these policies will be suspended or placed on probation with their co-curricular activity and may face other disciplinary actions.

Illness or Emergency

Parents are asked to keep their daughter home when fever, vomiting, diarrhea, or hacking cough occurs. *The student should be kept home until she is free of fever (100°) without the use of fever-reducing medications for at least 24 hours before returning to school.*

ABSENCES DUE TO ILLNESS OR EMERGENCY: The school must be informed of the reasons for any student's absence. *Parents must call the attendance office (839-5371, ex. 526) or email the high school receptionist (dsmith@holynamestpa.org) no later than 9:00 a.m. to report their daughter's absence that day.* This must be done each day the student is absent unless an Extended Absence form has been submitted in order for the absence to be recorded as excused. In situations where students are going to leave before the end of the school day, parents must call, email, or send a note to the HS Receptionist.

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.

Students who become ill during the school day must report to the HS office and/or the clinic. No student is permitted to leave school due to illness unless a parent has been notified by the HS office or clinic. **If a student is feeling ill, she may not use her cell phone to call or text her parents to leave school unless she is in the HS office, clinic, or at the direction of a teacher.**

Partial and Planned Absences

PARTIAL DAY ABSENCES: Students requesting to be excused from school for a portion of the day should do so only in case of sickness, emergency, or cases where a doctor's appointment could not be made outside of school hours. This does not include driver's tests, job interviews, and other various appointments. If a student needs to be excused on a given day, the student must present a written request to the HS office before school that morning. If, however, an emergency should arise and parents need their daughter mid-day, a parent must call or email the HS office. Before leaving school, a student must sign out in the HS office and parents or designated persons picking up students will need to sign-out students in the main lobby. Students will not be released to anyone other than the parent or guardian whose name is listed on the student's information card without the expressed permission of the parent or guardian.

PLANNED ABSENCES OF TWO DAYS OR LONGER: Four days for college visitation during school time are reserved for seniors and juniors in good academic standing, and who have no attendance issues. No college visitations should be made after April 30, unless it is necessary to facilitate making a decision on

the choice of college to attend. If a student expects to be absent from school for a family or a college trip, the "Extended Absence" form (Appendix), must be completed. To be considered complete, this form must be:

1. Signed by a parent/guardian.
2. Signed by all of the student's teachers. If a college trip, it must be signed by the college counselor as well.
3. Signed by the Assistant Principal as excused or unexcused.
4. Submitted to the high school receptionist **no less than two (2) days prior to her departure.**

In order to be considered excused absences, these trips during school time should be infrequent and not precede nor follow a regular vacation or occur during exam days.

ATTENDANCE PROBATION: The Administration will have a conference with any student who has accumulated four (4) absences, note the results of the meeting, and notify the parents. A student who is absent six (6) class days (excused or unexcused) during a semester may be placed on attendance probation. Upon the eighth (8) absence a meeting will be scheduled with the student and the parents, at which time the student may be placed on a contract to help deter continued absences. Contracts may include the loss of credit if absenteeism continues to be an issue.

Special Events

There are occasionally special all-school gatherings for assemblies, mini-course events, masses, retreats, and service days. Student attendance is taken at these events. Moderators and coaches when considering students for membership in co-curricular activities or leadership positions may use a general pattern of absences, and specifically, absences at these special events, as a criterion.

- **FIELD TRIPS:** A student's attendance will be taken into account before granting permission to attend any field trip/function that will result in missing class time. Parents/guardians must sign a permission slip. Parents cannot e-mail or phone the school office to give permission for students to attend.
- **CEREMONY ATTENDANCE:** Attendance is required at all practices and/or ceremonies for the following events: ***Ring Ceremony, Honors Convocation, Baccalaureate Mass, and Graduation.*** Students must attend both the practice and/or the ceremony of each event out of respect to not only their peers, but for the faculty and administrators of the school, as well.

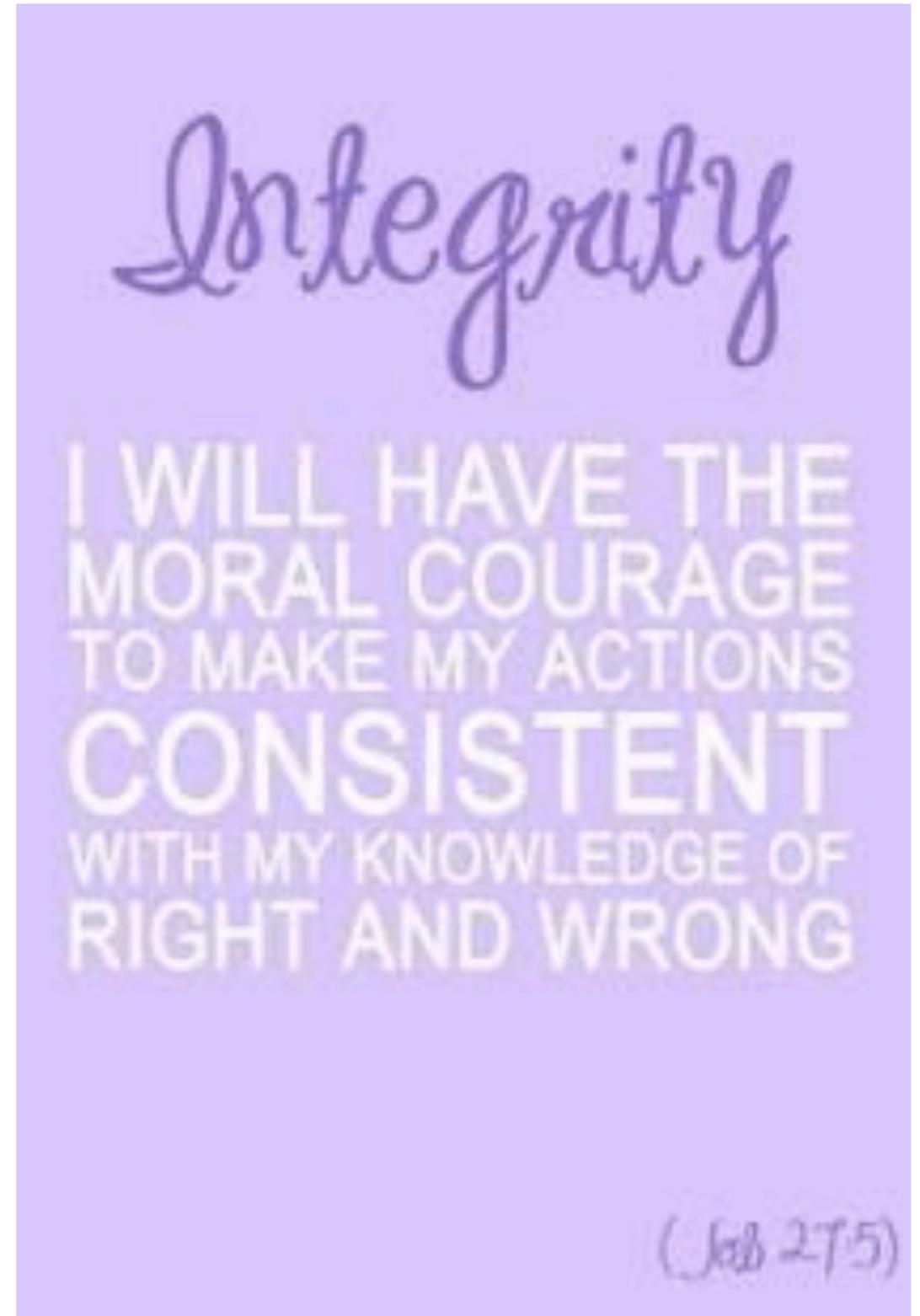
- **FORMAL DANCES:** The Administration and faculty take reasonable measures to ensure that dances are safe, economically-feasible, and alcohol/drug-free celebrations. Students should arrive promptly at the start of the dance. Students who arrive after the start time may be refused admission. Students will not be allowed to leave the premises until after the designated time for the event.

