



Faith Centered † College Preparatory

2019-2020

Holy Name

High School

Student Handbook

Updated as of August 2019

MISSION STATEMENT

The mission of Holy Name High School is to educate young men and women to proclaim the good news of the Gospel, empowering them to lead Christ-like lives, thus discovering their potential and value in the process of becoming responsible and caring citizens of the global community.

BELIEF STATEMENTS

As a community of Catholic educators, we believe that:

1. Every student should experience a Catholic atmosphere through personal interaction with faculty, staff and other students, as well as through the external visible signs of faith.
2. Every student is capable of learning and, therefore, must be given every opportunity for academic success.
3. Every student is an individual who learns at a pace and process unique to himself/herself; therefore, teaching methods and approaches should accommodate differences in learning styles and abilities.
4. Every student should be nurtured to develop character, self-discipline and a sense of self-worth.
5. Every student should be encouraged to develop a love of learning that leads him/her to become a self-directed life-long learner.
6. Every student has the right to fair and just expectations that are clearly expressed and promulgated.

7. Every student should be provided with learning opportunities and activities, both intellectual and social, that extend beyond the classroom.
8. Every student should be provided the opportunity to put Catholic beliefs and obligations into everyday practice through a program of community service.
9. Every student has the right to a learning environment where he/she feels safe and secure, and where his/her human dignity is recognized and valued.
10. Every student should be nurtured to develop a respect for the individual differences among people, to develop a sense of stewardship for the environment, and to appreciate both as God's gifts to us.
11. Every student should have the opportunity to expand his/her knowledge and use of current technology.

Non-Discrimination Policy

Holy Name High School admits qualified students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students of Holy Name High School. It does not unlawfully discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

GENERAL SCHOOL POLICIES

TUITION PAYMENT PLAN 2019-2020

Families with one student pay \$10,450.

Families with two students pay \$19,700.

Families with three students pay \$27,650.

(All students must be siblings enrolled at the same time and reside in the same household.)

Tuition accounts paid in full by June 29, 2019 will receive a discount. The discount will be 2% of your net tuition bill if paid by check or cash. Tuition accounts paid in full by credit card will receive a 1% discount of the net tuition bill. Example: Tuition \$9,900 less financial aid/scholarships of \$1000 results in a net tuition of \$8,900. The discount will be \$178 if paid by check/cash or \$89.00 if paid by credit card. Tuition is paid in ten monthly installments beginning July, 2019. Any family not paying in full must enroll with FACTS. Any returned checks will be assessed a \$30.00 NSF fee.

STUDENT ACCOUNTS MUST BE CURRENT THROUGH JANUARY 13, 2020, OR PAYMENT ARRANGEMENTS MADE WITH THE FINANCE OFFICE BEFORE STUDENTS WILL BE ADMITTED TO SECOND SEMESTER CLASSES. **ALL SENIORS MUST HAVE TUITION AND FEES PAID IN FULL BEFORE THEY MAY ATTEND PROM AND BEFORE CAPS AND GOWNS AND TICKETS FOR GRADUATION ARE ISSUED.** No student will be admitted to classes in August of 2019 unless payments for the 2018-19 school year have been completed and tuition and fee payments are current through August 14, 2019. **Students attending any portion of an academic quarter must pay for the entire quarter.**

All accounts are expected to be paid in full by April 15, 2020. Report cards and transcripts will be withheld for non-payment of tuition, fees, fines, lost books, etc. owed to the school.

Students withdrawing from Holy Name High School will receive their transcripts after all financial obligations (including mandatory fundraiser, fees, etc.) have been fulfilled.

Fundraising Obligation

All students are obligated to participate in the school's annual fundraiser. Students must raise \$200 through their participation. Any funds raised over \$200 will result in tuition credit, the amount to be determined. Failure to meet the \$200 obligation will result in the difference being applied to the student's tuition balance.

DAILY SCHEDULE

Homeroom	7:50 A.M. --	7:57 A.M.
First	8:00 A.M. --	8:43 A.M.
Second	8:46 A.M. --	9:29 A.M.
Third	9:32 A.M. --	10:15 A.M.
Fourth	10:18 A.M. --	11:07 A.M.
5A	11:10 A.M. --	11:30 A.M.
5B	11:34 A.M. --	11:53 A.M.
6A	11:56 P.M. --	12:16 P.M.
6B	12:20 P.M. --	12:39 P.M.
6C	12:43 P.M. --	1:03 P.M.
Seventh	1:07 P.M. --	1:50 P.M.
Eighth	1:53 P.M. --	2:35 P.M.

Depending on when lunch is scheduled, lunches meet as follows:

Fifth Period	5A
Sixth Period	6A or 6C

Arrival and Dismissal

The school day begins with homeroom period at 7:50 a.m. followed by first period at 8:00 a.m. Dismissal is at 2:35 p.m. The building is opened at 7:00 a.m. Students who arrive prior to homeroom may wait in the school cafeteria until their classrooms are opened at 7:40 a.m.

Unless students are involved in supervised after-school activities, we urge them to leave promptly at dismissal. For students who remain at school after dismissal, faculty supervision is provided from 3:00 p.m. to 4:00 p.m. in the cafeteria. All students not being directly supervised by a teacher or coach must report to the cafeteria by 3:00 p.m. While in the cafeteria, students are required to maintain an orderly academic environment conducive to studying. Students are required to obey all directions of the moderator. Seats may be assigned. Failure to obey after school expectations will result in revocation of after school privileges.

