



Academy of the Holy Names 2024-2025 High School Handbook

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Chapter 1 – Who We Are

The Academy of the Holy Names is a Catholic, independent school founded and guided by the [Sisters of the Holy Names of Jesus and Mary](#). In a faith community of exceptional love, the Academy empowers students to be authentic individuals who, in pursuing their highest academic potential, engage in critical thinking, are inspired by creativity, and lead culturally aware, spiritually rich lives.

Section 1 – Our Mission, Vision and Values

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

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

Alma Mater – “You Will Find It on the Bayshore”

You will find it on the Bayshore,
The School that we love best,
With its ivory walls so stately
And the cross, its beacon crest.
Oh, we love the soil that bears her
And the trees that ‘round her grow,
More glorious sight you’ll ne’er behold
No matter where you go!
We are proud to boast her teaching,
Her glory and success;
We will always stand behind her,
‘Tis the road to happiness.
We will honor and defend her
As down the years we roam
So stand and cheer Academy,
Our Alma Mater Home!

SCHOOL MOTTO: “Esse Quam Videri” - To Be, Rather Than to Seem

SCHOOL COLORS: Navy and Gold

SCHOOL MASCOT: Jaguars

Section 2 – Our Agreement: *To Be, Rather Than to Seem*

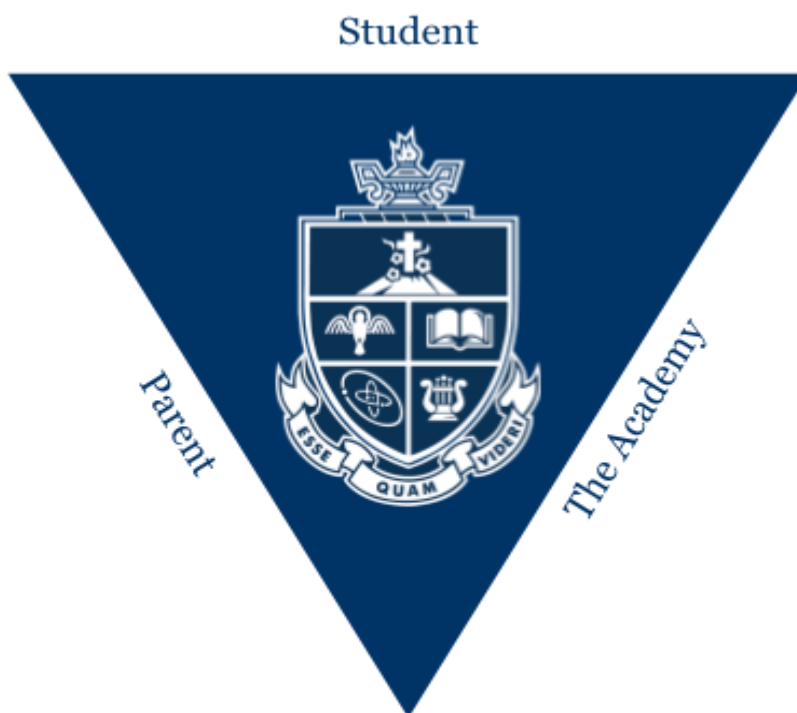
Attending the Academy of the Holy Names is a gift and a privilege. It is the expectation that all members of our community are respectful to their sister students, teachers, families, stakeholders, school, and its traditions. Failure to maintain this respect results in a breakdown of the spirit of community and trust. The ability to respect comes from each person's own God-given human dignity, worth and love. In keeping with this attitude of respect, each student is counted on to:

- Show courteous and considerate behavior to others.
- Arrive on time to class and minimize absences.
- Engage in productive work throughout the day through class attention, positive contributions to class discussions, and compliance with procedures and expectations of school faculty and staff.
- Maintain a clean space and safe learning environment in deference to personal and common property.
- Represent the AHN school community with decorum in all situations, both on and off campus.
- Wear the AHN uniform tactfully and within the uniform guidelines.

We aim to develop a sense of self-agency with our students in the spirit the Sisters of the Holy Names of Jesus and Mary, whose call to action is to develop young women who are:

- Faith-Filled
- Inquisitive, Innovative and Independent
- Just

Section 3 – The Academy Partnership: Expectations of all Parties



The expectation of an independent, Catholic high school would be that the student is developmentally led to take ownership over her learning and self-advocacy. The fulcrum upon which our student success rests is the partnership between the Academy and families. Our dedicated faculty and staff are tasked with keeping students and parents informed about course expectations, workload and student progress. Families are expected to honor this process and begin communication about questions they may have about their daughter's progress by honoring a chain of communication that begins with the student's teacher. If the issue is not resolved at that level, the Department Chair, and, if necessary, the High School Administration are willing to intervene.

We encourage and welcome questions from students and parents. Sharing appropriate information in the context of a discussion often resolves concerns or conflicts. Parents and/or students should not be afraid to raise questions or concerns because they fear the consequences of any kind. It is our hope that students will feel free to approach their teachers, coaches or advisors with any concerns or questions. We ask that parents allow and encourage their daughters to develop and practice this important communication skill. If a student is unwilling to attempt to resolve an issue, or after attempting, does not feel the issue is resolved, a parent is asked to contact the teacher, coach or advisor.

Families have two options to reach faculty with questions regarding their child's academics:

1. Email the faculty member via school email found on the school website.
2. Call the main office at 813-839-5371 to be directed to the faculty member's voicemail.

Families should receive a response within 24 hours during regular school hours (not including the weekend or school holidays). If not, please contact the school Administration (see our [Reference Directory](#)). Families are reminded that face-to-face meetings are by appointment only.

Sometimes parents would like to speak with the Administration prior to speaking with the subject-area teacher about an issue concerning a particular student or incident in class.

It is our policy that a member of Administration will not speak with a parent and/or guardian until the family has first communicated with the specific teacher involved. It is highly encouraged, and oftentimes will be requested, that students be partners in these discussions.

We clearly expect that our teachers and staff treat students and parents with dignity and respect. We also expect that parents and students deal with teachers and staff in a courteous manner as well, and respect their professional judgment, even though the outcome may not be the solution the parent or student was seeking.

Families who fail to support the mission and intention of the Academy of the Holy Names may be dismissed for violating the boundaries of respectful communication and interaction with our staff.

Academy of the Holy Names reserves the right to amend the Handbook as conditions dictate.

Section 4 – School Administration and Staff

School Administration

President

Mr. Kevin Whitney

Elementary School Principal

Mrs. Bridgid Fishman

Middle School Principal

Mr. Troy Newlove

High School Principal

Mrs. Jeane McNamara

Athletics Director

Mr. Kevin Vargas

Chief Financial Officer

Mr. John Donohoe

Director of High School Admissions

Mrs. Erin Fogle

Director of Advancement

Mrs. Molly Smith

Director of Human Resources

Mrs. Cori Welty

Director of Marketing & Communications

Mrs. Ellen Madden

Director of Mission & Ministry

Sister Lisa M. Perkowski, IHM

Director of Technology

Mr. Kent Smith

Director of Facilities

Mr. Jay Kubiak

Director of Campus Safety

Mr. Daniel Matthews

High School Administration & Staff

High School Principal

Mrs. Jeane McNamara

High School Assistant Principal of Academic Leadership

Dr. Carson Dobrin

Director of Student Activities

Ms. Angela Leavens

Administrative Assistant

Ms. Angelita Dupree

Athletic Director

Mr. Kevin Vargas

High School Assistant Principal of Student Leadership

Ms. Melissa Cox

Director of Mission and Ministry

Sister Lisa Perkowski, IHM

Mission and Ministry Outreach Coordinator

Mrs. Kim Wiley

Instructional Technology Integrationist

Mrs. Deborah Collins

Director of Media Center

Mrs. Emily Swiger

Permanent Substitute

Ms. Faith Cook

Receptionist/Daily Attendance

Ms. Deena Smith

Ms. Michelle Czajka

Student Health

Mrs. Patti Alberts

Mrs. Ellie Emden

Ms. Jessica Salmeron

High School Counseling Department

College Counseling

Ms. Kerry Keegan*

Ms. Madison McGlone

Counseling Assistant

Mrs. Stefanie Zummo

Learning Resources

Mrs. Lindsay Belush

Mr. Mike Boza

Personal Counseling

Ms. Oddny Bakke

Mrs. Kara Salomon

Section 5 – High School Faculty

ENGLISH

Dr. Allison Alberts

Mrs. Maria Jernigan

Ms. Angela Leavens

Mrs. Sabrina Martinez

Dr. Diane Masiello

Mrs. Sara Moses*

Ms. Jen Probst

ENGINEERING

Mr. Eric Price*

Ms. Alexandra Hyatali

MATHEMATICS

Mr. Robert Bishop

Mr. David Bland

Dr. Megan Dubee*

Ms. Alexandra Hyatali

Mrs. Peggy Martin

Mr. Robert Quinn

Mrs. Virginia VanPelt

PHYSICAL

EDUCATION/HEALTH

Mrs. Elizabeth Suskauer*

THEOLOGY

Ms. Maria Buoni

Ms. Sofia Curry

Dr. Megan Dubee

Mr. John Marriott*

Mr. Tito Padilla

WORLD LANGUAGE

French/Latin

Ms. Ariana Newman*

Ms. Rachel Vorbe

FINE ARTS

Mrs. Jessica Ens
 Mrs. Melissa Lima-Huffman*
 Mrs. Tobey Sonenberg

PERFORMING ARTS

Ms. Caitlin Callahan
 Mr. Frederick Green
 Mrs. Vivian Kimbler*

SCIENCE

Mr. Robert Bishop*
 Mr. John Felletter
 Ms. Cari Murphy
 Mrs. Jill Phillips
 Mrs. Emily Price
 Mr. Ray Rodriguez

SOCIAL STUDIES

Mrs. Beth Chase
 Mr. Chris Hoffman
 Mr. Chandler Jackson
 Mrs. Lori Kearney*
 Ms. Jackie McKeon
 Mrs. Dana Nazaretian

WORLD LANGUAGE**Spanish**

Mr. Rodrigo Badilla-Lopez
 Ms. Reina Borjas
 Ms. Kerlyn Camp
 Mrs. Diana Rodriguez
 Mrs. Micky Stagg*

**Denotes department chair*

Section 6 – Where do I go with a question about ...

I have a question about...	Contact Name	Contact Information
Attendance	Deena Smith, Receptionist	dsmith@holynamestpa.org ext. 365 Online Attendance Request
Athletics	Kevin Vargas, Athletic Director	kvargas@holynamestpa.org ext. 320
Buying Used Uniforms – Clothes Closet	Mothers' Association	ahnmothers@gmail.com
College Counseling	Class of 2025 Ms. Kerry Keegan (Lead Counselor) Ms. Madison McGlone (Asst. Counselor) Class of 2026 Ms. Madison McGlone (A-K) Ms. Kerry Keegan (L-Z)	kkeegan@holynamestpa.org ext. 247 mmcglone@holynamestpa.org ext. 244
Community Service	Kim Wiley, Mission & Ministry	kwiley@holynamestpa.org ext. 322

Discipline (includes uniforms and cell phones)	Melissa Cox, Assistant Principal of Student Leadership	mcox@holynamestpa.org Ext. 398
Activities and Extracurriculars	Angela Leavens, Activities Director	aleavens@holynametspa.org ext.359
Learning Resources	Mrs. Lindsay Belush (9th and 10th) Mr. Mike Boza (11th and 12th)	lbelush@holynamestpa.org ext. 415 mboza@holynamestpa.org Ext. 245
Mission Trips	Sr. Lisa Perkowski	lperkowski@holynamestpa.org Ext. 238
Personal Counseling	Ms. Oddny Bakke (9th and 10th) Mrs. Kara Salomon (11th and 12th)	obakke@holynamestpa.org ext. 351
Student Parking	Angelita Dupree, HS Administrative Assistant	adupree@holynamestpa.org ext. 391
Student Medical Records	Ellie Emden, School Nurse	eemden@holynamestpa.org ext.342
Summer Coursework for Credit/Summer Programs	Carson Dobrin, Assistant Principal of Academic Leadership	cdobrin@holynamestpa.org ext. 351
Technology (instructional)	Deborah Collins, Instructional Technology Integrationist	dcollins@holynamestpa.org ext.367
Technology (hardware)	Nick Martin	nmartin@holynamestpa.org
Transcripts (current students)	Stefanie Zummo, Counseling Assistant	szummo@holynamestpa.org ext. 265
Transcripts (alumni)	Dr. Carson Dobrin, Assistant Principal of Academic Leadership	cdobrin@holynamestpa.org ext. 351 Online Transcript Request

Chapter 2 – Academic Advisement and Scheduling

Section 1 - Academic Philosophy in Alignment With SNJM Vision

The selection of an educational path is one of the most important decisions a student can make. It is one that will affect her immediate educational plans as well as her future. Students are required to choose a minimum number of credits per year, with enough credits to fulfill the 28 credit graduation requirement, or 7 courses per year. Students are guided to make course selections based on individual aptitudes, past scholastic achievements, as well as college and career goals. A student may choose any course listed, provided she meets the requirements. These requirements are in place because education must build on previous knowledge if it is to be effective. There is no point selecting a course if the student has not mastered the one upon which it builds. **No exceptions to stated prerequisites will be considered.**

Not all courses will match your schedule. Scheduling conflicts occur when two or more classes that a student requests are offered at the same time. Not all conflicts can be resolved due to the number of courses offered and students requesting courses. While every attempt will be made to match first-choice courses, there is no guarantee.