Administrators reserve the right to conduct a Breathalyzer test on any student at AHN school functions. Parents may not waive permission to conduct a Breathalyzer test. If a student and/or parent refuses to allow a Breathalyzer test, that student may not be allowed entrance into the school function.

Formal dress should not consist of bare midriffs, midsection cut-outs, major slits or openings, extreme low back, transparent fabrics, dresses exposing cleavage or skirts that fall above the finger line when students drop hand down flat against dress surface. If you have any questions about whether your dress falls into any of the above categories, please show a picture of the dress to your administrator for prior approval. If a student arrives wearing inappropriate attire, she will be asked to wear an AHN mass sweater for the remainder of the event.

Integrity and Discipline

All students at the Academy are expected to uphold high standards of integrity and honesty. Failure to maintain these standards will result in a breakdown of the spirit of community and the spirit of trust. The development of self-worth, respect for others, and responsibility for one's actions cannot occur without the individual's acknowledgment that honor must be respected at all times. **The Honor Code at Academy of the Holy Names was developed to encourage respectable conduct both on and off campus.** Students who violate the Honor Code could be placed on disciplinary probation. In administering discipline, administrators and teachers seek to treat students fairly, kindly, considerately, and respectfully. We administer this system in the SNJM spirit of care and concern with the goal being improved behavior and growth.



Honor Code

THE ACADEMY OF THE HOLY NAMES

HONOR CODE:

I will respect myself and others; I will not lie, cheat, or steal.

The mission of the Academy of the Holy Names has always been based on the central role of faith in the lives of all members of the community, including students, parents, faculty, staff, and administration. We believe that our educational program cannot exist without enabling students to grow in spiritual formation based on Catholic/Christian scripture, doctrine, tradition, and values. This faith development must be integrated into student learning at all times.

The development of self-worth, respect for others, and responsibility for one's actions cannot occur without the individual's acknowledgment that honor must be respected at all times. The Academy of the Holy Names has therefore developed this Honor Code to encourage respectable conduct both on and off campus. This is a positive system of encouragement, not a negative system of punishment. Violations of existing rules will result in the appropriate punishments, as outlined in the school's handbook under "Discipline." The Honor Code, however, is intended to provide students with the opportunity to avoid negative consequences by behaving correctly in the first place; therefore, adding to the effectiveness of the discipline code, not replacing it.

In order to instill the spirit of trust that is necessary for honor to be maintained, it is essential that the Honor Code be supported by all Academy students, parents, faculty, staff, and administration. Students must be encouraged to adopt an ethical attitude in all academic and personal undertakings, and to claim only that which is rightfully theirs. In so doing,

students will be able to see the benefits of right action, through feelings of greater self-worth, a sincere belief that they deserve respect due to their respect for others, and the knowledge that by taking responsibility for their own actions, students have the right to expect fair treatment from others.

The pledge: I have neither given nor received unauthorized help on this work.

In order to facilitate understanding of the Honor Code by all, the following clarification of terms within the Code is provided. This is not intended as an exhaustive list of behaviors fitting each definition; other behaviors not explicitly listed here are subject to further interpretation, including acting with contempt or prejudice toward others.

LYING

- Lying verbally and/or in writing to a faculty member, administrator, or school employee

CHEATING

- Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work (Example: using a cheat sheet, texting questions/answers to another student, storing information in a calculator or using an iPad without teacher permission, copying from or photographing another student's paper, quiz, or test, etc.)

- Fabrication, which is making up data without participating in an experiment, citing nonexistent articles and sources of research, etc.

- To knowingly help or attempt to help another student complete assignments specifically designed by the teacher to evaluate that student's work alone (Example: working together on a take-home examination, etc.)

- Class-to-Class cheating - divulging or receiving ANY test, quiz, or exam information to or from another student before either student has completed the graded work (Example: asking for or giving out questions or answers on a test that day, or at a later time in the case of make-up tests, taking photos of tests, etc.)

- Studying from tests and quizzes given in previous years without the permission of the teacher currently teaching that course

- Plagiarism - using the ideas, data, or specific language of another without specific or proper acknowledgment through the use of appropriate citation, or other explicit permission. Students may be required to submit their papers to Turnitin.com or may have any of their work submitted to Turnitin.com, a website that checks students' work for "originality" against a database of professional and student work.

Each instance of cheating will be reported to Administration who, after investigating the matter with teacher(s) and

student(s), will notify the parent/guardian and also document the instance. Consequences of cheating on a quiz, test, project, and/or essay will be as follows:

- **First offense** - no credit for the assignment and 2 after-school detentions, parent notification
- **Second offense** - no credit for the assignment and 1 day of in-school suspension, parent conference
- **Third offense** - no credit for the assignment, 2 days of in-school suspension and discussion with parents of possible expulsion

Faculty members will provide updated class policies at the beginning of the course regarding the use of previous year's tests, use of calculators, methods for citing research, and rules for make-up work.

STEALING

A stealing incident will necessitate a parent conference and any disciplinary action deemed appropriate by Administration. Students must take only property that is rightfully theirs, which includes:

- Taking library materials without proper check-out, supervised by library personnel.
- Taking items from the lunch counter, bookstore, PE equipment room or locker room, or other areas of the school where ownership by others is obvious.

