

# Academy of the Holy Names Lower School

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## 144th Year 2024-2025 Student-Parent Handbook

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## **Mission, Core Values, Guiding Principles, Educational Philosophy & History**

### **Our Mission**

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.

The Academy's motto is *Esse Quam Videri*, or "To Be, Rather Than to Seem."

### **Our Vision**

The Academy's mission reflects the core values of the Sisters of the Holy Names and calls students to develop their full potential. Our motto, clearly understood and acted upon, encourages students:

#### **To Be Faith-Filled**

An Academy student has a personal and active faith in God. Learning in an environment rich in values, students are responsible to self and others.

#### **To Be Inquisitive**

An Academy student is a seeker of truth: always learning, always questioning, always exploring.

#### **To Be Innovative**

An Academy student is an "out-of-the-box" thinker who utilizes creativity and intellect to find new approaches to solving problems.

#### **To Be Independent**

An Academy student is a self-reliant, confident leader who is able to think and act autonomously. While not afraid of taking risks, Academy students pursue a balanced and healthy lifestyle.

#### **To Be Just**

An Academy student is a catalyst for positive change. Guided by integrity, reason, and fairness, Academy students build community – internally, locally, and globally – by reaching out in service to others.

## Members of the Academy Community

### **Lower School Principal**

Mrs. Bridgid Fishman

### **LS Curriculum Specialist and Instructional Coach**

Mrs. Heather Graham

### **LS Counselor**

Mrs. Lauren Plush

### **LS Administrative Assistant**

Mrs. Deb Norris

### **LS ESE Resource Specialist**

Mrs. Alison Almendares

### **LS & MS Technology Integration Specialist**

Mrs. Lisa Cohen

### **Receptionist**

Mrs. Michelle Czajka

### **School Nurses**

Mrs. Patti Alberts

Mrs. Ellie Emden

Ms. Jessica Salmeron

### **Director of Mission & Ministry**

Sister Lisa Perkowski, IHM

### **Director of Auxiliary Services**

Ms. Courtney Franks

### **LS Media Specialist**

Mrs. Megan Hendrickson

### **President**

Mr. Kevin Whitney

### **Chief Financial Officer**

Mr. John Donohoe

### **Director of Marketing, Strategic Communications & Enrollment**

Mrs. Ellen Madden

### **Director of Lower School Enrollment**

Mrs. Casey Kiser

### **Directory of Information Services**

Mr. Kent Smith

### **Assistant Director of Information Services**

Mr. Matt Tucker

### **Superintendent of Operations**

Mr. Jay Kubiak

### **Assistant Superintendent of Operations**

Mr. Tim Martin

### **Director of Security**

Mr. Dan Matthews

### **Advancement Director**

Mrs. Molly Smith

### **Director of Special Events**

Mrs. Elizabeth Fifer

### **Director of Major Gifts and Planned Giving**

Mrs. Patty Bohannon

### **Annual Fund Director**

Mrs. Glyssel "Gigi" Cooper

### **Director of Constituent Relations**

Mrs. Jennifer Brown

## Elementary Faculty and Staff

### **Pre-K**

Mrs. Jennifer Epps  
Ms. Carly King  
Mrs. Melanie Alberts  
Ms. Olivia Valdes

### **Kindergarten**

Mrs. Andrea Arcos  
Ms. Annette Czajka  
Mrs. Sandra Bell  
Mrs. Heather Domby

### **1st Grade**

Mrs. Christine Jones  
Ms. Ariel Sofio  
Mrs. Angela Elbanna  
Mrs. Ileana Miranda

### **2nd Grade**

Ms. Jeanine Rodriguez  
Ms. Regina Salup  
Ms. Gianna Gonzalez  
Ms. Yeraldin Villagomez

### **3rd Grade**

Mrs. Kristin Lawrence  
Mrs. Kristen Rocha  
Ms. Angela Juan  
Mrs. Cindy Port

### **4th Grade**

Mrs. Denise Cebollero  
Ms. Miranda Lopez  
Mrs. Erica Cagwin  
Mrs. Wynnette Hampton

### **LS Elective Teachers**

Ms. Elizabeht Gandarilla, Spanish  
Dr. Tricia Dieck, Science

### **Fine Arts**

Mrs. Galina Abele, Art  
Mr. Ruben Gaviria, Music  
Mrs. Ashley Lord, Drama

### **PE**

Mr. Michael Doyle  
Ms. Sarah Taylor

### **Helpful Contact Information**

	<b>Contact</b>	<b>Ext.</b>	<b>Email</b>
Absences:	Veracross Parent Portal		
Early Bird/Extended Day	Courtney Franks	728	cfranks@holynamestpa.org
Billing Information:	Sara Slowey	233	sslowey@holynamestpa.org
Discipline:	Bridgid Fishman	406	bfishman@holynamestpa.org
Financial Aid:	John Donohoe	231	jdonohoe@holynamestpa.org
Grade Inquiries:	Student's Teacher		
LS Student Support:	Lauren Plush	340	lplush@holynamestpa.org
LS ESE Specialist:	Alison Almendares	331	aalmendares@holynamestpa.org
Homework Assignments:	Check student planner / email teacher		
Library/Media Center:	Megan Hendrickson	258	mhendrickson@holynamestpa.org
Lost Items:	Check the lost & found / email teacher		
Lunches:	Dee Bell	317	dbell@sagedining.com
Change of Address:	Update in Veracross Parent Portal		
Messages:	Deb Norris	339	dnorris@holynamestpa.org
Transcripts/Records:	Deb Norris	339	dnorris@holynamestpa.org
Uniforms/Educational Outfitters:	(813) 350 - 0222		www.tampa.educationaloutfitters.com
Veracross login info:	Kent Smith		ksmith@holynamestpa.org

### **Academic Integrity**

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. 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.