Supervision is NOT provided after 4:00 p.m. Students must remain in the cafeteria until they are picked up.

Attendance

Each student enrolled at Holy Name High School assumes the obligation to attend all classes regularly and on time. All medical and dental appointments, etc., should be planned so that students miss a minimum of class time. The following are valid reasons for absence from school: (Based upon Ohio Attendance Laws)

- Illness of child
- Illness in the family
- Quarantine of home
- Death of a relative
- Medical or dental appointments **(Must provide written statement from physician or dentist upon return)**
- College visitation
- Emergency or other set of circumstances approved by administration

IF A STUDENT IS UNABLE TO ATTEND SCHOOL FOR ONE OF THE ABOVE REASONS, his/her parent or guardian must call school (440- 886-0300 Ext. 133) by 9:00 a.m. the day of the absence. Failure to do so will result in the absence being recorded as unexcused and will not be changed. If an absence is **unexcused**, any work due or missed cannot be made up for credit. This includes assignments, quizzes, and tests. **The school administration reserves the right to rule on all**

attendance matters and give excused absences or declare unexcused absences when appropriate.

If a student arrives at school past 11:00 a.m. or leaves school past 11:00 a.m. on a regular school day, he/she will be charged with a 1/2-day absence.

A student, who because of illness, is absent from school past 11:00 a.m. may not participate in any extra-curricular activities scheduled on that day.

Students are always responsible for work and tests missed while absent. **On the day a student returns to school**, it is his/her responsibility to confer with each of his/her teachers to arrange for whatever make-up work and tests are necessary. Teachers will assign a due date by which assignments must be made up. Failure to respect this deadline will result in a zero for the assignment(s) in question. Teachers are not expected to extend privileges to students who frequently miss school.

Absence should not be an excuse for submitting projects, long-range assignments, etc. **later than the due date.**

After a student has been absent five (5) times in any given quarter, an administrator will notify the parent/guardian in writing of this occurrence. A student will be placed on attendance probation following the fifth (5th) absence.

If a student has been absent ten (10) times in any given semester, a parent, student, and administrator conference will be required. If absences are caused by physical or mental illness or a chronic medical problem, medical documentation must be presented at this time.

If a student has exceeded fifteen (15) absences in a semester, course credit will not be awarded. Credit loss will impact promotion to the next grade level and, in the case of a senior, will prevent participation in end of year activities (i.e. prom and Baccalaureate mass) and the graduation ceremony.

Tardiness

Students are expected to be on time. Every student coming to school late must report to the Front Office for an admit slip before they report to class. No student will be admitted to class without an admit slip from the Front Office. On foul weather days, students should anticipate transportation difficulties and leave home earlier than usual in order to arrive to school on time. The following common reasons for being late to school are considered **unexcused** based on State of Ohio attendance laws:

- Oversleeping, by student and/or parent
- Car trouble of any kind
- Traffic jam

All tardies are recorded on a student's permanent record. Students are permitted to be tardy three times per quarter without penalty. A fourth tardy will result in Saturday School. Any subsequent tardy during the quarter will result in a one day suspension.

EXCUSES FROM SCHOOL

Medical Appointments

Students requesting early release for dental or medical appointments, or any other reason, ARE TO BRING A NOTE TO THE ATTENDANCE OFFICE BEFORE HOMEROOM PERIOD. The note must be signed by the parent or guardian, state the reason for absence, and the departure and return times. (Telephone requests are not acceptable). When the time comes for the student to leave, he/she must first report to the main office and sign out. If the appointment permits the student to return on the same day, the student must sign in at the main office before reporting to class. **Upon their return, the student must present written documentation of completing the appointment.** If a student knows in advance that an appointment necessitates missing an

entire day, the note should be submitted on the previous day. **(Telephone requests are not acceptable).**

Funerals

Students who are attending a funeral when the deceased is not a member of the family are required to obtain the official permission form from the main office. This form must be signed by a parent and returned to the attendance clerk the morning of the funeral. **A phone call will not suffice.** All students must return to school immediately following the conclusion of the specified ceremony.

Vacations/Travel Sports/AAU/Etc.

When students will be absent for family trips, vacations, or travel sports, a written request must be brought to the attendance clerk at least one week prior to departure. The student will be given an extended absence release form to be signed by his/her parents, teachers and both Assistant Principals. The student is responsible for all class work and assignments that will be missed and is not entitled to any special tutoring by his/her teachers.

Career Shadow Program

Juniors and seniors must complete a career shadowing experience to be performed at some point during the year. All paperwork must be filled out completely and turned in by the assigned day. Additional information can be found on the school website.

College Visitations and Career Shadow Days

Juniors and seniors are permitted six visitation days to be used to visit colleges and to complete fifteen hours of required Career Shadowing. Students must obtain a College and Career Verification Form from the main office three days prior to the scheduled absence. Students are responsible for all class work and assignments missed on the college or career visitation day. Upon return from the college visit, students must provide proof of the official visit from the school's Office of Admissions. After

completing a Career Shadowing Experience, students are required to complete and turn-in the Career Shadow Evaluation Form. All Career Shadow forms are available on the school website. An unexcused absence will be assigned if a student fails to complete forms in the proper manner. Sophomores must obtain approval from the Main Office before scheduling a college visit.

Closed Campus

No student may leave the campus at any time for any reason without permission. Doing so will result in a one day suspension. In addition, the student parking lot and all wooded areas are off limits.

Visitors on Campus

Upon arrival, all visitors must sign in at the main office to obtain permission and a visitor's pass. Student visitors are not permitted during the school day.

