



# **HOLY NAME HIGH SCHOOL**

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## **2009-2010 Student / Parent Handbook**

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## Mission Statement

*The Mission of  
Holy Name High School  
is to provide a genuine  
Catholic Education  
for young men and women  
with opportunities to experience  
Academic Excellence  
In a Caring Community of Faith  
In order to develop the whole person  
Who seeks to live the Gospel Values.*



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**Web Site: <http://www.gohnhs.org>**

## **ADMINISTRATION**

	<u>Name</u>	<u>Extension</u>
<i>President</i>	Reverend John A. Frink, M.Div. frfrink@gohnhs.org	11
<i>Principal</i>	Mr. Keith S. Lasser, M.A., M.Ed. klaser@gohnhs.org	15
<i>Director of Student Life/ Athletic Director</i>	Mr. William Hess, M.Ed. whess@gohnhs.org	20
<i>Director of Studies</i>	Mrs. Alice Einolf, M.Ed. aeinolf@gohnhs.org	25
<i>Director of Institutional Advancement</i>	Mr. Tony Balistrere, M.Ed. tbalistrere@gohnhs.org	23
<i>Director of Counseling and Campus Ministry</i>	Mrs. Suzanne Kase, M.Ed. skase@gohnhs.org	610-898-9253
<i>Director of Career Planning</i>	Mr. Josh Ditsky, M.Ed. jditsky@gohnhs.org	610-898-9252
<i>Director of Facilities and Grounds</i>	Mr. Stephen Gass, A.S. sgass@gohnhs.org	19
<i>Finance</i>	Mrs. Sherri Carrier scarrier@gohnhs.org	14
<i>Main Office</i>		10
<i>Student Attendance</i>		12

## STAFF

Mr. Joe Berger	Maintenance
Mrs. Teresa Bonanno	Guidance Office
Mrs. Kristen Kohl	Main Office
Mrs. Karla Lewars	Tuition Office
Mrs. Paula Ogeka	Reading Specialist
Mr. George Vogel	Study Hall
Mrs. Debra LaManna	Extravaganza
Mrs. Danelle Fowler	Extravaganza
Miss Tina Sarvas	Main Office

## FACULTY

Mrs. Mary Ann Buchanan, M.A.	Science
Mr. Stephen Bujno, M.A.	Theology
* Mrs. Heather Burt, B.S.	Art
* Mrs. Ann Charles, M. Ed.	English
* Mr. Scott Charles, B.S.	Physical Education, Health
Mr. John Clauss, M.Ed.	Science
Miss Hilarie Condrack, B.S.	Librarian
* Mrs. Kerri Confora, B.S.	French
Mrs. Elizabeth Eshbach, B.S.	English
Mr. Timothy Garvey, B.S.	Science
* Mrs. Debra Hannahoe, B.S.	Science
Miss Kimberly Harpst, B.A.	Theology
* Mrs. Lora Hoffman, M.A.	Social Studies
* Mrs. Marie Jablonski, B.S.	Computer
Mr. Richard Keeley, B.S.	Conditioning/Social Studies
* Mr. Frederick Lanciano, B.A.	Theology
* Miss Stephanie Marmarou, M.A.	Spanish
Mrs. Cynthia Morgan, B.S.	Mathematics
* Mrs. Kathleen Moul, B.S.	Mathematics
Miss Patricia Murphy, M. Ed.	Mathematics
Mr. Chad Olivard, B.A.	Theology
Mr. Michael Ricco, B.S.	Social Studies
Mr. James Sparks, B.S.	Social Studies
Mr. David Stahler, B.S.	Mathematics
Mr. David Staub, B.S.	English
Mr. Michael Wildoner, B.S.	English

*\*Department Chairman*

# HOLY NAME HIGH SCHOOL CALENDAR AUGUST 2009 – JUNE 2010

## FIRST SEMESTER

### AUGUST

Tuesday	25	Faculty Retreat
Monday	31	First Day of School for Freshman

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### SEPTEMBER

Tuesday	1	First Day of School for Upperclassmen Freshman Picnic – 5-7pm
Wednesday	2	Freshman Pictures
Thursday	3	Upperclassmen Pictures
Monday	7	Labor Day Holiday – School Closed
Friday	18	NHS Induction
Friday	25	Student Council Induction

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### OCTOBER

Thursday	8	Early Dismissal - 11:30
Friday	9	Extravaganza – School Closed
Monday	12	Diocesan Convention – School Closed
Thursday	15	TAP Induction

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### NOVEMBER

Friday	6	1st Quarter Ends
Monday	16	Report Cards Issued
Wednesday	25	Early Dismissal – 11:30
Thurs. & Fri.	26, 27	Thanksgiving Holidays – School Closed
Monday	30	School Closed – Faculty In-Service

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### DECEMBER

Tuesday	1	School Closed – Faculty In-Service
Wednesday	23	Early Dismissal – 11:30
Thurs. – Thurs.	24 to 31	Christmas Holidays – School Closed

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### JANUARY 2010

Friday	1	New Years Day - School Closed
Monday	18	Faculty In-Service – School Closed
Tues. – Thurs.	19, 20, 21	Mid-Term Examinations – Early Dismissal 11:00
Friday	22	Pro-Life March, Washington, D.C.

# HOLY NAME HIGH SCHOOL CALENDAR AUGUST 2009 – JUNE 2010

## SECOND SEMESTER

### JANUARY 2010

Sunday	31	Open House and Registration 1:00-3:00p.m.
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### FEBRUARY

Monday	1	Report Cards Issued
Monday	15	President's Day – School Closed

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### MARCH

Friday	12	Early Dismissal – 11:30
Wednesday	31	Early Dismissal – 11:30

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### APRIL

Thurs. – Mon.	1, 2, 5	Easter Holiday – School Closed
Monday	12	Report Cards Issued
Friday	30	School Closed

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### MAY

Thursday	20	Athletic Banquet
Thursday	27	Academic Banquet
Monday	31	Memorial Day – School Closed

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### JUNE

Mon. – Wed.	7, 8, 9	Final Examinations – Early Dismissal – 11:00
Wednesday	9	Baccalaureate – 7:00p.m.
Thurs. & Fri.	10 & 11	Early Dismissal – 11:30
Thursday	10	Graduation, Franco-Post Auditorium – 7:00p.m.
Friday	11	Last Day of School
Monday	14	Faculty In-Service

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**Catholic Schools Week:  
February 1 through February 5**

# PHILOSOPHY OF HOLY NAME HIGH SCHOOL

**The basic principles of Christian education, as enunciated in the declaration of Christian Education, underscore the philosophy of Holy Name High School.**

Everyone has an inalienable right to an education corresponding to his proper destiny. A true education aims at the formation of the human person with respect to his ultimate goal, and with respect to the good of those societies of which he is a member and in whose responsibilities as an adult he will share.

The patron and model of our school is Jesus Christ, whose name is Holy and who wishes to enter the lives of all the students in order that He may give a deeper meaning to their existence. Holy Name's philosophy, therefore, is Christ-centered.

The Holy Name High School community is composed of administration, faculty, staff, alumni, students and their families who bring with them a variety of racial, ethnic, cultural, economic and religious backgrounds. Students are assisted in the harmonious development of their moral, spiritual, social, intellectual and physical gifts. In addition, Holy Name High School endeavors to sustain students emotionally and strengthen them physically through competitive experiences in various extracurricular activities, thus developing the whole person.

Holy Name High School acknowledges parents and guardians as the first and foremost educators of their children. It is their task to promote moral principles, infused with a love and reverence for God.

Hence, the family is truly the first school of society's virtues. Holy Name High School complements and supplements this development by communicating the life of Christ to students as it assists them to grow into the fullness of that same life. It imparts knowledge and necessary skills to prepare them to become responsible members of society.

In order to provide an environment for intellectual growth, Holy Name's curriculum stresses the acquisition of knowledge guided by faith and the formation of the will through effective discipline, thus preparing students for the future. Basic skills and competencies required for life—employment, marriage, continued education, vocations and avocations—are encouraged. The expanded use of educational innovation, individualized instruction, computer technology and vocational training, coupled with the use of traditional techniques and a "return to the basics," helps promote personal responsibility, critical judgments, clear thinking and mastery of subject areas.

Among all the agencies of education, teachers have a special importance in Holy Name's philosophy. Their task is to cultivate students' intellects with unremitting judgment, to provide the cultural heritage of past generations, to promote a sense of Christian values, to challenge students to seek higher goals and to fulfill their unique and individual God-given potential.

Finally, Holy Name High School is a living, active, conscious faith-community that endeavors to involve pastors, administration, faculty, staff, parents, students and the entire community. It endeavors to prepare the students to live a fully human life in their own society, while striving to reach their eternal goals.

Holy Name High School's philosophy is best summed up in the words of Pope Pius XI. The student should be "a supernatural man who thinks judges and acts constantly and consistently in accordance with the right reason, illumined by the supernatural light of the example and teaching of Jesus Christ."

## **AIMS AND OBJECTIVES OF HOLY NAME HIGH SCHOOL**

1. The goal of the administration and instructional personnel at Holy Name High School is to teach as Jesus did.
2. Holy Name High School is dedicated to assisting students to realize their full potential both in their chosen careers and in their allegiance to God, Church, and nation.
3. Holy Name High School emphasizes the importance of true Christian witness in word and deed throughout the lifetime of the student.
4. Holy Name High School presents an opportunity for students to develop academically, spiritually, socially, physically and emotionally by providing an environment which is both challenging and caring and based upon Gospel values.
5. Holy Name High School seeks to promote stewardship as a way of life so that the blessings bestowed by Almighty God will be used to the fullest measure in service to others.
6. All curricular, co-curricular, and extra-curricular activities of the institution are designed to promote the common good and further augment the principles of faith, hope and charity in which our Christian heritage is rooted.
7. Holy Name High School provides an opportunity for social outreach through its incorporation of community service prior to and as a requirement for graduation. Holy Name High School provides continuing opportunity for the faith renewal of its administration, faculty, staff and students in the overall development of the school as a true "Community of Faith."
8. The administration, faculty, staff, students and alumni of Holy Name are encouraged and expected to serve and lead the institution in the realization of its Mission.
9. Holy Name High School is dedicated to a spirit of ecumenism. As a Catholic secondary school of the Diocese of Allentown, all students are expected to demonstrate respect for the tenets of Catholicism and to live according to true Christian principles, which recognize the dignity of the individual and respect for the sanctity of life.

## **ALMA MATER**

Above the rest there rises high  
A spirit strong and true  
For Alma Mater do we vie  
All hail the white and blue

We treasure all the memories  
The friends, the joys, and tears  
And many other reveries  
We'll cherish through the years

Your brotherhood, integrity  
Your honor, goals, and fame  
To these we pledge our loyalty  
We hail thee, Holy Name

Above the rest there rises high  
A spirit strong and true  
For Alma Mater do we vie  
All hail the white and blue

We treasure all the memories  
The friends, the joys, and tears  
And many other reveries  
We'll cherish through the years

# ACADEMICS

## REQUIREMENTS FOR GRADUATION

Graduation from Holy Name High School requires satisfactory completion of the following basic required courses mandated by the Commonwealth of Pennsylvania and the Diocese of Allentown:

Theology . . . . .	4 credits
Mathematics . . . . .	4 credits
English. . . . .	4 credits
Social Science . . . . .	3 credits
Science. . . . .	3 credits
Language/Humanities. . . . .	2 credits
Electives . . . . .	4 credits
Phys Ed. /Health. . . . .	1 credit

**Total:** 25 credits required for graduation

Besides meeting the academic criteria, in order to be eligible to participate in Baccalaureate and Commencement ceremonies and to receive a diploma, a student:

1. Must have a passing grade in conduct.
2. Must have fulfilled a required Service Project.
3. Must have satisfied all the financial obligations owed to the school.
4. Meet acceptable dress code standards as determined by the Director of Student Life.
5. Attend all Baccalaureate and Commencement rehearsals.