What is academic integrity? To have academic integrity means that one is honest in their work. One does not misrepresent work as their own when it is not. Instead one always does their own work to the best of their abilities. If the work is not complete or not one's best, they own their mistake and do what is necessary to make it right.

We know that students will make mistakes, but Academic Dishonesty is a serious offense and will be treated as such. The first offense will result in the student having to redo the work to receive credit and a parent contact will be made. The second offense will result in a zero for the work and a parent conference.

### **Admissions and Enrollment Policy**

**Non-Discrimination in Admission:** The school shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs and athletic and other school administered programs.

Parent or student requests are not part of the class placement process. A great deal of thought by faculty members is put into developing appropriate class groupings, always with the goal of seeking what is in the best overall interest of the student.

**Responsibility:** Enrollment as a student in the Academy of the Holy Names implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aim, parents and students must agree with and support the philosophy of the school. Any student who fails to meet academic standards, who exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be dismissed or asked to withdraw from The Academy.

**Enrollment:** Students are admitted for one year at a time, and the school reserves the right of suspension or dismissal at any time during the school year. The Academy believes a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of our school's educational mission. The Academy accordingly reserves the right to terminate or non-renew a student's contract if the school reasonably concludes that the actions of a student, parent or guardian makes such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

### **Anti-Bullying Policy**

(see Addendum A at the back of the handbook)

### **Attendance Policy**

An AHN student demonstrates respect for their teachers and classmates by being present and on time for school. Success begins with consistent attendance. It is the responsibility of the parents/guardians to establish habits of regular attendance and promptness. Catching up on material and instruction missed is more difficult than students and parents often realize, and for the sake of the student and the teachers, every attempt should be made to minimize absences from school.



**Absenteeism:** If a child is unable to attend school, a parent/guardian should complete the attendance form on Veracross within the first hour of school and state the reason for the absence. Leaving before 11:00 a.m. is marked as a full-day absence, leaving between 11:00 a.m. and 1:00 p.m. is marked as a half day absence, and leaving at any time after 1:00 p.m. is marked as an early dismissal.

If a child has an extended illness, a doctor's note is required when the child returns to school. These notes should be handed in to the Lower School Office. 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.

Since all classroom instruction is critical for learning and mastering the skills/materials in each course, school attendance must be a first priority. If the Administration finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent will be scheduled to identify potential remedies. Excessive absences will be taken into consideration when evaluating a student for promotion or graduation. **Absences of eight (8) days or more per semester may be a sufficient basis for denial by the Principal of promotion.**

**Planned Absences:** A planned absence is any absence that is not due to illness or unexpected circumstances. Permission for any planned absence must be requested three (3) days prior to the absence for review. Please email the request to your child's homeroom teacher and the LS Principal, Bridgid Fishman.

We ask that parents consult the school calendar when making travel plans. However, we do realize that there are times when students will need to miss due to family obligations. Teachers will give students support in making up missed work, but it is the responsibility of the parents to teach their child/ren any missed material. Parents should also realize that the missing of school instruction often causes students not to perform as well on assessments.

Teachers in the lower school will coordinate what work should be completed while the student is gone and what will be completed upon the student's return. The expectation is that the work given will be turned in on the day the student returns. Tests and quizzes will be made up at a time convenient to the class schedule.

**Tardiness:** Being on time for the start of the day is an important component of your child's success during the day. Although the late bell is at 8:00 am, we highly recommend that students arrive at school by 7:45 am. The time before the 8:00 am bell is used to get organized, socialize, and prepare for the day ahead.

If you arrive at school at 8:00 am or later, you must enter on the Bayshore drive and walk your child(ren) into the lobby to sign them in. A student who arrives late due to a doctor's appointment will be considered a late arrival, not tardy. A doctor's note must be presented at this time. Students who come to school tardy on Mass days, will be held in the office until Mass is over so as not to disturb the celebration of the Eucharist.

**Ten (10) tardies in a semester is considered excessive. A notification will be sent home on the tenth tardy. A conference with administration, the division counselor, and/or the homeroom teacher will be mandatory.**

**Early Dismissal:** Early dismissals can not be honored after 2:30 due to the interruption to dismissal procedures. The exception to this is AHN middle school sports events.

When a student is to be dismissed from school early, please use Veracross Attendance to record the time of the early dismissal. The student will then be issued an early dismissal pass. At the time of the early dismissal, a

parent must sign the child out at the receptionist's desk in the school lobby. (Please note – if a parent arrives earlier than the stated time of the early dismissal, they will wait for their child in the front lobby.) Students are not permitted to be dismissed early (before dismissal) on a regular basis for extracurricular activities (ex: dance, golf, etc.)

Telephone requests for early dismissals are hard for us to honor. If the above procedure is not followed and a parent requests an early dismissal verbally, the parent may have to wait for their child, especially if they are across the bridge for electives. A parent conference may be required for those students who have an excessive number of early dismissals.

**Release of Students from School:** Under no circumstances may a child be released to anyone other than the parent, guardian, or other person listed in the student's emergency information without written permission of the parent or guardian. If a child is to be taken from school by anyone other than a parent or guardian, a parent must update the emergency information on Veracross, indicating the names of such persons. It is the custodial parent's responsibility to inform the office of any legal situations concerning a child's release from school.

### **Birthdays**

Parents may join recess and bring a special lunch for their student, which may be eaten in the Brady Center or outside at the picnic tables with your child. We ask that you limit this special occasion to the individual child and parents only. Please do not invite other family members or include other students in this special privilege. **(No additional treats such as cookie cakes, cupcakes, etc. may be brought!)** If a parent comes to school for a birthday lunch, please check in at the front desk and walk to the respective playground to meet your child for the lunch date. Once lunch is over, students return to their normal schedule and parents return to the front desk to sign out.

The student is allowed to have a "free dress" day on his/her birthday. If the student's birthday falls on a weekend or on a school holiday, they may wear "free dress" on the Friday before or the Monday after their birthday. Please follow dress code guidelines for "free dress."