Work Permits

Students may secure applications for work permits in the main office.

Religious Activities

In addition to regularly scheduled Theology classes, Holy Name High School provides many opportunities for each student to deepen his/her relationship to Christ and strengthen the bond with other members of the school community. As a Catholic school, we strongly believe in providing an opportunity for the student body to participate in the celebration of the Liturgy. To achieve this end, all-school mass is celebrated on Holy Days, and for special occasions throughout the school year. Attendance is mandatory. *The celebration of mass is considered part of the Theology curriculum.* Chapel mass is celebrated once per month and attendance is optional.

Among other religious activities considered an integral part of the life and spirit of Holy Name High School are: reception of the Sacrament of Reconciliation, days of reflection, time to speak to a visiting priest, and the

integration of the message in all academic and extracurricular programs.

DRESS/PERSONAL APPEARANCE STANDARDS

**ANY CONFLICTING INFORMATION FOUND IN
THE SCHOOLBELLES CATALOG IS TO BE
DISREGARDED.**

Neatness, cleanliness and appropriateness are important in producing a serious academic atmosphere. THE DRESS CODE IS IN EFFECT FROM THE TIME A STUDENT ARRIVES IN THE MORNING UNTIL HE OR SHE LEAVES THE BUILDING AT THE END OF THE SCHOOL DAY. Wherever they go, our students should be aware that they represent Holy Name High School and their appearance should reflect well on the school.

It is the responsibility of all students, as well as their parents, to cooperate with the school and to conform to the spirit as well as the letter of the dress code. **Please do not allow your child to leave for school in violation of the dress code.**

Boys

Shirts

Boys in all grades may wear any **solid** colored dress shirt, with the **exception of the color black**, with traditional collar and sleeves. The top button of the shirt must be buttoned. Shirts must be tucked in at all times. Shirts may not be of denim material. If an undershirt is worn under the shirt, only a solid white undershirt may be worn.

From the start of school until October 15, male students may choose to wear the official school sanctioned polo style shirt sold exclusively through Schoolbelles. This shirt, in green or white, may also

be worn during the month of May. The shirt must be properly tucked in at all times.

Ties

Dress shirts are to be worn with properly tied neckties. **Ties must extend to the student's belt.** Ties worn to school must be appropriate for a Catholic school. Bow and string ties are not permitted.

Pants

Boys must wear dress pants with standard pockets and cuff. No jogger style pants are permitted. Pants must be neat, clean, fitted appropriately and properly worn. Pants must be worn at the traditional waist level. Jeans and jean look-alikes (determined by the presence of studs, "patch" pockets, etc.) are not permitted. Pant colors may be black, dark brown, navy, dark green, khaki and gray. Belts must be worn with pants/slacks having belt loops. No studded or athletic belts are to be worn.

Girls

Skirts

Girls may wear a black watch plaid skirt purchased from Schoolbelles. The skirt must be no more than two inches above the knee. The penalty for not following the skirt length standard is as follows: The student will receive a first warning for skirt length and given two additional days to get a skirt of proper length. If, after three days, the student is not in compliance, a detention will be given and the student may not return to school until the dress code standard has been met.

Pants

All girls have the option of wearing khaki or black relaxed-fit pants all year long. The pants **must** be purchased from Schoolbelles and must have the Schoolbelles logo on the back pocket.

Uniform Tops

All girls have the option of wearing the white or green (long or short sleeved) banded over-blouse with Holy Name embroidered on it. These must be purchased from Schoolbelles. They also have the option of wearing a traditional, non-fitted white oxford blouse with a button-down collar. These may also be long or short sleeved. These do not have to be purchased from Schoolbelles although Schoolbelles can provide them. If an oxford is worn, it must be tucked into the skirt at all times. It cannot be bloused under. If a shirt is worn under the blouse or over-blouse only a solid green or white shirt may be worn.

Leg-wear

Socks and tights are the only permissible leg-wear. All leg-wear must be opaque (not sheer). Socks may not be worn above the knees. From November 1 until March 31, tights must be worn with the skirt. Tights must be solid navy blue, dark green, gray or black, without a pattern. Socks may not be worn with tights. Footless leggings are not permitted.

ALL STUDENTS

On any school day, students may wear:

1. Any approved Holy Name logo sweater purchased from Schoolbelles or the Team Shop. **The only sweaters allowed are Holy Name logo sweaters.**
2. Holy Name sweatshirts or pullovers from the uniform section of the team shop. Under any sweater, HN sweatshirt, or HN T-shirt a young man's shirt collar and tie must be visible, and a young lady's collar must be visible.
3. On Fridays, students may wear non-hooded team apparel or HN t-shirts over the regular school uniform.
4. Only seniors may wear sweaters purchased from stores other than Schoolbelles. It must be non-hooded, at least waist-length and knitted from 100% cotton or wool material.

Athletic teams must obtain permission to wear team jerseys from the assistant principal responsible for student activities. Jackets or hooded sweatshirts may not be worn or carried to class. Jackets worn to school may not display cult symbols, WWE, rock groups, gang insignias or other high school logos.

Socks

All students must wear socks.

Shoes

Acceptable: Black, brown, navy or gray closed-toe dress shoes. Shoes should be made of suede or leather. Boat shoes (i.e. Sperry type) in approved colors are acceptable. Shoes with laces must be tied.