In addition, all financial obligations must be up to date in order for a student to take mid-year or final academic examinations or for the school to issue report cards or release any official school records (e.g. transcripts to colleges).

Each student is required to take six major subjects. Freshmen and sophomores follow a required academic roster. Juniors and seniors choose electives after fulfilling the required courses. All students take required minor subjects each year.

## REQUIRED COURSES

	<b>Grade 9</b>	<b>Grade 10</b>
	Theology	Theology
	English	English
	Mathematics	Mathematics
	Science	Science
	US/PA History I	World Cultures
	Language	Language
Minors:	Fine Arts	P.E.
	P.E.	Health
	Computer	
	7 Habits/Study Skills	
	<b>Grade 11</b>	<b>Grade 12</b>
	Theology	Theology
	English	English
	Mathematics	Electives - 3
	Science	Mathematics
	US/PA History II	Minor: P.E.
	Elective: 1	
	P.E.	

## CLASSROOM POLICY

Each teacher has a classroom policy paper which governs his/her specific academic discipline. Parents and students are informed of the teacher's academic expectations, grading policies, and classroom procedures via this policy paper. The policy paper is sent home to be reviewed, signed by both the parents and the student, and returned to the classroom teacher so that all stakeholders are informed of the stated expectations of the particular class. All policies on this paper are required to be followed by both the student and the teacher.

## CLASS RANK

Class rank is cumulative; i.e., it includes all previous years' work. It is based on a quality point system. Each major subject is weighted as to degree of difficulty and the level of presentation (Advanced placement, honors, college preparatory). The grade a student receives in a specific major subject is assigned an equivalent quality point based on the point value and level of presentation of that particular subject. The quality points of each major subject are then averaged. Using the previous cumulative point average and the current quality point average, a new cumulative point average is determined. (Beginning with the Class of 2013, class rank will not be reported.) Students are then ranked on the cumulative quality point average as indicated on the following page.

**Description of Levels:**

**Level 1 – General**

**Level 2 – College Prep**

**Level 3 – Honors**

**Level 4 – Advanced Placement**

<b><u>Grade</u></b>	<b><u>Level 1</u></b>	<b><u>Level 2</u></b>	<b><u>Level 3</u></b>	<b><u>Level 4</u></b>
100	3.60	4.00	4.40	4.80
100	3.60	4.00	4.40	4.80
99	3.52	3.92	4.32	4.72
98	3.44	3.84	4.24	4.64
97	3.36	3.76	4.16	4.56
96	3.28	3.68	4.08	4.48
95	3.20	3.60	4.00	4.40
94	3.12	3.52	3.92	4.32
93	3.04	3.44	3.84	4.24
92	2.96	3.36	3.76	4.16
91	2.88	3.28	3.68	4.08
90	2.80	3.20	3.60	4.00
89	2.72	3.12	3.52	3.92
88	2.64	3.04	3.44	3.84
87	2.56	2.96	3.36	3.76
86	2.48	2.88	3.28	3.68
85	2.40	2.80	3.20	3.60
84	2.32	2.72	3.12	3.52
83	2.24	2.64	3.04	3.44
82	2.16	2.56	2.96	3.36
81	2.08	2.48	2.88	3.28
80	2.00	2.40	2.80	3.20
79	1.92	2.32	2.72	3.12
78	1.84	2.24	2.64	3.04
77	1.76	2.16	2.56	2.96
76	1.68	2.08	2.48	2.88
75	1.60	2.00	2.40	2.80
74	1.52	1.92	2.32	2.72
73	1.44	1.84	2.24	2.64
72	1.36	1.76	2.16	2.56
71	1.28	1.68	2.08	2.48
70	1.20	1.60	2.00	2.40
F	*	*	*	*

## **CURRICULUM**

The current curriculum is described in the Course Description Booklet. All students are required to take six (6) major courses each semester. The criterion for a Major Course is a planned course of instruction estimated for completion in no fewer than 120 clock hours for year courses or no fewer than 60 clock hours for semester course.

Early in the second semester, course selection information for the following year is distributed to upperclassmen. Selection decisions should be made thoughtfully, responsibly, and realistically. Students are encouraged to discuss their selection with parents, teachers, guidance personnel, and department chairpersons/coordinators. On the basis of individual interest, ability, and past performance, the student is guided to select those courses that best meet his/her needs.

Course selection sheets handed in after the set due date are subject to a one dollar a day fee for each day late. The Studies Director makes all course changes. Students may not drop courses once the school year has begun. Changes in course selection will be permitted only for adequate reasons and upon payment of specified fee. Such changes for the next school year should be made before the close of the current year although scheduling for the next year will be in progress.

Once the form is handed in, the selections will be considered final so that we may start to finalize the number of classes and the teachers who will be required to teach. Any change requests after March 12th will be considered late changes. These change requests will require a conference with the Studies Director and the parents/guardians, along with a fee of \$75. There is no guarantee that a student will be able to adjust his/her schedule at this time.

## **DUAL CREDIT COURSES**

Dual Credit Courses are taken for both high school and college credits. Most of the courses are offered for 3-4 college credits, and in some cases 6-8. A student does not have to take the course as a dual credit but may take it for high school credit only. If it is taken for college credit, there will be an additional cost.

Registration for dual credit courses must be completed by the first Monday in October. This information is available in the Studies Office.

## **FAILURE NOTICES**

Since parents can check their child's grades daily using our online grade book, failure notices are not issued.

## **FAILURE FOR THE MARKING PERIOD**

If a student fails a subject for a quarter, an “F” will appear on his/her progress report. Student and parent cooperation with the teacher is necessary in order for the student to achieve better than a passing grade for the year.

For freshmen only, per diocesan policy, the grading policy for numerical grades is that the lowest grade recorded for freshmen for quarters one and two is 65% and the first semester examination, quarters three and four is 60%. The lowest exam grade recorded will be 60%.

Students in grades 10, 11, and 12, for all quarters and examinations the lowest grade possible is 60%. This policy is for students who are working to the best of their ability and who have conscientiously completed homework and other assigned projects. Students not working or fulfilling their class obligations may be given actual grades received during the year. At the Principal’s discretion, the actual grade may be used for calculation of the final grades.

## **FAILURE OF ONE OR TWO SUBJECTS (Semester Courses/Year Courses)**

Students must successfully complete make-up work of all subjects failed. This must be done before the start of the new school year and can be done in one of the following ways:

1. Attendance at summer school.
2. Summer make-up work as approved by the Principal.

## **FAILURE OF THREE OR MORE SUBJECTS**

Students who have failed three (3) or more subjects must select one of the following options:

1. Disenrollment
2. Special programs as approved by the Principal in cases of severe hardship or unusual circumstances.
3. Repeat the grade.

If a course is not offered in summer school, the following regulations are in effect:

1. Anyone failing Theology for the year will be required to attend summer school at Holy Name High School at the cost of \$125.00. The summer course will consist of thirty (30) hours of remedial education within a span of three (3) consecutive weeks. A final examination will be given in the presence of a faculty member.

2. No student will be allowed to carry seven majors; therefore, classes may not be repeated the following year. All failures must be made up during the summer in order for a student to have the required credits to graduate.
3. Students will have to make up a failed course through a summer school program approved by Holy Name. Students will not be allowed to commence classes the next school year if they have not successfully completed courses in summer school.

## **COLLEGE COURSES**

Students taking a college level course off campus for high school credit are required to comply with the following requirements:

1. The student must supply the Studies Office with a syllabus of the college course before registering for the course.
2. The course taken will appear on the student's transcript, although the grade will not be part of the cumulative GPA calculated.
3. The Studies Office will submit its decision to the Diocesan Office of Catholic Education for approval.

## **CAREER AND TECHNOLOGY CENTER**

All 11th and 12th grade students can participate in a program of instruction at the career and technology centers. Students in the program spend one-half day at Holy Name and one-half day at the center. Upon successful completion of graduation requirements, Holy Name will award a diploma. Since students are expected to adhere to the requirements and standards of both schools, students are expected to attend the Career and Technology Center on days when Holy Name may not be in session.

If students wish to remain at Holy Name for an assembly or other program, they need prior written permission from the Director of Studies. The proper school authorities will notify the principal of the career and technology center. On shortened class schedule days, the career students are to report to the school library prepared for a study hall until their regular dismissal time.

Students shall remain in their school uniform during that time. Students interested in registering for one of the career and technology center programs may obtain information from the Director of Studies before the end of the first semester.

## **COURSE CHANGES AND DROP POLICY**

Students cannot drop out of Honors, VHS, or AP courses after the first full week of school is complete.

## HONOR ROLL

*Distinguished Honors* – minimum of 93% general average with no grade lower than 90% and passing all minor subjects.

*First Honors* – minimum of 90% in all major subjects with no grade below 87% and passing all minor subjects.

*Second Honors* – minimum of 85% in all major subjects with no grade below 82 and passing all minor subjects

## PROGRESS REPORTS (REPORT CARDS)

Students will receive Progress Reports in their homeroom one week following the end of each quarter. End of year report cards will be mailed home.

## PROGRAM OF STUDIES

**Course Selection Procedure** – Course Selection Procedure – Each student will receive a course selection booklet that lists the subject offerings for a given school year. Each student must select his/her subjects for the coming year based on his/her ability, goals and teachers' recommendations.

1. To select a particular subject, the student must meet the basic requirements of the course in achievement and ability. A teacher recommendation of the subject must be obtained.
2. Most of the courses are tracked according to achievement, ability and teacher recommendation. Conflicts that arise due to scheduling difficulty will be remedied by the Studies Office, keeping the school's resources and the student's abilities as compatible as possible.
3. The Studies Office, after conferring with the Department Chairperson, is the final arbiter in decisions relevant to student placement in courses. When a conflict occurs in scheduling, the Studies Office will consult with the student to finalize the schedule.
4. Lunch periods are not open to free choice on the part of the student. Lunch periods are based on the scheduled courses of each student and the seating capacity of the cafeteria.

## **ACADEMIC PROMOTION AND WITHDRAWAL**

Ninth grade students with five failures at the end of the first semester may be dismissed; tenth, eleventh and twelfth grade students with four failures at the end of the first semester may be dismissed.

Students must receive a final grade of 70% in all subjects to be promoted. A student with a failure of one or two subjects must successfully complete make-up work done by going to summer school. Students must submit to the Studies Director a satisfactory completion certificate from a summer school program prior to the first day of classes. Students who fail to comply with this requirement will not be allowed to begin classes.

A student may be dismissed for a combination of academic failure, attendance, and/or disciplinary problems. Final decision is made by the Principal.

## **ACADEMIC INTEGRITY**

Holy Name High School expects all students to abide by the Oath of Academic Integrity which is: "On my honor, I will neither give nor receive any unauthorized assistance on any homework, quizzes, test papers, exams or any other assignments deemed appropriate by my teachers." Any student caught cheating will be given the following punishment: 20 demerit points and after-school detention. The classroom teacher will determine further academic consequences.