Courses listed in the Academic Catalog are offered only if staffing and student interest permit.

Academy's students are selected for admission and course placement based on the results of the High School Placement Test (HSPT ©) score, the student's grade school performance, previous standardized testing, teacher recommendations, and individual placement testing as relevant. The link to the Academy Course Catalog for the 2024-25 school year may be found [here](#).

Learning resource services are provided to ensure that students develop the strategies necessary to achieve success in high school and beyond. Likewise, accelerated programming is designed for those students demonstrating a capacity to move into higher level work at a more robust pace of learning, sometimes earlier than prescribed. Designed in conjunction with our philosophy of 'placement for success,' students may be assigned to specific programming to support directed instruction of cognitive strategies that empower learning and lead to academic success. No student, regardless of curricular path, will be exempted from the graduation requirements.

Our goal is to foster the learning development and independence of each individual student without altering the integrity of the established, college preparatory curriculum at the Academy of the Holy Names. Learning specialists are available to consult about further learning needs with parents, students and psychologists, if necessary, to help our students to develop their God-given potential. Support with study skills and learning strategies are available to all students as aligned with the SNJM core value of full development of the human person: Cultivating and respecting the talents, abilities and potential of each person, contributing to the development of all aspects of a person's life. Newly enrolled students with diagnosed learning needs seeking to receive academic support must provide their official support plan from the

previous school along with a documented diagnosis from a licensed mental health counselor, psychiatrist or psychologist for review by our support team in order to be provided with official support at AHN.

Section 2 – Academic Leveling and Progress Monitoring

Academy of the Holy Names has three distinct levels of programming and placement for student success.

Advanced Placement: The Academy offers 25 wide-ranging Advanced Placement courses to students to experience college level classes and potentially earn college credits while still in secondary school. With syllabi prescribed by The College Board, those students wishing to enroll for these classes must obtain the specific department approval, having demonstrated motivation and previous academic achievement, and must be ready to take responsibility for extensive reading and writing assignments as independent study.

All students in grades 9-10 enrolled in an Advanced Placement course are required to take the Advanced Placement Examination in May. Students in Grade 11 who are taking 4 or more AP courses have the option to not take all AP exams, but must take at least 3. Students falling into this category must take a cumulative final exam that will count in the student's GPA if they opt not to take the AP exam for that course. Seniors have the option to not take the AP exam for their assigned AP course. Students opting not to take the AP exam must take a cumulative final exam that will count in the student's GPA if they opt not to take the AP exam for that course.

AP exams are at the student's expense and cost \$100 each. Financial aid through the College Board of up to \$36/exam is available to eligible students. Additional aid may be available through the school if there is a FACTS financial aid form on file. Please contact Mr. John Donohoe, CFO at jdonohoe@holynamestpa.org for questions. No student should refrain from taking an AP course if recommended due to financial reasons.

Any student who cannot take the AP test at the designated time due to emergency or illness must pay the extra fee for the late testing window. Nightly independent workload for Advanced Placement courses may vary between subject areas. In general, students should expect significant independent weekly work per Advanced Placement course, upwards of six to eight hours per week, per course. In order to meet the Advanced Placement timetable, students may be required to complete summer work, although requirements may vary by course. There will be no exceptions. Students who are considering a roster of more than three Advanced Placement courses should be very clear on the time necessary to meet the demands of these rigorous courses.

Honors: Honors-level courses are offered for academically strong students who are able to pursue in-depth study and who are willing to spend extra time outside of class working independently. These courses require additional reading and writing assignments. The nightly workload for Honors courses may vary between subject areas, but students can anticipate a

significant amount of independent work, generally three to five hours per week, per course. Students are expected to manage their time to meet nightly and long-term deadlines.

College Preparatory: College Prep courses are offered for students whose command of skills enables them to accelerate at the pace required of a rigorous college preparatory curriculum. The level of independent work assigned will vary from subject to subject and from course to course. Home study may be a reinforcement of previous learning for mastery attainment. It may also be exposure to new material for the purpose of engaging students in attainment of new information. Independent work is designed to be meaningful in support of content and process goals, generally upwards of three hours per week, per course.

Course selection is a comprehensive process, requiring intense individual attention and care given to the course needs of each student. The process of course selection begins in February of the year previous to the upcoming school year. Decisions made at this time determine the facilities and staffing needs for the following school year. Therefore, ***there is no drop/add period.*** The only course changes entertained are those that are a result of classes not being run, schedule conflicts and/or teacher recommendation in the rarest of circumstances.

ACADEMIC PROGRESS: Student progress may be continuously monitored on Veracross. In addition, student achievement is reported to parents at the end of each semester through report cards. Quarterly academic alerts are issued every nine weeks. NOTE: Beginning in the 2023-24 school year, the high school will begin a soft launch of the Canvas learning management system, looking toward full adoption of Canvas in the 2024-25 school year.

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

ACADEMIC PROBATION: A student will be placed on academic probation for the semester immediately following any semester in which she receives two or more C's or lower. If a student who is on academic probation receives a report card that places her on academic probation for a second consecutive semester, the student is subject to dismissal.

Section 3 – Diploma Requirements

Students are strongly encouraged to take 4 years across all core subjects. A minimum of twenty-eight (28) credits is required for graduation. The block schedule accommodates taking 32 credits, allowing students to elect an additional class to challenge themselves and focus their interests in specific disciplines. The block schedule accommodates taking 32 credits, allowing students to elect an additional class to challenge themselves and focus their interests in specific disciplines. Basic requirements include the following:

- Theology - 4
- English - 4
- Social Studies - 3.5*
- World Language - 3**
- Mathematics - 4
- Science (must include Biology, Chemistry, and Physics in this sequence)
- Fine Arts - 1***
- Health and Fitness - 1
- Electives - 4.5
- Service Hours - 100 (25/year)****

** Must include Global Studies, 20th Century History, American Government, United States History, and Economics (or AP Microeconomics). If qualified, a student may take AP Human Geography and AP World History-Modern in lieu of Global Studies and 20th Century History.*

*** Three consecutive years of the same language. American Sign Language is not considered a substitute.*

****Must include at least 0.5 credit Performing and 0.5 credit Visual Arts*

*****In some situations, transfer students may be exempted from the annual service requirement, but the AHN Service requirement is the Florida Bright Futures Scholarship minimum requirement.*

In addition to these graduation requirements, the Academy curriculum is designed to accommodate those who are pursuing the Florida Bright Futures Scholarship. Below are the required scope and sequences of each year of high school attendance at the Academy of the Holy Names.

Freshman Year:

Subject	Course	Credit
English	English I	1.0
Math	Algebra I or Algebra II	1.0
Science	Biology (Physics for CO 2024, 2025, 2026)	1.0
Social Studies	Global Studies or AP Human Geography*	1.0
Theology	Revelation of God and Christology	1.0
World Language	French, Latin or Spanish**	1.0
Fine Arts	0.5 credit in any performing or visual arts course. The visual arts track begins with Art I.	0.5
Elective	Additional course to complete graduation requirements and/or to meet the minimum 7.0 credits. Recommendation to take health/fitness course.	0.5
Total Credits		7.0

** If qualified, AP Human Geography may be taken in place of Global Studies in freshman year with AP World History - Modern replacing 20th Century History and American Government in the sophomore year.*

*** In high school, students must take 3 consecutive years of the same language. American Sign Language is not considered a substitute.*

Sophomore Year:

Subject	Course	Credit
English	English II	1.0
Math	Algebra II or Geometry/Trigonometry	1.0
Science	Chemistry	1.0
Social Studies	20th Century History and American Government* OR AP World History - Modern	1.0
Theology	Ecclesiology and Sacraments	1.0
World Language	French, Latin or Spanish	1.0
Elective	Additional course(s) to complete graduation requirements and/or to meet the minimum 7.0 credits.	1.0
Total Credits		7.0

**AP Government & Politics may be taken in the senior year in lieu of American Government in the sophomore year.*

Junior Year:

Subject	Course	Credit
English	English III or AP English Language	1.0
Math	Geometry/Trigonometry or 3rd-Year Math Course	1.0
Science	Physics (Biology for CO 2024, 2025, 2026)	1.0
Social Studies	United States History Economics*	1.0/1.5
Theology	World Religions and Christian Morality	1.0
World Language	French, Latin or Spanish	1.0
Elective	Additional course(s) to complete graduation requirements and/or to meet the minimum 7.0 credits.	0.5/1.0
Total Credits		7.0

**Economics or AP Microeconomics may be taken in the junior or senior year.*

Senior Year:

Subject	Course	Credit
English	4th Year English Course	1.0
Math	4th Year Math Course	1.0
Social Studies	Economics*	0.5/0.0
Theology	Christian Lifestyles and Catholic Social Teaching OR Peer Ministry	1.0
Electives	Additional courses to complete graduation requirements and/or to meet the minimum 7.0 credits. A 4th year in Science and World Language is highly recommended.	3.5/4.0
Total Credits		7.0

**Economics or Microeconomics can be taken in the junior or senior year. If American Government isn't taken by senior year, American Government or AP Government is a senior year requirement.*

Section 4 – Cumulative Assessments

CUMULATIVE ASSESSMENTS: There are two weeks of mandatory cumulative assessments. December 16-December 20, 2024 and May 27- May 29, 2025. Depending on the nature of the coursework, the assessment may range from a test to a project or presentation. Seniors will be required to complete December assessments, however, teachers will communicate their expectations for a final assessment in the spring (April 25-May 30, 2025). Students taking AP exams in the spring are exempt from the respective AP course’s final exam.

Students who miss scheduled cumulative exams due to illness must have a doctor’s note for the date of the missed exam and the exam must be taken at the earliest date possible *after* the originally scheduled exam date. **Exceptions to this policy are rare and are usually only made for family tragedies and extreme illness.** Exceptions may only be granted by the administration. *Vacations and trips of any kind do not count as excused absences for originally scheduled exam dates. Early exams will not be permitted.*

If a student misses an exam, she must make it up on the exam make-up day or after. Any student who does not schedule a make-up exam within a week of the scheduled exam day will forfeit her opportunity to complete the assessment and will receive a zero.

Section 5 – Grading

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

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

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

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

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

Determination of Valedictorian and Salutatorian is made upon completion of senior grades; they are granted the privilege of speaking at the Graduation Ceremony. To qualify for this honor, a student must have attended the Academy of the Holy Names High School as a fully matriculated student for the duration of her 9th, 10th, 11th and 12th academic years and have achieved the highest and second highest grade point averages, respectively. Only AHN courses are used in the calculation of the AHN GPA.