Unacceptable: Any athletic, imitation-athletic, (Pumas, Vans, Sambas, etc.), sandals, cloth or canvas flats, slippers, moccasins, ballet flats, opened toed shoes, Crocs, etc.

Below are some examples of unacceptable shoes:



Boys' Hair

Hair is to be combed, neat, and clean. Only natural hair colors are permitted (burgundies and bright reds are not allowed). Hair is not to hang in front of the student's face below his eyebrows. Hair is not to extend below the shirt collar (no use of hair styling products is permitted to shorten or lengthen hair). Hair on the sides is not to extend below the bottom of the ear. Cuts that feature

drastic variations in hair length are unacceptable. No fad or attention-getting hair styles (e.g. unusual shavings of lines or designs, unusual colors, or unusual combinations of colors, tails, Mohawks, ponytails) are permitted at school or at school events. No hair bands may be worn. Administration will have the final say on what is and is not a Mohawk.

The penalty for not following the hair length standard is as follows: The student will receive a first warning for hair length and given two additional days to get his hair cut. If, after three days, the hair is not cut, the student will receive a detention and may not return to school until the dress code standard has been met. The penalty for having unnatural color, fad or an attention-getting hair style is immediate removal from school until the hair style conforms to the dress code.

Sideburns must be trimmed and extend no lower than the bottom of the ear.

Boys must be clean-shaven. Students in violation will be required to shave in the assistant principal's office and be assigned detention.

Girls' Hair

Hair is to be neatly cut/styled. Only natural hair colors are permitted (burgundies and bright reds are not allowed). Cuts that feature drastic variations in hair length are unacceptable. No fad or attention-getting hairstyles (e.g. unusual shavings of lines or designs, unusual colors or combinations of colors, tails, Mohawks, extremes in braiding) are permitted in school or at school events. The penalty for having unnatural color or an attention-getting hair style is immediate removal from school until the hair style conforms to the dress code. Hair bows, "scrunchies" or clips are to be simple and appropriate. No bandanas may be worn in the hair.

Jewelry/Accessories/Make-up

All Students

Jewelry and accessories brought or worn to school must be in good taste and reflect the philosophy of Holy Name

High school. No extremes in jewelry or make-up are permitted.

Boys

No pierced or clip-on jewelry may be worn in the ears during the school day. **No spacers etc. may be worn to keep new piercings open.** Boys are advised to refrain from getting piercings during the school year to avoid any issues with this policy.

No make-up may be worn by male students during the school day or while participating in school sponsored events excluding theatrical productions.

Any necklace or chain must be worn under the uniform shirt and the top button of the shirt must be buttoned. **No headwear may be worn in school.**

Girls

No scarves are to be worn to enhance the uniform. Pierced or clip-on jewelry is to be worn only in the ears. **No spacers etc. may be worn to keep new piercings open.** Extremes in make-up or jewelry will not be permitted.

Tattoos and Piercings

No facial piercings whatsoever may be worn (including tongue rings). No piercings may be covered by band-aids and no tattoos may be visible during the school day. **No spacers etc. may be worn to keep new piercings open. Athletes may not display tattoos while representing Holy Name teams.**

Headwear must be removed upon entering the building.

Dress Down Day Regulations

If designated a **Green and White Day**, only school colors may be worn, i.e. a green or white shirt with blue jeans. The following **may** be worn:

Holy Name T-shirts, polos, sweatshirts, or hooded sweatshirts. Casual pants including cargo pants, jeans, capris for young ladies, regular school shoes, athletic shoes, work boots

The following may **not** be worn:

Tank tops, bare midriffs, yoga pants, wind pants, flannel pajama pants, pants with excessively wide bottoms, sagging pants, excessively tight pants, flip flops, combat boots, or bandanas. Clothes that are frayed, torn, cut or having holes are unacceptable. **Shorts and sweatpants are NEVER permitted!**

Driving and Parking

Parking facilities on school property are limited; therefore, parking permits will be issued. Seniors will be given the first opportunity to purchase parking permits. Juniors will have the opportunity to purchase parking permits as spaces become available. The fee for parking permits on school property will be \$130.00 for the entire school year. Tuition must be paid and current in order to purchase a parking permit. Alternative parking is a student responsibility and is not an excuse for tardiness. Drivers will be assigned a numbered spot and must only park in that spot. Car-pooling is encouraged and all cars using the pass must be registered with the attendance clerk. **Students may not park in the faculty parking lot or in clearly marked staff/faculty assigned spaces.** Any permit improperly used will be confiscated and the fee forfeited.

Students must obtain permission from the office to go to their cars during the school day. All cars must be locked while they are parked on school property. Valuable articles should not be kept in the cars; the school is not responsible for articles removed from automobiles or damage done to autos parked on school property.

The school parking lot will be occasionally searched by police K-9 units. These searches are unannounced. Holy

Name is not responsible for damage inflicted by K-9 units while a search is underway.

Car ornamentation must be in good taste and reflect the values of Holy Name. Failure to meet Holy Name standards will result in a loss of the parking privilege.

Early Dismissal

Senior students in good standing who do not have a regularly assigned class at the end of the day may request an early dismissal under the following conditions: (1) Submit the appropriate request form signed by their parent/guardian **each semester**. (2) Students with early dismissal privileges may not loiter in the halls or on the school grounds after their dismissal time. (3) Any student with early dismissal who is staying after school **for any reason** must report to his or her assigned study hall by the beginning of the period. (4) **A student athlete whose sport season is in progress must remain in his/her assigned eighth period study hall. There are no locker room privileges prior to 2:35 p.m.** (5) The Administration will revoke the early dismissal privilege of any senior who fails to comply with these guidelines.