## **PLAGIARISM**

Plagiarism is presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism involves the improper use of material in essays or other assignments. It can occur through carelessness and negligence when a student is preparing an essay or it can occur as a result of intentional deceit. This is committing a form of academic dishonesty. Because academic integrity is an important part of all institutions, harsh consequences will be enforced for violation of this policy. A student who violates Holy Name High Schools' school-wide plagiarism policy will receive a mark of zero for the assignment that had been plagiarized.

# **GENERAL INFORMATION**

## **APOSTOLIC SERVICE**

More than any other program of education sponsored by the Church, the Catholic School has the opportunity and obligation to be oriented to Christian service.

Diocesan policy mandates that service be part of the Theology curriculum. Holy Name students are required to perform service at each grade level.

Service must be uncompensated, voluntary ministry to a community organization or institution. Service is generally not to be performed during school time or on the school campus. It may be completed at one and/or possibly several sites approved by the respective Theology teacher.

In order to successfully complete an academic year as well as fulfill graduation requirements, service hours must be performed as required for each grade level. End of the year Progress Reports will be withheld from those students who have not fulfilled this requirement.

At the beginning of the school year in all Theology classes, students will be given an "Apostolic Service Program" handout, as well as a "Student Commitment Form" which will include parental permission to perform service at a specific locale.

## **ATHLETIC AND ACTIVITY ELIGIBILITY**

Although student participation in athletics and activities is highly encouraged, we believe as a school community that such involvement is a privilege and not a right. Such participation is never to be enjoyed to the exclusion of satisfactory academic performance.

Therefore, to ensure the maintenance of a proper balance between academics and activities, the following regulations are applied:

1. A student must be passing four (4) major subjects and may be failing (2) major subjects to remain eligible. All Holy Name students carry six major subjects each and every year.
2. Eligibility is determined on a weekly basis.
3. Student eligibility will be from Monday through Sunday of the following week after the academic update.
4. Although this is a weekly check, it is a cumulative process. Even though a student passed a test in a given week, that student remains ineligible to play because he/she failed previous tests or failed to turn in a major project.
5. All eligibility sheets are submitted by Friday (or the last day of school in a week) of each week to the Director of Student Life.

**Attendance** – Students who are absent may not practice on the day of the absence. The Director of Student Life or the Principal may waive this rule if a valid excuse for absence is submitted in writing in advance.

**Financial Aid** – There are no financial grants available specifically for athletes.

**Lateness** – Students arriving to school after 10:00 a.m. are not eligible for practice or event participation. Exceptions can only be granted by the Director of Student Life or the Principal.

**Parental Approval Forms** – All athletes must have a “Parents or Guardian Permission Form” on file in the Athletic Office before practicing or participating in any competition.

**Physical Examination Form** – All athletes must have a Physical Examination Form, or recertification form, completed each season, signed by both the parent and the physician, on file in the Athletic Office before practicing or participating in any competition.

**Transportation** – All members of all teams must travel by bus to and from all games where transportation has been provided by the school. The only exception to this may be granted by the Director of Student Life 48 hours in advance of the game by means of a signed note from the parent. The permission will be granted from the Director of Student Life and given to the coach to allow the player to obtain alternative transportation.

Traveling to and from games with the coach and the team when transportation is provided is part of the Holy Name team experience.

It is understood that Holy Name does not provide transportation to and from athletic practice facilities. Therefore, parents and students have the responsibility for arranging this transportation.

Also, transportation is not provided for the members of the golf team nor for some weekend volleyball tournaments and track meets.

## **FAN CONDUCT AT ATHLETIC EVENTS**

PIAA, BCIAA and Holy Name rules state the following will not be tolerated:

- Banners, shakers, or signs carried, posted or displayed
- Provocative antics or stunts
- Menacing actions and obscene gestures or language
- Unsportsmanlike and illegal actions by coaches
- Sirens, whistles, horns or artificial noisemakers
- Streamers, paper, or anything thrown at any time during the game that could result in a technical foul.

Anyone under the influence of alcohol or drugs will not be admitted. Violations of any of these offenses will result in removal from the event.

## ATHLETIC AWARDS

An athlete will only receive one varsity letter. After receiving his/her letter, all additional letter winners will be awarded a pin of that sports' significance. There are no Junior Varsity letter winners.

## CRITERIA FOR ATHLETIC LETTERS

1. Play in half the quarters, halves, matches, innings of all seasonal sports.
2. Average one point per meet for cross-country or track.
3. Participate two years or more, inclusive of senior year.
4. Coaches' discretion.

## ATTENDANCE

**Diocesan and State Policy** — The Diocese of Allentown School Policy #5113 states: Students who are absent for more than twenty (20) days a year for whatever reason, (except a special health condition), will not be issued a report card or grades until all work is completed by one of the following:

1. **Summer School** – excessive excused or unexcused absences may result in the student being assigned to summer school. Students who are absent from school for more than twenty (20) days will qualify, unless they are able to provide adequate medical documentation explaining their absence.
2. **Make-up Assignments** – as approved by the principal outside of regular class assignments. A fee may be charged if the teacher has to provide special service.

In light of extenuating circumstances, the Principal may waive (1) or (2).

According to state and diocesan requirements, students are expected to be present each day school is in session; therefore, there must be a serious reason (e.g. illness, death in the family) to constitute a legal absence. The school is authorized to consider unexcused absences as truancy and must refer such cases to the truancy officer of the local school district in which the student resides. Holy Name will consider truant a student who is absent without a legitimate reason. Further disciplinary actions may be taken in response to a truancy case.

All student illnesses and absences from Holy Name High School require a phone call from the parent/guardian. This phone call should be received in the Main Office no later than 9:00 A. M. the day of the absence at the following number: 610-374-8361 ext. 12. If an attendance call is not received, the parent/guardian will be called at home and/or work for verification of the absence.

The student will be unable to resume extracurricular activities until the parent/guardian notifies the school of this absence. If the parent has no knowledge of the student's absence, the student will be deemed truant. Appropriate disciplinary action will be taken. The school is authorized to consider an unexcused absence as truancy and may refer such cases to the local district magistrate's office. Students will be responsible for any court costs resulting from the truancy.

Upon returning to school, the student must present a written excuse from the parent or guardian to the Main Office before returning to class. Any student who is absent three days in succession or who has a prolonged illness, or who is absent intermittently over an extended period of time, is required to submit a written explanation from a physician before returning to class.

A student who leaves school any time before 11:15 A. M. and does not return or any student who arrives at school after 10:00 A. M. will be recorded as absent for the day.

Any student who is absent from school may not participate in any after-school activities (games, practices, performances, dances, etc.).

All physician and dental appointments, as well as family vacations, should be scheduled during non-school time. Students being dismissed early for necessary doctor or dentist appointments must bring a note from that respective office the next school day. This excuse should be handed in to the Main Office. It is essential that we keep accurate attendance records with verifiable reasons for mandated state records.

**Early Dismissal From School** – Students who must leave school before the end of the day are required to bring a written excuse, signed by the parent or guardian, to the Main Office as soon as they arrive at school in the morning. They will be issued a pass to leave class at the designated time. Students shall sign out in the Main Office (this includes students leaving the building because of illness) before leaving the building and sign in upon arrival back at school.

**Lateness** – Students are reminded that excuses such as car problems, oversleeping, traffic problems, missing the bus or ride, etc., are unacceptable. Only a medical or dental excuse, signed by a physician or dentist will be honored. Occasionally, an emergency will arise that will cause a student to be late for school. In this event, the student should have his/her parent call the school and write a note to explain the nature of the emergency.

Students are permitted two late arrivals in each semester. A phone call from the parents/guardian, before 8:00 a.m. and a note are required. Students are permitted two (2) unexcused morning latenesses in an academic semester. After four (4) or more latenesses (Excused and unexcused) in a semester, the student will receive an In-School Suspension for each unexcused lateness and a Saturday Detention. When a student arrives late to school, he/she must report directly to the Main Office for a late pass. After receiving the late pass, the student is to report immediately to his/her scheduled class.

**Family Trips** – Parents who must take their student out of school for family trips must submit a signed letter specifying the dates of absence. This letter is to be presented to the Director of Studies at least one week in advance of the trip. Students will notify their teachers via the form from the Main Office that must be submitted to the Director of Studies prior to the trip.

This form will serve as notice to the teachers that a student will be absent. The student is responsible for completing missed work within one week of returning to school unless otherwise specified by the individual teacher. Teachers have the option to not sign the form if they feel that this extended absence is detrimental to the student's academic work at that time. If work is not completed as directed by each individual teacher, the student may be assigned to attend make-up academic detention where work will be completed. This is not a reflection on their discipline or discipline grade.

## **BUCKLEY AMENDMENT**

Holy Name High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Parents may have access to review their student's records. This request must be made in writing to the Principal and the school will respond to the request in twenty-four hours. The Principal will set up an appointment with the parent within a reasonable period of time.

A qualified staff member will be present at the time of inspection to interpret data and to respond to questions.

In the absence of a court order, a non-custodial parent has access to the academic records and to other school related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a copy of the court order. The school shall permit record access to officials of the Diocese, State and Local officials to the extent that information is specifically required to be reported pursuant to a state law.

## **CHANGE OF ADDRESS / PHONE NUMBERS**

As soon as possible after a change of address and/or telephone number (home and/or work number) has occurred, a student must bring to the Main Office notification of the new information in writing.

If a change in parish is involved, the student must meet with the pastor of his/her new parish to arrange for parish subsidy. Especially in the case of an emergency, it is imperative that new phone numbers for both home and work are on file in the Main Office.

## **COLLEGE VISITATION**

Seniors and juniors are allowed a total of three visitation days. These three days can be taken in either their junior or their senior years, but shall not total more than three. Requests should be submitted in writing to the Director of Studies, 24 hours in advance. The student must return a form to the Director of Studies, signed by an authorized representative of the college, verifying the college visit.

## **DANCE REGULATIONS**

Holy Name High School is owned and operated by the Diocese of Allentown. While we all believe that dances are an important part of high school life, as a Catholic school we expect our students and their guests to behave appropriately. The best guidelines we can offer is to have the students ask themselves whether the style of dancing that they are engaging in would offend and embarrass their pastor or their parents. If the answer is yes then the dancing is inappropriate.

The following regulations must be followed:

1. Prior to the dance, student regulations for the dance including such details as the dress code, time, guest policy, cost, etc. will be promulgated.
2. If guests are permitted, they must be sponsored by a Holy Name student who will then be responsible for that guest. No guests over 21 years of age will be allowed. The Holy Name student bringing a guest will be required to have a form that is available in the school office, filled out for the guest to attend the dance.
3. A minimum of eight adult (faculty, staff, and parents) chaperones, or more if necessary, must be secured by the moderator. Chaperones oversee various areas of the building: doorways, lavatories, etc.
4. School personnel reserve the right to search purses, backpacks and the like when students enter Holy Name dances. Students attending school dances must submit to an alcohol breathalyzer test prior to entering the dance facility.