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

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

The Academy is proud to offer membership in the following honor societies:

- French Honor Society
- International Thespian Society
- Latin Honor Society
- Mu Alpha Theta
- National Art Honor Society
- National Beta Club
- National Dance Education Honor Society
- National English Honor Society
- National Honor Society
- Quill & Scroll
- Rho Kappa
- Science National Honor Society
- Spanish Honor Society
- Tri-M Music Honor Society

NATIONAL HONOR SOCIETY: The National Honor Society chapter of Academy of the Holy Names is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for

membership by majority vote of a five-member faculty council, which bestows this honor upon qualified students on behalf of the faculty of our school each September.

Students in grades 11 and 12 are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 4.2 or above at the end of the second semester from the previous year. Each fall those students who meet this criterion are invited to complete a Candidate Form that provides the faculty council with information regarding the candidate's leadership and service.

To evaluate a candidate's character, the faculty council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the faculty council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection in early October.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

Chapter 3 – Attendance

The AHN school day begins at 7:50am with a warning bell. Classes begin at 8:00am and end at 2:40pm. The school building opens at 6:30am and closes at 4:00pm. Students are allowed to sit in the 2nd or 3rd floor commons before school starting at 6:30 am. Any student remaining on campus after 2:45 pm must stay in supervised spaces on the 2nd floor until 5:00pm. Once on campus, students may not leave campus for any reason without being properly signed out through the high school office.

In order to be compliant with state law, a student must maintain regular attendance during the school term of either 180 actual school days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days (Rule 6A-1.09512, *Florida Administrative Code*).

An AHN student demonstrates respect for her teachers and classmates by being present and on time for each class period, every day. Success begins with consistent attendance. **It is the responsibility of the parents/guardians to establish habits of regular attendance and promptness.** In accordance with our motto, "Esse Quam Videri", we expect parents to model integrity and honesty when submitting attendance requests.

Regardless of the duration of a student's absence, **it is ultimately her responsibility to initiate contact with her teachers in order to receive and complete make-up work.** Teachers have the discretion to not allow students to make up a presentation or group assignment due to an absence.

Any student affected by a long term medical absence should contact her personal counselor so that a return to school plan may be developed.

In-School Assemblies and Special Events

Student attendance is expected at all special events, including Masses, retreats, assemblies, Mission Days, Career Day, or any other in-school programming. These events are an integral part of what it means to be a member of the Academy community. Absence from a special event without appropriate documentation (doctor's note) will be counted as an unexcused absence. If a student misses an all-school or an all-high school Mass, she will be required to make up the liturgy through an alternative option, such as a Flex time meeting. If a student misses a Mission Day, she will be required to complete an alternative Saturday community service day sponsored through the High School.

Online Attendance Reports

Attendance information is available to parents online through the parent portal on Veracross. The attendance report provides detailed information concerning tardies, absences, and other attendance records. We strongly encourage parents to review this report regularly.

Section 1 – Reporting Attendance

The school must be informed of the reason for any student's absence. Parents must update their daughter's attendance in Veracross no later than 7:00 a.m. the day of. This must be done each day the student is absent unless an Extended Absence form has been submitted. In the case of an emergency, call Ms. Smith in the attendance office (813-839-5371, ext, 365).

Excused Absences:

- Observance of a religious holiday or ceremony
- Illness of student
- Death in the immediate family
- Funerals
- School-sponsored field trips
- Religious retreat
- College visit (with pre-approved signature from College Counselor and documentation)
- Medical services (doctor, dentist, etc.)
- Other reasons that are within the discretion of Administration and based on the student's circumstances (see Section 5, [Anticipated Absences](#))

SENIOR STUDY HALL PRIVILEGE: Beginning on September 3, 2024, Seniors who have a study hall or an independent study (*if the class is 100% completed*) that falls at the first or last set may be permitted to arrive late or leave campus early after submitting the release form to the Assistant Principal. Sign in and sign out is required for both, mindful that the schedule will have a full rotation. The Administration reserves the right to suspend this privilege if the student has excessive tardies or absences, or is on academic and/or disciplinary probation.

Section 2 – Tardy Policy

A student is tardy if she is not seated in her first class of the day by 8:00am and will be marked as such by the first teacher of the day. A student who arrives at the main building of Bayshore after 8:00am must check in with the HS front desk on the first floor before heading to class.

Convocations will take place on various Mondays throughout the year beginning at 8 am. Students are expected to be in their designated seats at the start of the convocation or they will be marked tardy. Tardies or absences from convocation will be reported to the Assistant Principal for Student Life and those students will have to attend a mandatory makeup session either after school or during flex time.

Students and parents will receive a warning after the 4th unexcused tardy. Flex detentions will be assigned upon the 6th and 7th tardy. If a student reaches 8 unexcused tardies, she will have to serve a Saturday detention. If a student reaches 10 unexcused tardies, a parent-student conference will be held where she will be placed on a tardy contract which excludes her from attending school events such as dances and field trips. Attendance resets each semester, though it's important to note colleges receive the total number of absences and tardies for the year. There is precedent for colleges denying acceptance due to excessive absences or tardiness.

NOTE: Traffic, traffic caused by accidents, forgetting something at home, car troubles, oversleeping, or having to assist a family member are examples of unexcused tardies. A student's tardy will be marked as excused **ONLY IF** she presents a signed note from a doctor's office to the front desk upon her return to school.

Section 3 – Illness or Emergency

Parents are asked to keep their daughter home when fever, vomiting, diarrhea, or hacking cough occurs. The student should be kept home until she is free of fever (100.4°) without the use of fever-reducing medications for at least 24 hours before returning to school.

The following COVID-19 guidelines went into effect on March 15, 2024 :

- Those who have a COVID-19 exposure and are symptomatic or test positive for COVID-19 may return to school once symptoms have resolved and the individual remains fever-free for 24-hours without the aid of fever-reducing medicine. This is regardless of vaccination status.
- Those who have a COVID -19 exposure, but have no symptoms, are not required to quarantine and can remain in school. This is regardless of vaccination status.
- After an exposure or positive COVID-19 diagnosis, a negative COVID-19 test is not required to return to school.
- Masks will be optional regardless of vaccination status for faculty and staff.
- Masks remain optional for all students.

NOTE: Policies and procedures related to COVID-related absences are subject to change.

Students who become ill during the school day must report to the High School Office and/or the clinic after alerting their teacher or other faculty member. No student is permitted to leave school due to illness unless a parent has been notified by the High School Office or clinic. **If a student is feeling ill, she should not use her cell phone to call or text her parents to leave school unless she is in the High School Office, clinic, or at the direction of a teacher/administrator.**

In case of absence due to a reportable communicable disease, a release card from the Board of Health or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.

Section 4 – Partial Absences/Releases

Absences of more than 20 minutes of class due to tardiness or early release will count as a class absence for that period.

Students arriving by 11:30am or later will be considered a half-day absence. Students leaving before 11:30 am will also be considered a half-day absence. Two half-days make one full day absence for “excessive absence” definitions.

Students requesting to be excused from school for a portion of the day should do so only in case of sickness, emergency, or cases where a doctor’s appointment could not be made outside of school hours. This does not include driver’s tests, passport appointments, job interviews, or other various appointments.

If a student needs to be excused early or arrive late on a given day, parents must update their daughter’s attendance in Veracross no later than 7:00 a.m. to report their daughter’s partial absence that day. Students arriving late or returning to school from an appointment (on the same day) must sign in at the attendance desk **and drop off their cell phones with the Attendance Receptionist.**

In the case of an emergency early pick up, a parent must call the High School Attendance Desk (813-839-5371, ext. 365). Before leaving school, a student driving must sign out at the High School attendance desk. Parents or designated persons picking up students will need to sign out students at the attendance desk in the main lobby. Students will not be released to anyone other than the parent or guardian whose name is listed in the student’s Veracross portal without the expressed permission of the parent or guardian.

ATTENDANCE AND CO-CURRICULAR ACTIVITIES:

- Students absent from school for the day or who become ill at school and go home may not attend or participate in a co-curricular activity or school function on the day of the absence or early dismissal. This includes all athletic events, drama/music/art events/practices at AHN or any other school.

- Students who have attended school but who leave school for a medical or dental appointment may participate in a co-curricular activity later that day ONLY if a doctor/dentist note, stating the day and time of the appointment, is provided to the HS receptionist.
- Students arriving late to school who are not in attendance by 8:00 am (M, T, R, F) or 8:45am (Wed.), may not attend or participate in any co-curricular activity or school function later that day.

Section 5 – Anticipated Absences

For school-related absences, see [Section 10: Special Events](#)

If a student is aware that she will be missing one day of school, it is her responsibility to notify her teachers as soon as possible and to make arrangements for all make-up work prior to the absence.

PLANNED ABSENCES OF TWO DAYS OR LONGER (EXTENDED ABSENCE FORM):

If a student expects to be absent from school for an extended period of time (two days or more) the [Extended Absence form](#) must be completed. To be considered complete, this form must be:

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

These trips during school time should be infrequent and neither precede nor follow a regular vacation or occur during [exam days](#). All assigned work is due upon return to school. Failure to complete the planned absence form will result in an unexcused absence, and the student will not be allowed to make up missed work.

COLLEGE VISITS (Additional Requirements of the Extended Absence form):

Juniors and Seniors who are in good academic standing (greater than or equal to 2 C’s) and who have no current attendance concerns are able to take 4 (four) single days for college visitation during the school year. In order for the college visit to not count against their total attendance record, the student must submit written verification of the visit date to the Assistant Principal for Student Leadership from the college before their absence, *IN ADDITION* to the Extended Absence form.

Underclassmen siblings are not eligible for “college visitation” exemptions on their attendance record.

LONG-TERM MEDICAL LEAVE: The Academy of the Holy Names does not offer a homebound program. If a student is unable to attend school on a regular basis due to medical reasons or restrictions, the school may ask the student to withdraw and enroll in the Hillsborough/Pinellas/Pasco County school system homebound program. The student may reapply when her doctor(s) and administration of the Academy of the Holy Names determine that the student is able to return to school on a regular basis. Such action is necessary to assist the student in receiving the full benefit of her educational experience.

Section 6 – Excessive Attendance Issues and Loss of Credit

Attendance reports will be closely monitored by the high school administration for full-day and partial-day patterns of absences.

An absence is recorded for each period missed (8 total) in a single day. This includes the close monitoring of late arrivals and early dismissals. **A student with five (5) or more early dismissals or late arrivals will be contacted and may be subject to attendance probation.**

Excessive absences are defined as missing five (5) or more single class sessions from any one class and/or eight (8) or more days in a single semester. Excessive absences may exclude a student from being able to attend high school functions such as Christmas Formal, prom, field trips, blood drives and/or any other activities throughout the school year. Moderators and coaches may use patterns of absences as a criterion when considering students for membership in co-curricular activities or leadership positions.

ATTENDANCE PROBATION and GRADE DEDUCTION: The Administration will contact the family of a student who has accumulated three (3) single-class absences or four (4) full-day absences. Medical exceptions, with doctor or hospital note, will be considered. Excessive absences (either daily or single class) can possibly result in the loss of credit(s) for the semester, which could impact promotion and/or graduation. **Upon the fifth (5) single-class absence (from one subject) or eighth (8) full-day absence in one semester, in conjunction with a meeting will be scheduled with the student and the parents, at which time the student may be placed on an Attendance Probation Contract directed by the Assistant Principal for Student Leadership to help deter continued absences.** At this time, the student would be removed from all extra-curricular activities for the remainder of the semester. Furthermore, if attendance fails to improve after the Attendance Probation contract, a full grade deduction will occur.

The Academy aims to support students participating in club athletics and activities not supported directly by the school. Beginning in the 2023-24 school year, absences for tournaments and travel related to outside activities exceeding eight (8) or greater are not considered excused absences. Support to catch up on missed time not related to illness in situations like this is completely on the student and family. Additionally, if the attendance does not improve after, **a full grade deduction may occur.**

Section 7 – Work and Assessment Make-Ups

Tests may not be made up in study hall, during lunch, or other class time.

The Testing Lab is available Monday through Thursday from 3:00-4:30 p.m.

If a student was scheduled to give a presentation on the day of her absence, she is expected to give it in the next class or at a time designated by the teacher. All other work and assessments will need to be completed based on a clear date to be put in the gradebook by the teacher, i.e., ‘Student absent on X, new due date is X’.