**Summer Birthdays:** If the student's birthday falls during the summer break, students may have their free dress and special lunch day on the Friday of their choice at any time during the year. Parents of lower school students should notify your child's homeroom teacher of the chosen date.

**Invitations/Transportation to parties:** In the spirit of community, unless everyone in the class is invited, birthday and other occasion party invitations are not to be distributed at school and will be confiscated if necessary. In addition, having party transportation (limos and buses) come to school to pick up a group of students is not permitted.

### **Building Safety and Security**

For the protection of the students and to avoid the disruption of classes, all visitors, including parents, are not permitted in the classroom areas at any time unless accompanied by a faculty member. Parents and other visitors who have business to conduct in the building must present a driver's license and obtain a visitor's badge at the desk in the front lobby if they do not have their parent ID badge with them.

### **Cell Phones & Electronic Equipment**

Students do not need cell phones or smart watches at school. If a family does send their child with a cell phone or smart watch, it will remain turned off in the student's backpack in their cubby for the school day. At dismissal, if they need to use their phone, they must ask an adult for permission. If a student does not follow

this procedure, they will not be allowed to have a cell phone on campus.

### **Electronic Equipment**

Smart Watches: We recommend that smart watches be left at home. If a student wears it to school, it will be placed/stored in the child's backpack in their cubby for the school day. Radios, electronic games, iPods, MP3 players, digital cameras, and other types of non-school related electronic equipment are not allowed at school unless a teacher has requested them for a school-related activity.

The school will at no time accept any liability/responsibility for a cell phone or other electronic equipment on the campus with respect to, but not limited to, loss, damage, or theft. Parents are also asked not to use cell phones while in their cars during drop-off and pick-up to alleviate distractions.

### **Chaperones**

Chaperones must follow and comply with the [guidelines](#) set out on the Veracross parent portal.

- All chaperones must have completed Safe Environment Training and are expected to ride on the bus with the students.
- For field trips outside the diocese, parents are required to get fingerprinted. Information about this is available on the Veracross Parent Portal.
- Chaperones must comply with the field trip guidelines shared by the teacher/school.

### **Clinic**

Students must obtain a clinic pass to go to the clinic. They are generally not allowed to remain in the clinic longer than 15 minutes. Copies of clinic passes will be returned to the teacher and sent home to the parent via the student. If he/she is unable to return to class, the student must be picked up by a duly authorized person as soon as possible and will remain in the clinic until this occurs. The school cannot provide any medication, unless the parent/guardian has submitted the permission to administer medication form via Magnus..

### **Communication – Parents, Teachers, and Students**

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 child's progress by honoring a chain of command that begins with the child's teacher. If the issue is not resolved at that level, if necessary, the Administration will intervene. Sometimes parents would like to speak with Administration prior to speaking with their child's 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 child's teacher.

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.

**Electronic Mail (E-mail):** Teachers and administrators will always do their best to respond to e-mail in a timely fashion; however teachers' schedules do not permit them to check emails on a continuous basis. As a result, a response can be expected within 24 hours (48 hours for weekends). If you have a logistical question, we ask that you email Deb Norris ([dnorris@holynamestpa.org](mailto:dnorris@holynamestpa.org)). This will allow for a quicker response.

**eNews:** The eNews is sent out every Thursday as a means of informing parents of important school

information and events. Please be sure to read through the eNews carefully each week. Pertinent information about the Lower School can also be found on the Veracross Parent Portal.

**Voice Mail:** Teachers and administrators can be reached by voice mail; however, teachers' schedules often do not allow for them to return calls right away. As a result, a response can be expected within 24 hours. **Voice mail should not be used for emergencies. In those cases, please call the switch board and leave the message with the receptionist.**

**Parent-Teacher Conferences:** Scheduled conference days are listed in the calendar. Parents may, however, arrange for a conference with the teacher whenever it seems necessary. Please send an email, a note, or call ahead of time to arrange for an appointment. Teachers are available by appointment only and should never be called at home nor should they be informally approached during the school day, i.e. in classrooms, at dismissal duty, etc.

### **Deliveries for Students**

Uninterrupted class time is important for the learning process. As a result, we will not interrupt classes to deliver forgotten items. Parents are not to deliver forgotten books, assignments, technology, etc. Special consideration for early child items forgotten (ie. rest mats) will be given special consideration. Also, parents who request that the school deliver messages to students regarding special pick-up arrangements must call in by 2:00 p.m. Students will be called down to the office at the end of the day to receive the message. We cannot guarantee the delivery of the message if it is received after 2:00 p.m.

### **Discipline**

See Addendum B

### **Dress Code**

Students must wear the uniforms as prescribed for each grade from the first through the last day of school. No substitutions are made for any part of the uniform. A note is required when any part of the uniform is missing on any given day. Uniform items should be legibly marked with the name of the student. It is the primary responsibility of the parents to provide necessary guidance to students to be dressed and groomed properly for school. When the uniform is not worn, students are expected to dress appropriately and with good judgment. Dress for all school functions should be in good taste and suitable for the occasion.

Parents of lower school students who come out of uniform will be contacted about the infraction. Continued failure to adhere will result in the parent having to bring a proper uniform to school for their child.

**The standard uniform consists of the following:**

#### **Boys Grades PK-4:**

- Khaki uniform pants or shorts
- White or blue short-sleeve polo shirt with school logo
- Plain navy blue, black, or white socks (logos that are either black or white are acceptable)
- Plain black, khaki, brown, or navy blue belt
- All white, all black or a combination of black and white athletic shoe is permitted. (If there is a symbol on the shoe, it needs to be white or black.) Shoes may not light up or have wheels. No Vans or comparable.

