

PARENT/STUDENT HANDBOOK

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Holy Name Catholic School

680 Harmon
Birmingham, MI
248-644-2722
school.hnchurch.org

VISION STATEMENT

Our Holy Name Catholic School students will develop foundational skills in faith, academics, character, and integrity to enhance their lives as joyful missionary disciples.

MISSION STATEMENT

Holy Name Catholic School is a Catholic community of lifelong learners dedicated to academic excellence and faith formation, centered in the teachings of Jesus Christ.

PHILOSOPHY

WE BELIEVE:

IN THE EDUCATIONAL MISSION OF THE CATHOLIC CHURCH
embracing its Gospel message;

IN THE FOUNDATION OF THE FAMILY UNIT
acknowledging that parents are the primary educators;

IN THE INHERENT GOODNESS OF ALL CHILDREN
respecting their uniqueness, personal integrity, and intellectual abilities;

IN THE UNITY AND INTERACTION OF THE HUMAN COMMUNITY
including people of all races, nationalities, social status, and creeds.

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ADMISSIONS POLICY

Title IX Statement

Holy Name Catholic School is committed to assisting parents in their effort to maintain the right to exercise a free choice among schools for their children. Holy Name actively promotes its independence and diversity relative to state-supported schools and institutions, while continually maintaining a broad public commitment to excellence in education. This school acknowledges the requirements of Title IX of the Education Act of 1972, Public Law 92-31B (as amended by Public Law 93-568): that said non-public school does not discriminate on the basis of sex in employment practices or the educational program or activities which it operates; and that said non-public school shall not violate the requirements of Title IX.

Holy Name Catholic School admits students of all races, nationalities, and ethnic origins to all rights, privileges, programs, and activities generally accorded students in this school. It does not discriminate on the basis of educational policies, admissions, scholarship or loan programs, athletic and other administered programs.

General Guidelines

The admissions policy for Holy Name Catholic School is as follows:

1. Registered parishioners
2. Siblings of current students
3. Catholic families from neighboring parishes (if room exists in a particular grade)
4. Non-Catholic families

When registering anyone, the school will adhere to the directives of the Archbishop, the Archdiocese School Office, and the State of Michigan. Parents or guardians of students seeking admission or transfer to Holy Name Catholic School must present copies of the most recent report card, standardized test results, and/or evidence of achievement from the last school attended. Testing for admission may be required. In addition, the principal will interview prospective students and/or their parents to determine reasons for seeking admission. (Archdiocese of Detroit (AOD) School Policy 5002)

Holy Name Catholic School, respecting the rights of all involved, retains its authority to refuse admittance to, or expel, at any time, any student whose special needs cannot be met within the school setting, or whose presence would seriously impair the development of Christian education. The decision to accept a student is the responsibility of the principal. (AOD School Policy 5002)

Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final decision will be made by the Pastor and Principal.

New students are accepted on a probationary basis for a period of not less than one semester (AOD School Policy 5002), with proper placement being determined by the past performance of the student.

During the time of probation, parents are encouraged to maintain open, frequent communication with their child(ren)'s teachers. At the end of the probationary period, a conference will be held with the teachers, parents, and administrator in attendance. At this time a decision will be made as to whether to end the probationary period, extend it, or ask the parents to seek another educational setting for the student.

Parents seeking to enroll their child(ren) in Holy Name Catholic School are expected to:

- Accept and support the Philosophy and Mission of the school and its implementation in the school program;
- Support and adhere to all policies, procedures, and functions of the school;
- Be prepared to give moral support to the developmental programs provided for the student;
- Recognize that the school may not have the resources to meet the special needs of some children;
- Provide the financial support necessary to operate the school by making timely tuition payments as agreed upon with the school administration;
- Recognize that registration/enrollment will be jeopardized if fees and tuition payments are not current.

Age Requirements

Holy Name Catholic School adheres to the policies of the State of Michigan and the Archdiocese of Detroit in regard to the age of admissions. Students seeking enrollment in kindergarten should be five years of age by September 1st of the current school year.

Health Records

State Law requires that vision screening be performed for kindergarten enrollment, and parents must provide evidence of vision screening during preschool years before a child enters kindergarten.

Schools in Michigan are also required to assess and report the immunization status of all students. Therefore, all applicants must present documentation showing that they comply with the State of Michigan's required immunization and health rules and regulations. These require that a child enrolling in a public, private, parochial, or denominational school in this state for the first time shall submit one of the following:

1. A statement signed by a physician that the child has been immunized or protected against diphtheria, tetanus, pertussis, rubella, measles, mumps, hepatitis, and poliomyelitis. In addition, the child has been tuberculin tested to determine the presence of infection from tuberculosis.
2. A waiver provided by Oakland County Health Department is required for a child who has not been immunized and tuberculin tested because of religious convictions or other objectives.

Admissions will be considered incomplete until all health and immunization requirements have been met.

REGISTRATION

Registration for returning students takes place in January. Open enrollment takes place in February.

Registration forms are sent to each family currently enrolled. The registration form along with a **non-refundable** deposit must be returned by the specified date to assure current family status in school. Registration for the next school year will not be accepted until all prior tuition and fees are paid in full.

Parents of prospective new students can obtain registration information by calling the school office. (Refer to Admissions Policy)

TUITION

Terms and Conditions

Payment of Tuition:

1. Tuition for the 2019/2020 school year shall be paid in full by the due date in accordance with the tuition payment plan.
2. If a Tuition payment is forty-five (45) days overdue, the school may impose any or all of the following sanctions, at the school's sole discretion, unless special payment arrangements have been made in writing signed by the school principal or administrator. Sanctioned actions include:
 - a. Assess late fees
 - b. Withholding academic records
 - c. Disallowing student's participation in sports or other school activities
 - d. Withdrawing students from class participation
 - e. Withdrawing student from school
 - f. Use a collection agency
 - g. File a claim in court
3. Any family with an unpaid tuition and/or fees balance for the current school year will not be allowed to register for the 2020/2021 School Year until the current year's tuition and fees are paid in full, unless special arrangements have been made in a writing signed by school's principal or administrator. School records, diplomas or transcripts will not be released until all tuition and other charges have been paid in full.

Refunds:

4. Prepaid tuition will only be refunded in full if written notice of cancellation is received by the school at least 10 days before the first day that classes for the 2019/2020 school year are scheduled to start. The registration fee and material fee are non-refundable.
5. Once the 2019/2020 School year begins, tuition refunds are made on a quarterly basis. Should a student attend school during any portion of a quarter (one day or more), the full tuition amount for that quarter is owed and no portion of that quarter's tuition will be refunded.
6. If a student is asked to leave or withdraw from school at any time during the school year, the undersigned remains responsible for the student's annual tuition which will be prorated through the end of the quarter in which the student withdraws.