Departments will have a unified policy regarding late work and missed assessments that will be outlined in their syllabi. Students are expected to initiate and follow through with communication to teachers in the event of an absence to make arrangements that fall within the outlined expectations.

TRUANCY

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

If a student is truant, no make-up assignments will be allowed nor will work due that day be accepted.

Chapter 4 – Integrity and Discipline

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

Section 1 – Honor Code

THE ACADEMY OF THE HOLY NAMES HONOR CODE:

I will respect myself and others; I will not lie, cheat, or steal. I have not given or accepted help on this assignment.

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

In accordance, all students at the Academy are expected to uphold high standards of integrity and honesty. Failure to maintain these standards will result in a breakdown of the spirit of community and the spirit of trust. The development of self-worth, respect for others, and responsibility for one's actions cannot occur without the individual's acknowledgment that honor must be respected at all times. The Honor Code at the Academy of the Holy Names was developed to encourage respectable conduct both on and off campus. The Academy takes pride in its role of developmental appropriateness with regard to direct instruction in how to avoid instances of plagiarism and working in the bounds of academic integrity.

In order to instill the spirit of trust that is necessary for honor to be maintained, it is essential that the Honor Code be supported by all Academy students, parents, faculty, staff, and administration. Students are encouraged to adopt an ethical attitude in all academic and personal undertakings, including online courses.

1. CHEATING

Using or attempting to use **unauthorized** assistance, material, or study aids in examinations or other academic work (including but not limited to):

- Using a cheat sheet, texting questions/answers to another student.
- Using any type of Artificial Intelligence (AI) program such as, but not limited to, ChatGPT to complete any and all portions of an assignment.
- Storing information in a calculator or using an iPad without teacher permission.
- Selling/purchasing an assignment from another student or other source.
- Copying from or photographing another student's paper, quiz, or test, etc.
- Knowingly helping or attempting to help another student complete assignments specifically designed by the teacher to evaluate that student's work alone (e.g.: working together on a take-home examination, etc.).
- Class-to-Class cheating: divulging or receiving any test, quiz, or exam information to or from another student before either student has completed the graded work (e.g.: asking for or giving out questions or answers on a test that day, or at a later time in the case of make-up tests, etc.).
- Having a tutor, sibling, parent or anyone other than the student complete a portion or all of the work on an assignment for said student.

2. STEALING

Students are expected to respect others and their property, and not engage in any of the following:

- Taking items from the lunch counter, PE equipment room or locker room, or other areas of the school where ownership by others is obvious
- Taking money or other valuable items, even if the student does not know the identity of the owner
- Taking the intellectual property of another student (e.g.: taking a screenshot or photo of another student's work)

3. INTENTIONAL DECEPTION

- Using any type of Artificial Intelligence (AI) program such as, but not limited to, ChatGPT to develop an idea or to seek inspiration for any school assignment or assessment.
- Committing forgery such as faking parental signature/approval on any documentation (handwritten or through Veracross)
- Participating in a pattern of deliberately missing a class on the day of an important assessment.
- Lying verbally and/or in writing to a faculty member, administrator, or school employee as it relates to the student experience.

4. PLAGIARISM

Plagiarism goes beyond 'cutting and pasting' other's language; rather, it also includes using other's ideas, arguments, evidence, and analysis without attribution. It is important to note that plagiarism can be found in written work and/or all forms of presentations (i.e. PowerPoints, videos, speeches.) More specific examples include but are not limited to:

- Taking an idea from Sparknotes, Shmoop, or any other website.
- Using any type of Artificial Intelligence (AI) program such as, but not limited to, ChatGPT to inspire, brainstorm, develop, or revise.
- Rewording another person's sentence (even changing one or two words).
- Rearranging the syntax of another person's sentence.
- Turning in an assignment with language similar to another student's language.
- Self-plagiarizing by submitting an assignment from a previous year or class for another class.
- Using Google Translate
- Fabricating elements of an assignment such as creating an "anonymous" source that doesn't exist, creating fake data or measurements, or tracing an illustration.

An Important Note About How to Prevent Plagiarism

Plagiarism, whether consciously intentional or not, has serious consequences but can be prevented by simply providing proper attribution to give credit to the original source. Beyond this, students will benefit from using plagiarism checking software, and most significantly, reviewing the expectations for assignments with their teachers. When in doubt, it is the

student's responsibility to seek clarification and feedback within a timely manner from the instructor.

Academic integrity violations will be addressed by the Administration directly. In all cases (minor and major violations), disciplinary action will be determined by:

- The severity of the infraction
- The student's prior record of similar violations
- The student's cooperation and honesty in the investigatory process.

Section 2 – Infractions and Detention

Infractions can be assessed for any of the following:

1. Honor Code Violations
2. Inappropriate classroom behavior
3. Disrespect toward teacher, staff member, or fellow classmate
4. Uniform violations - inappropriate skirt length, and/or shoes, non-white socks; forgetting to wear Mass uniform on Mass days; out of uniform sweatshirts; wearing a sweatshirt without the blue school polo on underneath
5. Cell phone violations
6. Electronic Responsible Use violations - including removing school-mandated cases from tech devices and texting using the iMessage App or any other instant messaging system.

ADMINISTRATIVE DETENTION:

- Infractions documented by teachers and administrators are recorded and electronically filed by the Assistant Principal for Student Leadership.
- If the consequence for the infraction is deemed to be a detention, the detention time will be increased by one-half hour if detention is not served on the assigned day.
- After 5 minutes of the start of detention, it will be considered a missed detention and her time will be doubled.
- Regardless of the reason for a missed detention, the student, upon her return, must meet with the Assistant Principal to explain the reason for the missed detention. Parents will be notified.

Section 3 – Cell Phone and Social Media Policy

CELL PHONES/SMART WATCHES ARE PROHIBITED FOR THE DURATION OF THE SCHOOL DAY (8:00am-2:40pm) INCLUDING DURING LUNCH.

Understanding how and when to properly use her cell phone is one way students show respect for those around them on campus. Proper use allows a student to be present in the moment and use her time efficiently. Student cell phones will be collected by a faculty member and stored in a

secure location for the duration of the school day. Furthermore, smart watches should not be worn and will also be collected at the beginning of the day if worn. The use of personal electronic devices for medical use must be approved by Administration with medical authorization.

It is imperative that parents help to support this policy by refraining from communicating with their child(ren) during the school day. **In the event of an emergency, parents should contact the High School Attendance Office (813-839-5371, ext. 365).**

For more information please review our “[Cell Phone Protocols](#)” here.

Cell phone/Smart watch violation consequences:

First offense: Warning, device is confiscated by Administration for the day as well as the following school day starting at 7:30am. Parents are notified.

Second offense: Half-hour detention, and device is confiscated for the day by Administration as well as the following (2) two additional school days starting at 7:30am. Parents are notified.

Third offense: Half-hour detention, \$20 fine, device is confiscated for the day by Administration, device must be picked up by a parent, and parent conference to be scheduled at a mutually convenient time.

Any additional smart technology violations may be subject to more serious consequences, such as suspension, if a student cannot adhere to the school’s rules and policies on smart devices.

***** PLEASE NOTE TEXTING USING THE MACBOOK’S iMESSAGE APP WILL COUNT AS AN INFRACTION.**

SOCIAL NETWORKING AND TEXTING: One part of representing the Academy proudly means respecting classmates and other members of the school community including teachers, administrators and staff, as well as school families on social media and using it appropriately. AHN students and families have a responsibility to engage appropriately with social media that is linked to the school. Posts and comments should help to enhance and support our school community. Online behavior of both students and families should reflect our school standards of respect and courtesy that would be used speaking with someone face-to-face. It is the expectation that students and families will respect the diverse set of customs, values, and points of view that all members of our community represent.

Social networking and texting, including at home or off campus, can have an impact on the school community. AHN does not actively pursue or routinely view personal social networking sites or student cell phones, but when objectionable/disrespectful material is brought to the administration’s attention, the school reserves the right to address the content and apply consequences, up to and including expulsion from AHN, for the student(s) who posted and/or posed for said objectionable/disrespectful material. AHN expects students and families to post appropriately online and will not tolerate any posting and/or circulating of defamatory remarks,

comments, or images related to fellow parents, pupils, the school or its employees. Online postings should never be considered private; confidential information should never be shared about students, staff, or other parents.

Families who fail to support the mission and intention of the Academy of the Holy Names may be dismissed for violating the boundaries of respectful communication and interaction with our staff.

Regardless of whether or not there are school-imposed consequences, parents will be notified of the content to be able to address it as a family. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information, photos and content does not place any student at risk. For an explanation of what the Academy considers Cyber Bullying/Misconduct, see section 5 of this chapter.

In addition, students and parents may not create any social media accounts that use the Academy name or logo without the express written authorization of the Campus President. Additionally, the use of the Academy athletic logo and school seal should only be used in accordance with school policies.

Section 4 – Suspension, Disciplinary Probation, and Expulsion

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

Infractions that may lead to a suspension, or in some case, expulsion from AHN include, but are not limited to:

1. Skipping class, being out of bounds or leaving the school premises without permission.
2. Flagrant disrespect for authority, school policies, and/or classmates.
3. Flagrant disrespect for school property.
4. Bullying/Harassment of a school member or including fellow students or adults in person or online (see [Cyber Misconduct](#)).
5. Use of controlled substances on campus or at school-sponsored events.
6. Possession of a controlled substance (regardless of ownership).
7. Bringing weapons onto campus.
8. Escalation of previous offenses not remedied.

CONTROLLED SUBSTANCES: Intoxicants or other controlled substances of any kind, including, but not limited to, drugs and alcohol may not be brought onto, consumed, or utilized on campus or at any school-sponsored activity by a student. A student shall not sell, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, nicotine, alcoholic

beverage, or intoxicant of any kind. Breathalyzer tests may be administered to students as deemed necessary by the administration. **Violators may be subject to immediate expulsion and are subject to any action deemed appropriate by civil authorities for violation of any law.**

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

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

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

DISCIPLINARY PROBATION: A student may be placed on disciplinary probation for the semester immediately following any semester in which she has flagrantly abused school expectations leading to a suspension. In such a case, the administration will closely monitor her behavior, and she will meet with the school counselor regularly. Acceptable behavior during this period will remove her from probation. If there is no improvement in her behavior, she will be subject to further disciplinary action and possible dismissal from school.

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

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

At the discretion of the Administration, any student on disciplinary and/or academic probation may have parking privileges revoked.

Section 5 – Bullying, Cyber Misconduct, Hazing

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

DEFINITION OF BULLYING AND DEFINITION OF HARASSMENT

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

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

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

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

Bullying and harassment also encompasses:

1. Retaliation against a student by another student for asserting or alleging an act of bullying or harassment.

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

Cyber Bullying/Misconduct means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

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

- Sending text messages that are cruel, vindictive and/or libelous.
- Posting, commenting, or uploading video/pictures on social media websites/apps, etc., which ridicules others or can be misunderstood or cause harm to another person.
- Using one's own or someone else's email, social media, or instant messaging account to send embarrassing, mean, cruel or vindictive materials, comments, texts, etc.
- Posting pictures of any student, teacher, administrator or other AHN staff without their permission.
- Posting defamatory pictures of the interior and/or exterior of the Academy of the Holy Names school building and grounds, in addition to any derogatory use of the AHN logo.
- Creating fake social media accounts, posts, comments as a member of the AHN community without their permission.
- Using phone messaging systems (VOIP) to impersonate a member of the AHN community without their permission.

Please see the Social Media Policy.

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

The topics of bullying, including cyber-bullying, and hazing deal with the harassment of other individuals and groups; harassment, at its core, is when we fail to recognize the inherent and God-given integrity of others. As such, engaging in any sort of harassment is against the Honor Code, Academy's core values, and the charism of the Sisters of the Holy Names of Jesus and Mary and will not be tolerated. Students found to be engaging in this behavior may be required to enter counseling and/or, depending on the severity of the case, disciplinary action up to and including expulsion.

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, abuses, or endangers them, regardless of the person's willingness to participate.

Chapter 5 – Electronic Responsible Use

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

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

Student cell phones and smart watches are not allowed to be in use during the school day (please see "[Cell phone and Social Media Policy](#)"). Therefore, at no time may students connect to the school Wi-Fi using their cell phones or unapproved electronic devices. Those found in violation of this policy will face the consequences outlined in the Discipline section of this handbook.