There may be instances where a special schedule results in an altered dismissal time. Students are responsible for being aware of any altered early dismissal times. Students will be notified in a timely fashion and will be required to stay on those days.

Student class schedules will not be rearranged to create unassigned classes during the last period of the day. Students on academic/disciplinary probation will have the early dismissal privilege revoked and be assigned to a study hall. **Early dismissal requests must be submitted each semester.** You will not be granted the early dismissal until all paper work has been submitted.

Elevator

The school elevator is reserved for faculty use and disabled students who have obtained permission from the

school office. Elevator service will be discontinued at 3:30 p.m. An elevator key may be obtained in the attendance office. A \$10.00 fee will be required for lost elevator keys.

Emergency School Closing

When severe weather conditions or other unforeseen circumstances place the holding of regular classes in doubt, check with local stations for information on school closing. Holy Name may be in session when other schools are not. Holy Name is independent from the decisions of the Parma School District.

Field Trips

Parents and guardians will be asked to sign permission slips to authorize participation of their sons and daughters in field trips or other special programs scheduled away from the school premises.

School Dances

School dances, whether held on the premises or away from school, are school functions and as such will be governed by school regulations. **School dances are closed dances. They are not open to the general public.** Holy Name High School students may invite one guest on some occasions. Holy Name High School students and their guests must fill out a dance pledge with all the proper information and signatures. This pledge must be on file before students will be admitted to the dance. Dancing should be in good taste and exemplify the Catholic, Christian values that Holy Name High School promotes. Any suggestive, lewd or inappropriate dancing will not be permitted at any school dance or function.

Illness During School Hours

Students who become ill **during the school day are to report to the clinic.** If the nurse is not available, the student should report to the office. Parents will be contacted if it is necessary for the student to leave school. Students may never leave school because of illness unless the clinic or office has notified the parents. All work due

must be turned in before leaving school that day. Parents must sign-out their student in the main office if picking him or her up from school.

Return to Play/Concussions

As of April 26, 2013, parents and athletes are required to sign and submit a concussion information sheet for each school year for each sport. Holy Name complies with Ohio's Return-to-Play Law. See www.healthyohiprogram.org/concussion for details.

Locks/Lockers

Lockers must be secured with a Holy Name issued/purchased lock. Replacement cost of the lock is \$6. Lockers are the property of the school, and therefore, the school maintains the right to inspect their contents at any time. All lockers must be kept locked at all times with the assigned lock. Unlocked lockers will result in detention. Nothing is to be posted on the outside of lockers.

Lunch Periods and Cafeteria

Each student is assigned a 20-minute lunch period as indicated on his/her schedule. All students are to eat in the cafeteria. Food orders from outside vendors are not allowed. Since the cafeteria is also used for study hall, students should cooperate by helping to keep the room as clean as possible. It is each student's responsibility to clear his/her place at the table when finished eating. **No backpacks may be carried in the lunch line. Vending machines in the athletic area are off limits during lunch periods.** Food/beverage is permitted only in the cafeteria. No food/beverage should be taken into the classrooms, hallways, or out into the yard. Littering is unacceptable. Please keep our campus clean! Students may visit the Chapel before reporting to the cafeteria for lunch.

Library Media Center

The library media center (LMC) is open daily from 7:30 a.m. to 3:00 p.m. Students are encouraged to use this resource center before, after, and during the school day. Teachers may arrange for class visits, projects, and research instruction with the librarian. Students may also use the LMC during their study halls. Students who want to come to the LMC during study hall may sign up in the library media center as soon as possible on the day they wish to use it. Space may be limited. Students should report directly to the LMC and not to study hall. Upon entering the LMC, students should present their student ID to the librarian which will be scanned for attendance. If a student does not have his/her ID, the librarian will have them sign the attendance sheet. A copy of the attendance will be sent to study hall. Students who arrive late to the library media center will be charged with a tardy detention.

Policies and Procedures

1. Usage: The library media center is a place for research, reading and computer use. An atmosphere of quiet should prevail. Group study may be permitted with the approval of the librarian. When classes use the library media center for research, group projects, and on other occasions, the library may be closed to study hall use. **STUDENTS ARE NOT PERMITTED TO USE THE LIBRARY COMPUTERS DURING THE HOMEROOM PERIOD.**

2. Loans:

- a. Students should have their ID's available when checking out materials and for using some of the devices. The librarian will explain procedures for those who do not have their ID's with them.
- b. Any library materials checked out in a student's name are that student's responsibility.
- c. Books and back issues of periodicals may be borrowed for three weeks and are renewable.

- d. Current issues of periodicals may not be borrowed, however copies can be made.
- e. Reserved items circulate according to teacher request.

3. Fines and Fees:

- a. Overdue materials are \$0.05 per item per day.
- b. For lost materials there is a replacement cost plus the overdue fine.
- c. Library returns have a short grace period.
- d. All materials must be returned and all fines paid before semester and final exams may be taken.

4. Computers and Electronic Devices:

- a. Computers, iPads and other electronic devices are available for student use in the library media center.
- b. If taking a laptop, iPad or another electronic device to a different room, students must sign out the device with the librarian. **These are not available for overnight loan.**
- c. Teachers may see the librarian or use the Google calendar to reserve the iPads or laptops for classroom use.
- d. Flip video and a regular video cameras are available for class/club use. Students and/or teachers should see the librarian to sign these out.
- e. No games are permitted on library computers, or other library or personal devices.
- f. Students wishing to do research and/or class assignments shall have preference in the use of library computers and other devices.