General Terms and Conditions:

7. Prior to completing the registration process, payment of a non-refundable registration fee in the amount of \$225 per family for students grade preschool - 8. Additionally, a \$325.00 material fee per preschool – 8th grade student is also required at time of registration. The Registration and Material fees are non-refundable. However, \$100 of the Registration Fee is credited toward your student(s) tuition.
8. The term and conditions of the school's enrollment policy and other policy information which may be provided to the student are hereby incorporated into this agreement by reference.
9. It is further understood, that the student and student's parents/guardians, will abide by the policies and guidelines as documented in the school handbook.
10. To receive the active parishioner rate, families must be registered at Holy Name Parish for at least one year prior to the start of school, volunteer/participate in school and/or parish activities, attend Mass regularly, and make consistent contributions to the parish offertory (donate as generously as you can given your financial circumstances).
11. Returned checks: A \$30.00 NSF fee will be charged for each returned check. If two checks are returned for insufficient funds, Holy Name will no longer accept personal checks and you will be required to pay in cash, with a certified check from a local bank.
12. I/We understand that the school will not reserve a place for my/our student(s) for the 2019/2020 school year until after I/we have returned a completed and signed tuition contract, plus the registration and material fees, and an agreement has been created in FACTS for semi-annual or monthly tuition payments. I/We further understand that my/our student's eligibility for enrollment is conditioned upon his/her successful completion of the current school year and upon full payment of all tuition and fees owed for the current and/or prior school years.

13. I/We understand that school reserves the right to deny enrollment and/or expel any student whom it determines is unsuitable for enrollment.

CURRICULUM

Religious Education

All students enrolled in Holy Name School are required to participate in religion classes.

Holy Name School, in keeping with the directives of our bishops, the guidelines of the Archdiocese of Detroit, the National Catechetical Directory, and the document “To Teach as Jesus Did” offers students formal and informal instructional opportunities to nurture a personal relationship with God through educational and liturgical experiences which include doctrine, worship, service, sacramental preparation, and life experience.

In keeping with the policies and guidelines of the Archdiocese of Detroit, Holy Name Catholic School offers, as part of its religion curriculum, a Family Life Program and a Think First, Stay Safe Program. Parental approval is required for student participation in these programs.

Preparation for the Sacraments of Reconciliation and Eucharist occur in grade two. The Sacrament of Confirmation is celebrated in grade eight. Appropriate parent meetings, liturgies, retreats, and prayers accompany this preparation process.

Academic Subjects

The curriculum for Holy Name School is aligned with the Archdiocese of Detroit Catholic curriculum. Areas of study include religion, reading, English/language arts, phonics, handwriting, spelling, mathematics, science, social studies, history, Spanish, music, art, physical education, library skills, and computer education.

Special Services

Speech and language services are available through the Birmingham Public Schools when a referral is made in consultation with the school administrator. A curriculum coach is on staff for students who are referred by their classroom teacher.

Report Cards

Report cards are issued quarterly. Grades are based on schoolwork, class participation, homework, and tests.

Grading Code

Grades K – 2:

- P = Proficient
- D = Developing
- N = Needs Support

Grades 3-8:

100 – 93%	=	A
92 – 83%	=	B
82 – 72%	=	C
71 – 60%	=	D
59 or below	=	F
Incomplete	=	I

Honor Roll

Honor roll status is achieved quarterly when a student receives an A or B in all graded subjects, conduct, and effort.

Parent/Teacher Communication

Formal conferences with all parents are conducted in November. Additional conferences, if needed, may be requested by calling, emailing, or writing a note to the teacher.

Parents have the right to examine and review all records, files, and other information about their child(ren). If you wish to examine your child's school file, please call the school office in advance to make an appointment with the principal.

National Junior Honor Society

Students in seventh and eighth grade who maintain a 90% academic average in all graded subjects are invited to apply for membership in the National Junior Honor Society. The student is then evaluated in the areas of citizenship, service, leadership, and character. Please refer to the NJHS bylaws for specific requirements. Being inducted into the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student.

Standardized Testing

The Archdiocese of Detroit is committed to increasing student achievement, monitoring student growth, and providing strong differentiated instruction to ALL students in the areas of early literacy, reading, and math. These efforts support the Diocese's mission to "unlock students' full potential."

In an effort to ensure that all teachers have effective tools to meet the needs of all the learners in their classrooms, the Archdiocese will implement the use of Renaissance Star 360 assessments this school year as a pilot program in thirteen (Holy Name is one of the thirteen) of our K-8 schools with the goal of full implementation in the 2020-21 school year.

Renaissance Star 360 are screening assessments available in early literacy, reading, and math. A screening assessment is a brief, diagnostic assessment that is given to students in kindergarten through eighth grade to determine students' current skill levels in order to identify gaps in learning. In addition, the use of this assessment data helps campus teachers, specialists, and administrators examine the effectiveness of classroom instruction to meet the needs of all

learners. These assessments are given three times a year in September, January, and May to monitor student growth over time.

Homework

Homework is assigned for the following reasons:

- to enrich and extend what has been taught in class;
- to prepare for the next class;
- to review for tests/quizzes;
- to practice basic skills.

Homework is an important part of the educational program. Parents are encouraged to provide a quiet place for study and to offer help when needed but allow students to complete their own assignments.

All students are encouraged to read at home on a regular basis.

It is not uncommon for a student to have the following amount of homework per night:

1st Grade	10-20 Minutes
2nd Grade	20-30 Minutes
3rd Grade	30-40 Minutes
4th Grade	40-50 Minutes
5th Grade	50-60 Minutes
6th Grade	60-70 Minutes
7th Grade	70-80 Minutes
8th Grade	80-90 Minutes

Academic Honesty

A student's honesty and integrity in all academic work is expected. Any form of plagiarism, forgery, copying another's work, improper conduct during an exam or test, or any other lack of honesty concerning one's individual academic work will be considered a serious violation of the school's goals and academic program.

A student who engages in any of the above mentioned improper conduct will receive a grade of "0" for the assignment, quiz, or test. Furthermore, the student will be subject to disciplinary action, up to and including expulsion, at the discretion of the teacher and administration. Any form of academic dishonesty will be reported to the student's parents and/or guardians.

Field Trips

Field trips that enrich the curriculum are planned by classroom teachers. The Archdiocese of Detroit Office for Catholic Schools requires completion of the following forms before a student may participate in a school field trip:

- Parent Permission Form for Field Trip Participation/Statement of Consent,

- Medical Treatment Release Form,
- Volunteer/Driver Information Sheet.

Students are expected to observe the school “Code of Conduct” guidelines while on a field trip.

Volunteer drivers must be over 21 years of age. They must also have the coverage as determined by Michigan Catholic Conference. Likewise, all chaperones must have taken the “Protecting God’s Children” workshop and undergone a criminal background check. Volunteer drivers are expected to transport students directly to and from the field trip destination without any unscheduled stops.

Retention

Students who have an “F” average in three of the following subjects at the end of the third quarter may be subject to retention: religion, reading/language arts, math, science, social studies.

Students who have a grade of “D” or lower in any academic subject area may prompt a teacher to recommend summer classes or tutoring in that subject.

Below Level grades in reading or math require summer school or tutoring by a certified teacher.

CODE OF CONDUCT

In accordance with the stated philosophy of the school and our Catholic faith, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students’ sense of appropriateness will indicate to them.

Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

If your child was involved in a disciplinary issue/action, please be advised that the details of the incident and resolution will be kept confidential.

Students must adhere to the following rules and regulations:

- Students must respect/obey all persons in authority.
- Students must follow the school, playground, cafeteria, bus, and classroom rules.
- Students must have permission to leave the classroom and/or school property.
- Students must adhere to the dress code.
- Students must refrain from profane or obscene language.

Bullying & Cyber-bullying

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose of effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks, such as Snapchat, Facebook, face detention, suspension, and/or expulsion.