Section 1 – Network Etiquette

ALL-SCHOOL POLICY

The primary goal of the Academy of the Holy Names technology resources is to enrich the learning that takes place in and out of the classrooms. Technology is an important enhancement to the rigorous academic curriculum taught at the school and our goal is to provide the most appropriate tools available to support higher-level learning and instruction. The following is a list of rules and guidelines that govern the use of the Academy's network resources. However, all community members are expected to contribute to a stable and productive computing environment. Students are expected to use good judgment when working in gray areas not covered explicitly by the rules.

NETWORK ETIQUETTE AND RESPONSIBLE USE:

1. The school's code of conduct extends to the electronic world.
 - a. Technology will not be used to harass or bully others.
 - b. Technology will not be used to steal or borrow intellectual work.
 - c. Technology will not be used to access or store inappropriate materials.
2. The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting, and watching entertainment videos are not allowed during the school day unless associated with a class and permission from a teacher is explicitly given.
3. The network is to be used to store school-related files only. The network may not be used to store or download personal music, video, game files, or photos.

4. Do not break copyright law by using unlicensed software or pirating audio or visual materials. Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.
5. Do not use electronic resources to plagiarize. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing.
 - a. Do not ask others for their homework.
 - b. Do not cut and paste from the web without a full citation.
6. Users are assigned unique usernames and passwords to protect the information on the network. All users are to respect the need for this security and confidentiality. Do not access or use other people’s accounts, computers, or folders, nor borrow computers or computer accessories without express permission from the owner.
 - a. Passwords must not be shared with any other person.
 - b. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.
 - c. Students are responsible for all actions taken under a student’s username and password.
7. While on campus, students should not attempt to bypass the technological blocks that have been placed on computers/iPads to filter content that the school has classified as objectionable. Students must use all electronics in the form/manner they were created by the technology department, while they are on and off AHN school grounds. Teachers may request to unblock a website if the website is appropriate and relevant to school activities; such as creating “hotspots” or use of similar technology to bypass school filters if it is appropriate and enhances the curricular delivery for a particular domain.
8. Never provide personal information online.
9. Always assume that everything you do online can be seen by the entire world.
10. Students should back up their work often. Do not use technology as an excuse. **If your computer fails at home, do your work on paper or in some other way.**

NETWORK RESOURCES refers to all aspects of AHN’s owned or leased equipment, including computers, printers, scanners, and other peripherals, e-mail, internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of AHN’s network resources, whether this access occurs while on or off campus. Regardless of the specific wording of this acceptable use policy, network users are expected to use network resources in the spirit of cooperation.

LEGAL ISSUES AND AHN’S RIGHT OF ACCESS: The Academy of the Holy Names owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed, or downloaded using any part of AHN’s network resources is subject to the rules stated in this policy as well as within the student handbook. The Academy of the Holy Names may monitor the network while you are using it, and you should never assume that anything you do on AHN’s network resources or the devices provided to you is private. Additionally, the school reserves the right to search students’ personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so. Furthermore, consistent with the school’s social media policy, students who list AHN in their social media bio and/or post

photos to their personal social media in AHN attire do so at their own risk with the knowledge that their account may be accessed and subjected to Administrative actions regardless of the account's privacy.

VIOLATIONS: Any and all violations of this Responsible Use Policy will result in the loss of network privileges as well as appropriate disciplinary action. Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern in accordance with the school's anti bullying policy. Any student who accesses inappropriate material on the Internet or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet must immediately report the concern to the faculty member who is supervising the activity or to school officials so that the situation can be investigated and addressed appropriately.

DISCLAIMER: Currently the Academy of the Holy Names utilizes an internet filtering system. Providing a filter generally can eliminate access to offensive materials. Unfortunately, no filtering system is foolproof. While AHN's intent is to make internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the internet and all network resources.

Chapter 6 – Dress Code

As an AHN student, respect is shown to the school and all those in it by wearing the uniform properly. Students must wear the appropriate uniform from the first day through the last day of school. The dress code is in effect from the time a student arrives in the morning until she leaves the building at the end of the school day.

Section 1 – ID Badges

As part of our ongoing commitment to the safety and well-being of our students, staff, and community, we are implementing a new security protocol that will require current students in grades 5-12 and all parents to obtain and carry new security badges at all times while on campus during the school day.

All students will be issued ID badges that will allow them to unlock the gates on West Drive and the doors on the south side of the Middle School. Additionally, the badges will help with the identification of students. As an added benefit, the badges will feature a barcode that on-campus dining (SAGE) can scan to expedite the lunch process. Each student will receive a badge with a protective case and a lanyard.

Students must wear their lanyard when commuting around campus. Additionally, the badge will be used as a hall pass. **PLEASE NOTE Any student who loses their badge will need to pay a \$5 replacement fee.**

Section 2 – Uniform Guidelines

REGULAR DAY UNIFORM (CLASS OF 2028)

1. Khaki performance kilt (no more than 3” above the knee) or flat front khaki pants
2. Blue polo shirt with AHN seal (tucked in)
3. Dark penny loafers or tan boat shoes with white mid-calf socks plain white crew sock (mid-calf) daily. Socks may not have visible logos, other than the version with AHN that will be available at Risse Brothers.
4. Navy Blazer will be worn with the above as their Mass Uniform or for Special Occasions
5. Dark penny loafers or tan boat shoes with white mid-calf socks plain white crew sock (mid-calf) daily. Socks may not have visible logos, other than the version with AHN that will be available at Risse Brothers.

REGULAR DAY UNIFORM (CLASSES OF 2025, 2026, and 2027) **However, effective August 1, if uniform pieces need replacing, the new uniform is required.

1. Navy blue skirt (no more than 3” above the knee), shorts or slacks (purchased from Educational Outfitters).
*Class of 2025 is the last class allowed to wear the flat, skort style as long as it is appropriate length (past fingertip length with arms straight down)
2. Blue polo shirt with AHN seal (purchased from Educational Outfitters) that must be tucked in
3. Dark penny loafers or tan boat shoes with white mid-calf socks plain white crew sock (mid-calf) daily. Socks may not have visible logos, other than the version with AHN that will be available at Risse Brothers.

*Black leggings/tights are acceptable under uniform skirts on significantly cold weather days.

MASS AND/OR SPECIAL CEREMONY UNIFORM (CLASSES OF 2025, 2026, and 2027)

1. White button-down blouse with AHN sea; and yellow Mass sweater with AHN seal with navy skirt of appropriate length (purchased from Educational Outfitters)
2. Dark penny loafers or tan boat shoes with white ankle-length socks

APPROVED OUTERWEAR FOR ALL CLASSES (Monday-Thursday)

*No outerwear (sweatshirts, jackets, etc.) that is longer than a skirt will be permitted.

1. Navy AHN sweatshirts sold by Risse Brothers
2. Yellow Mass sweater
3. Fleece AHN seal jackets

SPIRIT FRIDAYS and days specified by Administration only - Approved AHN navy, white, or gray athletic/academic team t-shirts and sweatshirts with school uniform bottoms, multicolored socks, and loafers.

The following is the way to wear the uniform in order to be in dress code:

Any student in violation of the uniform policy will be required to purchase a new uniform.

- Uniforms must fit properly, be clean, and in good condition. This includes all approved outerwear.
- Uniform polos must be tucked in regardless of school uniform bottom choice.
- Bras must be black, brown, tan, or white under the blouse or polo shirt.
- Skirt and shorts length must be longer than fingertip length when the student is standing up straight and arms are relaxed at her sides. Skirts should fit properly without being rolled. Skirts should be worn just above the hip bones and not the natural waist. Class of 2025 skirts should already land at the knee.
- Required shoes are dark penny loafers or tan boat shoes, which must be worn appropriately with the backs in place on the heel and in good repair. Flip-flops and/or slippers are never permitted.
- Students are only permitted to wear tennis shoes if, based on a doctor's note/recommendation, approval is given by the Assistant Principal for Student Leadership. Students must provide documentation every year.

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

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

SWEATSHIRTS AND LETTER JACKETS: AHN athletic and academic sweatshirts must be in good condition, not discolored, frayed, or with writing on them. AHN letter jackets and sweaters may be worn only by those who have earned and purchased them. The official patch of AHN is the Athletic "A."

SPIRIT FRIDAYS: On non-Mass Fridays, students may wear AHN T-shirts, sweatshirts, etc. from mission trips, clubs, or athletics. Seniors only may wear college T-shirts and/or sweatshirts during the second semester on Fridays only. *After April 1, seniors may wear college sweatshirts any day of the week.*

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

JESUIT ATTIRE:

- Only Jesuit varsity cheerleaders are permitted to wear the Jesuit varsity athletic letter, provided it is worn on their AHN jacket or sweater.

- On non-Mass Fridays only, members of the Jesuit cheerleading squads may wear only the cheerleading shirt(s) and/or jacket approved for the 2023-2024 school year.
- *At no other time should any student wear Jesuit T-shirts and/or jackets.*

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

- *1st Offense* - warning
- *2nd Offense* - 1/2 hour detention
- *3rd Offense* - 1-hour detention, parent notification, and establishment of a plan for improvement – requirement to purchase the new uniform

Section 2 – Free Dress and Outside-of-School Functions

FREE DRESS DAY AND SCHOOL FUNCTIONS (ON AND OFF CAMPUS): Students must stay within the spirit of “Esse Quam Videri” and the charism of the Sisters of the Holy Names when dressing out of uniform. Themes and dress for accessory days and/or non-uniform days, must receive advanced approval by the Administration. Student dress for all school functions **must be in good taste and suitable for the occasion.** Examples of unacceptable clothing may include, but are not limited to, the following:

- Backless, strapless outfits, tank tops
- Exposed midriffs and/or shirts that are too tight and/or too revealing
- Shorts, skirts, or pants/jeans that are too tight, too short, or too revealing. This includes leggings.
- Sloppy, oversized attire (e.g. pajamas, sweatpants) (Exception - Pajama Day Fundraiser)
- Rubber/plastic flip-flops or slippers
- Inappropriate writing (printing/slogans/sayings, etc.) on clothing and accessories
- “Gang-like” clothing or accessories

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

Chapter 7 – Mission & Campus Ministry

The Mission & Ministry Team at the Academy provides the community spiritually rich experiences that ground students and adults in God’s love, in the SNJM core values, and in the Gospel mission. In a Catholic school inspired by the Gospel and the charism of the Sisters of the Holy Names, we are an inclusive community of faith, guiding students in each unique stage of their faith journey. We continually strive to grow in our discipleship and in both our personal and collective call to love and actualize the words of Jesus.

“I have come to cast fire and wish that it were already kindled...” - Mother Marie Rose

Section 1 - Mission Days & Mission Trips

“Let our charity be a bright and burning light...” - Mother Marie Rose

On Mission Days and Mission Trips, students and staff focus on the Gospel mission through service-learning projects and experiences. Being the presence of Christ around Tampa Bay, the states, or abroad, students serve with people and partner organizations who work every day to improve the lives of people who are in poverty and/or marginalized by society. Service-learning helps develop a life-long commitment toward working for the Common Good.

Mission Days

Service-learning on Mission Days forms students’ understanding of needs in the surrounding community while fostering a responsibility to and love for others and creation. Structured faith-based reflection that applies Gospel values and Catholic Social Teachings and integration of skills from other subjects will guide students to deeper faith, sensitivity to others, and analysis of social ethics. These service days are required experiences and will have to be made up through independent service. **Contact hours**, *meaning the time spent directly serving others or the community outside AHN*, on Mission Days **will count** toward your annual community service requirement.