- Taking money or other valuable items, even if the student does not know the identity of the owner. Failure to turn over such items to the appropriate authority constitutes theft.

Detention and Cell Phone/ Social Media Policy

WHAT EARNS A DETENTION?

1. Cheating on quiz, test, project, or report
**** 1st strike earns 2 detentions**
2. Inappropriate classroom behavior
3. Disrespect toward teacher, staff member, or fellow classmate
4. Unexcused tardiness to school - *detentions are assigned starting on the 4th tardy*
5. Uniform violations - *inappropriate skirt length, and/or shoes, non-white socks; forgetting to wear mass uniform on mass days*
6. Cell phone violations
7. Electronic Acceptable Use violations

ADMINISTRATIVE DETENTION:

- Detention slips issued by teachers and administrators are recorded and filed in the student's discipline file by the Assistant Principal.
- Detention slips are sent home for a parent's signature and must be returned to the Assistant Principal on the day of or before detention.
- Detention is held on the Tuesday following the detention assignment from 2:50 to 3:20 p.m in S211. It will be served regardless of after-school team practices or club meetings.
- Detention time will be increased by one-half hour if detention is not served on the assigned day.
- After 5 minutes of the start of detention, no one will be permitted to enter the detention room, and it will be considered a missed detention and her time will be doubled.
- Regardless of the reason for a missed detention, the student, upon her return, must meet with the Assistant Principal to explain the reason for the missed detention.
- During detention, each student will write an explanation of why she is in detention and how she can improve her behavior/attitude. After turning in her paper, she will sit silently for the remaining time.

PERSONAL CELL PHONE/ELECTRONIC DEVICE

CONSEQUENCES: During the school day, students may have their cell phones out in the common areas (with the exception of the stairs) between classes, but not during class time or assemblies. When the student enters a classroom, she must place her cell phone in the sleeve bag at the entrance to the classroom. Any student who violates the cell phone policy by having her phone out or go off during restricted times will have her phone confiscated, serve an after-school detention, and be charged \$5. To have her phone returned, the student will need to meet with the Assistant Principal after school where she will receive her detention slip. If a student loses her phone for a second time, the detention will be increased to one hour in addition to another \$5 charge. Should a student have her phone confiscated for a third time, she will serve a one-hour detention and her parents will be contacted.

SOCIAL NETWORKING AND TEXTING: Social networking and texting even at home or off campus, can have an impact on the school community. While AHN does not actively pursue or routinely view personal social networking sites or student cell phones, when objectionable/disrespectful material is brought to the administration's attention, the school reserves the right to address the content and apply consequences, up to and including expulsion from AHN, for the student(s) who posted or posed for said objectionable/disrespectful material. The school does encourage parents to routinely view and monitor their child's technology usage to

ensure that information, photos and content does not place any student at risk.

For an explanation of the Academy considers *Cyber Bullying /Misconduct*, see section 4 of this chapter.

Suspension and Disciplinary Probation

VIOLATIONS FOR SUSPENSION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Cheating on a quiz, test, project, or report
**** 2nd and/or 3rd strike**
2. Flagrant disrespect for authority, school policies, and/or classmates.
3. Flagrant disrespect for school property
4. Use of controlled substances on campus or at school-sponsored events (See p. 27)
5. Bringing weapons onto campus (See p. 27)

SUSPENSION: It is understood that when violation of one of the school rules calls for suspension, no action will be taken by the Administration without notifying parents or guardians. Suspension is a serious step taken by the Administration to bring a student to consider the undesirable nature of her attitude and behavior. While she is on suspension, a student may not attend classes or participate in any school-sponsored social or athletic event.

DISCIPLINARY PROBATION: A student may be placed on disciplinary probation for the semester immediately following any semester in which she has exceeded the limits set forth in the detention policy or has flagrantly abused school rules. In such case, her behavior will be closely monitored and she will be required to meet with the guidance counselor weekly. Acceptable behavior during this period will remove her from probation. If there is no improvement in her behavior, she will be subject to further disciplinary action and possible dismissal from school.

DISCIPLINE AND COLLEGE APPLICATIONS: The College Counseling Department at AHN adheres to the policy of reporting to colleges any serious or repeated disciplinary action that occurs, when in the judgment of the school, it would be irresponsible or unprofessional not to do so. Such reporting will occur at the time the application is initially submitted, while the college is reviewing the application, or after the admission decision has been made, depending on when the infraction takes place.

Any significant changes in the student's academic status or qualifications during the senior year will be reported either by the student or the counselor to the colleges to which the student has applied or may apply. In most cases the student is encouraged to personally report the offense, with confirmation by the counselor.

SUSPENSION VIOLATIONS

CONTROLLED SUBSTANCES: Intoxicants or other controlled substances of any kind, including, but not limited to, drugs and alcohol may not be brought onto, consumed, or utilized on campus or at any school-sponsored activity by a student. A student shall not sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Breathalyzer tests may be administered to students as deemed necessary by the administration. **Violators may be subject to immediate expulsion and are subject to any action deemed appropriate by civil authorities for violation of any law.**

Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. A student on such medication must provide the Administration with written notification from the parent/guardian if the medication is to be brought onto, consumed, or utilized on campus or at any school-sponsored activity.

SMOKING/VAPING: Smoking and vaping is illegal on the school campus, including the parking lot, at all times. Violators will be subject to any action deemed appropriate by civil authorities for violation of any law. In addition, the school may administer additional disciplinary consequences.

WEAPONS: Students and guests to AHN may not bring weapons onto campus. Weapons include, but are not limited to: guns, stun guns, knives, and pepper spray. Students who bring weapons onto campus face disciplinary action up to and including expulsion and arrest. Administration reserves the ultimate right to determine what is or is not a "weapon." Guests with weapons may be asked to leave or may be subject to law enforcement action. The only exception to this policy is for law enforcement personnel.

Bullying, Cyber Misconduct, Hazing

Conduct at school functions, at public gatherings, online and on the street should reflect the values that have been developed by each student both at home and at school. Courtesy, cooperation, and concern for others are expected of students at all times. Serious misconduct on the part of any student (on or off campus) which is embarrassing to the school, or which is not in accordance with the school's standards, may be cause for disciplinary action up to and including dismissal of that student from the school. The school reserves the right to request the withdrawal of any student who disregards school regulations or whose actions inside or outside of the school are deemed inappropriate or offensive by school administrators, even if there has been no specific violation of any school rule.