Bullying is defined as cruel behavior, done on purpose and repeated over time that involves an imbalance of power.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanction, up to and including expulsion.

Grades
K-3rd **Appendix A** **Behavior Rubric Guide**

	Behavior	1st Occurrence	2nd Occurrence	3rd Occurrence
Actions and Speech	<ul style="list-style-type: none"> •Unkind gestures or looks •Name calling •Insults/Put downs •Inappropriate language 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Discuss briefly an alternate action to mean behavior •Opportunity to apologize 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Time out from recess or activity •Practice what you could do differently •Opportunity to apologize 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Time out from recess or activity •Discussion with principal •Opportunity to apologize
Boundaries with others (non-aggressive)	<ul style="list-style-type: none"> •Touching another person with hands, feet or any other object 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Time out from recess or activity •Discuss/practice an alternate action to mean behavior •Opportunity to apologize 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Time out from recess or activity •Discuss/practice an alternate action to mean behavior •Parent notified •Opportunity to apologize 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Time out from recess or activity •Discussion with principal •Parent conference •Opportunity to apologize
Boundaries with others (with aggression)	<ul style="list-style-type: none"> •Pushing/shoving •Grabbing/hitting •Poking/punching •Kicking/tripping •Spitting 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Immediate time out for 5-7 minutes •Discuss and practice 	<ul style="list-style-type: none"> •15 sec. Intervention •Restate definition of hurtful behavior •Immediate time out for 5-7 minutes •Discuss and practice alternate action 	<ul style="list-style-type: none"> In School Suspension *Kindergarten - 45 minutes *1st Grade - 1 hour * Second Grade 1 1/2 hours * Third Grade - 2 hours

	<ul style="list-style-type: none"> •Biting •Throwing objects •Any intentional harm Inflicted on another person 	<p>alternative action</p> <ul style="list-style-type: none"> •Discuss with principal •Face to face conference with parent •Opportunity to apologize 	<ul style="list-style-type: none"> •Discuss with principal •Face to face conference with parent •Opportunity to apologize 	<ul style="list-style-type: none"> •Opportunity to apologize
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4 th -8 th Grade	Behavior		1st Occurrence	2 nd Occurrence	3 rd Occurrence
Classroom & Building Rules	<ul style="list-style-type: none"> • Excessive talking • Disruptive behavior • Running in the hallway • Cheating (<i>no warning- 0 grade given</i>) 	W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • 1 detention • Parent notified 	<ul style="list-style-type: none"> • Administrator notified • 2 detentions • Parent notified • Behavior essay (length determined by administration) 	<ul style="list-style-type: none"> • 1 day suspension (in or out of school, TBD by administrator) • Parent conference
Actions and Speech	<ul style="list-style-type: none"> • Name calling • Insults/Put-downs • Teasing (mocking, laughing at someone) • Inappropriate gestures • Poor church behavior • Inappropriate language 	W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • 1 detention • Parent notified 	<ul style="list-style-type: none"> • Administrator notified • 2 detentions • Parent notified • Behavior essay (length determined by administration) 	<ul style="list-style-type: none"> • 1 day suspension (in or out of school, TBD by administrator) • Parent conference
Relationships with Others	<ul style="list-style-type: none"> • Gossiping • Spreading rumors • Note writing • Making mean jokes • Disrespect and/or defiance with faculty, staff, and volunteers 	W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • 1 detention • Parent notified 	<ul style="list-style-type: none"> • Administrator notified • 2 detentions • Parent notified • Behavior essay (length determined by administration) 	<ul style="list-style-type: none"> • Administrator notified • 1 day suspension (in or out of school, TBD by administrator) • Parent conference
Boundaries with others (non-aggressive)	<ul style="list-style-type: none"> • Touching another person with hands, feet or any other object. 	W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • 1 detention • Parent notified 	<ul style="list-style-type: none"> • Administrator notified • 2 detentions • Parent notified • Behavior essay (length determined by administration) 	<ul style="list-style-type: none"> • 1 day suspension (in or out of school, TBD by administrator) • Parent conference

Boundaries with others (with aggression)	<ul style="list-style-type: none"> • Pushing/shoving • Grabbing/hitting • Poking/punching • Kicking/tripping • Spitting • Biting • Throwing objects • Any intentional harm inflicted on another person • Disciplinary actions for serious physical altercations will be determined by the administration. 	N O W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to the office • Detention(s) may be assigned <p>OR</p> <ul style="list-style-type: none"> • May be a 1 to multiple day suspension as determined by administration • Behavior essay • Parent conference 	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to the office • 2 to multiple day suspension as determined by administration • Parent conference 	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to office • 3 or more days suspension as determined by administration • Parent conference • Possible referral for outside counseling • Possible expulsion
Not Acceptable at Holy Name	<ul style="list-style-type: none"> • Stealing • Falsifying information • Having a weapon • Vandalism/destruction of property • Use of illegal substances • Any substance containing alcohol • Possession and/or use of tobacco/Vape products, matches, or lighters • Improper use of technology • Inappropriate language regarding race, religion, & gender • Sexual harassment • Threats (verbal & written, to both students & faculty) 	N O W A R N I N G	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to the office • Detention(s) may be assigned <p>OR</p> <ul style="list-style-type: none"> • May be a 1 to multiple day suspension as determined by administration • Behavior essay (length TBD) • Parent conference • Police report if necessary 	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to the office • 2 to multiple day suspension as determined by administration • Parent conference • Police report if necessary • Outside counseling referral if necessary 	<ul style="list-style-type: none"> • Administrator notified • Removal from classroom, recess or activity to the office • 3 or more days suspension as determined by administration • Parent conference • Police report if necessary • Possible expulsion

*Cheating/plagiarism/falsifying information will also result in "0" score for the assignment, quiz, test, lab, or project.

**Cell phone/Electronic device (Smartwatches, iPod, etc...) use is prohibited during the hours of 7:30am-3:25pm. If out or heard, the cell phone/electronic device will be taken and stored in the school office. A parent must come pick it up and the policy as stated in the handbook will be enforced.*

**The faculty of Holy Name reserves the right to adjust any consequence based on age and grade level appropriateness.*

Questioning Students (AOD School Policy 5013)

The school shall cooperate as legally required with community agencies which serve the best interest of the students. The agencies which require full cooperation are the Family Independence Agency, appropriate police departments, and other governmental investigative agencies.

Grievance Procedure

A sincere attempt shall be made to resolve any complaint by means of dialogue between the involved or conflicting parties. The levels of appeal are as follows:

Step 1: All grievances are first addressed with the teacher.

Step 2: A letter is sent to the principal detailing the issue.

Step 3: A meeting is arranged with the parent, principal, and teacher.

Detentions

At the time a detention is issued, the student is made aware of the infraction. Detentions are held every Tuesday and Wednesday at 7AM until the beginning of classes. The detention process includes a written reflection form that is to be signed by a parent and returned the next day to school.

Violations include, but are not limited to:

- Combination of 3 Behavior Warning and/or Uniform Violations
- Disobedience
- Dishonesty
- Disruptive behavior
- Inappropriate language
- Inappropriate physical contact with other students
- Disrespect of student, teachers and staff
- Inappropriate lunchroom behavior

Detention Protocol

- Three Detentions in one quarter = One day IN-School Suspension (suspension will involve service to the school i.e. washing windows, desks, picking up debris on school grounds etc.), Meeting between Parents, student, teachers, and administration held to develop a plan of action. Student WILL be able to make up missing work, tests or quizzes.
- Fourth Detention = One day OUT of School Suspension. Student WILL NOT be able to makeup missing work. Student WILL be allowed to make up any missed tests or quizzes. Meeting with administration to discuss consequences including expulsion.