Acceptable Use Policy

We believe that technology is a vital means to assist those who carry out the educational ministry of Holy Name High School.

We are pleased to offer our students access to our computer network for electronic mail and the Internet. Each student will be issued a Holy Name email address. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return this form to the main office. Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of our students are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Holy Name High School supports and respects each family's right to decide whether or not to apply for access. **Students will bring the entire policy home to parents for review and signatures.** School and personal computers cannot be used until the form is returned. While at school, students are permitted to use their own electronic device for educational purposes provided that they conform to the Acceptable Use Policy.

Computer Lab

Students may use a computer lab when the lab is supervised by authorized school personnel. Student must obtain a written pass from their study hall supervisor and present the pass to the lab supervisor in order to gain admittance.

THE COMPUTER LAB IS NOT OPEN TO STUDENTS DURING HOMEROOM PERIOD.

Code of Conduct/Discipline System

CODE OF CONDUCT

Holy Name High School, recognizing the right and duty of parents/guardians to originate Christian values in their children, seeks to reinforce those values in a structured setting, attempting by example and precept to live them and teach them.

The school is an extension of the home. The authority of school officials extends through the regular school day, during the time spent in travel between home and school, at events outside of school hours, and at school-sponsored events away from school property.

A genuine Christian concern for the rights and dignity of each student and faculty member and a sense of respect for school property and the property of others, should lead students to behavior which at all times evidences sensitivity toward fellow students and teachers and care for property.

Holy Name High School is a self-respecting institution with standards that students are expected to meet. It makes demands upon its students and expects the students to make demands upon themselves. Only in this manner can true moral and intellectual development take place. In this setting, the school reinforces the parents' commitment to Catholic/Christian education.

Conduct at Games

The authority of school officials extends to any activity related to an athletic event. A student must abide by the request of any school official while attending any athletic event home or away. It is imperative that Holy Name students, parents and fans follow the guidelines of good sportsmanship as outlined by the OHSAA and Holy Name's conference affiliation.

Holy Name students must sit in their own stands. Good sportsmanship should be exhibited at all times. Support our teams' effort and respect opponents and referees. Posters, banners, horns, drums, or other noisemakers are not permitted at games. Confetti is not permitted. Gentlemen must wear shirts at all times.

When singing the National Anthem or Alma Mater, students should stand, boys should remove their hats, and all express their respect and pride by joining in the singing.

At interscholastic contests, persons leaving the building or premises will not be readmitted.

Student misconduct may result in forfeiture of the privilege to attend games.

Off-Campus Conduct/Social Media Conduct

Off-campus/social media conduct reflects on the good reputation of students, parents and faculty.

People are often quick to label an entire group wrongly after experiencing unpleasant association with some members of that group. Coming to school and returning home, at school events, and at the social or athletic events of other schools, you bear the good name of Holy Name High School. Be conscious of that responsibility. Failure to act responsibly will result in the school taking disciplinary action.

Holy Name's location within a residential area also demands student respect for the property of our neighbors. Do not loiter or discard refuse on or around adjacent property. Respect for the property of others is an important tenet of Catholic Christian Education. Walk on the sidewalk, not on lawns or in the street.

School Dances

School dances, whether held on the premises or away from school, are school functions and as such will be governed by school regulations. **School dances are closed dances. They are not open to the general public.** Holy Name High School students may invite one guest on some occasions. Holy Name High School students and their guests must fill out a dance pledge with all the proper information and signatures. This pledge must be on file before students will be admitted to the dance. Dancing should be in good taste and exemplify the Catholic, Christian values that Holy Name High School promotes. Any suggestive, lewd or inappropriate dancing will not be permitted at any school dance or function.

School Jurisdiction

The school has a just concern for its reputation and good name. Each of our students represents Holy Name at all times. The school has a concern for the individual students, and how the actions of one or a few reflect on themselves and all members of the school community. Therefore, the school is justified in responding to and taking action in situations that occur off school premises, **including cases involving electronic media/communications**, which reflect negatively or may reflect negatively on the school and/or violate the teachings and principles of the school.

Therefore, it is to be clearly understood and agreed as a condition of enrollment that the rules, regulations and policies of the school apply to our students at all times (during the school day, before and after regular school hours, weekends, and all vacation periods, etc.)

“Made in the Image and Likeness of God”

Holy Name High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, and respect. And in light of this, every person has human dignity which Holy Name High School is committed to enhance and protect. We believe that all individuals are “created in the image and likeness of God.” For these reasons, the Holy Name High School community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Any kind of action that interferes with this development will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, and hazing or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Hazing is defined as “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.”

Hazing includes, but is not limited to, any conduct, coercion or intimidation used as a method of initiation into a student organization or team that causes or creates a substantial risk of causing mental or physical harm to any person.

Students are strictly prohibited from participating in any student hazing, knowingly submitting to any hazing activities, or being present or having knowledge of hazing and failing to report it or take other steps to stop the hazing.

Examples of conduct that could be considered hazing include:

- Physical behavior, such as paddling, forced consumption of anything, or shaving of hair/tattooing
- Physical restraints, such as tying up or confining another to a small space
- Behavior that creates increased risk of mental harm, such as abandoning, deprivation of basic needs, or deception
- Behavior that creates increased risk of emotional harm, such as embarrassing or intimidating acts
- Sexualized behavior that involves nudity or sexual acts (simulated or otherwise).