DEFINITION OF BULLYING AND DEFINITION OF HARASSMENT (FROM FLORIDA DOE):

Bullying is defined as unwanted and/or repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat/Intimidation
4. Physical violence
5. Religious, or racial harassment
6. Public humiliation
7. Destruction of property/theft
8. Taking/posting/re-tweeting/reposting inappropriate photos and/or texts

Harassment means any threatening, insulting, or dehumanizing gesture, use of data, computer software, or written, verbal or physical conduct directed against a student that:

1. Places a student in reasonable fear of harm to her person or damage her property.
2. Has the effect of interfering with a student's educational performance, opportunities, or benefits.
3. Has the effect of disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student by another student for asserting or alleging an act of bullying or harassment.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student by:
 - a. Incitement or coercion.
 - b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system.
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyber Bullying/Misconduct means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic

mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Examples of Cyber Misconduct include, but are not limited to:

- Sending text messages that are cruel, vindictive and/or libelous.
- Posting, commenting, or uploading video/pictures on social media websites/apps, etc., which ridicules others or can be misunderstood or cause harm to another person.
- Using one's own or someone else's email, social media, or instant messaging account to send embarrassing, mean, cruel or vindictive materials, comments, texts, etc.
- Posting pictures of any student, teacher, administrator or other AHN staff without their permission.
- Posting pictures of the interior and/or exterior of the Academy of the Holy Names school building and grounds without the expressed written consent of the principal.

*****The Academy has the right to amend as necessary and to add additional, specific categories in which bullying and harassment are prohibited.***

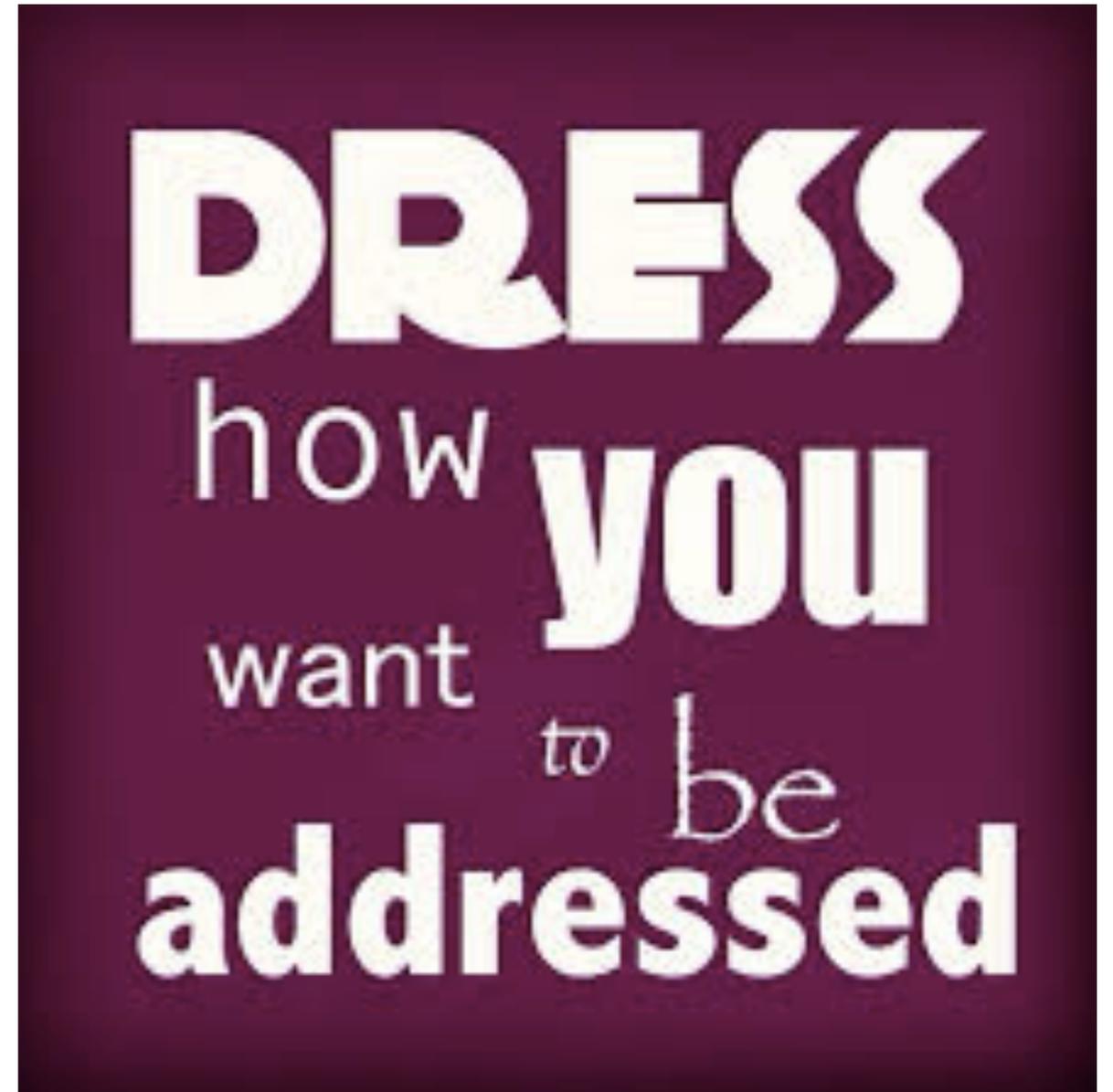
The topics of bullying, including cyber-bullying, and hazing deal with the harassment of other individuals and groups; harassment, at its core, is when we fail to recognize the

inherent and God-given integrity of others. As such, engaging in any sort of harassment is against the Honor Code, Academy's core values, and the charism of the Sisters of the Holy Names of Jesus and Mary, and will not be tolerated. Students found to be engaging in this behavior may be required to enter counseling and/or, depending on the severity of the case, disciplinary action up to and including expulsion.

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional harm, regardless of the person's willingness to participate. (Definition for hazing from: www.stophazing.org)

Dress Code

Wearing a clean school uniform properly and neatly is a sign of self-respect, pride, and cooperation. Students must wear the proper uniform from the first day through the last day of school. The dress code is in effect from the time a student arrives in the morning until she leaves the building at the end of the school day.