Exclusion/In-School Suspension (AOD School Policy 5006)

Exclusion is a temporary removal of a student from classes. In-school suspension is included in this category. The student on in-school suspension is removed from the classroom for a period of one half to three days, **receiving no grades for all assignments and is required to make up any work missed.** Credit will be given for missed tests which are made up. Students on in-school suspension may not participate in school-sponsored events/activities.

Suspension (AOD School Policy 5006)

Suspension is the temporary dismissal of a student from school. The period of suspension may be from 1 – 5 days. As in “in-school” suspension, the student receives no credit for work missed during the suspension. Students are not allowed on school grounds, and are not permitted to participate in school sponsored events/activities during the period of suspension.

Suspension given at the start of a weekend or vacation will be continued after the weekend or vacation.

Expulsion (AOD School Policy 5006)

Expulsion is the permanent dismissal of a student from school. The administration retains the right to suspend or expel a student whose behavior warrants such action. The decision to suspend or expel a student rests solely with the school administration. Offenses resulting in suspension and possible expulsion include, but are not limited to:

- Possession of a weapon or other dangerous object
- Drug involvement including the sale, possession of and/or use of drugs, alcohol or tobacco products
- Arson
- False fire alarm or tampering with alarm system
- Bomb threat
- Vandalism of any sort to the property of the school, parish, faculty, staff or another student
- Illegal entry
- Theft of property
- Verbal or written abuse (including racial or ethnic slurs), all forms of harassment, or physical assault of an adult or student (e.g. fighting)
- Threats of violence
- Use of profane or obscene language
- Possession of pornographic, obscene, or objectionable printed material from the Internet or any other source
- Extortion
- Gross disobedience/disrespect and/or breaking school rules/regulations
- Cyber-bullying
- Academic dishonesty
- Gambling

School Safety/Harassment Policy (AOD School Policy 5014)

Holy Name School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken seriously. Students making such threats (seriously or in jest or on-line) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs and/or social networks such as, but not limited to, Facebook, Instagram, Snapchat, etc. may result in disciplinary action if the content of the student's blog includes threatening, disparaging, offensive, hateful, discriminatory comments regarding the school, the faculty, other students or the parish, or other inappropriate content, e.g. adult content, music lyrics containing violent messages, illegal or immoral content, etc.

Hazing is one such form of illegal harassment. Hazing is defined as an intentional knowing or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation, in or maintaining membership in an organization. Hazing is prohibited by Michigan Law. (2004)

Weapons (AOD School Policy 5019)

Students are prohibited from bringing weapons of any kind to school, school/parish sponsored activities, on school/parish premises, on a school bus enroute to and from school, or in the immediate vicinity of the school/parish.

A weapon is (1) any object that if used in the manner it is intended could threaten or cause physical injury to another (such as a knife, firearm, club, ax, firecracker or other fireworks or explosives, etc), or (2) any other object that is actually used to threaten or physically injure another. A weapon includes but is not limited to "dangerous weapons" as defined by Michigan's revised school code.

Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school/parish premises or in the immediate vicinity of the school/parish shall be immediately excluded from classes pending investigation. A search may be conducted to verify the suspicion or clarify the discovery. It may include without prior warning an inspection and search of the student's person, pockets, book bag, purse, lunch container, locker, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these. The school official shall contact the student's parent or legal guardian. State of Michigan law requires the reporting of the possession of a "dangerous weapon" to local law enforcement agency.

Any student violating the school's weapons policy is subject to disciplinary action, up to and including expulsion (permanent dismissal).

Illegal Substances (AOD School Policy 5009)

The possession, use, sale, or distribution of alcoholic beverages, controlled substances paraphernalia, or tobacco by students in school or at school/parish-sponsored events is forbidden. A student found to be in possession of an illegal substance is subject to immediate exclusion pending an investigation.

Public Act 215 (2006) prohibits the use of any performance enhancing drug. Any student found to be using performance enhancing drugs will be subject to the same established penalties for possession of other banned substances.

False Fire Alarm, Bomb Threat, or Tampering with Fire Alarm System

(AOD School Policy 5007) Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school shall suspend or expel the student from the school for a period of time as determined at the discretion of the school.

Vandalism (AOD School Policy 5018)

All incidents of illegal entry, theft of property, vandalism or damage to school property should be reported to the school principal who should fully and appropriately respond to the incident.

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. (AOD School Policy 5018)

Lunch Time Regulations

The following lunch rules apply to all students:

1. Cafeteria/Playground personnel and all adults on duty are entitled to courtesy and respect.
2. For health reasons, children are not allowed to share food of any kind with others.
3. Parents are responsible for providing/purchasing a healthy lunch for their child. Parents will not be contacted regarding forgotten lunches.
4. While eating in their designated area, students should sit properly, talk quietly, and use good table manners.
5. Lunch bags, wrappers, etc. should be put in the garbage bins.
6. Glass bottles and containers are not permitted.
7. Food should **NOT** be removed from the cafeteria.
8. Students should come to lunch dressed for outdoor recess.

9. Students may not re-enter the building during recess without the permission of the teacher on duty.
10. Students should remain on school property at all times and should play only in assigned areas.
11. Students should play in a safe manner. No tackle or rough games are allowed.
12. Students should not throw foreign objects such as stones, rocks, or snowballs.
13. Fighting, wrestling or other forms of physical confrontations are not allowed.
14. Students are to immediately report any trouble, rumors of trouble, or injuries to the teacher on duty or the administrator.
15. Students will not chew gum during the lunch period or at any other time while on school/parish premises.

DRESS CODE

Parents and students understand that in registering for Holy Name Catholic School they accept the dress code. Students who are out of uniform will be sent to the office. A phone call may be made to the student's home to request the necessary items needed to complete the uniform. Three out-of-uniform offenses per quarter will affect the student's conduct grade and possibly keep him or her off the honor roll.

Uniform items are purchased from Schoolbelles and Lands' End.

The Holy Name School logo is the only decoration allowed on any of the uniform items.

Girls

- Grades K-5** - blue plaid jumper or blue plaid slacks
- Grades 4-8** - blue plaid knee-length skirt (Schoolbelles or used uniform sale)
- Grades 6-8** - **solid gray knee-length box-pleat skirt** (must be purchased at Lands' End) or navy blue chinos pants with black, brown, or blue belt
- Grades K-8** - white tailored long or short sleeve blouse (knit shirts are unacceptable)
 - solid navy blue, black, or white socks or tights (socks must cover the ankle – footies are unacceptable)
 - solid colored black, brown, or navy shoe (Gym/athletic shoe are unacceptable)
 - proper footwear includes only closed (front and back) shoes which cover the entire foot and extend no higher than the ankle
- Optional** - solid navy blue cardigan, crew or V-neck pullover sweater or vest (Hooded sweaters are not allowed.)
 - Holy Name sweatshirt (Hooded sweatshirts are not allowed.)
 - light make-up may be worn by girls in grade 7 & 8 only

- **solid navy hopsack blazer with Holy Name logo** (purchased only at Lands' End) for grades 6-8 only.