5. Since dances are school-sponsored events, all Holy Name codes of conduct are in effect for both students and guests. Any violations will be dealt with by the moderator of the dance as well as by the administration.
6. Proper attire as promulgated below must be worn by both students and guests in order to be admitted to the dance.
  - a. Girls may wear dresses, blouses, skirts, pants, sweaters, sweatshirts (with Holy Name designs only are permitted), jeans, shoes, sneakers. No bare midriffs will be allowed. Any female student who dresses immodestly as determined by the moderator will be asked to leave.
  - b. Boys may wear dress shirts, sport shirts, sweaters, sweatshirts (with Holy Name designs only are permitted), pants, jeans, shoes, sneakers.
7. Tank tops, T-shirts, sweatpants, shorts, as well as ripped, torn or cut clothing, are not allowed to be worn by students or their guests.
8. Parents/rides are requested to be here no later than 15 minutes after the end of a dance to pick up a son or daughter. Students who are in the school or at the site of the dance after that time will be prohibited from attending future dances. Once a student has left the dance, he/she will not be permitted to re-enter.
9. The Prom may only be attended by those students who have completed all of their service hours, have completed all retreat requirements, and are current on all financial responsibilities to Holy Name High School.
10. Students will only be allowed "face to face" dancing. Students who are dancing inappropriately as determined by the chaperones will be required to leave the dance.

## **DRESS CODE**

Students are required to be in school dress upon entering and leaving the building. The only exception to this occurs at the end of the day when a student is required to change for athletics or a related activity. Career and Technology students may change 10 minutes before signing out for the center in the Main Office. Homeroom teachers are required to report any student out of dress code during the morning homeroom period. The administration reserves the right to be the final arbiter on any dress code or uniform issues.

# **BOYS**

## **WINTER DRESS CODE**

**Shirts** – White or Blue Oxford permanent press dress shirt with a button-down collar. Every button must be fastened at all times, including cuffs. Shirts shall remain tucked in at all times. Sleeves shall not be rolled up. Only gray, navy blue, or plain white T-shirts may be worn under the dress shirt.

**Ties** – Boys must wear an approved school tie which is available in the school store.

**Slacks** – Khaki dress slacks (no Dickie brand, cargo or corduroy pants) Slacks must be worn at the waist and must be kept clean and neatly pressed. They shall have properly tailored cuffs and shall not be frayed, ripped or stained.

**Belts** – Fabric belts or leather dress belts are allowed. Acceptable colors are navy blue, brown, khaki, cordovan, or black. Bizarre or large size (as determined by school administrators.) belt buckles are not allowed.

**Sweater/Blazer** – School sweater with the official school seal (available through McGinn School Apparel and the school store) or a Navy blue, single-breasted blazer. Sweaters and blazers shall have no holes. Pins, buttons, ribbons etc. are not allowed on the sweater or uniform.

**Footwear** – Leather shoes only with a complete hard sole, cut below the ankle, in either brown, navy blue, black, or cordovan. Open-toed shoes, flip-flops, sandals, open-backed shoes, hiking shoes, or work boots are not permitted. Sneakers may only be worn in gym class or on “Dress-down days.” Socks shall be worn.

**Grooming** – Boys are to be clean-shaven. Mustaches, beards and sideburns that are longer than the bottom of the ear lobe are forbidden. Hair must be above the collar and may not extend below the eyebrow or over the tops of the ears. Bizarre hair-dos and makeup (example: spiked, unnaturally colored dyed; i.e., hair must be natural looking) are not acceptable. Boys who are required to shave after arriving at school will receive demerits and shall be fined \$1.00 to pay for shaving supplies.

**Jewelry** – Watches and one ring are the only jewelry items allowed.

**Prohibited Items** – Headbands, suspenders, scarves or bandannas, non-uniform shirts (chambray, denim), tank tops, any necklaces that are visible when wearing the school uniform to include religious medals, rolled up or spiked trouser cuffs, ankle-length coats (“Gothic Look”), spiked bracelets, visible key chains either on a belt clip or worn on lanyards, hats inside the school, earrings, and visible tattoos, are all prohibited.

## GIRLS

**Blouse** – White or light blue Oxford, permanent press dress blouse with button-down collars, tucked in at all times so that the waistband of the skirt is visible. Long sleeves shall be buttoned at the cuff. Only plain white, gray, or Navy blue T-shirts only may be worn under the dress blouse.

**Uniform Skirt/Skort** – The official blue plaid Holy Name uniform skirt or skort (available at McGinn School Apparel and the school store). Skirt hems must be no higher than one inch above the top of the knee

**Footwear** – Dress shoes cut below the ankle are the only acceptable style of shoes. Open-toed shoes, moccasins without soles, open-backed shoes, flip-flops, hiking shoes, or work boots are not permitted. Heels shall be no higher than an inch. Athletic shoes may only be worn in gym class or during “Dress-down days.”

**Socks** – Opaque, pattern-less, navy blue knee-high socks or opaque pattern-less Navy blue tights.

**Sweater/Blazer** – School sweater with the official school seal (available through McGinn School Apparel and the school store) or navy blue blazer. No pins, buttons, or ribbons are allowed to be worn on sweaters or blazers. Ripped elbows must be covered by patches which are available for purchase in the school store.

**Jewelry** – Watches, three rings, one necklace, three wrist bracelets and two pair of earrings maximum worn only in the ears (diameter not to exceed two inches or no longer than two inches) are the only jewelry items allowed. Any eccentric, excessive or unbecoming jewelry (As determined by the school administrators) is unacceptable.

**Prohibited Items** – Bizarre hair-dos (example: spiked, unnaturally colored dyed hair), hats, ankle-length coats (“Gothic Look”) may not be worn. Any type of excessive or unbecoming cosmetics (including bizarre nail polish or lipstick/gloss), and visible tattoos are prohibited. Sweat pants or pajama style pants may not be worn in the school with the school uniform.

**FALL AND SPRING DRESS CODE OPTION** – From the beginning of school until the first Monday in November and then from the first Monday in April until the end of the school year, students have the option of wearing the Navy or light blue golf-type shirt with the Holy Name High School crest or the Navy blue shirt with “Holy Name Blue Jays” embroidered on it. These shirts will take the place of the regular uniform blouse for girls and the shirt and tie for boys. Only gray, navy blue, or plain white T-shirts may be worn under the golf shirt. Boys or girls who opt not to wear the golf shirt may wear the standard uniform; however, they are not required to wear a sweater or a jacket. Students are not required to tuck in the new style shirt that has the elastic band at the bottom. Girls may wear the shirt with the elastic band at the bottom, outside their skirt and boys can wear the banded shirt outside of their pants. The shirts without the banded bottom must be worn tucked in. Students who have been repeatedly disciplined for not

tucking in their shirts may be required by the principal to purchase the banded shirts and wear them to school.

**DRESS DOWN DAYS** – Certain days are designated as “dress down” days. Some days follow specific themes for dress. In order for students to participate, they must follow the directive as published for that particular theme day. In the event a student does not dress per the theme of the day, he/she must wear the regular school uniform.

Dress down regulations: no skirts shorter than uniform skirt regulation, no tight fitting clothing, no low cut tops, no tank tops, and no half skirts. Jeans must fit properly without holes or tears. Rules for jewelry and shaving are in effect.

Students whom the school’s administrators deem are dressed inappropriately will receive a detention and may be required to leave school and return in the proper school uniform.

**NOTES:**

1. Individual exceptions to the dress code for personal and medical reasons will be considered, and if appropriate, granted by the Director of Student Life upon written request from a parent or guardian.
2. Students not in proper compliance with the dress code will be suspended from class and will be required to report to the Main Office until properly attired.
3. All students must be in total compliance with the Dress Code (with the exception of being allowed to remove the blazer) from 7:45 a.m. through 2:30 p.m. Any student participating in an on-campus after-school activity shall remain in their school uniform until they have changed into their practice/game clothing.
4. All students must have their shirts tucked in entirely around the waist unless they are wearing the “banded” golf shirt with the elastic bottom.

**DISCLAIMER**

Every attempt has been made to review the policies in this handbook to insure that there are no typographical errors. However, at times a mistake may occur. Unauthorized use or reproduction of Holy Name High School’s name or logo is not permitted. Holy Name reserves the right to take any or all legal action to preserve the rights of the school. Expressed written permission is required by the Principal to use the logo or name of Holy Name High School.

## **ELEVATOR**

The elevator may only be used by students who are in wheel chairs, on crutches or have a written order from their doctor. All written doctor orders are to be dated. The elevator cannot be used by students who have minor injuries such as sprained ankles. Any student using the elevator must report to the Main Office at the beginning of the day to sign out a key. The key must be returned at the end of each school day. If a key is lost or stolen, the student will be charged \$10.00 to replace the key. No student should be accompanied by another student in the elevator. If a student is helping with books, bags, etc., that student should take the stairs and meet the student using the elevator at the appropriate location. Exceptions, as appropriate, shall be submitted to the Director of Student Life for his approval.

## **FINANCIAL CONSIDERATIONS**

Holy Name High School is supported primarily through the tuition and fees that are assessed each student. Students come to Holy Name from different backgrounds and as such the tuition rates vary. The base rate for one child who comes from a Catholic parish is \$5700. Discounts are given for additional children from the same family. Also, for those students who are not supported by their parishes via a subsidy from the Diocese of Allentown there is an additional fee. Students who attend the Career and Technology Center are also given a discounted rate.

The tuition rate that is assessed each family does not cover the actual cost of educating each student. Therefore, and in order to provide each student with as complete and an education as possible, Holy Name assesses a school fee of \$1000 which helps to offset the difference in the actual cost per student. The school fee is used primarily for the use of the library, computers, lockers, printing costs, processing fees, postage, and extracurricular activities. The school fee also incorporates what was the fundraising obligation (see Fundraising below).

## **BILLING AND PAYMENTS**

Parents may choose to pay their tuition and fees in one of two ways: in full at one time or in eleven monthly installments. If parents choose to pay in one lump sum, this payment must be made no later than August 15. Parents who pay in one lump sum by July 15th will receive a 4% rebate check on the amount of tuition they pay. Payments postmarked after July 15th are not entitled to a discount. This check will be mailed in mid-August.

Parents who choose to pay their tuition and fees in eleven monthly payments must use FACTS tuition service that automatically withdraws the payment from your personal checking or credit account. The first FACTS payment is taken out in July on the 5th or 20th of the month and the last payment is taken in May. Please be aware that FACTS will assess a penalty if there are no funds available on the date of withdrawal.

## OTHER FEES

There are other fees that are assessed throughout the school year, these include, but are not limited to:

1. *Advanced Placement: Testing Fee:* Current rate per exam
2. *Driver Education Class Fee:* \$50.00 This fee is required for all students taking the Driver Education class. This fee is non-refundable after the first class session. This fee is for an independent provided who teaches the class.
3. *Dual Credit Fee:* \$75.00 per credit. Plus \$25.00 per class This fee is for those students who take Dual Credit courses through our partnership with Alvernia University. There is an additional per-credit fee that may be refunded by Alvernia University if the credits are not accepted by the college the student eventually attends.
4. *Graduation Fee:* \$100.00 This fee is for senior students only and covers the cost incurred for the graduation ceremonies.
5. *Parking Fee:* \$25.00 for all student cars parked in school parking area
6. *Registration Fee:* \$100.00
7. *Transcript Fee:* \$5.00 (per request)

**Please Note:** Examinations in January and May will not be given to any student with a delinquent account. Any unpaid balances as of June 15 will have an 8% interest charged against the account. No academic records, including mid-year transcripts to colleges, will be forwarded to another school for any student if financial obligations are not satisfied. Accounts must be paid up to date in order for students to receive class rings, take mid-term and final examinations, attend the Prom, receive progress reports, and for college transcripts to be processed. Participation in the graduation ceremony is contingent upon the full satisfaction of outstanding debts to the school. Students who are 60 days behind on any tuition payments may be disenrolled from the school until all delinquent accounts are satisfied. The Principal will make the decision to disenroll a student for unpaid tuition and fees. Annual tuition payment by check is preferred and may be made by mail or in person directly to the Main Office. Holy Name will not accept post-dated checks as a form of payment.