Hazing must be reported immediately to a teacher, counselor or administrator. All reports will be reviewed in a prompt and thorough manner, and no student will be retaliated against for bringing forth concerns of hazing or for participating in the investigation of a hazing complaint.

Chemical Use, Abuse and Dependency

In order to provide an environment that is healthy for students, we must maintain strictly enforced rules concerning the possession and use of mood-modifying chemicals. Students may not consume, sell, deliver, transmit or have in their possession alcohol, any mood-modifying chemicals, JUULs, controlled substances, look-alike drugs, or drug related paraphernalia while in school or on school property or while attending a school activity. Students suspected of being under the influence of alcohol while at school will be subjected to a Breathalyzer test administered by the assistant principal. Students may not be in school, on school property or in attendance at a school activity after consuming any controlled substance or mood-modifying chemical. Violation of any of these rules will result in the proper authorities being notified and the student's immediate removal. Appropriate disciplinary action ranging from suspension to expulsion will follow.

As a condition of enrollment, Holy Name requires that all students submit to a hair test conducted by school approved personnel to determine if a student has used certain drugs. It is expected that students will wear a hair style that allows for a sample of head hair to be collected. Any student attempting to avoid submitting a hair sample via head or body shaving will be considered in violation of the policy. Students failing a drug test will be required to attend a school approved drug counseling program and provide the Administration with proof of attendance and completion of the program. A student who fails a drug test will be required to be retested every 90-100 calendar days for the remainder of their time at Holy Name. These re-tests are at the parent's expense. Re-tests will continue through vacation periods as necessary. If a parent believes that there was a false positive test, they can request an immediate second testing at their expense by the same means and through the same company used by Holy Name. A second failed drug test will result in expulsion. A student who fails to cooperate with any part of the school's drug testing policy will be expelled immediately.

After all students have been screened, random drug testing will occur throughout the remainder of the year.

Chemical Possession, Sale or Distribution

If a student possesses, sells or distributes alcohol, tobacco, JUULs, drugs or drug related paraphernalia on school property or at a school activity they are subject to suspension or expulsion. If a student is suspended, as a condition of continued enrollment, the student will submit to a Psychomedics hair test and enroll in a school approved counseling program and be retested every 90-100 days at the parent's expense.

Electronic Devices/Computers/Smart Phones/Smart Watches/Laser Pointers/ etc.

Administrative or teacher permission must be granted for the use of electronic devices from 7:45 a.m. to 2:35 p.m. The school is not responsible for theft or damage of such devices. Unsanctioned use of an electronic device will result in detention. It is not unreasonable for a teacher to request the removal of "smart watches" during class. Failure to meet the teacher's request will result in the student being sent home and suspended for the following day. Laser pointers will be confiscated and not returned.

Cell Phones

Cell phones and other communication devices may be brought to school provided they are **turned off** between the hours of 7:40 a.m. and 2:35 p.m. The school assumes no responsibility for them being lost or stolen.

Consequences for an accidental violation (example: student forgets phone is on, it is heard ringing)

First Violation – verbal or written warning.

Second Violation –Confiscation of device and the device is given to Assistant Principal. A \$10.00 return fee is charged.

Third Violation – Confiscation of device and the device is given to Assistant Principal. A \$25.00 return fee is charged.

Further Violations: Confiscation of device and the device is given to Assistant Principal. A \$50.00 return fee is charged and a parent must collect the device.

Consequences for a purposeful violation (example: student discovered talking, texting, checking the time, or otherwise using the communication device, including messaging with parents).

First Violation – Saturday School, confiscation of device, \$10.00 return fee charged.

Second Violation – Saturday School, confiscation of device, \$25.00 return fee charged.

Further Violations – Suspension, confiscation of device, \$50.00 return fee charged, conference with parents before student returns to school.

Failure to surrender a phone/electrical device to a faculty member when requested will result in the student being sent home immediately and given a suspension for the following day. All phones are subject to search by the Administration. Failure to cooperate with a search request will result in suspension or expulsion. No pictures or footage can be taken with a camera, cell phone, etc. at Holy Name at any time without the permission of the Administration. Any images/footage taken at any Holy Name event or at Holy Name at any time may not be posted on any internet site without the permission of the Administration.

Sexting

Sexting (or "sex texting") is the sending or receiving of sexually explicit or sexually suggestive images, messages, or video via a cellphone or the Internet. Examples of sexting include sending nude or nearly nude photos or "selfies". Currently, a minor who is caught creating, distributing or possessing a sexually explicit image of a minor could be prosecuted under the State of Ohio's child pornography laws and if convicted, could

be required to register as a sex offender. All cases of alleged sexting reported to or discovered by Holy Name staff will be turned over to the Parma Heights Police Department. Students involved in the creation or distribution of sexting material will be subject to punishment ranging from suspension to expulsion.

Insubordination

Insubordination can be defined as an act of being disobedient to constituted authorities. Any such act is one that interferes with the good order and mission of the school. Failing to obey a reasonable request of school personnel, failing to identify one's self to school personnel when requested, raising one's voice to school personnel, or abusing or insulting school personnel are some examples of insubordination. Insubordination will not be tolerated. Punishment for insubordination can range from detention to expulsion. It is the right of the administration in conjunction with the teachers to determine the proper disciplinary action.

Abusive Language

As a self-respecting Christian institution, the use of any foul language or gestures that are considered inappropriate, obscene, or disrespectful will not be tolerated. Punishment may range from detention to expulsion.