Boys

- Grades K-8**
- long or short sleeve powder blue shirt (knit shirts are unacceptable)
 - solid navy blue tie (not required in kindergarten)
 - solid navy blue pants with black, brown, or blue belt
 - solid navy blue, black, or white socks (socks must cover the ankle – footies are unacceptable)
 - solid colored black, brown, or navy shoe (Gym/athletic shoe are unacceptable)
 - proper footwear includes only closed (front and back) shoes which cover the foot and extend no higher than the ankle
- Grades 6-8**
- **solid gray plain front dress pants** (must be purchased at Lands' End)
- Optional**
- solid navy blue cardigan, crew or V-neck pullover sweater or vest (Hooded sweaters are not allowed.)
 - Holy Name sweatshirt (Hooded sweatshirts are not allowed.)
 - **solid navy hopsack blazer with Holy Name logo** (purchased only at Lands' End) for grades 6-8 only.
 - **Evergreen/classic navy stripe tie** (purchased only at Lands' End) for grades 6-8 only.

Wearing any of the following items violates the Dress Code and are not allowed:

- shoe boots and moccasins
- Jeans or T-shirts unless it is a designated dress-down day
- backless shoes, flip flops, sandals
- mini-skirts
- halters/midriiffs
- shoes with wheels
- smartwatches (i.e. Apple watch)

Physical Education Uniform

Students should wear the PE uniform to school on their PE day. Clothing changes will not be permitted.

- Girls**
- Holy Name logo shorts (Sept., May, & June only) or straight-leg pants
 - short-sleeve, white polo shirt (HN logo optional)
 - solid color black or white athletic shoes with matching laces (Converse and high-tops are unacceptable)
- Boys**
- Holy Name logo shorts (Sept., May, & June only) or straight-leg pants
 - short-sleeve, powder blue polo shirt (HN logo optional)
 - solid color black or white athletic shoes with matching laces (Converse and high-tops are unacceptable)

Grooming

Proper grooming for all students is expected at Holy Name Catholic School. Traditional hair styles and haircuts are required. **Boys' hair should be kept out of their eyes and cannot extend below the bottom of the earlobes or over the collar of a dress shirt. Boys will be requested to have a haircut at the discretion of the principal.** Students are expected to maintain a natural hair color.

Jewelry

Excessive or exotic jewelry and smartwatches are not allowed.

The Administration of Holy Name Catholic School reserves the right of final determination concerning Dress Code, including proper student attire, hairstyle and color.

Optional Warm Weather Uniform – September, May and June

Girls and Boys K-8

- navy blue “walking shorts” (Bermuda style) must come to the knee and be worn with a belt (denim material or “off-color” blues are not allowed), cut-offs, carpenter and cargo pants are not allowed, finished cuffs or hems are required
- short sleeved jersey knit shirt, plain, with collar
Girls: white, Boys: powder blue
- white, black or navy crew, anklet, or knee socks (footies are unacceptable)
- **solid** color black, white or blue athletic shoes with matching laces (Converse and high-tops are unacceptable)

If students decide not to wear the “optional” warm weather uniform, they must come dressed in the traditional uniform. Mixing and matching of warm weather and traditional uniforms is not allowed.

Dress-Down Days

Dress down slips may not be used on a Mass day. When a dress-down day is announced, students may wear jeans, appropriate shirts or T-shirts, and gym shoes. Jeans with holes, excessively oversized pants, low rider jeans, leggings, tank tops, halters or midriiffs are not allowed. Backless shoes, and flip flops are not allowed. During warm weather, shorts (Bermuda style to the knee) may be worn.

Dress-Up Days

When a dress-up day is announced, students should wear their “Sunday best”. Dresses and skirts should be knee length. Mini-skirts, tank tops, jeans, halters or midriiffs are not allowed.

Uniform Violations

Students who do not follow the uniform policy will be given a uniform violation that must be signed by a parent/guardian by the following school day. Each set of 3 violations in a quarter will result in a detention.

ATTENDANCE

In order to accomplish the educational objectives at each grade level, students must attend classes regularly. It is important for the parent/guardian, with assistance from the school, to aid the student in developing desirable habits of attendance and punctuality. By law, the parent(s) or guardian(s) is responsible to see that any child in his/her charge, ages 6-16, is in continuous and consecutive attendance in school. (AOD School Policy 5003)

Excused Absences

When a child is absent due to illness or other reason, the parent or guardian should contact the school office 30 minutes prior to the start of the school day. The school reserves the right to verify the illness.

Extended absences should be verified by a doctor's note upon the child's return to school.

Students who are absent due to illness will be required to make-up missed assignments. The number of days absent determines the number of days allowed for make-up (i.e. one day for make-up per day absent, not to exceed one week). Extended illnesses will be handled on an individual basis.

Children returning to school must be ready to participate in all school activities including outside recess.

Parents/guardians are also asked, to the best of their ability, to schedule doctor and dentist appointments outside of school hours.

Unexcused Absences

All absences affect the academic performance of the student since there is no way to completely make up for the interaction that occurs in a classroom situation. For this reason, parents are asked to make every effort to coordinate family vacations with the school's vacation periods. Trips and vacations taken while school is in session are considered unexcused absences. The faculty is not expected to prepare an educational plan for the vacationing student but whenever possible, missed work will be given to the student prior to his/her departure and must be completed and returned on the first day back to school. The student must be prepared to take any scheduled tests upon his/her return to school.

Tardiness

Students are expected to arrive on time for school. Tardiness interferes with a pupil's progress and is also an injustice to the other children of the class who are disrupted by the tardy member.

A student arriving after the second bell is considered tardy. Tardy students must report to the office for a late slip before going to class. Students arriving after 9:30A.M. will be marked for ½ day absence.

Excessive tardiness (5 or more in a quarter) may affect the conduct grade and will result in a before school detention for all grade levels.

Truancy (AOD School Policy 5017)

If a student is absent without cause, or if the school has reason to suspect the validity of an excuse, the administrator shall investigate the situation and apply appropriate remedies.

Early Dismissal

Parents/guardians are asked to schedule all appointments outside of school hours. If an early dismissal is necessary, the student must have a written explanation from home. The reason for the dismissal, the time of dismissal, and the name of the adult responsible for picking up the child must be stated. This excuse will be signed and dated by the principal. Adults who are picking up students during school hours must report to the school office to sign-out the student. If a student is picked up prior to 1:30P.M. it will be marked ½ day absence.

GENERAL INFORMATION AND POLICIES

Morning Arrival

Students should arrive no more than 10 minutes before school begins. Holy Name School will not assume responsibility for students who are on school grounds more than 10 minutes prior to the beginning of school.

Students are to report to their designated areas when they arrive in the morning.

Please refer to the diagram on page 31 for MORNING DROP-OFF PROCEDURES FOR STUDENTS ARRIVING BY CAR.

Afternoon Departure

Students must be picked up within 10 minutes of the end of the school day. If there is a change in the child's normal routine of taking the bus versus going home via car, etc., parents must send a note indicating the change. Students involved in after school activities such as sports must be dropped-off and picked-up promptly. Ball playing and running around on the parking lot are not permitted during dismissal.

Please refer to the diagram on page 32 for AFTERNOON PICK-UP PROCEDURES FOR STUDENTS DEPARTING BY CAR.