## FINANCIAL AID

The primary source of funds used to support the financial aid that is awarded to students is the State Tax Credit program, private donations and the tuition that is paid by other students to operate the school. We are pleased to be able to award financial aid because the mission of Holy Name demands that we help those who are unable to afford the full cost of tuition and fees. However, there is not an unlimited source of funds for financial aid and, therefore, every family must pay something for a student to attend Holy Name High School. Students who receive financial aid are

expected to maintain a passing grade in discipline and should also work to their potential in their academic pursuits.

Parents requesting financial aid must follow the following procedures:

1. A copy of the Student Aid Form from FACTS must be completed according to the directions and mailed with appropriate documentation to FACTS or submitted online to FACTS.
2. An interview with the Principal may be necessary.
3. In addition to the monthly agreed-upon tuition payments, fees must be paid in full and all fund raising quotas made in full or aid for the next school year will not be awarded.
4. If a student who receives aid transfers from Holy Name during the year, financial aid will be prorated according to the number of academic days attended.

Financial aid cannot be applied to school fees or fundraising. Families receiving financial aid are expected to participate in some of the many volunteering opportunities available at the school. Students not striving to excel in academics may jeopardize the amount that they may be awarded the next school year.

## **FUNDRAISING**

There is no obligation to participate in a fundraising program at Holy Name High School. However, as an option, students may participate in the school sponsored magazine drive in the fall as a way to reduce tuition payments in the spring. Any student who participates in the fall magazine drive will receive a reduction of 40% of their total sales spread out during the course of their spring tuition payments. (For example: if a student sells \$100 worth of magazines, \$40 will be deducted from tuition payments spread out over the months of February through May at a rate of \$10 per month)

## **INSUFFICIENT FUNDS**

A fee of \$35 will be assessed to cover bank fees for all checks submitted to the school by the bank that were rejected due to insufficient funds.

## **PRINCIPAL'S AWARD**

The top five students in the freshman, sophomore, and junior classes at the end of the first semester, will receive a \$1,000 tuition stipend for the next school year in recognition of their hard work and commitment.

## **FIRES/FIRE DRILLS**

The signal is the repeated ringing of the fire alarm bell. Quickly, quietly and in an orderly manner, students will leave the building by the routes indicated in each room. All doors and windows are to be closed before leaving. Silence will be observed so that instructions over the intercom can be heard. In the event that an exit route is blocked, teachers should direct the students along an alternate route.

## **FOOD AND BEVERAGES**

No food (including candy) or beverages are permitted outside of the cafeteria (i.e., not in hallways or classrooms). Due to breakage hazards, beverages in glass containers are not permitted at any time, anywhere on school property, except the cafeteria. Students are not permitted to carry beverage containers (e.g., bottled water, juices, soft drink cans, etc.) with them to the classroom or other instructional areas unless a valid medical reason exists.

## **HALL PASSES**

All students are required to have a teacher-provided hall pass in their possession whenever they are in the hallways when classes are in session.

## **HEALTH SERVICES**

The Pennsylvania Department of Health requires that all students have a record of immunizations on file in the school health room. Requirements have been changing yearly for the health of students. It is advised to keep records up to date since colleges also require this information. Immunizations are reviewed yearly and may need to be updated with your Primary Care Provider (PCP) with copy forwarded to the school health room.

Students' health screenings for height, weight, vision, and hearing are conducted yearly by the school nurse as required by the Pennsylvania Dept. of Ed. (PDE). Physical examinations are required for all students in 10th grade. It is recommended that a student's PCP perform the physical. This is an appropriate time to review immunizations and adolescent health issues. It is recommended that the physical be on file by December of the student's 10th grade. Although school sports physicals may meet this requirement there is no time for immunization review or health counseling. Proper forms are available at school. Contact the school nurse with any questions regarding this requirement.

A new recommendation of the PDE is for body mass index (BMI) to be calculated as part of the growth screening. This is determined by a student's age, height and weight. If a student is determined to be underweight or overweight, he/she may be at risk for serious health problems. Parent will be notified by a letter, which can be reviewed with the school nurse. BMI can be affected by muscle mass, family history, and other factors.

Students may not carry medication, prescription or non-prescription at school unless specified by a doctor's orders. This refers mostly to emergency medications as for anaphylaxis or diabetes care. Other medications must be kept in the health room or main office. Prescription medications can be given at school only with a doctor and parent signature on file. The pharmacy bottle is not a substitute for the required documentation. Proper forms are available in the main office.

The school nurse should be immediately notified of any special health concerns and allergies affecting a student. Over the counter medications are available for students who become ill during the school day as per standing orders. Parent permission must be on file for these meds to be dispensed. Whenever possible, medications should be given before or after school hours. The school nurse is available to discuss any concerns regarding your student or any school health regulations.

## **HOMECOMING CRITERIA**

The following criteria will be used to determine the members of the homecoming court:

1. Nomination by the members of the senior class of those students who best exemplify the motto of Holy Name excellence.
2. Only female members of the senior class are eligible for Homecoming Queen and only male members of the senior class are eligible for Homecoming King.
3. Students must be involved in at least two extra-curricular school sponsored activities.
4. Nominees must meet the following discipline standards:
  - a. A satisfactory discipline grade for the previous year, and in current satisfactory standing which includes no discipline contract or discipline probation
  - b. No disciplinary infractions or activity inside or outside school that publicly reflects a negative impression on Holy Name High School. (This includes the present and previous marking period.) That is, the fourth quarter of the junior year and the first quarter of the senior year.
5. Nominees must meet the following academic standards:
  - a. Students must have a current academic average in each course of 75% or above.
  - b. No failing average in any course in the current marking period.
  - c. No failure in the previous marking period (that is – 4th quarter of junior year or final grade from junior year.)

## **INCLEMENT WEATHER**

School may be closed because of inclement weather. When public school districts close because of inclement weather, they have been instructed by the Diocese of Allentown to announce, "No transportation will be provided for any public or non-public school residents of the District." Therefore, no bus transportation will be available for Holy Name students when the public schools are closed. Because this announcement may affect only one district, Holy Name could remain open. The closing of Holy Name will be specifically announced on radio/television stations: WEEU (830 AM), WRFY (102.5), WIOV (1240 AM & 105.1 FM), and television on station WFMZ – Channel 69. If no cancellation is announced by 7:00 A.M., school will be in session. We will also post the information on our school website: [www.gohnhs.org](http://www.gohnhs.org).

If your school district is closed (even if you don't ride the bus) you need not report to Holy Name. This is recorded as an excused absence. If your district dismisses early, you will be dismissed at the time your district closes. If a parent/guardian decides that due to dangerous conditions their child must stay home from school, they only need to call the school to inform us of the absence.

In the event that school must close early, students from specific districts will be released when buses come for them. Students who drive will be released at the same time as those students who ride the corresponding school bus. Parents who transport students may come for the students at the time announced on the radio/TV.

## **LITURGY**

Liturgies are normally celebrated twice monthly, with the entire school community participating. Respectful attention is expected at all liturgical functions. Anyone not exhibiting proper respect may be removed from the assembly and will be subject to disciplinary action. Non-Catholics and Holy Communion: Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with the Catholic Church would imply a oneness which does not yet exist.

## **LIBRARY PROCEDURES**

During school hours students are required to have passes to enter and use the library. Passes must be picked up in the morning before the start of first period. Students may obtain permission to leave homeroom to obtain a pass, but must return to homeroom. Students may not leave lunch to go to the library unless they have a library pass. Students may not leave study hall without a pass. Passes are available for 9th period for every day but days 1 and 3 (Book Club meeting). No games may be played on the computers during school hours (See acceptable use policy).

## LOCKERS

Lockers must be kept locked and neat at all times. No food items are to be kept in lockers overnight. Lockers are not to be written on or decorated with stickers. No tape may be applied to the outside of lockers. Only magnets may be used to affix notes to the outside of lockers. The school accepts no liability for missing, lost or stolen items. Lockers are school property and may be searched at any time by proper school authority.

## LOST AND FOUND

Lost clothing articles are placed in a receptacle in the Book Store. If not claimed, they will be given away. Lost textbooks are given to the Director of Studies and may be reclaimed for a \$1.00 fee.

## MEDIA RELEASE

At times, members of the school and also the media take photographs/videos of events involving students from Holy Name High School. Please note that in signing this handbook you are granting permission for any of these pictures/videos to be published.

## NATIONAL HONOR SOCIETY

**Selection** — Selection is open to students in the eleventh and twelfth grades. Students may not apply for membership; membership is granted only to those students selected by the faculty council.

The selection procedure is as follows:

1. Students' academic records are reviewed to determine scholastic eligibility. Academic qualifications: GPA of 3.4, as approved by the Principal. Students become eligible at the end of their sophomore or Junior years. Maintenance of a GPA of 3.4 is mandatory to remain a member in good standing, if other criteria are met.
2. Students who are eligible academically are notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form, which must be returned by the specified date.
3. Faculty members who have taught or worked with the student are invited to judge the candidates on the attributes of leadership, service and character. The faculty is provided with a description of these attributes as delineated by the national association. Faculty must vote using the criteria of highly recommend, recommend, recommend with reservation or not recommend. Additional comments are encouraged to better describe the rationale for each teacher's judgment.
4. All information is then carefully processed, weighted according to the teachers' judgment and weighted according to the number of teacher votes cast.

5. Each student is additionally required to have participated in a minimum of five activities during their time at Holy Name. Three of the activities must be school-related.
6. The final scores are then presented to the Department Chairpersons of the school. Candidates are discussed individually and a recommendation is given to the Principal, who makes the final decision.
7. Please note the above procedures are consistent with the guidelines as established by the national association. The selection process is monitored very carefully with due consideration for appropriate confidentiality and the feelings of the candidates. The moderators of this serious selection process will handle these matters with the delicate manner that such requires.
8. A National Honor Society member who transfers from this school will be given a letter, signed by the Principal, indicating the status of his/her membership.
9. A National Honor Society member who transfers to this school will be automatically accepted for membership in this chapter. This transfer member must maintain the membership requirements for this chapter in order to retain his/her membership.

**Dismissal** — Members are liable to dismissal if they do not maintain the standards of scholarship, leadership, service and character that were used as the basis for their selection. The faculty council has the responsibility for dismissing a member who fails to maintain National Honor Society standards. Members are informed that they are allowed limited warnings during their membership but that in the case of flagrant violation of school rules or civil laws, a warning is not necessarily required. A student who is dismissed or who resigns may never again become a National Honor Society member.

It is the responsibility of the chapter advisor(s) to periodically review the standing of members for compliance with Society standards. The advisor(s) should inform the errant member of the nature of the violation and the time period given for improvement. If the student does not make the improvement in the specified time, that student is liable for whatever disciplinary measure(s) are considered appropriate by the faculty council -- usually dismissal.

The member should be notified in writing of the violation and the possibility of dismissal. If the faculty council decides that dismissal may be warranted, the member is allowed to present his/her case before the faculty council.

If a member is dismissed, written notice of the decision should be sent to both the member and his/her parents. The member must then surrender the National Honor Society pin to the chapter advisor(s). If the member is unwilling to do this, the matter should be treated as a school disciplinary matter.

## **PARENT INVOLVEMENT**

Pope John Paul II reiterated that parents are the primary educators of their children. The faculty and staff of Holy Name High School are assistants in this most important process. It is very important that open communication exists between the school and the parents for an effective synergy. Meetings with a teacher are available at any time during the year at the request of the parent.

