

3. **If the parent is not able to obtain a satisfactory solution through the Principal**, the Pastor of Holy Name Parish should be notified in writing with a copy to the Principal. All pertinent facts should be provided to avoid delay and confusion. The Pastor is the ultimate authority on all matters in the Parish and will make the final decision after hearing all sides of a particular issue.

Retention

Retention is the decision of the Principal based on academic records/grades and the recommendation of the classroom teacher.

A Middle School (Grades 6 through 8) student who is retained and chooses to remain at Holy Name School will be placed on Academic Probation for the first trimester of the following year. If the student does not maintain passing grades in at least five (5) major subjects during that time, the student and his/her parents/guardians will have a conference with the Principal and teachers to determine whether or not Holy Name School is meeting their child's academic needs. If it is decided that Holy Name is not the best placement or if the student exhibits an attitude of non-compliance with the school's policies, the school will begin the student's transfer process to another school.

STUDENT/PARENT RESPONSIBILITY AND STUDENT CONDUCT GUIDELINES

Attendance

Beginning on the very first day of school, punctual, regular attendance is of prime importance to the development of a conscientious and prepared student. It is strongly recommended that parents emphasize this importance by keeping children home for serious reasons only and by training children to be punctual.

Absence

If, for any reason, a student is absent from school, **parents must call the school office (508) 674-9131 by 8:30 a.m. to report the absence and reason.** If the office is not notified, a parent/guardian will be contacted to verify the absence. If no verbal contact is made, **the child must bring a note from home stating the cause of the absence.**

*** A student who is absent five or more consecutive school days is required, by state law, to have a doctor's note.**

Students are required to make up all class work and homework missed in all subjects because of the absence. Make-up work needs to be completed within a time equal to that of the absence. (i.e. 1 day absent – 1 day to complete, and etc.) Please be sure to check your specific teacher's homework guidelines.

Students who are absent may not attend any extra-curricular activity, including school dances or sporting events scheduled on the day of the absence. If there are extenuating circumstances requiring the absence, please notify the Principal and an exception to the rule may be possible.

Vacations

We request that family vacations should only be scheduled during designated vacation times noted on the school calendar. Vacation time taken during school time interferes with the progression of learning material and the student's understanding/mastery of subject matter being taught. It is very difficult for teachers to determine what material will be covered or assigned as homework in any subject a week in advance. **Teachers cannot provide class work and homework for vacation time taken during scheduled school time.** Please refer to your specific teacher's classroom homework/grading policy.

Tardiness

Students who arrive at school after 8:05 a.m. are considered tardy and need to report to the Parish Center until Morning Prayer is finished.

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:

- 2nd 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)
- 3rd 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)
- 4th 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.