Money Collections

Money collections may not occur without the authorization of the principal.

Student Messages

Please do not call the office with messages for students. Be sure your child knows any important information he/she may need for the day before leaving for school.

Textbooks and School Equipment

All students are responsible for the proper care of their textbooks and classroom materials, and library and computer materials and equipment. Lost or damaged books, materials, or equipment will become the financial responsibility of the parents.

Lockers

Lockers are the property of Holy Name School and may be inspected by the principal, assistant principal, or a teacher at anytime and at the principal's discretion.

- Other than lunch, food or perishable materials may not be kept in the locker.
- Inappropriate pictures or stickers may not be posted in lockers. Mirrors are acceptable.
- A lock must be kept on all lockers. Lock combinations will be kept in the homeroom as well as in the office.
- The school is not responsible for any items taken from lockers without locks.
- Students stealing from another locker, or damaging lockers in anyway may be suspended or expelled from Holy Name School.
- Students pushing or shoving other students into lockers will be subject to disciplinary action.
- Students will periodically be asked to clean their lockers at the teacher's discretion.

Cell Phones

Students who carry cell phones to school may not keep them on their person. Upon entering the building, phones should be turned off and placed in the student's backpack and/or locker. In the event of an emergency, students needing to call a parent should ask to use the school phone in the office. Confiscated cell phones will be kept in the office until a parent meets with the principal. Repeated offenses will result in cell phones being kept until the end of the school year

and the student may be subject to an in-house suspension. Public Act 155, effective September 1, 2004, makes it a felony to photograph, or otherwise capture or record, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having reasonable expectation of privacy.

Electronic Devices

Electronic devices, such as laptops, Ipods, headsets, DVDs, electronic games, cameras, Kindles, Ipads, smartwatches, etc. should not be brought to school without the permission of the teacher and principal.

The student is responsible for his/her own items. The school accepts no responsibility for electronic items brought to school.

Laser pointers and other devices that could pose a danger to others are not allowed. A student who brings such items to school will be subject to disciplinary action up to and including expulsion.

Use of Technology

The *Student Telecommunications Use Agreement* must be read and signed by users and parents/guardians before access to technology will be allowed.

Volunteer/Church Personnel Criminal History Background Check Beginning September 2, 2003, the Archbishop mandated that criminal history background checks be conducted for all Church personnel and volunteers working in any parish or diocesan institution.

Protecting God's Children Workshop

As of April 2006, all Church personnel, catechists, Religious Education, school volunteers, coaches, scout leaders, playground supervisors, room parents, field trip chaperones, after-school enrichment program teachers and aides, altar server coordinator, parish nurse, ushers, St. Vincent de Paul Society volunteers, and youth ministry volunteers must attend a Protecting God's Children program. On-line registration in a PGC workshop is required. To register for a workshop being offered throughout the Archdiocese, go to www.virtus.org, click on "Registration" and follow the prompts.

Child Abuse/Child Neglect Reporting (AOD School Policy 5004)

State law requires designated persons including school administrators, school counselors, teachers, social workers and members of the clergy, having reason to believe that a child under the age of eighteen years has been abused or neglected must report the matter promptly to the Family Independence Agency in the county where the suspected abuse or neglect occurred.

"Child abuse" is defined as harm or threatened harm to a child's health or welfare by a parent, legal guardian, teacher, teacher's aide, clergy, or any other person responsible for the child's health or welfare through non-accidental (i) physical or mental injury; (ii) sexual abuse; (iii) sexual exploitation; or (iv) maltreatment. "Child neglect" is defined as failure to provide adequate food, clothing, shelter, or medical care.

Visitors

Visitors should enter the building at the main entrance on Harmon and check in at the school office. In the interest of both the safety of our students and their education, visitors should have a specific school-related reason for being at school.

Visitors must sign-in and sign-out of the building and wear proper identification (Visitor Badge) while they are in the building.

HEALTH INFORMATION

It is the responsibility of the parent or guardian to inform the administrator and appropriate teacher(s) if a student is subject to any medical condition that may merit regular periodic attention while at school. (AOD School Policy 5010) This would include, but is not limited to, such conditions as allergies, asthma, epilepsy, vision, or hearing problems, hypoglycemia, diabetes, etc.

The school will comply with all state and local law and health department regulations regarding communicable diseases. The recommendations of the local health department will be followed and shall include reporting to appropriate agencies. (AOD School Policy 5005)

Acquired Immunodeficiency Syndrome (HIV/AIDS) (AOD School Policy 5001)

Members of the school faith community suffering with all serious communicable disease or bloodborne pathogens including HIV/AIDS shall be treated with dignity and compassion. Continued functioning within the school community shall be dependent upon best available information from treating physicians or local health department.

Dispensing of Medication (AOD School Policy 5010)

School personnel may not dispense or administer any medicine to students. If a student must take medicine during school hours, a signed permission/release form from the parent(s) or guardian(s) must be on file in the school office. A signed physician's order indicating drug name, dose, time, and method of administration-duration (length of time for medication to be dispensed) must be on file in the school office. If prescription or non-prescription medicine (including cough drops and eye drops) must be taken during school hours, the principal or his/her designee will supervise the taking of the medicine by the student in the presence of another adult.

All medicine should be clearly labeled with the student's name on the container.

In accordance with Public Act 10 of 2000, the school will allow students to possess and use metered dose asthma inhalers or epinephrine auto-injectors (epi-pen) or epinephrine inhalers provided written approval to possess and use these devices from the physician and parents is received by the principal. As a condition to permitting the student to carry and use an inhaler or epi-pen, the school must be provided with a written emergency plan for its use prepared by a licensed physician in collaboration with the parent, updated as necessary for changing circumstances.

Medicine dispensation permission/release forms are available in the school office.

Student Illness

If a student becomes ill during the school day, or is suspected of having a communicable disease, parents or their designees will be contacted and arrangements made for the child to leave the school. Students are released only after the parent or designee has signed him/her out.

Head Lice Policy:

Students will be excluded from school when there is an active infestation. Active infestations can be defined as the presence of live lice or nits found within ¼” of the scalp. Nits that are found beyond ¼” of the scalp have more than likely hatched, or are no longer viable.

Any student with live lice or nits that are ¼” of the scalp will be sent home. Immediate treatment at home is advised. The student will be readmitted to school after treatment and examination. If, upon examination, the school-designated personnel find no live lice on the child, the child may reenter the school. Parents should remove nits daily and treat if live lice are observed.

Holy Name will alert parents when cases have been identified in the classroom and urge regular head checks at home.

Physical Examination and Immunization Compliance (AOD School Policy 5011)

State law requires compliance with certain physical examinations and student immunizations. In addition, schools shall follow the regulations of the local school district and/or the local governing health department with regard to:

1. health observations;
2. physical assessments;
3. screening tests;
4. immunization requirements of students and students newly entering the school.

EMERGENCY PROCEDURES

Family/Emergency Information

Emergency Information for each family must be up-to-date using the FACTS SIS. If an emergency occurs this system assists school personnel in determining the appropriate course of action school personnel will take. Please be sure FACTS SIS is kept current and accurate. Home, work, and cell phone numbers must be included. Home and/or emergency e-mail addresses are also required.

Medical Emergencies

Except for first aid, no treatment of injuries is permitted in the school. First aid is the immediate help given by the best qualified person on hand in case of an accident or sudden illness.