Parents may request a conference with a teacher by calling the Main Office. The teacher will set up the appointment by returning the call.

We will have one parent-teacher conference at the end of the first semester. It will be January 28, 2010, from 6:00 until 8:00 p.m. Appointments must be made with the individual teachers for these conferences by January 25, 2010.

### **Procedure for questions concerning academics, athletics, activities, discipline, etc.:**

1. Student/Parent meets with teacher/coach/Moderator, etc.
2. Student/Parent meets with teacher/coach/Director of Student Life/Director of Studies/Principal/Department Head.
3. Student/Parent meets with the above listed personnel and the appropriate members of the school's administrative team.

## **PARISH SUPPORT**

Because the local parish is the essential unit of the Catholic Church, we believe that it is part of Holy Name's duty to inspire and encourage its students to be loyal to their parish and to be faithful to their spiritual obligations: Sunday Mass and the reception of the Sacraments of Penance and the Eucharist. Also, Holy Name encourages its students to attend other optional religious devotions in their parish and actively participate in parish organizations.

Each year, the entire Allentown Diocese, especially our sending parishes, support the eight diocesan high schools through financial aid and grants. It is important, therefore, that all of our students and families support their parish and be conscientious in their financial contributions and the donation of their time and effort in parish enterprises. We owe a great deal of thanks to the Catholics of the Diocese, especially our pastors, for providing this grant and aid to our high schools.

The pastor of the parish has the right to require families who do not cooperate to pay the parish portion of the tuition. In situations where the family totally disregards their spiritual obligations after warnings, the pastor may withdraw the parish support from that student.

## **PARKING**

Students who drive to school and park on the school property must register their car in the Main Office and purchase a parking sticker. The cost of the sticker is \$25.00. Cars not parked in the assigned space or parked on school property during school hours and are not registered may be towed away at the owner's expense. Seniors who register and pay within one week of the start of the school year will have priority.

## **PRAYERS**

The school day begins and ends with prayer over the P.A. During this time, all activity, business and conversation must stop, and an atmosphere of recollection and reverence throughout the school is expected. Each class begins with a prayer as specified by the teacher or moderator.

## **SCHOOL ROUTINE**

The school day begins at 7:45 a.m. and ends at 2:30 p.m.

No student may enter the building before 7:05 a.m. The front and faculty entrance doors will be unlocked at 7:05 and will remain unlocked until 7:45 a.m.

All students must be out of the school building by 3:00 p.m. unless they are being directly supervised by an administrator, teacher, coach or extracurricular activity moderator. Students waiting for rides home after 3:00 will be required to wait in the Main Office.

Students remaining after 3:00 in the Main Office, must be in complete compliance with the school-day dress code until leaving the school. If a student leaves the school, upon re-entering the building, he/she must be in full dress code.

## **SCHOOL SECURITY**

We have made a significant investment to ensure that our students, staff, faculty, and our visitors are safe while on our campus. We contract with a security firm to watch our parking lots and common areas during many events throughout the year. There is a camera system that continuously scans the entire grounds and records all activity onto a computer hard drive. We have a school security system in place that monitors all the entranceways and the hallways when nobody is in the building.

The threat of terrorism has mandated that we maintain vigilance and that we periodically conduct "Lockdown Drills" to ensure that we can safely respond if there is ever a security concern in our school. The Reading Police Department and the school's administrators have worked together closely to ensure that we have a strong program in place to ensure the safety of all of those students, faculty, staff, and visitors who are entrusted to our care.

## SEXUAL RESPONSIBILITY

Gospel Values and Catholic Tradition proclaim the sanctity of sexuality and its proper expression to be within the confines of the Sacrament of Matrimony. Students of Holy Name High School, by their act of enrollment at Holy Name, are bound to live in accord with those Gospel Values and the Catholic Tradition as it pertains to sexual morality.

It is understood that a student's off-campus conduct is a significant part of his/her record as a Holy Name student. Therefore, the student's conduct must be consistent with the standards and ideals of this school.

**Parenting a child** – Holy Name High School wishes to provide for the spiritual, physical, psychological and social well-being of all students. The Principal will arrange a meeting with the students and parents. During her pregnancy, a student may continue her education at Holy Name. After the birth of the child, the young woman may return to class with a release from her doctor.

**Matrimony** – The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, a Holy Name student may not be married. Public announcement of engagement is also prohibited, and the student will not be allowed to participate in Graduation exercises.

**Abortion** – God the Lord of Life has conferred on man the surpassing ministry of safeguarding life – a ministry which must be fulfilled in a manner which is worthy of man. Therefore, life must be guarded with the greatest care, while abortion and infanticide are unspeakable crimes. (Vat. II Constitution of the Church in the Modern World)

The Administration will attempt to address each incident in a spirit of Christian compassion and forgiveness, but when grave public scandal or the individual's continued refusal or failure to participate in counseling warrants, appropriate action will be taken.

**Episcopal approval: 12/07/01**

## SPIRITUAL RETREAT

The retreat component of the theology program, like the service component, is mandatory. Each student in each academic year must make a four-hour retreat sponsored by the Diocese, the school or parish to which the student belongs. (Catholic parish, Lutheran church etc.)

Retreats not sponsored by the school must be verified in writing on letterhead signed by the respective pastor or person conducting the retreat.

Kairos retreats are for juniors and seniors. Students attending this retreat will have fulfilled their retreat obligation. Kairos is a three day overnight retreat. Students are responsible to meet with their teachers, obtain assignments and due dates, and complete all missed work in the allotted time. For those students unable to attend a retreat outside of school hours, retreats are provided by the school. Students must attend this retreat, or they will not be allowed to progress to the next grade.

## STUDENT SERVICES

**Campus Minister** – is responsible for the spiritual and religious life of the school and is available to the students for spiritual counseling. The Campus Minister has contact with social service professionals in the community that is able to engage when deemed necessary by the parties involved.

**Guidance Office** – is designed to help students in choosing a career/college for which they are best suited. Through this office, career, vocational, college, and financial information are available. The Counseling Office assists students in applying to colleges and works with parents and students concerning financial packages. Presentations with college representatives take place throughout the year offering valuable information.

**Student Assistance Team Program** – The Student Assistance Team is a non-disciplinary assistance team that includes teachers, administrators, and counselors. This team is trained and certified by the Commonwealth of Pennsylvania. The team's primary role is to identify, intervene and refer a student when chemical substance use, abuse, possession and/or distribution are suspected. High risk concerns include, but are not limited to:

1. Alcohol Abuse
2. Drug Abuse
3. Child Abuse
4. Eating Disorders
5. Suicide
6. Pregnancy
7. Peer Pressure
8. Loss of a loved one
9. Mental Health
10. Dysfunctional home life
11. Bullying

The policy and guidelines are an effort by Holy Name High School to openly and effectively respond to the potential and current uses and abuses of any mood-altering substances by students.

**Referral** – It should be noted that all teachers and staff (everyone employed by Holy Name High School) should consult with the Student Assistance Team Program members concerning all students seeking assistance or help with chemical use/abuse and/or dependency, for the purpose of evaluation or assessment. Counselors would only consult with the Student Assistance Team Program members with the consent of the student and parents.

The procedure for the student referred to the Student Assistance Team Program will be as follows:

1. The Student Assistance Team meets weekly to evaluate any referrals. Parents will be notified if the referral is appropriate.
2. When a case is accepted by the members of the Student Assistance Team Program, a fact-gathering time will ensue. The areas for research will include a report from the teachers of the student, a Nurse's Office report, a report from the Discipline Office, an Attendance report and any other data deemed to be pertinent and useful for the team; e.g., interviews with coaches, club moderators, etc.
3. The Student Assistance Team Program members will then evaluate the data and choose the most appropriate course of action for the particular situation. An intervention may take place, if indicated.
4. If an assessment is recommended, the student and his/her parent or guardian must agree, in writing, to release the assessment information to the school and to follow the recommendations of the assessor or assessing agency, if a school policy was violated.

**Self-Referral** – A student requesting help from the Student Assistance Team Program and seeking assistance with chemical use/abuse and/or mental health issues may not be subject to Disciplinary Code measures, if there has been no school-related infraction.

1. The student will be encouraged to inform his/her parents about the situation and encourage them to be in contact with a member of the Student Assistance Team Program. When the self-referral comes before the team, the parents will be notified.
2. The student will go through the Student Assistance Team Program's usual procedure for a referral.

**Talk About Problems** — Oftentimes students just need someone to listen. Specially trained students, under the direction of a trained faculty member, are available to meet with their peers if needed.

## STUDENT GUESTS

Student guests are normally allowed to visit only if considering enrolling at Holy Name High School. Students from other schools will normally not be allowed to visit Holy Name and our classes when their own school is not in session. If consent is given for a visit by the Principal, prior to the day of the visit, permission must be obtained from the teachers whose classes the visitor expects to attend. In some cases, permission may be denied.

## STUDENT INSURANCE

Any student who attends a diocesan secondary school is eligible for insurance coverage. The school pays the cost of this diocesan policy.

**School Time Accident Coverage for all students:** insurance coverage for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off the school premises; includes participation in interscholastic sports when specifically provided by the master application; during the school year; includes summer recreation activities; travel to and from school; includes religious services and necessary travel.

**Basis of Benefits:** This plan will pay usual and reasonable benefits for covered medical expenses that are not recoverable from another plan providing medical expense benefits. The injury must occur within the maximum includable period stated on the application. The first treatment must be received within 90 days after the date of injury.

**Claim procedures:** In case of accident, notify the school immediately. Secure claim forms from the school, complete the form and return it to the school. The school will complete an official form that must be mailed by the parents (with bills attached) to the address indicated on the claim form. Claims for benefits must be filed within 90 days from the date of the incident, or as soon as reasonably possible.

**Optional Coverage:** This is available to extend insurance to 24-hour coverage. This option covers all injuries at home or away, anytime, and anywhere.

## STUDY PERIODS

Study periods are conducted in silence. Students assigned to study periods are expected to be in their assigned places when the bell rings to begin the period. In Study Halls students may work on academics only. When study period is held in the cafeteria, students should sit on one side of each table and when possible, a seat apart.

A student requesting to use his/her study period for other school business must report to the Study Hall first before going to the alternate area or activity, No student may leave a Study Hall without written permission of the faculty member who will then be responsible for that student. A student on Discipline Probation may not leave Study Hall.

## TELEPHONES

Only under extraordinary circumstances may a student request permission from the Main Office personnel to use the school phones in the Main Office. Parents should not call to leave messages for students unless it is an emergency. Students will not be permitted to answer any telephone calls, nor will telephone messages be delivered to students except in an emergency.

## **TEXTBOOKS**

Textbooks are loaned to the students for their use. It is the student's responsibility to take proper care of books. If there is unwarranted damage, defacement, or loss of a textbook issued to a student, that student will be assessed the cost of replacing the textbook. Reminder: All textbooks are to be covered at all times.

## **VALEDICTORIAN AND SALUTATORIAN**

The selection of the senior class Valedictorian and Salutatorian will be made after the third marking period of the school year. This gives the students sufficient time to prepare their Commencement remarks.

To be eligible, a student must have been at Holy Name High School for at least the previous seven marking periods. The selected students are usually, but not exclusively, the top two students as determined by their GPA. In certain limited circumstances, GPA's may be so close that class rankings may not be the same at the end of the year as at the end of the third marking period. Therefore, the Principal, in consultation with the administrative staff, may choose to honor additional students.