Uniform Guidelines

REGULAR DAY UNIFORM

1. Navy blue skort, shorts or slacks embroidered with AHN (*purchased from Risse Brothers*)
2. Blue polo shirt with AHN emblem (*purchased from Risse Brothers*)
3. Dark penny loafers or tan boat shoes with white ankle-length socks

MASS AND/OR SPECIAL CEREMONY UNIFORM

1. White button-down blouse with AHN emblem and yellow mass sweater with AHN emblem with navy skort (*purchased from Risse Brothers*)
2. Dark penny loafers or tan boat shoes with white ankle-length socks

APPROVED OUTERWEAR

1. Navy AHN sweatshirts sold by Student Council
2. Yellow mass sweater
3. Letter jackets or sweaters (*worn by those who earned and purchased them*)
4. Approved navy, white, or gray athletic team sweatshirts

The following is the proper way to wear the uniform:

- Uniforms must fit properly, be clean, and in good condition.
- Blouses and polo shirts are worn outside the skort, shorts or pants.
- Bras must be black, brown, tan, or white under the blouse or polo shirt.
- Skort length must be no more than two inches above the knee when the student is standing up straight. Skorts should not be rolled for any reason.
- Skorts, shorts, and pants must be secured (buttoned) at the waist.
- Required shoes are dark penny loafers or tan boat shoes, which must be worn appropriately with the backs in place on the heel and in good repair. Flip-flops and/or slippers are never permitted.
- Students are only permitted to wear tennis shoes if, based on a doctor's note/recommendation, approval is given by the Assistant Principal. The Assistant Principal will keep record of the note and follow-up with the student to ensure compliance with uniform policy once the doctor's note expires.

OTHER APPEARANCE ITEMS: Administration reserves the right to restrict anything it deems not in the spirit of proper appearance in addition to the following:

- Students must have a natural hair color (i.e. black, brunette, auburn, blonde) set in a style that is not distracting.
- Students may not wear excessive jewelry items with the school uniform or at any time have visible body piercings and/or tattoos.

SWEATSHIRTS AND LETTER JACKETS: AHN sweatshirts, purchased through Student Council, must be in good condition, not discolored, frayed, or with writing on them. AHN letter jackets and sweaters may be worn only by those who have earned and purchased them. The official patch of AHN is the Athletic “A.” Students on athletic teams may wear the navy, white, or gray sweatshirt that has been approved by the athletic department. *No other team jacket, windbreaker, or sweatshirt or Jesuit Cheerleading jacket, etc. may be worn during the school day as part of the uniform except on Fridays.*

If a student is found in violation of any of the uniform guidelines, the following consequences will be assigned:

1st Offense - warning

2nd Offense - 1/2 hour detention

3rd Offense - 1/2 hour detention, parent notification, and establishment of a plan for improvement

Club and Free Dress Days

CLUB SHIRTS, TEAM JACKETS, AND T-SHIRTS: On non-Mass Fridays, the following students may wear AHN t-shirts, sweatshirts, and/or team jackets that have been approved (respectively) by the Assistant Principal (clubs/Jesuit Cheerleading) or the Athletic Director (sports):

- Members of sports teams (Varsity and Junior Varsity). These items must be navy blue, white, gold or a combination of these colors. Students may not wear third-party spirit wear (e.g. FHSAA district shirts).
- Current club members may wear t-shirts designed in the members' choice of colors.
- Seniors may wear college t-shirts and/or sweatshirts during second semester on Fridays only. *After April 1, seniors may wear college sweatshirts any day of the week.*

On Mass days, students must wear full mass uniforms all day. They may not change into club T-shirts after mass on Fridays.

JESUIT ATTIRE:

- Only Jesuit Varsity Cheerleaders are permitted to wear the Jesuit varsity athletic letter provided it is worn on their AHN jacket or sweater.
- On non-Mass Fridays, members of the Jesuit High School cheerleading squads may wear only the cheerleading shirt(s) and/or jacket approved for the 2018-2019 school year.
- At no other time should any student wear Jesuit t-shirts and/or jackets.

FREE DRESS DAY AND SCHOOL FUNCTIONS (ON AND OFF CAMPUS): Students must stay within the spirit of “Esse Quam Videri” and the charism of the Sisters of the Holy Names when dressing out of uniform.

Themes and dress for accessory days and/or non-uniform days, must receive advanced approval by the administration.

Student dress for all school functions **must be in good taste and suitable for the occasion.** Examples of unacceptable clothing may include, but are not limited to the following:

- Backless, strapless outfits, tank tops
- Exposed midriffs and/or shirts that are too tight and/or too revealing
- Shorts, skirts, or pants/jeans that are too tight, too short, or too revealing

- Leggings are never acceptable
- Sloppy, oversized attire (e.g. pajamas, sweatpants)
(Exception - Pajama Day Fundraiser)
- Rubber/plastic flip-flops and slippers
- Inappropriate writing (printing/slogans/sayings, etc.) on clothing and accessories
- “Gang-like” clothing or accessories

The school administrators will make final judgment on questions of appearance and the interpretation of the guidelines. A student who is in violation of the dress code may not attend class and/or the function. She may be sent home, or a parent will have to bring a change of clothes to his/her daughter.

Student Life



**BE WHO
YOU ARE**

&

**SAY WHAT
YOU MEAN.**

Because

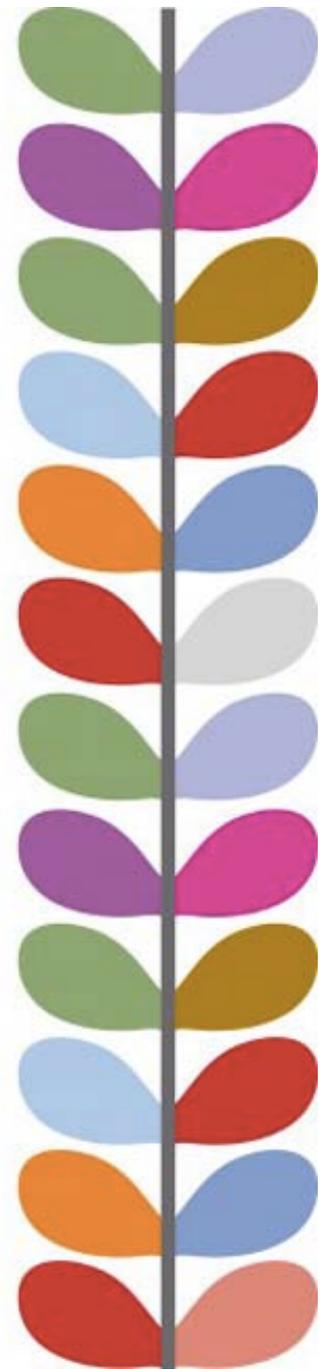
**THOSE WHO DON'T
MIND MATTER**

**& THOSE WHO
MATTER**

DON'T MIND.