In addition:

- On PE days, students also need to wear all white, all black, or a combination of black and white.
- For PK only - Velcro closing athletic shoes are required until child can tie their shoe.
- Any undershirts worn under the uniform shirts should be white or navy blue

- AHN sweatshirt or AHN fleece zip jacket
- Hair must be neatly trimmed above eyebrows in front, above collar in back and above the ears. Extremes in hairstyle, as deemed by administration are not permitted (ex: unnatural colors such as purple or green, mohawks, etc.). The only exception for hair length is for cultural reasons as approved by administration.
- Earrings are not allowed for young men.
- Excessive jewelry is not permitted.
- Shirts should be tucked in at all times.

#### **Girls Grades PK-4:**

- Plaid jumper, plaid uniform shorts or navy blue uniform slacks, white blouse (The length of jumpers should be no more than 3 inches above the knee.)
- Plain navy blue, black, or white socks
- Navy blue or black Mary Janes or all white, all black or a combination of black and white athletic shoe is permitted. (If there is a symbol on the shoe, it needs to be white or black.) Shoes may not light up or have wheels. No Vans or comparable.

In addition:

- On PE days, students also need to wear all white, all black, or a combination of black and white.
- For PK only - Velcro closing athletic shoes are required until child can tie their shoe.
- Navy blue sweater with school crest, AHN sweatshirt, or AHN fleece zip jacket
- In cold weather girls may wear tights or leggings under their jumper. Only navy blue or black tights or leggings will be permitted.
- Excessive jewelry is not permitted. For earrings, only small stud or hoop earrings are permitted.
- Extremes in hairstyle are not permitted. The administration will judge what constitutes extremes in hairstyle. (ex: unnatural colors such as purple or green)
- Only conservative hair accessories are permitted. No cat/unicorn headbands are permitted.
- Nail polish and make-up are NOT permitted.

#### **PE Uniforms - Students PK-4:**

- Students wear PE uniforms to school on days that PE is scheduled. Please check calendars.
- Athletic shoes must be worn for PE. They must be all white, all black or a combination of black and white. Shoes may not light up or have wheels. No Vans or the like.
- PE shorts are not to be rolled at the waist.
- All parts of the uniform must be clearly labeled with the student's name and grade.
- Bathing suits for girls are one piece or tankinis with full coverage.

**Field Trip Uniforms** – Please see specific field trip information given by the teacher.

**Free-Dress Day** – Clothing must be in good taste and appropriate for the school environment.

- No short shorts or skirts (length should be length of the longest finger with a fully relaxed shoulder)
- No tank tops, sleeveless shirts (shoulders must be covered), or shoulder “peak” shirts
- No leggings
- No flip-flops, crocs, slippers, “heeleys” or open-toed shoes
- No obscene or offensive T-shirt designs
- No hats
- No ripped clothing
- Standard uniform guidelines still apply (makeup, jewelry, hair etc...).

### **Drop-Off/Pick-Up Policies**

- Parents are asked not to use their cell phones while in their cars during drop-off and pick-up of students to alleviate distractions.
- Be diligent and pay attention to ensure the safety of all students during these hectic times.
- There are no left turns onto or out of the Academy property via MacDill Avenue.

### **Drop-Off Expectations and Early Bird:**

- There are three drop off locations for grades 2-8: the Bayshore Drive, the North Drive next to the 4-square courts, and the West Drive.
- Students in pre-K, K, and 1st grade may be dropped off at any of the above locations or at the entrance adjacent to the early childhood wing. **Parents arriving prior to 7:40 a.m. may not wait in the drop-off area.**
- Lower school students may be dropped off at Early Bird in the Brady Center from 7:00 a.m. until 7:35 a.m. At 7:35 am, students may report to their homerooms/advisory.
- Students who are dropped off after 8:00 a.m. must be accompanied by an adult to the front lobby to be checked-in for school. Parents are to enter using Bayshore Blvd. and proceed to the driveway in front of the building.

### **Dismissal Expectations:**

- Students will report to the respective driveway based on last name.
  - A-G South Drive
  - H-M North Drive
  - N-Z West Drive
- Dismissal is NOT RECESS time. Students will stay in their grade-level lines and listen for their names. Students who do not follow directions will be subject to discipline.
- PreK-4th grade students with high school siblings/carpools will meet their ride in the courtyard. It is imperative that the high school student be there waiting for the lower school student. If they are not there, the lower school student will be taken to extended day. Due to safety concerns associated with dismissal time, at no time may a pre-K to 4th-grade student cross the bridge without an adult or their high school sibling.
- Students going to Extended Day will report immediately to the lower school playground.
- Any student not picked up by the end of dismissal will be taken to Extended Day.

### **Emergency Forms**

See Health Information

### **Emergency Procedures and Information**

The school will follow the action of the public schools of Hillsborough County in regard to 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 an automated phone message system, email broadcast, and text message. The Director of Communications will alert news media outlets of school closures/re-openings.

### **Extended Day**

- Available from dismissal time to 6:00 p.m. each school day
- Available for both registered students and drop-in students on an emergency basis
- Registration takes place via Veracross and is paid via FACTS.
- Procedures
  - Pre-K to 4th-grade students meet on the Pre-K playground to sign-in.

- Extended Day parent pick up is on the North Drive. Parents utilize the PikMyKid app to announce their arrival.
- A staff member will walk the student out.

### **Field Trips**

- As part of enrollment/re-enrollment, parents sign a field trip permission slip that covers all field trips for the year. Parents will be notified of specific field trips and any special needs associated with the trip, but they will not need to sign a permission slip for individual trips.
- When chaperones are needed for the field trip, they will be selected via a lottery of interested parents.