## **STUDENT DISCIPLINE**

Every school or society needs rules or regulations if it is to achieve its purpose and protect the rights and privileges of its members. The over-riding virtue binding the Holy Name community should be genuine love, concern and respect for one another. A student who demonstrates a lack of concern for others will hinder the growth of the community and, consequently, will have to be corrected in the name of the community.

Conduct unbecoming a student at Holy Name, be it against the set rules and regulations of the school or against the moral teachings of the Catholic Church, will warrant disciplinary action in the student's continued enrollment at Holy Name and/or in relation to his/her continued participation in the activities of Holy Name. The privilege to represent Holy Name in any form of school activity or function can and will be denied if misconduct warrants it.

Such corrections may take the form of a helpful word of advice, a classroom detention, and an administrative detention for minor infractions or a suspension for more serious violations.

State law requires that we forward all discipline records to a school to which a student may transfer.

Some offenses are of such grave nature that they may result in the required withdrawal of the student or placement on probationary status.

Please note that colleges increasingly are requesting discipline reports from high schools as part of the admission process.

If any student is sent to the Main Office by a teacher for a discipline issue, the student shall serve a minimum of three detentions.

If any student receives a demerit from a substitute teacher, the number of demerits will automatically double.

**General Detentions** – will be held Monday through Friday from 2:40 to 3:40 p.m. Students are to report to detention in a neat and complete school uniform and on time. Practices, working, etc., are not acceptable excuses for not reporting to detention. Students will be notified 24 hours in advance of the day they are to report to detention. Detentions will be determined by the number of demerit points accumulated at any given time. Coaches and activity moderators will be notified by the Director of Student Life. Any students who have detentions which carry over the last day of the school year must serve them within the first week after the closing of school.

**Saturday Detention** – A student who commits the following violations will serve a Saturday detention from 8:00 a.m. until 11:00 a.m. The date of the detention will be set by the Director of Student Life, and he will notify the student 96 hours in advance of when the detention is to be served.

- Alcohol/Drug Offense
- Disrespect/Insubordination
- Excessive Demerits
- Excessive Lateness (more than 4 authorized and unauthorized per semester)
- Failure to report to General Detention
- Fighting
- Forgery
- Harassment/Student Intimidation
- Leaving school without permission
- Smoking/Tobacco Violation
- Stealing
- Truancy
- Vandalism
- Violence

An administrative fee of \$25.00 will be assessed for Saturday detention. This fee **must** be paid no later than 48 hours before the day of the detention. Failure to report to Saturday Detention will result in an Out-of-School Suspension, a review by the Discipline Committee, and a \$50.00 fine.

**Suspension** – The purpose of a suspension is to involve parents or guardians in the immediate resolution of the problem. It means that a student will not return to class until he/she returns with a parent or guardian during school hours to meet with the Director of Student Life to resolve the problem. Parents/Guardians do have the right to meet with the Principal after meeting with the Director of Student Life.

While a student is suspended from class, he/she must contact each teacher to receive assignments for each class that is missed. Students may not participate in any extracurricular activities until the suspension has been completed. Any student who is issued a suspension (In-School or Out-of-School) will automatically be issued five (5) consecutive days of detention, at the discretion of the Director of Student Life.

1. **In-School Suspension** – A student who receives an In-School Suspension must report to school but will not be permitted to attend classes during the time of the suspension. He/she will be responsible for obtaining assignments for the day(s) of the suspension and will be assigned to a separate room under the direction of the Director of Student Life. The length of the suspension will be determined by the Director of Student Life. Students must bring their own lunch since they will not be allowed to eat in the cafeteria.
2. **Out-of-School Suspension** – If a student commits an offense which is gravely harmful to others in the school community, damages the reputation of the school or involves police action, he/she is liable to an out-of-school suspension. His/her case will be reviewed by the Discipline Committee.

This could result in disciplinary probation or dismissal. Terms of all suspensions will be determined by the Director of Student Life and approved by the Principal.

3. **Social Suspension** – This suspension may be imposed for major violation of school regulations or as a result of the accumulation of demerit points during a given marking period.

The length of the suspension will be determined by the Director of Student Life and approved by the Principal.

**Disciplinary Probation** – Continued disregard for school regulations may result in Disciplinary Probation. The length of the probationary period will be determined by the Director of Student Life and approved by the Principal.

1. A letter will be sent to parents stating the circumstances of the probation and requesting a compulsory in-person interview. Copies of the letter will be sent to the student's pastor and the diocesan Superintendent of Education and will be placed in the student's file.
2. The probation may carry over to the next school year, depending upon the time of the year that the student is placed on probation.

3. Further disregard for school regulations will result in dismissal from school.
4. When the probationary period is over, the student and his/her parents will be notified.

## **BULLYING**

Bullying is a major concern in our schools today. When bullying occurs at Holy Name High School, the perpetrator will be swiftly dealt with. Students and parents are encouraged to report bullying that they experience or witness.

Different methods of bullying have also begun, including cyber bullying. Cyber bullying is the use of information and communication technologies – e-mail, cell phones, pagers, text messages, instant messaging, defamatory personal web sites, personal polling sites, or a combination of these – to support deliberate, repeated and hostile behavior by an individual or group for the intention of harming others.

*Students are reminded:*

1. Never open messages from people you do not know.
2. Do not respond to hostile messages.
3. Do not permit yourself to be drawn into a war of words over the Internet.

## **DRUGS AND ALCOHOL**

### **STATE LAW (ACT 31 OF 1988) REGARDING UNDER-AGE DRINKING**

**Mandatory Suspension of Teenager's Driver's License** — Anyone under 21 who attempts to purchase, consume, transport or possess alcoholic beverages is subject to a mandatory loss of a driver's license for a period of:

1. Ninety days for first offense
2. One year for second offense
3. Two years for every offense thereafter.

If the underage violator does not have a driver's license, he or she is ineligible to apply for a learner's permit for the periods specified above.

**Mandatory One Thousand Dollar (\$1,000.00) Fine For Sellers or Providers** – Anyone who knowingly and intentionally sells or furnishes alcohol to someone under 21 years of age is subject to a \$1,000.00 mandatory fine for the first violation and \$2,500.00 for each subsequent violation. The following regulations regarding drugs/alcohol apply to all school activities held during school time as well as all school-sponsored activities, whether at home or away.

Policy 5131 of the Diocesan Board of Education prohibits the abuse of drugs and/or alcoholic beverages by students in the schools of the Diocese of Allentown. The policy prohibits the following activities on school premises, at school-sponsored functions or going to or from school.

Drug/Alcohol violations include:

1. Wrongful possession of drugs
2. Abusing drugs
3. Buying or selling drugs
4. Possessing or smoking marijuana
5. Drinking, selling or buying alcoholic beverages
6. Possession of alcoholic beverages
7. Being under the influence of drugs or alcohol.

As indicated in the Diocesan Policy, there are no extenuating circumstances or degrees of involvement in any incidents that may occur. All penalties are to be applied equally to all abusers as defined in Policy 5131.

**Mandatory Urinalysis** – The school has contracted with a commercial laboratory to conduct random urinalysis screening of our students throughout the school year. Selected students will provide a urine sample that will be professionally evaluated to determine if there are any illegal substances in the student's systems. Students who test positive will have the results of the tests certified by a certified medical doctor. The parents of students who test positive will be notified, and the student will be required to participate in the SAP program. In addition, the student who tests positive will not be allowed to participate in any extra-curricular activities for the remainder of the academic school year.

**Policy on Search and Seizure** – Lockers are the property of Holy Name High School which are made available for student use and may not be used for illegal purposes. Holy Name has the right to search lockers when there is reasonable cause to do so. Also, students' personal effects (handbags, backpacks, etc.) may be searched when there is reasonable cause to do so.

Periodic sweeps of the school will be conducted by the trained canine units of the Pennsylvania State Police. Student's lockers will be checked as well as their book bags, backpacks, and handbags. (cf.: U. S. Supreme Court Decision -- New Jersey vs. T. L. O., 1985.) If any illegal or dangerous objects, materials, substances, etc., are discovered by school personnel, the Reading Police Department will be notified immediately and the student risks being arrested.

## **GAMBLING**

### **(BOOKMAKING, CARD PLAYING, DICE, etc.)**

These activities are **NOT PERMITTED** at any time or anywhere on school property. Appropriate penalties will be assessed.

# HARASSMENT

(Diocesan Policy #4119)

**Harassment Prohibited** — The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All employees and students are required to ensure that the dignity of others is not abused through unlawful objectionable and offensive behavior of any kind.

The schools will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work or school performance, or that creates an intimidating, hostile, or offensive behavior of any kind. Such conduct is prohibited by this policy and by law.

**Persons Covered** – This policy prohibits discrimination or unlawful harassment of any diocesan school employee or student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct that violates this policy.

**Enforcement of the Policy** – The school will investigate all allegations of discrimination or unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted.

Any employee or student who is determined, as a result of such an investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

The following is a list of unacceptable behaviors excerpted from the Diocesan Policy concerning harassment:

1. Staring at someone in a sexual manner.
2. Staring at someone's body parts.
3. Pressuring for dates.
4. Demands for sexual favors with implied threats related to job opportunities
5. Physical contact — for example, hugging, holding, patting, neck massages or intentional brushing up against someone.
6. Continual comments about appearance.
7. Telling obscene or off-color jokes.
8. Verbal harassment referring to a person's gender, religion, sexual preference or sexual activities.
9. Making sexual comments about a person's body.
10. Asking about someone's sexual history or sex life.
11. Making kissing sounds, howling, smacking lips, licking lips.
12. Telling lies or spreading rumors about someone's sex life.
13. Blocking a person's path or stalking.

## **LEADERSHIP POSITIONS**

Any student whose behavior proves to be contrary to the accepted principles and standards of Holy Name High School and/or the Diocese of Allentown is subject to removal from any leadership position he/she may hold. This includes, but is not limited to, all school sponsored athletic, social, and academic activities with all the rights and privileges. Students who are on any form of discipline contracts will not be eligible to run or hold leadership positions to include class officers and student council positions.

## **SMOKING TOBACCO**

State Law prohibits the sale to or use of cigarettes and tobacco products in any form by minors (PL 1482, No. 304, Chap. 63, Sec. 6305). Possession of tobacco in any form, including smokeless tobacco, or smoking on school grounds, including parking lots before and after school, at any school-related activity at school or away from school (including field trips, games, a school bus, etc.) is prohibited.

## **POSSESSION OF ELECTRONIC EQUIPMENT**

The school recognizes the value of cell phones; however, they can be disruptive if not used responsibly. Students may use their cell phones to respond to text messages only when they are in the cafeteria during their scheduled lunch periods. If they are heard or seen during school hours they will be confiscated. For this purpose, the school day is defined as from 7:45 a.m. until 2:30 p.m. A fine of \$10 will be collected to have the device returned. If the fine is not paid, the device will be kept for five school days and then will be returned to the student. In addition, detentions will be issued to students in violation of this policy. The school has the right to check any text messages that are on a confiscated telephone.

(Exceptions: Students are permitted to use MP3 players, IPODS, cell phones, etc., during their assigned lunch period. Students are allowed to use MP3 players during study halls. However, “texting” will not be allowed during study halls.)

## **WEAPONS**

Any student who brings any type of weapon to school will be liable for automatic expulsion.

## **DISCIPLINE SUMMARY**

While it is impossible to enumerate all possible violations of school regulations, students who by their attitudes, actions or conduct tend to disrupt the normal activity of the school or classroom are subject to sanctions issued by members of the faculty and administration.