When notified of a serious emergency, the principal or designee will assess the situation to determine whether 911 should be called. Parents or their designee will be notified immediately. If the school is unable to contact either the parent or designee, the family physician will be contacted.

A **Medical Treatment Release** must be kept up-to-date and accurate using the FACTS SIS. It authorizes the school to request medical treatment for a student if an emergency occurs and a parent cannot be reached.

Emergency School Closings

When weather conditions are poor, listen to the major television stations for the listing of school closings. When Birmingham Public Schools and/or Brother Rice and Marian are closed, Holy Name will not be in session. Parents will be notified through a text message.

Please do not call the school or parish offices during a weather emergency.

If an emergency arises that warrants canceling classes after school has begun, parents will be notified through a text message.

Crisis Management Plan

The school, in conjunction with local emergency agencies, has developed a crisis management plan which covers several emergency situations which could arise.

Tornado Emergency Procedures

If a “tornado watch” is in effect in the locality of the school, the principal will decide what precautionary steps will be taken in the event that more severe weather develops.

If a “tornado warning” is in effect in the locality of the school, students will be taken to a designated area; away from windows. Children are NOT sent home during a tornado warning.

In an emergency situation it is exceedingly important that school telephone lines be clear for proper communication with emergency personnel. In an emergency situation, parents will be kept informed through a text message.

In-Shelter Lockdowns, Fire and Tornado Drills

Holy Name Catholic School follows State regulations regarding in-shelter lockdowns, fire and tornado drills. The school conducts five fire drills and two tornado drills. The Crisis Management Team in conjunction with local emergency agencies conducts three in-shelter lockdowns.

SCHOOL ORGANIZATIONS

School Advisory Committee (SAC) (AOD School Policy 8001)

The Holy Name Catholic School Advisory Committee, as an advisory committee chosen by the pastor/principal, seeks to be an avenue of communication among parents, students, and administration. It will counsel, confer with and support the pastor and school administrator and consistently foster the positive response that will help promote the excellence in education for which we are all striving.

The School Committee is an advisory body that collaborates with the pastor and principal and reports to the Parish Education Commission. Functioning within the goals and objectives of the Parish Pastoral Council and Education Commission, the responsibilities of the School Committee may include:

1. Planning – long and short range;
2. Promoting lay leadership;
3. Relating with and receiving reports from standing and ad-hoc committees;
4. Assisting with development, marketing and public relations;
5. Recommending policy.

Parent Service Organization (PSO)

The purpose of the Holy Name PSO is to assist the school administration and faculty in providing the best Christian educational program for students. Voluntary services, social activities, and fundraisers are presented throughout the year in an effort to facilitate this purpose and to create a community atmosphere.

Scholarship and Educational Excellence Development (S.E.E.D.) Foundation

The S.E.E.D. Foundation provides funds for curriculum enrichment and specialized equipment. The Trustees also manage an Emergency Tuition Assistance Fund, which is designed to provide short-term tuition assistance to Holy Name Parish families experiencing temporary financial difficulties.

Contributions in any amount, in cash or donated securities, are encouraged and can be made payable to:

Holy Name SEED Foundation, 630 Harmon, Birmingham, MI 48009

Contributions may be designated for: 1) the Foundation's Endowment Fund; 2) current program expenditures; 3) the Emergency Tuition Assistance Fund; or 4) to a fund honoring Bishop Bernard Harrington and Sister Mariette Murphy. Contributions totaling \$300.00 or more may be designated as a memorial to a deceased family member or friend. The decedent's name is then permanently inscribed on a Memorial Plaque prominently located in the main hallway at Holy Name School.

ATHLETICS/HURRICANE CLUB

The Hurricane Club oversees the extra-curricular sports programs at Holy Name. The Club is responsible for setting policy, providing funding, assisting the coaching staffs and the fielding of the various teams. The Hurricane Club offers the students the opportunity to participate in football, volleyball, track, soccer, basketball, baseball, and softball. The sports teams are open to fifth through eighth graders. Third and fourth graders may participate in an intramural basketball program in the spring. Ski Club, although not a Hurricane Club sponsored activity, is also available.

Funds for the sports programs are not provided by school tuition or through normal parish contributions. The Hurricane Club charges separately for participation in the sports programs. We also encourage all Holy Name families to become active members in the Hurricane Club. Membership in the Green and Gold Guild enables your family free admission to all Holy Name home sporting events.

Any Catholic youth that is also a registered member of Holy Name Parish or a student who is attending the Parish School is eligible for participation in the sports program.

TRANSPORTATION PROCEDURES

Bus Procedures for Grades K-8

The Bus Transportation Department will drop-off and pick-up students on Harmon Street, in front of the school, and will then continue west on Harmon. The area on Harmon Street is for buses only. Car drop-offs and pick-ups must use the procedures as detailed in the diagrams on the following pages.

Bus Regulations

- Buses are provided by the Birmingham School District and are available only to those residents within the Birmingham School District.
- A child may only ride the bus to which he/she has been assigned.
- Except when boarding or leaving the bus, children must remain seated on the buses at all times.
- Students must speak quietly and behave in a civil manner.
- Students may not extend hands, arms, etc. out of bus windows.
- Yelling, abusive language, and anti-social conduct, etc. will result in a bus violation ticket. These tickets are brought to the office when buses arrive in the morning. Tickets are in triplicate: one copy remains on file, one goes to the parent, and one is given to the student to use for readmission on the bus. Upon receipt of the second violation, the student will be reminded of the seriousness of the situation and/or will be unable to ride the bus for an extended period of time.

- On occasion, a student may request to ride another student's bus home after school. A note of such request must be written and signed by the requesting parent and given to their homeroom teacher for the principal's authorization and signature. Birmingham Transportation mandates no more than two 'temporary-riding' students ride an unassigned bus at a time. The principal has the right to deny such requests.