***Students who are absent without medical documentation on a Mission Day will be required to attend a Saturday community service event provided through AHN in order to make up the hours missed.**

Mission Trips

Mission Trips are an extraordinary opportunity to immerse oneself in a culture outside one’s own to encounter God and grow in one’s faith, build relationships through communal living, serve people who are poor and marginalized, and examine issues of injustice. Because mission trips are outside the school day calendar, these **contact hours** (typically 40 for a weeklong experience) **do count** toward your annual community service requirement. Fall and spring trips count toward the current year’s service requirement; summer trips count toward the following year’s service requirement. *Students in the class of 2024 cannot count a June/July 2024 mission trip toward their graduation requirement.*

Overnight mission trips have included:

- Serving the migrant communities in Ruskin, Florida
- Repairing homes in the Appalachia regions in Tennessee
- Witnessing life at the border and meeting the basic needs of migrants in San Juan, Texas
- Being present to elderly and youth with disabilities in Scranton, Pennsylvania
- Tutoring and building community in Jonestown, Mississippi
- Tending to children in La Victoria, Dominican Republic

Each Mission Trip’s preparation, experience, and post-reflection opens minds and hearts to the needs of others, inviting social analysis and spiritual reflection. It builds community. It reveals untapped gifts and leadership potential in students and connects the AHN community with the charism and mission of the Sisters of the Holy Names through the two feet of love: charity and justice.

Section 2 - Community Service

“Let us extend a hand to one another...” - Mother Marie Rose

At the Academy of the Holy Names, students do service as part of the practice putting the Gospel into action. We encourage our students to choose service activities that respond to various human needs, especially to people who are poor and marginalized in any way, and that show care for God’s creation. Service is an encounter with God and a response to God’s love. When choosing service activities, students should consider how the activity fits with [Jesus’ Gospel teachings](#) or the [core values](#) of the Sisters of the Holy Names. Service that extends to others beyond the AHN community through parish churches and local houses of worship (except for ministries during Mass or church services) and [non-profits](#) and charities are appropriate.* [Here is a list](#) of service organizations pre-approved by Academy of the Holy Names.

In order to graduate from AHN, each student is required to complete a minimum of 25 hours of service** per year over her four years (100 hours cumulative). Students are invited to meet individually with Mission and Ministry staff to discuss and develop their service focus. Students are encouraged to find service activities that they find personally meaningful and conducive to ongoing contact throughout the year. After all, service is about relationships with others in the community.

Students are responsible for logging and tracking their own hours in [MobileServe](#) which includes listing a supervising adult contact (not a parent) to approve their hours and writing a

brief reflection on the experience. Students should follow these deadlines*** for service activity submissions:

- Summer service hours: log by **September 13, 2024**
- Fall service hours: log by **December 13, 2024**
- Winter service hours: log by **March 14, 2025**
- Final service hours (Seniors): log by **April 1, 2025**
- Final service hours (grades 9-11): log by **May 2, 2025**

Students may contact the Mission and Ministry team if they need assistance logging on or submitting hours.

Students who transfer into AHN are responsible for earning the 100 hours required for graduation. Any service hours earned while attending their previous high school will be honored with proper documentation. The Mission and Ministry staff will reach out to students who transfer to discuss service opportunities in support of meeting AHN's requirements.

**Under no circumstances will students accumulate community service hours for service to anyone in her family, even if that family member belongs to one of the above-mentioned groups of people.*

***The following school clubs' service requirements **are distinguished** from community service hours:*

- *Beta Club: requires 10 hours in service to school related activities.*
- *National Honor Society: requires 10 additional hours of service.*
- *Key Club: requires a minimum of 5 hours of service per year, in addition to the 25 hour requirement.*

****In the event that a student does not satisfy her minimum community service obligation before the required deadline, the student may lose the privilege to participate in any AHN sports, leadership or extracurricular activities until that commitment has been satisfied.*

Section 3 - Spiritual Life

“Come to the heart of Jesus. I will meet you there.” - Mother Marie Rose

Fostering an interpersonal relationship with God and developing its expression within a faith community is at the heart of students' knowing God's love and being their authentic selves, made in God's image and likeness. Academy's spiritual life programs include personal and communal experiences for prayer and sacraments in formal worship and informal settings. Engaging in God's message through contemplation and the arts, students reflect and take new steps on their faith journey.

- **Liturgies and Sacraments:** Masses take place on-campus. Students serve as lectors, Eucharistic Ministers, gift bearers, cross bearers as well as music ministers at each liturgy.
 - Mass of the Holy Spirit (August)
 - Feast of Blessed Marie Rose (October)
 - All Saints Day Mass (November)
 - Feast of the Immaculate Conception (December)
 - Advent Service with the Sacrament of Reconciliation (December)
 - Epiphany Mass (January)
 - Catholic Schools Week Mass
 - Ash Wednesday Mass
 - Mass during the Easter Season
- **Prayer and Other Forms of Spiritual Engagement:**
 - SNJM core value reflections
 - SNJM Heritage Week
 - Adoration
 - Bilingual Rosary
 - Lenten Penitential Services
 - Prayer Services that raise consciousness of the social concerns of the Church
- **Retreats:** Retreat experiences provide sabbath time for deepening one’s relationship with God, growing in self-knowledge, and building community. Because retreats are a significant part of learning to lead spiritually rich lives, pre- and post-retreat reflection is built into the theology curriculum.
 - **Annual Grade Level Retreats (required):** Each grade participates in a one-day retreat during the school year appropriately themed for their high school journey. Retreats take place during the school day and are held both on and off-campus.
 - **Grade 9:** *Bloom Where You’re Planted* - growing in faith & integrity
 - **Grade 10:** *Daughters, Remember Who You Are* - knowing your identity and your AHN sisters’ identities as beloved daughters of God
 - **Grade 11:** *I Have Called You by Name* - recognizing your unique gifts and call to share them with the world
 - **Grade 12:** *Senior Day of Recollection* (first semester) and the *Senior Overnight R.A.F.T. Retreat* - preparing for transitions through reconciliation, affirmation, farewells, and thinking destination
 - **Kairos (open to juniors & seniors, this retreat is offered twice/year in October and January):** Meaning “on God’s time,” this three-day, peer-led retreat calls participants to deeply reflect on their Christian living and call to follow Christ more intentionally among a community of disciples. Past Kairos retreatants can be nominated to become a retreat leader.

- **John 15 (for students registered for Peer Ministry):** This retreat prepares students for Peer Ministry and gives them the tools to be disciples of Christ. This retreat is held a week before school begins in August.

Section 4 - Mission and Ministry Student Groups

“I have come to cast fire and wish that it were already kindled...” - Mother Marie Rose

Peer Ministry: For students interested in further formation in becoming faith leaders to their peers during retreats and The Rose Project, students may apply to enroll in the Peer Ministry course for senior level theology. Covering and processing the content of the Senior Theology courses, the Peer Ministers prepare to deliver their own testimonies and facilitate discussion of course topics through Mission and Ministry programs for spiritual life and seek ways of fostering the faith community in the school.

Clubs: These groups meet during club time in the school day and/or out of the school day.

- **Peer Faith Community:** For students who desire to grow in their faith while walking alongside others, these students also help with Mission and Ministry activities. Students who wish to become Peer Ministers are encouraged to join this club during their freshman through junior years.
- **Eucharistic Ministry and Altar Serving:** For students who have a special desire to distribute the Real Presence of Jesus to others and who wish to be trained to serve at Mass during the Liturgy of the Eucharist. (Application required)

Additional faith and service-based clubs are included among the High School blue club offerings

Ministries: All students are invited to get involved in the following Mission and Ministry activities:

- Lectoring
- Worship Music
- Prayer Services
- Rose Projects (Service)
- SNJM Heritage Week Planning Committee

Chapter 8 – Student Life and Resources

Section 1 – Clubs and Honor Societies

OUR GOAL: Participation by students in the organizations, clubs and activities at AHN serves to assist students in the development of their talents and capabilities beyond what is covered in the academic curriculum. Participation in co-curricular activities encourages students to develop initiative, leadership, and both personal and social responsibility. Participation in these activities is voluntary. Students select their clubs and activities according to their interests and their abilities. Attendance at extra-curricular events demonstrates respect for classmates and pride in the school and its values. *(Additional information and/or policies are included in the [Co-Curricular Handbook](#) found on the Student Information page on Veracross and in the [Athletics Handbook](#)).*

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

- Upon completion of the first four weeks of each semester, grades will be viewed weekly by the high school administration on Wednesdays. At that time, any student with a grade of 2 or more C's or lower cannot miss the class(es) in which she received that (those) grade(s) to participate in a co-curricular event. Students will regain their eligibility once their grade(s) has (have) risen to or above 72%.
- Any student who receives a grade in two or more classes of C or lower is ineligible to participate in co-curricular activities for a three-week period. The three-week ineligibility period would be in effect over the first three weeks of the following semester.
- Any student who earns a weighted GPA below 2.00 in a semester is ineligible to participate in co-curricular activities for the next semester.

FUNDRAISING FOR SCHOOL OR OUTSIDE CHARITIES:

The Academy has a formal fundraising program conducted by the Advancement Office to support the needs of the school. Separate from this fundraising program, the AHN Administration MAY consider outside fundraising initiatives if they relate to AHN's stated mission and promote a culture of student philanthropy. A request form may be obtained through the HS Administration Office for their consideration. All other monetary collections among students are prohibited unless it is in accordance with the Co-curricular Handbook or authorized by Administration.

Section 2 – Special Events

ON-CAMPUS COLLEGE MEETINGS: Seniors and juniors are invited to participate in on-campus meetings with visiting college representatives. Each visit can last from 30-45 minutes and are scheduled according to the individual representative's schedule. Students must ask permission 24 hours in advance in order to miss class to attend a meeting. Graded assessments take precedence over a college meeting. Faculty are asked to allow flexibility, when possible, to seniors, particularly if it is a college/university to which the student plans to apply. Students are responsible for making up any missed work, notes, or information due to a college visit. If a student cannot miss class to attend a meeting of interest, the student is encouraged to communicate with the representative who will be visiting to indicate interest and ask if materials can be left with the college counseling office.

FIELD TRIPS: A student's attendance and current academic standing will be taken into account *before* granting permission to attend any field trip/function that will result in missing class time. Once approved, parents/ guardians must sign a permission slip. Parents cannot email or phone the school office to give permission for students to attend.

CEREMONY ATTENDANCE: Attendance is required at all practices and/or ceremonies for the following events: **Ring Ceremony, Honors Convocation, Baccalaureate Mass, and Graduation.** Students must attend both the practice and/or the ceremony of each event out of respect to not only their peers, but for the faculty and administrators of the school, as well.

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

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

FORMAL EVENT ATTIRE: Students are expected to dress in accordance with the values of the Academy and the Sisters of the Holy Names for all dances and ceremonies. Formal attire should not consist of bare midriffs, midsection cut-outs, major slits or openings, extreme low back, transparent fabrics, dresses exposing cleavage or skirts that fall above the finger line when a student places her hand down flat against the dress surface. If a student has any questions about whether her attire falls into any of the above categories, she should show a picture of the outfit to an administrator for prior approval. If a student arrives wearing inappropriate attire, she will be asked to wear an AHN Mass sweater for the remainder of the event. Outfits may also be modified with safety pins to make school appropriate when possible. Infractions will be given when there is an issue with dress code at formal events.

Section 3 – Use of Lockers and Backpacks

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

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

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

Section 4 – Student Parking

Parking in the parking garage is a privilege reserved for **juniors and seniors ONLY**. In order for a student to have the privilege of using a parking space in the garage, she must follow the process articulated by the Administration. Parking privileges may be revoked at any time for not following parking rules/procedures set forth by the AHN administration. Administration reserves the right to search any student's car parked on property if there is suspicion that the wellness of the student or of the student body is compromised. Student Parking is provided on a first-come, first-served basis, with Seniors getting priority. Opportunities to access parking are made available in the spring semester of the previous year at a cost of \$100 per spot with proof of driver's license. All student accounts must be in good standing financially to purchase parking.

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

Should an accident occur in the garage during school hours, please contact Ms. Dupree in the High School Office immediately (813-839-5371, ext. 391) so that the school may be of assistance.

REGULATIONS:

1. The assigned spot is valid Monday-Friday from 7:00 a.m. - 3:30 p.m.
2. The parking permit must always hang from the rearview mirror and visible for Security.
3. Parking permits are not transferable to other students.
4. If you must utilize the ramp to reach your car, do so quickly and be attentive to cars backing out and going up/down the ramp.