### **Grading System**

Grades 1-2 for Core Subjects		Grades 1-2 for Specials	
E	Excellent (90-100)	E	Excellent (90-100)
S+	Very Good (85-89)	S	Satisfactory (80-89)
S	Satisfactory (80-84)	I	Improvement Needed (70-79)
I	Improvement Needed (70-79)	U	Unsatisfactory (below 70)
U	Unsatisfactory (below 70)		

\*Grades 1-2 Core Subjects include Religion, Reading, Writing, & Math

Grades 1-2 for Specials include Fine Arts, PE, Science, & Spanish

Grades 3-4 for Core Subjects		Grades 3-4 for Specials:*	
A	90-100	E	Excellent (90-100)
B	80-89	S	Satisfactory (80-89)
C	70-79	I	Improvement Needed (70-79)
D	60-69	U	Unsatisfactory (below 70)
F	below 60	<i>*In grades 3 &amp; 4, Spanish, music, art and PE are considered specials.</i>	

\*Grades 3-4 Core Subjects include Religion, Reading, Writing, Math, & Social Studies

Grades 3-4 for Specials include Fine Arts, PE, Science, & Spanish

**Incompletes:** An incomplete will be awarded if a special circumstance arises. Work will need to be made up in a reasonable amount of time.

**Progress Updates:** Grades will be updated weekly on Veracross, AHN's Learning Management System. Parents are expected to check their child's progress there. If a student's grade at mid-trimester is in the C to F range, a progress report will be sent home via email.

**Report Cards:** Report cards will be distributed at the end of each marking period. PK and K are on a semester schedule. 1st - 4th grade are on a trimester schedule.

### **Health Information and Policies**

All student health records are maintained and updated via Magnus. The link is accessible on the Veracross Parent Portal. You may log in using your Veracross credentials.

**Student Health Forms:** Pre-kindergarteners, kindergartners, 7th-graders and all new students 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 12. 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 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 instance 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 child 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 medications.

**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.

### **Letters of Recommendation**

Requests for letters of recommendation are to be sent to the Lower School Office to the attention of Deb Norris. From there, these requests will be disseminated to the appropriate faculty. These letters will be sent directly from the school to the organization requesting the recommendation.

### **Lost and Found**

Lost and Found bins are located in the Brady Center hallway and in the gym locker rooms. These are cleaned out twice a year, and unclaimed items will be donated to the Clothes Closet or a local charity.

### **Lunchroom Policies**

Students may bring their own lunches or buy a hot lunch provided by SAGE Dining Services (see the website for details on purchasing hot lunches for your child). If a student forgets his/her lunch, a lunch will be provided by SAGE. Arrangements via student account or repaying a cash charge will be made depending on the circumstances.

Microwave ovens are available for students in 5th-8th grades only. Lower school students are not allowed to use them.

Students in all grades are expected to take responsibility for the cleanliness of their tables or eating area.

### **Lunchroom Volunteers**

Parents are able to volunteer and help in the lunchroom for PK-4th grade lunches. To volunteer, each person needs to complete the Safe Environment Training (online) and then have a background check through the Diocese. You should complete the Safe Environment Training first so that the Diocese can enter the

fingerprint results automatically on your profile. Unfortunately, the initial screening is the responsibility of the volunteer.

Addendum C has the Volunteer Code of Conduct.

### **Masses & Spiritual Life**

Fostering an interpersonal relationship with God and developing its expression within a faith community is at the heart of a student 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 and informal settings. We welcome all parents and families of the Academy to come and worship with us anytime we have Mass on campus! All-School Masses are scheduled throughout the year, including holy days of obligation. Division-level Masses and prayer services are held weekly throughout the year. Parents are welcome to attend these as well.

### **Media Services**

No fines are charged for overdue materials. However, students are asked to return materials promptly, so that others may borrow them. Students are also expected to pay promptly for lost or damaged items. The borrowing period for the lower school (pre-K to 4) is one week. Pre-K students may check out one book at a time, while the rest of the elementary students may check out 2 books at one time; however, exceptions can be made for special circumstances.

### **Parent Identification - Badging**

For the 24-25 school year, the school's goals include ensuring that all parents obtain their respective ID badge and then start to wear them when attending school functions during the school day. Going forward, parent name badges will be incorporated into the onboarding process for new students and families.

### **Safe Environment Training**

In order to volunteer or chaperone at a school event, one must go through Safe Environment Training as required by the United States Conference of Catholic Bishops. Information about the training is available on the Veracross Parent Portal.

### **Safety in Private Spaces - Students**

The school complies with the requirements of §553.865, Florida Statutes, the "Safety in Private Spaces Act", which is consistent with the teaching and tenets of the Catholic Faith. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

### **School Hours**

- Warning bell: 7:55 a.m.
- PreK-4: 8:00 a.m.-3:10 p.m., Wednesdays - 8:45 a.m. - 3:10 p.m.
- Early Bird: 7:00 a.m.-7:35 a.m.; Wednesdays - 7:00 a.m. - 8:30 a.m.
- Extended Day Program: 3:10 p.m. - 6:00 pm.

### **Sibling Events**

Students are not allowed to miss classes in order to attend sibling events at school. The only exception is the High School Junior Ring Ceremony.

### **Snack**

Students in all grades have a snack time. Due to peanut allergies and the need to sometimes have the snack in classrooms, we ask that all snacks be free of peanut products. We also ask parents to refrain from sending candy as a snack.

### **Standardized Testing**

Students in grades 2 - 4 will take the TerraNova NEXT in the spring. If a student misses all of the testing, it cannot be made up. If part of the testing is missed, every effort will be made to make up the sections missed.

### **Student Support Plans**

Accommodations may be provided for any student who meets the school's eligibility criteria of receiving a documented diagnosis from a medical provider, psychologist, or speech-language pathologist. A written student support plan carefully outlines the specific instructional and environment accommodations which will assist in the learning of the student. All paperwork, checklists and evaluations should be sent directly to the student support office and outgoing paperwork will be sent directly to the provider.

### **Student Records and Transcripts**

These documents may be requested from Deb Norris in the Lower School Office. Financial obligations must be up-to-date. Student records and transcripts are sent directly to the requesting institution.

### **Summer Remediation/Non-Promotion**

Students who end the year with a final grade of a D (60-69%) will be placed on academic probation to involve an individualized action plan for the following academic year and summer remediation work will be required in order to return to the Academy.