Dr. Seuss

CURATED QUOTES



Clubs and Honor Societies

OUR GOAL

Participation by students in the organizations, clubs and activities at AHN serves to assist students in the development of their talents and capabilities beyond what is covered in the academic curriculum. Organizations at the Academy are strongly committed to service as an integral part of the overall philosophy. Participation in co-curricular activities encourages students to develop initiative, leadership, and both personal and social responsibility. Participation in these activities is voluntary. Students select their clubs and activities according to their interests and their abilities. *(Additional information and/or policies are included in the Club Activities Booklet found on the Student Information page on Haiku and in the Athletics Handbook.)*

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES: To be eligible to participate in AHN co-curricular activities, which includes all clubs and athletic teams, students must follow a full subject schedule and maintain satisfactory conduct. If a student is placed on academic probation (see chapter 2, section 1), she is not eligible for participation in sports or activities during the following semester. *(Please see “Attendance” regarding co-curriculars and absences.)*

- Upon completion of the first six weeks of each semester, grades will be viewed weekly by the high school administration. At that time, any student with a grade lower than 70% cannot miss the class(es) in which she received that (those) grade(s) to participate in a co-curricular event. Students will regain their eligibility once their grade(s) has (have) risen to or above a 70%.
- Any student who receives an “F” grade in any class for a semester is ineligible to participate in co-curricular activities for a three-week period. The three-week ineligibility period would be in effect over the first three weeks of the following semester.
- Any student who earns an unweighted GPA below 2.00 in a semester is ineligible to participate in co-curricular activities the next semester.

FUND-RAISING FOR SCHOOL AND COMMUNITY AGENCIES: Organized fund-raising activities on behalf of the school and local community agencies may, with the approval and permission of Administration, be conducted in the school. All other monetary collections among students are positively prohibited unless authorized by Administration.

IN AND OUT OF SCHOOL CLUBS

Ambassadors
Archives Club
Best Buddies
Beta Club
Crochet for Charity
Digital Media
Entrepreneurship Club
Environmental/Recycling Club
Gardening Club
Golden Girls (Spirit Club)
Interact
Junior Classical League
Key Club
Make-a-Wish
Medical Explorers
Palette Project

P.O.W.E.R.
Prom Committee
Respect for Life
Robotics - JagWires
S.A.D.D.
Social Justice Club
Spanish Club
Speech and Debate Team
Student Council
S.W.A.T.
St. Peter Claver Tutoring Club
Theatre Club
Teen Leadership Council
Worship Band
Young Women of Grace

ATHLETIC TEAMS ***“JAGUARS”***

Basketball	Soccer
Crew	Softball
Cross Country	Swimming
Dance (Jaguaretttes)	Tennis
Golf	Track
Lacrosse	Volleyball

HONOR SOCIETIES

International Thespian Society
Latin Honor Society
Mu Alpha Theta
National Art Honor Society
National Beta Club
National Dance Education Honor Society
National English Honor Society
National Honor Society

National Speech and Debate Association
Quill and Scroll
Rho Kappa
Science National Honor Society
Spanish Honor Society
Tri-M Music Honor Society

Student Parking

Parking in the parking garage is a privilege reserved for **juniors and seniors ONLY**. In order for a student to have the privilege of using a parking space in the garage, she must follow the process articulated by the Administration. Parking privileges may be revoked at any time for not following parking rules/procedures set forth by the AHN administration.

Under no circumstances shall a student be allowed to go to her car during school hours without permission. Students found “tagging” or defacing cars will lose parking privileges and will be subject to appropriate disciplinary action.

Should an accident occur in the garage during school hours, please contact the high school office immediately (813-839-5371 ext. 391) so that we may be of assistance.

REGULATIONS:

1. Assigned spot is valid Monday - Friday from 7:00 a.m. - 3:30 p.m.
2. The parking permit must always hang from the rearview mirror and visible for Security.
3. Parking permits are not transferable to other students.
4. If you must utilize the ramp to reach your car, do so quickly and be attentive to cars backing out and going up/down the ramp.
5. Students must park clearly between the marked lines of the parking space of their assigned spot.
6. Students may not make a left hand turn out of the student parking lot at any time.
7. Students must always use the bridge and may never cross MacDill via the street to get to the parking lot and/or gym, athletic fields.

These regulations must be followed in order for a student to retain parking privileges.

Campus Ministry

LITURGIES

All students are required to attend all Masses and participate in the retreat program.

Please do not schedule doctor appointments on the morning of Mass. Students who arrive late on Mass days and miss Mass will serve a make-up session with Sister Ann Regan at lunch to discuss the message of that day's Mass in addition to an after-school detention.

RETREATS

Yearly, the Academy sponsors a retreat for each grade level. The senior retreat involves an overnight experience at a retreat center where the students are guided by a professional team. This experience provides seniors an opportunity for reflecting on God, their religion, and their own lives, and for community-building and liturgical celebrations. The freshman, sophomore, and junior retreats are one-day programs intended to assist students in developing a deeper understanding of their faith and the ways to express that faith in daily living.

COMMUNITY SERVICE

Faithful to the mission and intention that each student at the Academy becomes the greatest person she can become, we recognize that service to others is a key component to that achievement. Our community service program is our commitment to the mandate of the Gospel, as well as to the vision of Blessed Marie Rose in founding the Sisters of the Holy Names of Jesus and Mary.

Each student is required to complete at least 100 cumulative hours of community service prior to graduation. A minimum of 25 hours of service must be performed each year. Half of these hours (12.5) may be done "in school," and the balance/difference "out of school." At least half (12.5) of each year's required service hours are to be performed by the end of the first semester. The remainder of the hours for all students, including seniors, must be submitted no later than the first nine weeks of the second semester.

- Freshmen:** 25 hours
- Sophomores:** 25 hours (50 cumulative)
- Juniors:** 25 hours (75 cumulative)
- Seniors:** 25 hours (100 cumulative)

Each project to which a student commits herself should reflect the goal of serving the disadvantaged, be it economically,

physically, spiritually or developmentally. Projects may be done through the student's place of worship, community or civic organizations, or through other not for profit agencies. Under no circumstances will students accumulate community service hours for service to anyone in her family.

All service, including that done in school, must be documented using the "Community Service Report" form. These are available in the Campus Ministry office or on-line on the school website. Unless mailed directly by an agency/organization, submitting reports of service rendered is the responsibility of the student. Up-to-date records of completed service hours are available in the Campus Ministry office and on the AHN website. All semester hours must be reported to Campus Ministry at least two weeks prior to midterm and final exam dates so that the student's religion teacher can be notified in a timely manner of final semester exam grade: Pass/Fail status.

Mini-Course Week

Each spring (usually March) the Academy conducts a special enrichment program for all high school students. Mini-courses are offered in a wide variety of subject areas and introduce students to different types of community experiences, career opportunities, and leisure activities. Students are also given additional educational opportunities not readily available during the school year. All students are expected to participate in mini-courses and parents are encouraged to participate also through their support of and assistance with the program.