5. Students must park clearly between the marked lines of the parking space of their assigned spot.
6. Students may not make a left hand turn out of the student parking lot at any time.
7. Students must always use the bridge and may never cross MacDill via the street to get to the parking lot and/or gym, athletic fields.

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

Any observed or reported violation of Florida Statute, Chapter 316-324, may have her parking privileges revoked and may be liable to disciplinary consequences. Additionally, any student on academic and/or disciplinary probation may have her parking privileges revoked.**

Cars parked on Academy of the Holy Names property are subject to search if the administration believes the safety of the student herself or the student body is in jeopardy.

The Academy of the Holy Names takes no responsibility for cars that are parked off premises.

Section 5 - Student Health

All student health records are maintained and updated via Magnus Health. The link is accessible on the Veracross Parent Portal.

Freshmen and Transfer Student Health Forms: All new students and freshmen, including those who came from the Academy's middle school, are required to submit a School Entry Health Exam (physical) Form (DH 3040) and Florida Certification of Immunization Form (DH 680), including dates of immunization and date of most recent tetanus shot. All Health Exams must be dated within 12 months of August 10. Standard Florida Department of Health forms are available at your pediatrician's office and need to be appropriately completed, signed, and submitted to the school by the due date listed in Magnus Health. If required forms are not submitted before the first day of classes, the student may be excluded from attending until forms are completed.

Immunization Records: All students are expected to keep current with and inform the school of subsequent immunizations in accordance with the State Law. This requirement is in keeping with the Florida Compulsory School Immunization Law, 232.032. Students are not permitted to attend school without a copy of the Florida Certificate of Immunization (Form 680), therefore, this form must be returned to school before the first day of classes. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to immunizations.

Vital Health Record: Please complete each student's health history through the Vital Health Record on Magnus Health. The Vital Health Record should be submitted by the due date listed and updated annually.

Conveyance of Health Conditions: It is the policy of the school to notify faculty of serious medical conditions noted on health records. Parents who do not wish such information to be distributed should notify the Personal School Counselor. Students who need to have a prescription on campus need to follow the policy listed under “Administration of Prescription Medication.”

Administration of Over-the-Counter Medication(s): This optional form is to be filled out and signed by both parent and physician annually for instances a non-prescription medication is needed during the school year. The school stocks Tylenol/Ibuprofen, Benadryl, Mylanta/Tums, throat lozenges/Cepacol, cough drops, Neosporin ointment, antiseptic spray and Midol. The parent must provide any other over-the-counter medication. As with prescriptions, all over-the-counter medications should be brought to the clinic first thing in the morning. Please specify dosage and time intervals and send the medicine in its original container. Students are not permitted to self-medicate.

Administration of Prescription Medication(s): Should your child need to be given a prescription medication, you must fill out the Authorization to Administer Prescription Medication form provided in Magnus Health and have it signed by a physician. The medication must be brought to the clinic in its original prescription container with dosage, time, administration route, along with physician name and number listed. Students are not permitted to self-medicate unless written authorization by a physician is provided on the Self Carry Medication form provided in Magnus Health. If your child has a chronic disorder such as asthma, diabetes, or severe allergic reactions that requires medication, please provide the clinic with the appropriate medications and equipment.

Communicable Diseases: When a student is absent with a communicable disease, we ask that a physician confirm the diagnosis. Instructions from the doctor for returning to school must be given to the school nurse. Please have the child report to the nurse before going to class the first day back in school. All communicable diseases must be reported to the school. The most frequent communicable diseases for the pediatric population include but are not limited to the following:

- Chickenpox
- Fifth Disease
- German measles - Rubella
- Impetigo
- Infectious Mononucleosis
- Measles - Rubeola
- Mumps
- Pinkeye
- Ringworm
- Scabies
- Scarlet Fever
- Strep Throat - Group A Streptococcus

All parent volunteers with a compromised immune system or that may be pregnant are asked to refrain from volunteering at the school to minimize the possibility of acquiring a childhood communicable disease.

Fever: Any student with a temperature of 100.4°F or higher will be sent home from school. The student should be kept home until he/she is free of fever for 24 hours without the use of fever-reducing medication.

Gastrointestinal conditions: Students with gastrointestinal symptoms such as vomiting and/or diarrhea must be free of symptoms for 24-48 hours before returning to school.

Pediculosis Capitis (Head Lice): If you discover that your child has head lice, please let the school nurse know. Notification allows us to address areas in the classroom where lice may be found.

Section 6 – Campus Safety and Weather Closures

WEATHER-RELATED CLOSINGS: The school will follow the action of schools in Hillsborough County regarding school closing and early dismissals due to hazardous weather conditions. AHN may close and/or reopen school prior to Hillsborough County Schools when the school deems it appropriate and in the best interest of the students. AHN will also alert parents of the school closing and/or re-opening via SchoolReach, an automated phone message system, and via email broadcast. The Director of Communications and Marketing will alert news media outlets of school closures/re-openings.

GUARDIANSHIP: If parents are to be out of town, it is important that they notify the school office detailing the dates they will be away and provide a name and phone number of the local person responsible for their daughter. Students are only permitted to be dismissed with authorized adults as identified in the student Veracross file. Likewise, access to student data is limited to those individuals identified as authorized to receive it. All access to student information must be consistent with any legal guardianship/custody documents.

LIGHTNING SAFETY POLICY: Within the U.S., the National Severe Storms Laboratory (NSSL) estimates more than 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed. As a result, the Academy has installed an advanced lightning detection system on the roof of the gymnasium. **The system will emit a 15-second horn blast when it detects atmospheric conditions conducive to lightning. Anyone participating in an outdoor activity on campus when the horn sounds must seek appropriate shelter. Participation can resume when the system emits three consecutive shorter, 5-second horn blasts.**

TRANSPORTATION: Parents are fully responsible for the transportation of their daughters. The school does not assume responsibility for any bus or carpool transportation to or from school. All student travel under the auspices of school events or activities requires written permission (Field Trip Permission Form) from the parent/guardian, proper supervision, and adequate insurance coverage.

VISITORS ON CAMPUS: Upon arrival, all visitors must sign in at the reception desk in the front foyer of the Bayshore entrance to obtain a visitor's pass. Visitors must present a valid

driver's license in order to receive a visitor's pass. Students are not permitted to receive visitors during the school day.

Section 7 – Student Resources

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

COUNSELING: The counseling department strives to address the “whole” person, spiritually, socially, and academically. The counseling program is designed to meet the needs of the students in a developmental approach throughout the four years. Through small-group and individual counseling, students are assisted in building a system of values and decision-making processes, which provide the foundation for personal choices, career search, and college selection. The personal counselor addresses the developmental needs of students, difficulties with personal and family relationships, academic challenges, and skills in strengthening self-concept.

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

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

INSURANCE: All students are enrolled in an insurance plan, which covers accidental bodily injury incurred at school while participating in any school activity on or off the school grounds.

Premiums are included on the tuition bill. Twenty-four- hour coverage is also available. Further details may be obtained from the Business Office.

LIBRARY MEDIA CENTER: The mission of the Academy of the Holy Names Library Media Center Program is to ensure that students and faculty are effective users of ideas and information. It is the duty of the Library Media Center staff to provide the school community with a wide range of materials on all appropriate levels of difficulty. The media center program will provide materials and services that will encourage growth in knowledge and that will encourage a love of reading while providing ways to connect to the spirit and history of the Sisters of the Holy Names of Jesus and Mary and to deepen one's understanding and experience of their charism. These materials and services will also help to develop literary, cultural and aesthetic appreciation of the arts and sciences. The Library Media Center strives to stimulate intellectual curiosity and to establish the habit of lifelong reading and learning.

Students who use the Library Media Center study area are expected to work quietly and be respectful of others. Books, magazines, electronic databases, reference materials, and internet access are available for students and faculty. Complete details can be found on the Veracross class page, "HS Library Media Center." The Library Media Center has a policy of unlimited borrowing privileges and no fines. Students are expected to use resources wisely and with respect for the information-access rights of others. Students are expected to abide by the Student Acceptable Use Policy. Our Media Specialists work to provide the backbone of Academic Integrity Education for our students and staff.

LEARNING RESOURCES: Learning specialists are available to consult about further learning needs with parents, students and psychologists, if necessary, to help our students to develop their God-given potential. Support with study skills and learning strategies are available to all students as aligned with the SNJM core value of full development of the human person: Cultivating and respecting the talents, abilities and potential of each person, contributing to the development of all aspects of a person's life. Newly enrolled students with diagnosed learning needs seeking to receive academic support must provide their official support plan from the previous school along with a documented diagnosis from a licensed mental health counselor, psychiatrist or psychologist for review by our support team in order to be provided with official support at AHN.

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

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

Chapter 9 – Legal and Financial Obligations

FINANCIAL OBLIGATIONS: Students' transcripts/grades will be withheld until they have met all of their financial obligations. Additionally, any student whose financial responsibilities are not met may be prohibited from purchasing tickets for events such as prom, parking spots and/or participating in co-curricular activities. Financial obligations include balance on the student account as well as the proper return of club, athletic, and media center materials.

CUSTODY DISCLOSURES: In the case of a student who is in the legal custody of only one parent or guardian, a copy of the legal agreement (i.e. court documentation) must be on file at the school. Custody agreements may also affect release/access of student records and information such as school reports. If financial responsibility falls on only one parent or guardian, a copy of the court order stating such explicitly must be on record with the school. Parents should notify the school if this is the case for their child.

Families will be prompted at the beginning of each school year and during re-enrollment to update demographics. Family relationships must be changed at the administrative level and can only be changed if accompanied by legal documentation.

Sisters of the Holy Names Reference Guide

Marie Rose & the Early Founding of the Sisters of the Holy Names

The [Sisters' story](#) began in the 1840s when Eulalie Durocher (1811-1849) and Mélodie Dufresne (1809-1881) earned a reputation for creating a hospitable, smoothly run home for Eulalie's brother, Theophile, a parish priest in the rural Richelieu Valley of Quebec. Although Eulalie herself had little formal education, in her pastoral work she saw the great need for instruction of youth, especially girls. She hoped to enter a religious order but poor health stopped several attempts. Nevertheless, her piety and efforts in the parish attracted the attention of Ignatius Bourget (1799-1885), Bishop of Montréal. In 1843 Bourget asked Eulalie and Mélodie to travel to a small school in the village of Longueuil, just across the St. Lawrence River from the island of Montreal, to found a new religious teaching community. Arriving on Oct. 28, 1843, they were greeted by Henriette Céré (1804-1885), who already lived and taught at the little school.

Formal education for young women and girls, especially among the less fortunate, was rare in Canada in the early 19th century. The new congregation's first focus was solely on educating young girls. For inspiration, Eulalie, Mélodie and Henriette looked to an order of Sisters in Marseilles, France. Because the French Sisters could not spare anyone to come to Canada to train the novices, the three women crafted a Canadian version of the order and named it the Sisters of the Holy Names of Jesus and Mary. On Feb. 28, 1844, Eulalie received the religious name Marie Rose; Mélodie became known as Marie Agnes; and Henriette became Marie Madeleine.

During the 1843-1844 school year, the three postulants divided their time between their religious and educational studies and their students. In 1844, they purchased a new property to accommodate a growing number of students as well as candidates for their community. In August 1844 Sister Marie Rose led a procession of Sisters, students, and friends from the Foundation House to the much larger convent and boarding school nearby. Among those in the procession were women destined to carry the Holy Names' work thousands of miles from Quebec, including Sister Theresa of Jesus (Salome Martin, 1823-1890) and Sister Veronica of the Crucifix (Hedwidge Davignon, 1820-1903).

Sisters Marie Rose, Marie Agnes and Marie Madeleine made their religious profession in December 1844. Bishop Bourget named Sister Marie Rose the first superior of the Congregation. Under her leadership, many new candidates joined; their school grew; and Sisters were sent to open new foundations elsewhere in Quebec. Unfortunately, Mother Marie Rose's frail health declined and she died on her 38th birthday, Oct. 6, 1849.

Prayer to Blessed Marie-Rose Durocher

*Blessed Marie Rose, obtain for us today
The audacity of Faith
The simplicity of Hope
The power of Love.
That we may actualize the words of Jesus: I
have come to cast fire upon the earth, and
would that it were already kindled.
We ask this in your name and in the names of
Jesus and Mary.*

Amen.