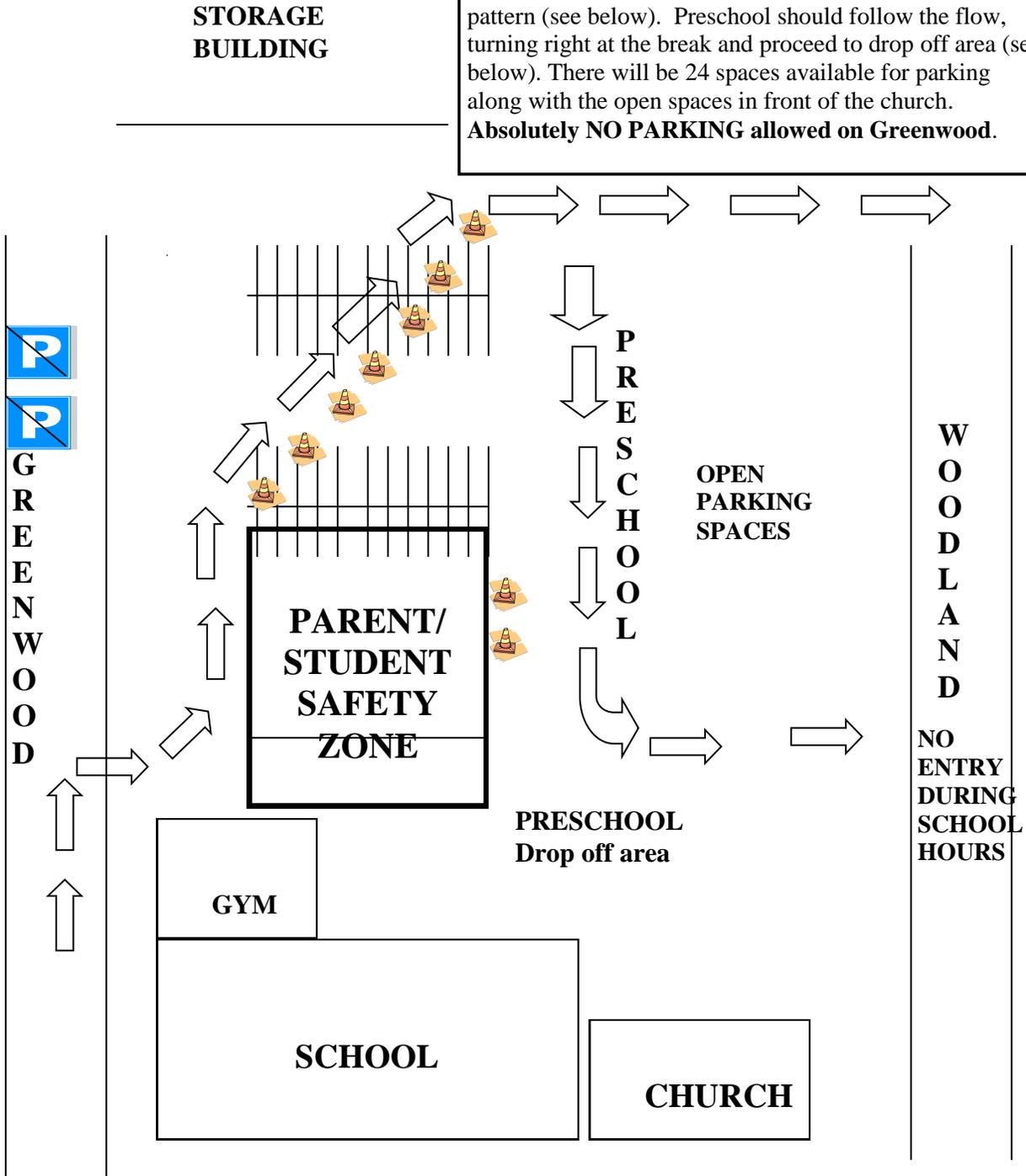
Information on bus routes are provided from the Birmingham Transportation Department.

If there is a change in the child's normal routine of taking the bus versus going home via car, etc., parents must send a note indicating the change.

Please refer to the following pages for morning drop-off and afternoon pick-up car procedures.

Morning Drop Off Procedure

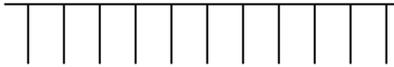
Drop Off Procedure: Drivers should enter from Greenwood (south entrance) and follow the traffic flow pattern (see below). Preschool should follow the flow, turning right at the break and proceed to drop off area (see below). There will be 24 spaces available for parking along with the open spaces in front of the church. **Absolutely NO PARKING allowed on Greenwood.**



HARMON STREET

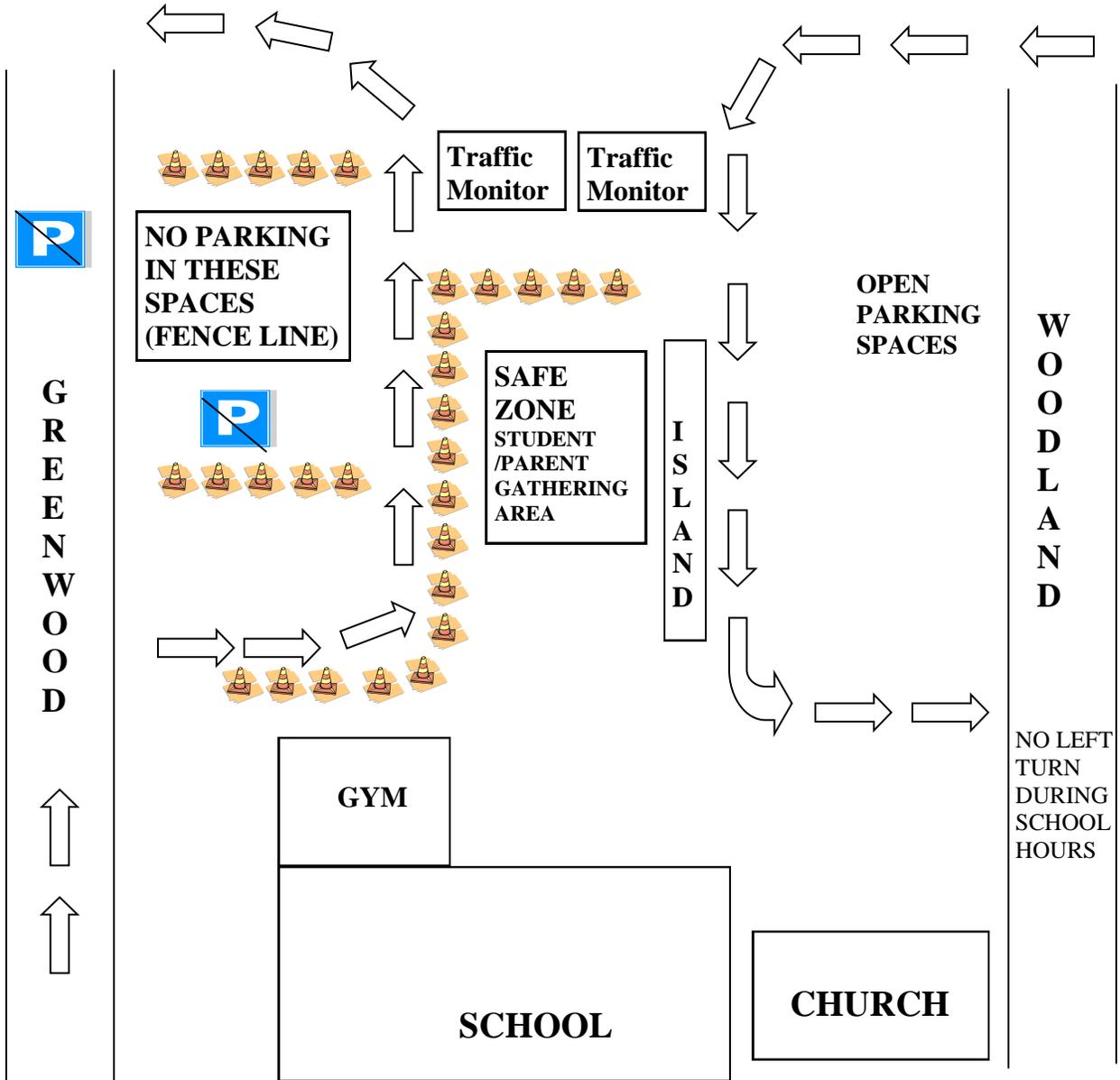


NO PARKING 7:30-8:30 & 2:30-3:30



Fence Line parking
-limited spaces

Pick Up Procedure: Drivers should enter from either Greenwood (south entrance) or Woodland (north entrance) and follow the traffic flow pattern (see below). The only parking available will be along the fence or in the church area parking. There is no parking allowed on the street along Greenwood.



HARMON STREET



NO PARKING—BUSES ONLY!