Students who fail to attain a passing grade in one major subject (language arts, mathematics, social studies, science, Spanish) in grades 3 or 4 must complete a summer remediation program by completing the equivalent class through Florida Virtual School by August 1st in order to be promoted and return to the Academy.

Parents will be informed of possible non-promotion for academic deficiency at the beginning of the third trimester or as soon thereafter as the condition exists. Arrangements will be made for consultation with the parents at that time.

### **Tuition and Legal Obligations**

**Financial Obligations:** A student's unpaid balance and/or delinquent student account may result in a suspension of access to Veracross, as well as a hold on such student's transcripts/grades, until such student has met all of their financial obligations. Financial obligations include balance on the student account (including Sage dining account) as well as the proper return of club, athletic, and media center materials.

**Legal Notices:** If the student is the subject of any legal action, any and all legal notices must be provided to: Academy of the Holy Names of Florida, Inc. %John Donohoe, CFO, 3319 Bayshore Blvd., Tampa, FL 33629 and [jdonohoe@holynamestpa.org](mailto:jdonohoe@holynamestpa.org). To the extent any student's legal issue requires the Academy to incur legal fees to comply or address such issues, the Academy reserves the right to request reimbursement of its legal fees from the student.

**Custody Disclosures:** In the case of a student who is in the legal custody of only one parent or guardian, a copy of the custody agreement and any applicable court order 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. A student's unpaid balance and/or delinquent student account may result in a suspension of access to Veracross, as well as a hold on such student's transcripts/grades, until such student has met all of their financial obligations.

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.

### **Veracross Parent Portal**

Communication tool for parents to stay informed about all school events and activities, Magnus and Sage dining.

### **Website**

The website is [www.holynamestpa.org](http://www.holynamestpa.org) and is full of helpful information.

## **Addendum A Anti-Bullying Policy**

### **Introduction:**

To fulfill our school's mission, we educate the whole person within an atmosphere of care and concern. We believe that every student has the right to feel safe at school. In an atmosphere that is physically, socially, and emotionally safe, a student is able to realize his/her full potential as an intelligent, cultural, spiritual, and socially aware individual. This anti-bullying policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in growing in our Catholic and SNJM core values, particularly that of the Full Development of the Human Person.

Our goal, as the AHN community, is to create a safe environment that promotes the prevention of bullying and victimization issues. We must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of daily life and operations. Through student, faculty, parental, and community involvement, every effort will be made to decrease bullying at AHN. We provide education on bullying prevention and respond to any issues in a timely manner. The goal of the program is to provide an environment that encourages positive self-esteem and honors each individual's self-worth. By increasing the awareness of all, we will provide a safe environment in which incidents will be addressed without fear of retaliation, ultimately reducing bullying within our community.

We believe that every member of the AHN community is made in the image and likeness of God; therefore, Academy strictly prohibits all bullying behavior as defined below. This policy applies to all students, parents, faculty, and adults connected with the Academy of the Holy Names, whether attending school, being employed by the school, working as contractors, volunteering, or visiting.

### **Prevention and Education:**

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. In any school community, there will be times when students do not get along. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. Although it is neither respectful nor acceptable if someone behaves in a mean or aggressive way on one occasion, it is not considered bullying. To that end, we provide the following definitions for our common understanding.

### **What is Bullying?**

Bullying is a form of aggression, different from normal conflict, which may be demonstrated by both boys and girls of any age. Bullying may be direct or indirect, blatant or subtle. Bullying is characterized by an imbalance of power and actions that are intentional and usually repeated. Bullying occurs when a person willfully subjects another person (target) to intentional, unwanted, and unprovoked hurtful verbal, relational, and/or physical action(s), which results in the target feeling psychological or physical distress. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team.

## What Does Bullying Behavior Look Like?

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. At different points or in different situations, people may find themselves committing bullying behaviors, experiencing bullying behaviors, or being a bystander to bullying behaviors. Because of this, we strive not to label students as “bullies” or “victims” but rather to address the behavior that has occurred in any situation.

Bullying behaviors may include, but are not limited to:

- **Physical Bullying** includes the use of physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, or blocking another’s way. It is also physical bullying to interfere with another student’s belongings, to take or break possessions, and to demand or steal food or money.
- **Verbal Bullying** is directing words at another student with the intention of putting them down or humiliating them. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, or ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- **Relational Bullying** occurs when a student influences other students’ friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumors about them, whispering about them, giving the silent treatment, ostracizing, or scape-goating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Sexual Bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault; in many cases, gender and cross-gender sexual harassment may also qualify as bullying.
- **Cyber Bullying** includes the use of cell phones, text messages, emails, instant messaging, and social media to bully another student in any of the ways described above. Examples of cyberbullying include but are not limited to sending threatening or insulting messages by phone, text, direct message, or email; posting embarrassing pictures and personal information about others on social media sites (including but not limited to Facebook, Instagram, Snapchat, TikTok, BeReal, etc.); forwarding to others a private email or text message that was meant for a single individual; and spreading hurtful rumors online.

Cyberbullying can take many forms. The most common forms are:

- **Harassment:** Repeated sending of offensive, rude, and insulting messages
- **Denigration:** Distributing information about another that is derogatory and untrue through posting it on a Web page, sending it to others through email, instant messaging, or text messaging, or posting or sending digitally altered photos of someone
- **Flaming:** Online “fighting” using electronic messages with angry, vulgar language
- **Impersonation:** Breaking into an email or social networking account and using that person’s online identity to send or post vicious or embarrassing material to/about others
- **Outing and Trickery:** Sharing someone’s secrets or embarrassing information, or tricking someone into revealing secrets of embarrassing information and forwarding it to others
- **Cyber Stalking:** Repeatedly sending messages that include threats of harm or are highly intimidating or engaging in other online activities that make a person afraid for his or her safety. Depending on the content of the message, it may be illegal.