Mission, Charism, & Core Values

The *mission* is the main purpose for which an organization exists, while *charism* is the distinctive spirit which characterizes the lives and ministries of a religious congregation. The mission of the SNJM community originates in the vision and charism of the organization's foundress, Blessed Marie Rose Durocher. The [mission and vision](#) continue to be made manifest through the [Sisters](#), associates, and lay partners who embody the charism.

Mission

The Sisters of the Holy Names of Jesus and Mary (SNJM) is an international congregation of Catholic Sisters, Associates and Lay Consecrated who are dedicated to the full development of the human person through education, social justice, contemplation, and the arts. Their work occurs in settings including preschools, elementary and high schools, parishes, tutoring centers, graduate programs, studios, prisons, immigrant centers, clinics, spirituality and retreat centers, and in programs and communities that seek a Gospel path and to promote systemic change.

Professed members of the Sisters of the Holy Names of Jesus and Mary commit themselves to three vows:

1. By the vow of poverty, they renew their intention to use only what they need and to share with those who are poor.
2. By the vow of chastity, they strive to love inclusively and take on Jesus' own reverence and concern for all people.
3. By the vow of obedience, they renew their search for God's desire for themselves through prayerful reflection, dialog, and collaboration with all those concerned.

Marie Rose's Spirit and the Charism

The *charism* of the Sisters of the Holy Names of Jesus and Mary began as the manifestation of the Holy Spirit in Blessed Marie Rose. The following reflection describes Marie Rose's Spirit through her favorite Gospel passage and how she lived her call to the Gospel.

"I have come to cast fire upon the earth, and would that it were already kindled." - Luke 12:49

Reflection on the Gospel

Fire symbolizes the intensity of love. Jesus came to bring fire upon the earth so that all might become sisters and brothers, so that love may not be hidden in any corner but rather proclaimed to the world. Like a consuming fire, God's love shines in each one of us to enlighten, warm, and enliven those we meet on our path. - Sister Hermance Baril, SNJM

How Blessed Marie Rose Lived out this Gospel

Blessed Marie Rose Durocher chose this passage as the scripture that supported her and that she shared to continue to inspire and challenge those who follow in her spirit. ["To cast fire on earth"](#) means to spread the energy of the Good News of Jesus Christ, to be on fire to build the Reign of God and all that entails for the perfect world where justice and equality are alive.

Here are a few examples of how she lived out this scripture:

- Mother Marie Rose, as a young woman on horseback, delivered bread to the needy.
- When she was living in her brother's rectory she started the Legion of Mary, an organization where women gathered for prayer and decided together which needs in the area were most urgent and about which they might do something before the next week's meeting.
- The call to begin a teaching community was attractive to her as an opportunity to develop human potential in everyone. She devised a way to educate even those who could not afford an education.
- She was a devoted member of the Church but wise enough to recognize and resist naysayers.
- She wrote encouraging letters to her sisters, letters that are still an inspiration today.
- In spite of few members, she inspired a missionary spirit by opening houses and schools beyond Longueuil at a time when travel and communication often rendered the situation difficult.

Prayer: Blessed Marie Rose, Gospel Woman

Blessed is she whose poverty freed her to risk much before insurmountable obstacles, for now she is proclaimed a Gospel Woman.

Blessed is she whose gentleness was empowered by vision, for she birthed a great community as inheritance.

Blessed is she who mourned the plight of the poor and the injustices of her society, for her followers rejoice in her spirit.

Blessed is she who hungered and thirsted for the liberation of women through education, for she believed in their potential to transform family life.

Blessed is she whose solidarity with the needy was merciful and kind, for mercy was her legacy.

Blessed is she who was pure of heart, for she was able to discern God's will for her nascent community.

Blessed is she whose sense of peace flowed from her universal love, for she inspired unity in the Congregation.

Blessed is she who suffered persecution from the Church and society, for her reward is great in heaven.

The Core Values of the Sisters of the Holy Names

Core values are enduring beliefs which an institution and the people who inhabit it hold in common and endeavor to put into action. The Sisters of the Holy Names of Jesus and Mary and their associates promote the following core values which are at the heart of their charism.

The Core Values:

- **Education in Faith:** Creating an atmosphere which invites people to live, develop, and express their faith.
- **Hospitality:** Being a gracious, accepting, and welcoming presence for each person.
- **Dedication to Women and Children:** Seeing, understanding, and responding to the needs of women and children.
- **Dedication to Justice:** Committing time, energy, and resources to the pursuit of right relationships of equality, justice, and solidarity.
- **Service to People who are Poor and Marginalized:** Reaching out and responding to people who are impoverished, abandoned, or living at the fringes of society.
- **Commitment to Liberating Action:** Seeking with others the freedom needed to live life fully without oppression.
- **Full Development of the Human Person:** Cultivating and respecting the talents, abilities, and potential of each person, contributing to the development of all aspects of a **person's life.**
- **Love of the Names of Jesus and Mary:** Embracing as guide, inspiration, and strength the persons and names of Jesus and Mary.

Ministry: Gospel-Inspired Activity

The Sisters, associates, and volunteers of the *Mission Sector* minister in Canada, Brazil, and Peru in projects among the poor and marginalized, especially women and children. The offices of the Sector are located in Montreal.

Longueuil: The SNJM congregational headquarters is located in Longueuil, Québec (near Montréal).

Province of Lesotho: In Lesotho, a small country embedded within South Africa, the Sisters and associates are involved in preschool, primary, secondary and computer college education. They also work in justice education, in health clinics and homes for orphans, disabled children and the elderly.

The following [network schools](#) are supported in the province:

Pre-Schools and Primary Schools

Little Flower Pre-School, Primary School - Kolonyama, Leribe
Marie Rose (Preschool age) - Qwa-Qwa*
St. Ambrose Preschool, Primary School - Mazenod, Maseru
St. Bernadette's Primary School - Maseru, Maseru
St. Rose Primary School - Peka, Leribe
*South Africa

High Schools

Holy Names High School - Bela Bela, Leribe
Mabathoana, High School - Maseru, Maseru
Mazenod High School - Mazenod, Maseru
Maryland Secondary School - Maryland, Leribe

Technical Schools

Sisters of the Holy Names Computer College - Peka, Leribe

Province of Manitoba: The Sisters, associates and volunteers of the Manitoba Province, a bilingual community located in the Canadian Prairies, are engaged in education, education in the Faith, active promotion of several peace and justice ministries. They collaborate with other religious Communities on many levels.

The following network schools are supported in the province:

High Schools: [St. Mary's Academy](#) - Winnipeg

Province of Quebec: The majority of the Sisters, associates and lay consecrated persons of the SNJM Quebec Province live in the Montreal area and on the south shore. They are engaged in education in the faith, parish work, spiritual counseling, formation of catechists, promotion of justice and volunteer work.

The following schools were begun by the congregation:

Primary Schools

[Externat Mont-Jésis-Marie - Outremont](#)

High Schools

[Pensionnat du Saint-Nom-de-Marie](#) - Montreal
[Collège Durocher Saint-Lambert](#) - Saint-Lambert
[École de Musique Vincent d'Indy](#) - Outremont

Province of U.S.-Ontario: Most of the sisters, associates, and lay consecrated persons of this province live and minister in California, Florida, the Washington, D.C., area, Mississippi, Ontario (Canada), New York, Oregon, and Washington. Many are engaged in education, parish ministry, spiritual accompaniment and in projects fostering justice and human rights. The provincial headquarters are in Marylhurst, Oregon.

The following network schools are supported in the province:

Primary Schools: [Academy of the Holy Names](#)- Tampa, Florida

High Schools

[Academy of the Holy Names](#) - Tampa, Florida

[Academy of the Holy Names](#) - Albany, New York

[Holy Names High School](#) - Oakland, California

[Ramona Convent School](#) - Alhambra, California

[St. Mary's Academy](#) - Portland, Oregon

[Holy Names Academy](#) – Seattle, Washington

[St. Mary's Academy](#) - Winnipeg, Manitoba, Canada

Universities: [Heritage University](#) - Toppenish, Washington

The Sisters' Mission in Tampa

1881	Sisters Mary Augustine and Mary Maurice open their first Tampa convent in a stable and their first school in a blacksmith's shop at Zack and Franklin with the support of Kate Jackson.
1887	The Sisters secure a lot at Twiggs and Central to begin construction of a convent and school.
1891	Groundbreaking for the new Convent School at Twiggs and Morgan begins amidst anti-Catholic protest.
1894	The Jesuits purchase property to establish St. Peter Claver, a school for African American children. Sisters Mary Germaine and Marie Aurelie begin classes February 2nd and arsonists set fire to the school on February 14th. The Jesuits later purchase property to rebuild and reopen at Scott and Governor Streets, the school's current location.
1896	Sisters Mary Emeline and Mary Hubert open Academy of the Holy Names for Hispanic children in West Tampa. It would later be renamed St. Joseph's School.
1921	The Sisters purchase five-plus acres of Cuesta family property on Bayshore for \$17,500.
1925	The Convent School is renamed the Academy of the Holy Names. The Twiggs property is sold to purchase 11.5 acres on Bayshore for a future school and the Academy of the Holy Names temporarily moves to Central and Michigan Avenues.
1929	The Academy of the Holy Names opens on Bayshore Boulevard.
1931	Sacred Heart Parish opens a coeducational elementary school staffed with Sisters of the Holy Names.
1933	Sacred Heart Academy opens a parish high school for young women.
1962	The Boys Academy opens on MacDill Avenue Campus.
1971	Sacred Heart Academy closes its high school for young women after 40 years.
1989	Boys Academy combines with Academy of the Holy names to create a coeducational lower school.

Corporate Stands

A *corporate stand* is a way for a community to live out its commitment to [justice](#). Individual witness and action are important, but there is a different energy, strength, and emphasis to publicly witnessing a justice issue as a Congregation. [These statements](#) enable the Sisters of the Holy Names of Jesus and Mary to have a stronger voice and more intentional action on social justice issues around the world.

Corporate Stand on Migrants and Refugees (2017)

We stand in solidarity with the more than 240 million displaced persons who live as migrants and refugees. Guided by faith and our charism, we support their human rights, as many are in situations where their rights are violated. We call for all nations, and most particularly those

where there is an SNJM presence, to enforce the implementation of the Universal Declaration of Human Rights for all migrants and refugees throughout the world.

The SNJMs commit to education, collaboration and advocacy among themselves and others for the implementation of these rights by:

- Education regarding the magnitude, causes, and consequences of the situation of migrants and refugees in light of global events, as well as the violations of their human rights.
- Collaboration with organizations with similar values to the SNJM charism to determine and implement actions to improve the situation of migrants and refugees, including establishing welcoming communities in those regions and advocating for policies and programs that address the lack of human rights for immigrants and refugees.

Corporate Stand on Water as a Human Right and Public Good (2008)

We affirm that: water is a sacred gift that connects all life—a shared legacy, a public trust, and a collective responsibility. The value of the earth’s freshwater to the common good takes priority over any possible commercial value, and access to clean water is a basic human right.

Therefore, we support actions and policies that:

- Ensure access to sufficient, affordable, safe water for all people, especially the most vulnerable.
- Protect freshwater as a sustainable, renewable resource.
- Implement the objectives of the UN Millennium Goals on water.

We oppose actions and policies that:

- Endanger the world’s supply of freshwater.
- Deprive humans and other species access to adequate, safe water.
- Favor the privatization of water.

Corporate Stand against Trafficking in Women and Children (2004)

We stand in support of human rights by opposing the trafficking in women and children for purposes of sexual exploitation and forced labor.

We will educate ourselves and others regarding the magnitude, causes and consequences of this abuse, both wherever we are missioned and throughout the world. Through our NGO affiliates, the SNJM Justice and Peace Network, and our other justice efforts, alone and in collaboration with other religious congregations, advocacy groups, and nongovernmental organizations, we will advocate for policies and programs that address the prevention of trafficking or provide alternatives to women and children in danger of being trafficked.

For more information on the Sister of the Holy Names of Jesus and Mary, please visit

www.snjmusontario.org.