

**Due to unforeseen or extenuating circumstances, students will be allowed one tardy a month without consequence.** Mrs. Chippendale will monitor the lateness of all students and the following consequences will result in subsequent tardy offenses:

- 2<sup>nd</sup> offense – a loss of 5 minutes of recess time (students in Kindergarten through Grade 4) or be detained for a 15 minute detention after school (students in Grades 5 through 8)
- 3<sup>rd</sup> offense – a loss of 10 minutes of recess time ( students in Kindergarten through Grade 4) or be detained 20 minutes after school (students in Grades 5 through 8)
- 4<sup>th</sup> and subsequent offenses are considered excessive - a notification letter will be sent home to be signed by a parent/guardian and returned to Mrs. Chippendale. The student will also lose their entire lunch recess (students in Grades Kindergarten through Grade 4) or be detained for a 30 minute detention (students in Grades 5 through 8).
- Once a student has been tardy a total of 25 times throughout the school year, which is considered extremely excessive, the student will lose their entire recess time for the day (students in Kindergarten through Grade 4) or be detained for one hour (students in Grades 5 through 8).

**Students arriving at school at or after 8:20 a.m. must be escorted into the building by a parent/guardian and signed in with Sr. Timothea or Mrs. Chippendale. At that time, the student will be given a tardy slip and sent to class.**

### **Medical/Dental Appointments**

Parents are asked to schedule medical, dental, or orthodontic appointments outside school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents need to give written notification to the classroom teacher, a day before the scheduled appointment, when possible. You may pick up your child at the school office.

For safety and liability reasons, the school will not permit students to walk to medical or dental appointments during school hours. All students leaving for an appointment, and/or returning to school after an appointment, during school hours must be signed in/out by a parent, guardian or an authorized adult listed in the student's file.

### **Electronic Policy**

**All students in Pre-K – Gr. 8 are not allowed to bring electronics to school.** Valuable audio/visual equipment such as, but not limited to; *IPods, IPads*, MP3 Players, electronic handheld game players, portable DVD players, electronic book readers, laptops, and any other electronic devices must be left at home. **Cell phones are not allowed in Pre-K – Gr. 4.** If it is absolutely necessary for your child in these grades, to have a cell phone, a parental request and written authorization must be received before permission is granted.

**Students in Grades 5 through Grade 8 are allowed to have cell phones with written parental authorization.**

**Students with a cell phone need to turn the cell phone off prior to entering the school, give the cell phone to his/her homeroom teacher, request the return of the cell phone at the end of the school day/homework club/extended care. A student is not to use a returned cell phone until he/she has left the school building. The first occasion that a cell phone is not turned off, the student will be called to the office to turn off the phone. The consequence for not turning off a phone for a second time is a one week loss of cell phone privileges and notification given to parents. The consequence for not turning off a phone for a third time is a one month loss of cell phone privileges and a letter noting that another offense would result in total loss of cell phone privileges.**

The school does not accept responsibility for any lost or damaged equipment.

### **Homework Policy**

The purpose of homework is for the students to review, enrich, and develop a greater understanding of subject matter introduced in the classroom. Each classroom/subject teacher provides students with his/her own homework policy. Students and parents should familiarize themselves with the classroom homework policy. Students in Grades 6, 7, and 8 may expect a minimum of 1 ½ hours of homework each day. Grades 4 and 5 may expect 45 minutes to an hour of homework per day. Homework allotted to students in the lower grades varies depending on the age and ability. Assigned IXL homework is given in place of Math or ELA homework and is given for a specific period of time – example: 20 minutes.

### **School Property/School Supplies**

Holy Name School belongs to all members of the parish community. It is the responsibility of all students to maintain all property and materials (including desks, chairs, books, etc.) in good condition. **Any abuse of school property/materials will require restitution by the student and/or family.**

**School property includes all land within the perimeter of the school site and all school buildings, structures, facilities, computer networks and system, and school vehicles, whether owned or leased by the diocese, and the site of any school-sponsored activity.**

**Every student is required to have a school bag/backpack; a doctor's note is required for rolling backpacks. Textbooks must be covered at all times.** They must be kept clean and carried in the school bag/backpack. **Lost or damaged books (including library books) must be replaced and paid for by the student.** Each teacher has requirements for supplies; these supplies are listed on our website [www.hnsfr.org](http://www.hnsfr.org) according to the grade, and a copy of the list will be given by the classroom or subject teachers. Art supplies will be required for Grade 1 through Grade 8, and a supply list will be sent home from the Fine Arts teacher, Miss Grace

**Assignment books are mandatory for Grades 2 through Grade 8. We ask that you purchase the required assignment book through the school. The approximate cost for the assignment book is \$4.00. Students will receive the assignment books during the first week of school and payment needs to be returned to the school office in a timely manner, in an envelope marked with the student's full name, grade, "Assignment Book". Students in grades 2 through 8 are expected to write in the assignment book each day recording homework, tests, quizzes and projects.**

### **SCHOOL UNIFORM REQUIREMENT**

**All students are expected to wear the required uniform for their grade level.** The uniform requirement is intended to release the students from the societal influence of fashion; offering them the opportunity to focus on academic objectives and to emphasize the importance of their education. **The school uniform and the student's personal appearance should always be neat and clean reflecting personal and school pride.**

**The school uniform may be purchased through *Donnelly's Uniforms (1-800-498-0045)*.** Periodically during the school year, Holy Name parents host a "uniform swap". These items are stored on racks which are stored in the stage area and are available to parents as needed. Parents are asked to contact Mrs. Chippendale if they wish to look through the available uniforms. A scheduled uniform swap will be noted on the school calendar. Lightly worn and in good condition, outgrown uniforms may be donated to the school, and repurposed for the "swap" at no cost to the parents.