Students who wish to attend an individual college trip must present confirmation of the visit(s) to her college counselor for approval. The counselor will provide a form for the student to submit to the Assistant Principal for attendance purposes.

Attendance procedures apply this week as they would for any other school day. If a student is absent, the parent must call or email the HS Receptionist no later than 9:00 am to submit the reason.

Mission Trips

Appalachia

Dominican Republic

Heart of Tampa

Mississippi

North Carolina

Pennsylvania

Ruskin

Costa Rica

Nicaragua

Other Offerings

EPCOT

Individual College Tours

Internships

On-campus Seminars

Leisure / Life Skills workshops

Creative Pursuits

Campus Safety and Weather Closures

CAMPUS SAFETY TOPICS:

1. Dismissal for Emergencies
2. Guardianship
3. Health Matter
4. Hurricane Closure Policy
5. Lightning Safety Policy
6. Transportation
7. Visitors on Campus

DISMISSAL FOR EMERGENCIIES: The Academy will follow the action of the Hillsborough County public schools in regard to hazardous weather conditions, such as hurricanes, flooding, etc. Parents should listen to the local television and radio stations for information about school closings.

AHN uses an automated emergency phone notification system to be used in the event of school closures or unforeseen changes to the regular schedule (e.g. inclement weather).

GUARDIANSHIP: If parents are to be out of town, it is important that they notify the school office detailing the dates they will be away and provide a name and phone number of the local person responsible for their daughter.

HEALTH MATTERS: It is the policy of the school to notify faculty of medical problems noted on health records. Parents who do not wish such information to be distributed should notify the School Personal Guidance Counselor.

Students who need to have a prescription on campus need to follow the policy listed under “Controlled Substances.”

The Academy of the Holy Names requires enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization.

HURRICANE CLOSURE POLICY:

1. In the event of a hurricane in the Tampa Bay area, Academy of the Holy Names (AHN) will follow Hillsborough County Schools when deciding on closing.
2. AHN may close and/or re-open school prior to Hillsborough County Schools when the school deems it appropriate and in the best interest of the students.
3. AHN will also alert parents of the school closing and/or re-opening via School Reach, an automated phone message system, and via email broadcast.
4. The Director of Communications will alert news media outlets of school closure/re-openings.

LIGHTNING SAFETY POLICY: Lightning is the most consistent and significant weather hazard that may affect interscholastic athletes. Within the United States, the National Severe Storms Laboratory (NSSL) estimates more than 100 fatalities and 400 injuries requiring medical treatment occur from lightning strikes every year. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed. Prevention and education are the keys to lightning safety. Education begins with information on lightning. The references associated with these guidelines are an appropriate resource. Prevention should begin long before any athletic event or practice is held. The Academy will follow the

recommendations of the NCAA and the NSSL to mitigate the lightning hazard.

TRANSPORTATION: Parents are fully responsible for the transportation of their daughters. The school does not assume responsibility for any bus or carpool transportation to or from school.

All student travel under the auspices of school events or activities requires written permission (Field Trip Permission Form) from the parent/guardian, proper supervision, and adequate insurance coverage.

VISITORS ON CAMPUS: Upon arrival all visitors must sign in at the reception desk in the front foyer of the Bayshore entrance to obtain a visitor's pass. Visitors must present a valid driver's license in order to receive a visitor's pass. Students are not permitted to receive visitors during the school day.

Use of Lockers/Backpacks

Students are encouraged to use school lockers for storage of materials related to classes and activities. Students are encouraged to use an appropriate backpack to carry all necessary materials to and from classes.

Lockers must be kept in good order and locked at all times. The school maintains the right to inspect the lockers. Food items should not be kept in lockers overnight. So that the lockers can be cleaned and sanitized, all student lockers must be emptied completely at the end of the school year. Students requiring an additional locker for PE or athletic gear should see their PE teacher or the Athletic Director. At no time should such items be left out in the hallways or locker areas. Items and/or oversized bags that do not fit in a locker may be kept in the HS registrar's office with permission.

Any embellishments on a backpack must be in good taste or the student will not be allowed to bring the backpack to school.

Student Resources

RESOURCES AVAILABLE TO THE STUDENTS:

1. Clinic
2. Food Services
3. Guidance
4. Insurance
5. Lost and Found
6. Library Media Center

Descriptions of each topic can be found in the following pages of this section.

CLINIC: The clinic is located on the first floor of the main building (S111). If in class, students must obtain permission to go to the clinic from their current teacher or, if not in class, the high school office personnel. They are generally not allowed to remain in the clinic longer than one class period. Students should not go to the nurse without permission unless it is an emergency. If a student needs to go to the clinic during lunch or break, they must check-in with the High School Office. If a student is unable to return to class, she must be picked up at the office by a duly authorized person. The clinic is a center for first aid and only provides over-the-counter medication if the signed clinic card has been returned. (See: *Health Matters* under *Campus Safety*)

FOOD SERVICE: Students may bring their own lunches, buy food and drink from the vending machines available in the student center, or take advantage of the lunch program provided through Sage Dining. Students *may not have food delivered by outside vendors or friends. In the case of a forgotten lunch, parents may bring in a lunch for their daughter or arrange to have lunch provided by Sage Dining.* Students are allowed to eat in their classroom ONLY during lunch meetings or in designated classrooms when the Brady Center is closed and with the supervision of a teacher.

GUIDANCE: The guidance department strives to address the “whole” person, spiritually, socially, and academically. The guidance program is designed to meet the needs of the students in a developmental approach throughout the four years. Through small-group and individual guidance, students

are assisted in building a system of values and decision-making processes, which provide the foundation for personal choices, career search, and college selection. The personal counselor addresses the developmental needs of students, difficulties with personal and family relationships, academic challenges, and skills in strengthening self-concept. The career counselor assists students in identifying their strengths and their interests relative to career choices and opportunities and works with faculty members to incorporate career information within the various disciplines. Students are asked to participate in a Career and Educational Interactive Computer program called FOCUS. This program is used as a tool to guide each student in exploring her future goals and plans based on her values, interests, and personality.

Juniors and seniors and their parents are encouraged to work closely with the college counselors to gain information about college fairs, college entrance examinations, application deadlines, college choices, scholarship opportunities, and financial aid. All parents and students receive a college guidance handbook, which gives information about various aspects of preparing for and applying to college. The college counselors, in addition to providing special guidance, maintain a library of college catalogs, resource materials, test registration booklets, and some college applications. The college counselors also represent the Academy through the Southern Association of College Admission Counselors, the Southern Regional Assembly of the College Board, and the National Association of College Admissions Counselors.