- **Reactive Bullying** includes any of the above-mentioned behaviors that are demonstrated by an individual who is both bully and target; behavior demonstrated by a targeted individual who responds with bullying behavior.
- **Bystander Effect** is incurred by a student who, though not directly involved, observes a bullying incident, is aware of bullying, is pressured into choosing sides after an incident, etc.
- **Supportive Bystander Behavior** means the actions of a person who stops or diminishes a specific bullying incident or helps another student to recover from it.

### **Where does Bullying Occur?**

Some bullying occurs on the physical school grounds. Other bullying sometimes occurs off campus, yet the actions still impact the physical and emotional safety of students as if they had occurred on school grounds. Bullying behavior demonstrated at school or outside of school that impacts the school community will be addressed by the school.

### **What Will the AHN Community Do to Promote a Safe Environment?**

#### **Faculty and Staff:**

- Teach Christian values and act as positive role models
- Supervise students in all areas of the school and playground
- Watch for signs of bullying and intervene when it happens
- Take seriously students' and parents' concerns about bullying
- Maintain confidentiality
- Provide ongoing education for students, teachers, and parents
- Continue to provide opportunities for parent education
- Create an evaluation procedure: survey students, faculty, and parents – both written and verbal, face-to-face and anonymous – to determine the effectiveness of the current program and to monitor the atmosphere at the school; contact outside consultants as necessary
- Conduct the evaluation once per trimester
- Implement necessary changes based on the evaluation

#### **Students:**

- Put our faith into action by living our Christian values
- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Block screen names/cell phone numbers of persons using technology as a way to bully others
- Include everyone in play, especially those who are often left out
- Report bullying to an adult

#### **Parents:**

- Read, understand, sign, and be involved in the school's anti-bullying policy
- Be a good role model of respectful behavior and encourage your student to treat everyone with respect
- Enter into a partnership with the school to promote self-esteem in your student to reduce the effects of bullying
- Be active participants in your student's school life: ask questions about daily activities and report to the appropriate school personnel any incidents that come to your attention

- Encourage the bystander student to report when someone else is being bullied
- Be aware of and monitor your student's use of technology; save copies of inflammatory notes, emails, and/or text messages that are received, and report to the appropriate school faculty

### **Reporting Procedures**

All adults and students are called to report incidents of bullying behaviors whenever they witness or hear about such behaviors. In this way, we care for one another and make sure our community is safe.

When bullying behaviors are reported early, we avoid negative consequences and seek instead to stop the behavior. This is intended to encourage early reporting and to create investment from all stakeholders in stopping bullying behaviors.

### **How to Report a Bullying Incident**

- Students are encouraged to report bullying concerns to the principal, vice principal, or advisory teacher by way of a verbal report, written note, or email.
- Parents are also encouraged to report concerns about any bullying behaviors directly to school leadership or their child's advisory teacher. Emails, phone calls, or verbal reporting early in a situation can help us deter bullying behaviors before they become more egregious.
- Teachers and staff will report to the school leadership all bullying concerns and incidents that come to their attention through either direct observation or reports from others.

### **What will the School Do When an Incident is Reported?**

- Respond quickly and sensitively to the report
- Investigate the incident
- Notify parents of involved parties – target, bully, bystanders – of the situation, and document parent contact
- Deal with bullying on an individual basis
- Assign prevention, education, early intervention, and/or disciplinary actions
- Provide immediate consequences for retaliation against students who report bullying
- Document the incident, the investigation, and the consequences
- Maintain confidentiality

Please note that this process applies to bullying behaviors caught early. Egregious behaviors, whether bullying or single-incident behaviors, will be addressed separately and individually, and will almost always have immediate, significant consequences, including suspension or expulsion.

### **Parents, if Your Student is Involved in a Bullying Incident...**

- Be receptive to notification of any bullying or victimization incidents that may involve your student and be supportive of administrative decisions.
- Respect the privacy of anyone involved in bullying incidents; do not discuss the incident with other parents.
- If your student is the target of bullying, report it to school personnel; expect the bullying to stop; talk regularly with the student and with school staff to see whether the bullying has stopped; contact school personnel again if the bullying persists.
- Do not contact the parents of the bullying student(s); allow the school to handle the situation.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.



### **Intervention Procedures:**

When intervening with respect to bullying behaviors, we act with the following principles in mind:

- All people are made in the image of God and are deserving of love, compassion, and support, especially those experiencing bullying behaviors and those committing bullying behaviors.
- Our primary goals in intervening as a school are first, to stop the negative behaviors immediately and second, to grow students in faith and character.
- Knowing the negative impact of bullying behaviors, we must investigate quickly and thoroughly.
- As a school, we seek to give power back to those experiencing bullying behaviors and make them agents in choosing how to address the situation.

We use a four-option process. People experiencing bullying behaviors meet with the Principal, Vice Principal, or Counselor, and after processing the situation choose one of four options:

1. To try to work through the situation on their own.
2. To role play different responses to the bullying behaviors with safe adults to try to address the behavior on their own.
3. To have the Administrator and Counselor reach out to proximal adults and students to create awareness of the bullying behaviors so that opportunities for bullying behaviors are removed, and quick intervention can take place if bullying behaviors happen.
4. To have the Administrators or Counselor meet separately with the student committing the bullying behaviors to create a contract to stop the behaviors. All parents are contacted, in the case of students, to be aware of the contract.

Whichever option is selected, the Administrator or Counselor will follow up with the person experiencing the bullying behaviors for several weeks to ensure that the bullying behaviors have stopped. If the person exhibiting the bullying behaviors violates the contract or retaliates in any way, he or she is immediately moved to a more severe and significant disciplinary action. In the case of a student, this would be suspension.

### **What are the Consequences of Bullying?**

Any student found to have violated this anti-bullying policy will be subject to the appropriate disciplinary action, which may include but is not limited to temporary removal from the classroom, loss of privileges, detention, outside counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the school's sole discretion. False reports or accusations of bullying and/or harassment also constitute a violation of this anti-bullying policy and will subject the offending party to appropriate disciplinary action.