In all circumstances the good of the individual and the school community are taken into consideration when disciplinary decisions are made. Some violations, along with the disciplinary action and the demerit points, are listed below.

<b><u>VIOLATION</u></b>	<b><u>ACTION</u></b>	<b><u>DEMERITs</u></b> <b><u>POINTS</u></b>
Alcohol/Drug Offense	Parent Notified/Suspension/ Liable to Dismissal	60
Bus Misconduct	Parent Notified	10
Cheating	Parent Notified	20
Chewing Gum		5
Cutting Class/Cafe/Study	Parent Notified/Detention	20
Disrespect to Faculty/ Insubordination/Backtalk	Parent Notified/Suspension/ One week of detention	30
Disturbance at Liturgy		15
Disruption of Class/Study/Bus		10
Dress Code Violation		5
Excessive Demerits	Parent Notified/Saturday Detention Discipline Committee Hearing	
Excessive Lateness to School	Parent Notified/Saturday Detention Discipline Committee Hearing	
Failure to Report to Private Detention		20
Failure to Report to Saturday Detention	Parent Notified/Suspension	20
Failure to Report to General Detention	Student Issued Two Dentions	20
Failure to Return School Form		5
Fighting	Parent Notified/Suspension Liable to Dismissal Discipline Committee Hearing	20
Forgery	Parent Notified	20
Food/Drink out of Cafeteria		5

<b><u>VIOLATION</u></b>	<b><u>ACTION</u></b>	<b><u>DEMERITs POINTS</u></b>
Harassment/Intimidation of Student – Bullying	Parent Notified/Suspension Liable to Dismissal/Discipline Committee Hearing	30
Inappropriate Conduct		5
Inappropriate Language		5
Inappropriate Physical Contact		15
Late to Class, Homeroom or Study		5
Late to School	Automatic Detention, after two latenesses in each quarter	5
Leaving Class without Permission		20
Leaving School without Permission	Parent Notified Suspension/One Week detention Discipline Committee Hearing	30
Locker Violation		5
Lying	Automatic Detention	20
Misuse of Hall Pass or Failure to Have a Hall Pass		5
Smoking/Tobacco Violation	Parent Notified/Suspension \$50.00 Fine	30
Stealing	Parent Notified/Suspension/ Restitution	30
Talking During Prayer/Announcements		5
Textbook Not Covered		5
Throwing Things		5
Truancy	Parent Notified/Suspension/ One week of detention	35
Unauthorized Visit to Car		10
Uncooperative Behavior		10
Vandalism	Parent Notified/Suspension/ Liable to Dismissal	20
Violence	Parent Notified/Restitution/ Suspension	35
Weapons	Immediate Dismissal	
Other	To be determined	

- a. Demerits issued by a substitute teacher will be automatically doubled.
- b. Students sent to the Main Office for discipline issues, will automatically receive three detentions.

## **APPEAL PROCEDURE**

Decisions made by the Principal may upon the parent or a student's request, be reviewed by the school's President. If after meeting with the President, the parents and students have the right to appeal any of the school's decisions regarding discipline to:

Superintendent of Education  
Department of Education  
2145 Madison Ave.  
Bethlehem, PA 18017-4698

## **DUE PROCESS**

The Principal or designee reserves the right to take disciplinary action when a determination is made that a student has knowledge, is aware of, or helped to plan any action that is detrimental to the health, safety or welfare of the Holy Name High School community. A student may request an interview with the Director of Student Life at any time regarding demerits and/or detention issued to him/her.

In the event a student feels the demerit and/or detention has been unjustly issued, a meeting with the student, faculty member involved, and the Director of Student Life may be scheduled. If further due process is requested, a meeting with the Principal may be scheduled. Parents may request a meeting with the Director of Student Life at any time relative to demerits, detentions, then with the Principal, and finally with the school's President.

## **HOLY NAME HIGH SCHOOL ACCEPTABLE USE POLICY FOR COMPUTER AND INTERNET ACCESS**

### **SECTION ONE: GENERAL COMPUTER POLICY**

As part of Holy Name High School's commitment to academic excellence, students will have access to Mac Book laptop computers through the school computer labs and portable carts beginning in 2009-10 academic year. Use of technological tools, which fosters academic growth, contributes to the advancement of our school mission to form and educate young men and women to live Gospel Values.

All technological resources, including the use of school owned, personal laptop computers, are intended primarily for educational purposes. Use of these resources is considered a privilege, not a right. Therefore, all users have the responsibility to utilize them only in a safe, moral and dignified manner consistent with the school's values. In as much as the individual computers are owned by the school and used by the students, the

school has the right and authority to monitor all accounts. The school also has the right to review the contents of each computer. Any information contained on a Holy Name High School computer's hard drive, the server, or computer disks, which were purchased by the school/institution, is considered the property of Holy Name High School.

All students may receive a user account/email address/password that will allow him/her to access to the school's computer network including access to the Internet (World Wide Web). Each student is solely responsible for all actions taken while his/her account is in use. Web sites accessed by users may be monitored. While at school, students may not access any e-mail accounts other than their HNHS account. Students may not add instant messengers to a school computer.

Inappropriate use of electronic content on school owned computers and/or network in or out of school is strictly prohibited. This includes but is not limited to: communications or depictions through e-mail, text messages, or website postings which:

- a. Are of a sexual nature,
- b. Threaten, libel, slander, malign, disparage, harass or embarrass members of the school community,
- c. In the Principal's sole discretion, cause harm of any kind to the school or school community.

Inappropriate uses of technology include, but are not limited to, the following and as such are prohibited:

- a. Applying for a user ID under false pretenses
- b. Sharing your user ID and/or password with any other person. (If you share your user ID and/or password with another person, you will be solely responsible for the actions of that other person.)
- c. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent
- d. Attempts to evade or change resource quotas
- e. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, changes its established system settings, or causes it to malfunction is a violation, regardless of system location or time duration
- f. Copying programs onto Holy Name High School computers and/or the network systems, without the express, written consent of Holy Name High School
- g. Copying programs licensed to Holy Name High School for personal use
- h. Abusing computer equipment

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b. Decryption of system or user password
- c. Copying, deleting or moving system files
- d. Deleting, examining, copying or modifying files and/or data belonging to other users
- e. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f. The willful introduction of computer “viruses” or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g. Vandalism, which includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system.
- i. Discipline may be imposed for intentional overloading of Holy Name High School computer resources.

Any student who engages in these activities will be subject to the full range of disciplinary consequences, including withdrawal for cause, and appropriate legal actions. If a student suspects or observes any inappropriate uses of electronic content (including online harassment), he/she should promptly report it to a school administrator.

## **SECTION TWO: INTERNET ACCESS**

Internet access is available to employees and students of Holy Name High School. We are pleased to bring this access to resources to administrators, teachers, employees and students. Our goal in providing this service is to promote educational excellence at Holy Name High School by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Holy Name High School will take reasonable precautions to oversee the use of Internet resources and restrict access to controversial materials. However, on a virtually unregulated global network, it is impossible to control all materials and an industrious user may discover controversial information. The administrators and teachers of Holy Name High School firmly believe that the valuable information available on this worldwide network far outweighs the possibilities that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Holy Name High School user violates any of these provisions, his or her account will be terminated and future access could be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under the appropriate state and federal laws may also be taken.

Inappropriate uses of the Internet and technology include, but are not limited to, the following, and as such are prohibited.

- a. Illegal conduct or actions
- b. Violations of any of the school's policies
- c. Posting any media on the Internet, such as pictures or videos of yourself or others acting in a disrespectful, obscene, lewd or inappropriate manner
- d. Posting any media on the Internet using Holy Name High School's name, logo, or uniform without express written permission of the Principal
- e. Defaming the school, a faculty member, administrator, staff member or student on websites such as Facebook, MySpace, etc.
- f. Making racial, ethnic, religious, or gender-based slurs
- g. Threatening, bullying or harassing others
- h. Purposely viewing, displaying, storing, or transmitting any obscene, discriminatory or inappropriate material
- i. Compromising the privacy and/or security of other users
- j. Revealing your own or others personal address or phone numbers, passwords or social security number
- k. Conducting commercial enterprises
- l. Sending political messages
- m. Sending unauthorized bulk messages
- n. Downloading music or videos on the school network
- o. Gaming
- p. Transmission of any material in violation of local, state, or federal statutes, including copyrighted material or materials protected by trade secret

While Holy Name High School cannot effectively restrict the content of all information obtained by students, students who intentionally access offensive sites will be notified and consequences will be introduced.

The purpose of accessing the Internet is to support research and education in and among academic institutions of the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Holy Name High School. Each user is personally responsible for this provision at all times when using the network.

The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administration may close an account at any time. An administrator, faculty member, or staff of Holy Name High School has the right to request, for cause, that the system administrator will deny, revoke or suspend specific user accounts.

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you believe you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

If any information on your account changes; e.g., telephone number, location, home address, etc., it is the user's responsibility to notify the system administrator.

Holy Name High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Holy Name High School will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the system or your own errors or omissions. Use of any information obtained via the system is at the users own risk. Holy Name High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **AMENDMENTS TO THE HANDBOOK**

The Principal reserves the right to amend the handbook at any time for just cause. Parents and students will receive appropriate notification when changes occur.

# SCHOOL BELL SCHEDULES

## REGULAR DAY

Homeroom	7:45	–	7:55
1st Period	7:55	–	8:40
2nd Period	8:40	–	9:25
3rd Period	9:25	–	10:10
4th Period	10:10	–	10:55
5th Period	10:55	–	11:40
6th Period	11:40	–	12:25
7th Period	12:25	–	1:10
8th Period	1:10	–	1:55
9th Period	1:55	–	2:30

## TWO-HOUR DELAY

Homeroom	9:45	–	9:55
1st Period	9:55	–	10:29
2nd Period	10:29	–	11:03
3rd Period	11:03	–	11:38
4th Period	11:38	–	12:13
5th Period	12:13	–	12:48
6th Period	12:48	–	1:22
7th Period	1:22	–	1:56
8th Period	1:56	–	2:30

## MASS OR AM ASSEMBLY

Homeroom	7:45	–	7:55
1st Period	7:55	–	8:36
Mass	8:36	–	9:43
2nd Period	9:43	–	10:24
3rd Period	10:24	–	11:05
4th Period	11:05	–	11:46
5th Period	11:46	–	12:27
6th Period	12:27	–	1:08
7th Period	1:08	–	1:49
8th Period	1:49	–	2:30

## PM ASSEMBLY

Homeroom	7:45	–	7:55
1st Period	7:55	–	8:39
2nd Period	8:39	–	9:23
3rd Period	9:23	–	10:07
4th Period	10:07	–	10:51
5th Period	10:51	–	11:35
6th Period	11:35	–	12:19
7th Period	12:19	–	1:03
8th Period	1:03	–	1:47
Assembly	1:47	–	2:30



# **PARENT / STUDENT SIGNATURE AGREEMENT / CONSENT FORM**

I have read and agree to follow the policies and procedures set forth in this handbook, by Holy Name High School and the Diocese of Allentown, including the Internet and Computer Policy and Photo Video Permission-Consent. The Website Disclaimer can be found on our school sponsored Website.

Please tear out this page and return to the Main Office at Holy Name High School.

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Parent/Guardian Signature

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Date

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Student Signature

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Date



**Holy Name High School**  
**955 East Wyomissing Boulevard**  
**Reading, PA 19611-1799**  
**Phone: 610-374-8361**  
**Fax: 610-374-4309**