INSURANCE: All students are enrolled in an insurance plan, which covers accidental bodily injury incurred at school while participating in any school activity on or off the school grounds. Premiums are included on the tuition bill. Twenty-four-hour coverage is also available. Further details may be obtained from the Business Office.

LOST AND FOUND: All articles found in the school area are to be turned in to the high school office. Lost articles should be claimed immediately. Those not claimed after a reasonable length of time will be donated to charity or discarded.

The school assumes no responsibility for these articles or for valuables brought to school. No announcement concerning lost articles will be made over the public address system.

LIBRARY MEDIA CENTER: The library media center will be open from 7:30 am to 3:30 pm for collection and librarian access from 7:30 am to 5:00 pm for self-study. Students who use the Media Center study area are expected to work quietly and be respectful of others. Books, magazines, electronic databases, reference materials, and internet access are available for students and faculty. The Media Center has a policy of unlimited borrowing privileges and no fines. Students are expected to use resources wisely and with respect for the information-access rights of others. Students are expected to abide by the Student Acceptable Use Policy.

Electronic Acceptable Use

Cell phones, iPods, radios, personal computing devices, handheld games or any other type of electronic devices are not permitted for use at school without the administration's specific permission.

AHN gives specific permission for students to use approved devices under the school's 2-1 technology initiative under the conditions outlined in the Acceptable Use Policy. By signing the "Acceptable Use Policy Form," students and parents reaffirm their commitment to the school's technology policy. Please refer to the school website www.holynamestpa.org for an additional copy of the acceptable use agreement.

Student cell phones and all unapproved electronic devices must be kept in the off position from the start of the school day until the end of the school day. At no time may students connect to the school Wi-Fi using their cell phones or unapproved electronic devices. Those found in violation of this policy will face the consequences outlined in the *Discipline* section of this handbook.



(www.aylanetworks.com)

Network Etiquette

ALL-SCHOOL POLICY

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.

NETWORK ETIQUETTE AND ACCEPTABLE USE:

1. The school's code of conduct extends to the electronic world.
 - a. Technology will not be used to harass or bully others.
 - b. Technology will not be used to steal or borrow intellectual work.
 - c. Technology will not be used to access or store inappropriate materials.
2. 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 unless associated with a class and permission from a teacher is explicitly given.
3. The network is to be used to store school-related files only. The network may not be used to store or download personal music, video, game files, or photos.
4. 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.
5. Do not use electronic resources to plagiarize. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing.

- a. Do not ask others for their homework.
 - b. Do not cut and paste from the web without a full citation.
6. 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, or folders, nor borrow computers or computer accessories without express permission from the owner.
- a. Passwords must not be shared with any other person.
 - b. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.
 - c. Students are responsible for all actions taken under a student's username and password.
7. While on campus, students should not attempt to bypass the technological blocks that have been placed on computers/iPads to filter content that the school has classified as objectionable. Students must use all electronics in the form/manner they were created by the technology department, while they are on AHN school grounds. Teachers may request to unblock a website if the website is appropriate and relevant to school activities; such as creating "hotspots" or use of similar technology to bypass school filters.
8. Never provide personal information online.

9. Always assume that everything you do online can be seen by the entire world.
10. Students should back up their work often. Do not use technology as an excuse. **If your computer fails at home, do your work on paper or in some other way.**

Legal Issues / AHN's Right of Access

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 this acceptable use policy, 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 or the iPad provided to you 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 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.

Appendix

Contents:

1. Administration and Staff
2. Departments and Faculty
3. Link to AHN Affirmation Document
4. Link to Extended Absence Form



Administration and Staff

President

Mr. Arthur Raimo

Chief Financial Officer

Mr. John Donohoe

Principal

Ms. Stephanie Nitchals

Assistant Principal

Ms. Erin Krukar

Athletic Director

Mr. Kevin Vargas

Director of Guidance

Sister Mary E. Glavin, SNJM

Campus Minister

Sister Mary Patricia Plumb, SNJM

Instructional Technology Specialist

Ms. Deborah Collins

Curriculum Specialist

Ms. Rhonda Wisniewski

Learning Resource Specialists

Ms. Olivia Martinez Dr. Julie Omodio-Griess

Director of Technology

Mr. Kent Smith

Director of Media Center

Ms. Emily Swiger

Administrative Assistant

Ms. Lynn Hathaway

Guidance Assistant

Ms. Stefanie Zummo

Receptionist

Ms. Deena Smith

Registrar

Ms. Lori Troutman

SECTION 2

Faculty

ENGLISH

Ms. Virginia Pendleton*
Ms. Alison Jussaume
Ms. Melissa Cox
Ms. Sarah Moses
Dr. Lauren Oetinger

FINE ARTS

Ms. Melissa Lima
Ms. Vivian Kimbler
Ms. Nancy Mizzell
Mr. Jared Porter
Sister Lisa Perkowski*, IHM

GUIDANCE

Ms. Darcy Dwyer
Sister Mary E. Glavin*, SNJM
Ms. Kerry Keegan
Ms. Emily Pantelis

MATHEMATICS

Mr. David Bland
Ms. Megan Dubee
Ms. Jessica Lamm
Mr. Robert Quinn
Ms. Anne Wynn
Ms. Virginia Van Pelt*

PHYSICAL EDUCATION/HEALTH

Ms. Elizabeth Suskauer*

SCIENCE

Dr. Carson Dorbin
Ms. Kellie Mounce
Ms. Judith Perrella*
Ms. Kim Quire
Mr. Paul Slosberg

SOCIAL STUDIES

Ms. Devan Adams
Ms. Beth Chase
Ms. Stacy Filocco
Ms. Lori Kearney*
Ms. Clare McFlynn-Goewey
Ms. Dana Nazaretian

THEOLOGY

Mr. Brian Butterly*

Ms. Megan Dubee

Sister Mary E. Glavin, SNJM

Mr. Felix Kalinowski

Ms. Jaime Meyer

Ms. Kim Wiley

WORLD LANGUAGES

Ms. Darlene Lanfranconi

Ms. Ariana Louder

Ms. Paige Rodriguez

Mr. José Ruano

Ms. Mickey Stagg*

****Denotes department chair***

Links to Forms

Use the following links to access necessary forms throughout the year:

1. **AHN Affirmation Document** - Needs to be signed and returned no later than Friday, August 24, 2018.
2. **AHN Extended Absence Form** - Must be completed, signed, and submitted at least two days prior to an extended, planned absence of two or more days.