## **Addendum B - AHN Behavior Management System**

At the Academy of the Holy Names, we are dedicated to creating a nurturing and respectful environment that reflects our core values of Full Development of the Human Person and Love for the Names of Jesus and Mary. This Philosophy of Discipline serves as a guide for students, parents, and staff to uphold the principles of our Catholic faith in daily interactions and behaviors. It outlines our expectations for maintaining a safe, inclusive, and supportive community where every member is encouraged to grow academically, spiritually, and morally. By adhering to this Philosophy, we commit to fostering a culture of respect, responsibility, and reverence, ensuring that our school remains a place of learning and love for all.

The Lower School at the Academy of the Holy Names uses the *Responsive School* Discipline approach. The goals of this approach are to ensure that children:

- Establish a calm, orderly, and safe environment for learning
- Help students develop self-control and self-discipline
- Teach children to be responsible, contributing member of their community
- Promote respectful, kind, and healthy teacher-student and student-student interactions

Our school wide rules are:

- *Work hard and allow others to work hard.*
- *Listen carefully and speak kindly.*
- *Take care of school property.*

Our school-wide belief is to demonstrate our PRIDE every day in every way. (P=Positive Attitude, R=Respectful Behavior, I=Independent Learning, D=Dedicated to Safety, E=Engaged Learner) The adults at AHN take time to model and teach children how to translate these rules into action in different situations. At the beginning of the year, we introduce rules and behavior expectations and guide students in practicing them. Using respectful words and tones of voice, we remind children of these expectations. When children behave positively, we let them know that we noticed. These actions let children know what the expectations are and help them stay motivated to meet those expectations.

When children misbehave, the adults at school handle the misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply (for example, with a brief word or gesture). If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake, and get back to productive learning.

In deciding how to handle students' misbehavior, we take into account how severe the misbehavior is and how likely it is to happen again. We may:

- Simply give a reminder or tell the child to do something different.
- Have the child sit closer to the teacher or other adult (often just being closer to an adult helps children remember what they're supposed to do).

- Use “take-a-break” (the child goes to a distraction-free space in the room for a little while to regain self-control).
- Limit the child’s choice of activities for awhile (for example, blacktop games only at today’s recess; try field games again tomorrow).
- Guide the child in fixing problems caused by his or her mistake (for example, helping the custodian clean up if she or he made a mess in the bathroom).

When a student needs additional supports, we may:

- Have a structured problem solving conference with the child to brainstorm strategies for success.
- Use buddy teacher take-a-break (the child goes to a distraction-free space in another teacher’s room for awhile to regain self-control).
- Use private take-a-break (the child goes to a supervised nonclassroom place, such as the counselor’s office, for awhile to regain self-control).
- Have the child stay for a longer period of time in the supervised place (in-school suspension).
- Have the child spend a period of time at home (at-home suspension).
- Meet with the child and/or parents to find other solutions.

When a child is asked to stay home from school, a parent must accompany the child to school the next day for a re-entry meeting with the teacher and an administrator. This meeting is typically held within the first hour of the day.

We at AHN strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well in school and feel good about going to school.

In cases where misbehavior and disruptions persist despite efforts to correct them, AHN may find it necessary to take more serious action. Continued violations of the lower school’s Philosophy of Discipline undermine the safety, harmony, and educational environment we strive to maintain. Therefore, if a student consistently fails to adhere to our standards and does not respond to corrective measures, the school reserves the right to ask the student to leave. This decision, while difficult, is made to ensure that the integrity and well-being of our school community are upheld for all students.

### Addendum C - Volunteer Guidelines

## **AHN School Volunteer Code of Conduct and Confidentiality Agreement**

Thank you for your interest in volunteering at AHN. Interacting with students provides parents/guardians a unique opportunity to inspire kids by serving as a role model for them. Modeling positive behavior helps create a positive environment where students feel safe and cared for and where they can develop learning and behavioral skills they will use for the rest of their lives. One way volunteers can model respect for our students is by maintaining their confidentiality while volunteering/working in the school. Maintaining confidentiality is critical in maintaining the comfort, safety and privacy of all our students. Failure to do so will result in the invitation to volunteer being rescinded.

As a volunteer at AHN, I will adhere to the following:

- Complete the Safe Environment training and fingerprinting needed to volunteer.
- Sign in and out at the front desk and wear a visitor sticker at all times.
- Be consistent with the school/teachers' rules for behavior, schedule and atmosphere. If you are unsure what to do or how to do something, ask the faculty member before taking action.
- Respect the privacy of all children by keeping observations, experiences and information confidential.
- Respond impartially with students regardless of background, ability, physical or emotional maturity.
- Refrain from discussing a student's behavior with others.
- Refrain from photographing, touching or reprimanding children.
- Model positive behaviors by using respectful, encouraging and appropriate language when speaking with adults and students; remain calm and polite at all times.
- Honor AHN's school-wide policies and procedures as outlined in the Handbook.
- Maintain confidentiality of AHN staff members.
- Kindly refrain from any and all discriminatory actions, words or gestures.
- A volunteer consults with faculty at appointed times so as to not interrupt the teachers schedules. A volunteer follows school procedures for setting up a parent-teacher conference and does not interrupt the instructional program or teachers' planning time unexpectedly.
- Keep your commitment. If you know you will be gone, tell the coordinator in advance.

I understand that any infraction of these Code of Conduct guidelines will result in the relinquishment of any volunteer privileges.

Volunteer's Printed Name: \_\_\_\_\_

Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Addendum D: 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 19<sup>th</sup> 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 38<sup>th</sup> 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-Jésus-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

### **Universities**

[Heritage University](#) - Toppenish, Washington

[Marylhurst University](#) - Marylhurst, Oregon