Fighting

Fighting on school property, adjacent property, or at school functions is considered a serious offense, which directly affects the good order, morale, and welfare of Holy Name High School. Therefore, acts of fighting, posturing or threatening to fight, will result in a suspension from school, parental notification, a parent conference, and/or any disciplinary action deemed necessary by the administration. Intimidation or retaliation as a result of the conflict will result in further

disciplinary action. The fighting policy also applies to athletes during competition.

Stealing

Stealing is a serious offense that will result in suspension or expulsion. It is the student's responsibility to secure his/her valuables.

Cutting Class

Cutting class is considered an unexcused absence. One hour of detention must be served for each class missed in addition to a mandatory parent conference with the assistant principal. A second offense of class cutting will result in a one-day suspension. A third offense will result in a three-day suspension.

Cutting School

Cutting school will result in an unexcused absence for the day of the offense and a one-day suspension. A second offense will result in an unexcused absence for the day of the offense, a three-day suspension, and a parent conference. A third offense may result in expulsion.

Tardiness to Class

Three-minute periods are provided for change of class. Students who are tardy to class or study hall must obtain admittance permits from the office. After-school detention is automatically assigned. Continued tardiness may warrant additional disciplinary action.

Smoking/Smokeless Tobacco/Vaping, JUULS, etc.

Use or possession of any tobacco products on school property or at any school activity is not permitted and is punishable by a minimum two day suspension.

Forgery

Parent signatures and/or written communications that are forged will result in a Saturday School detention. Fraudulent calls to the attendance clerk will also result in Saturday School.

False Alarms

Any form of false alarm such as fire, bomb, etc., or any statement that induces panic will result in immediate expulsion and notification to legal authorities. Any threats or actions that are in violation of the law will be promptly reported to legal authorities.

Gum Chewing

Chewing gum in the school building is not allowed. Violations will result in a \$5.00 fine. Failure to pay will result in further disciplinary action.

DISCIPLINE SYSTEM

Disciplinary infractions result in Detention, Saturday School, Suspension or Expulsion. It is possible that a single act that induces panic or indicates a possible threat to individuals under Holy Name's care will result in immediate expulsion. The final decision on all disciplinary action rests solely with the principal and is not subject to negotiation.

Detention

Detention totals compile throughout the year. A student's total does not "go to zero" at the end of the first quarter or semester.

Minor infractions such as dress code violations, public displays of affection, and tardiness to class result in a 30 minute after school detention. Detention runs from 2:45 p.m. to 4:00 p.m. Monday through Thursday (students must sign-in with the main office at 2:45 p.m. or with the moderator in room 224 by 3:30 p.m.). Assignments will be provided to keep the student busy the entire detention period. Students may not excuse themselves from detention. Administrative approval is required to reschedule detention assignments.

Students must serve the detention on the day it is received or during one of the next three available detention sessions. For example: a detention received on Monday must be served by Thursday of that week. A detention received on Wednesday must be served by

Tuesday of the following week. Failure to serve assigned detentions within the allotted time will result in a one day suspension.

An accumulation of four detentions results in a Saturday School.

Accumulating seven detentions results in a one-day suspension, a parent conference and the student being placed on a discipline contract. Receiving ten detentions results in a three-day suspension and/or possible expulsion.

Saturday School

Students are required to attend Saturday School for violating the phone policy, forging a signature, accumulating four detentions, or when assigned by the Assistant Principal in charge of discipline. Please note that detentions accumulate throughout the entire year.

Attending Saturday School does NOT eliminate the student's detention obligation. Saturday Schools are held once a quarter. Parents and students will be notified in advance of the session. They are held from 8:30 a.m. until 11:30 a.m. and school dress is required. Writing assignments are given and there may be a labor/service component to enhance the Saturday School experience. However, students should bring study or reading material in case they finish their assignment early.

Failure to arrive on time, using a cell phone, or being anyway disruptive during Saturday School results in a three day out of school suspension.

A student may be assigned to only one Saturday School per quarter. A second Saturday School worthy offense committed in a quarter will result in suspension. Example: a phone offense and four tardies to school in the same quarter will result in a Saturday School and a suspension.

Suspension

Behavior that rises above punishment by detention will result in suspension or expulsion. The administration reserves the right to suspend a student for any action they deem worthy of the punishment. Suspension is a serious step taken by the administration to bring a student to consider the undesirable nature of his/her attitude and behavior. A student committing an offense worthy of suspension will be immediately sent home. While he/she is under suspension, a student may not attend classes, be on campus or attend or participate in any school social or athletic event. Students are suspended only by the principal or an assistant principal.

Suspended students **MUST** make up all missed school work, including tests and quizzes, for **50%** of the credit earned. Missed assignments must be turned in on the day the suspended student returns to school.

Some examples of behavior resulting in immediate suspension include fighting, throwing food, theft, failing to surrender a phone to a teacher or administrator, being disrespectful to a teacher.

Disciplinary Probation

In the disposition of serious disciplinary cases, it becomes necessary at times to reinstate students to their classes on a probationary basis. The length of the probationary period may vary depending on the gravity of the circumstances. Students on disciplinary probation will sign a discipline contract.

The basic purpose of the probationary status is to give the student an opportunity to improve his/her attitude and conduct. When this becomes factual, students will be removed from probationary status and will be reinstated to good standing. Failure to show improvement may lead to dismissal.

Expulsion

Expulsion will occur if the Principal of Holy Name High School feels that a student has failed to live up to the demands and expectations set forth for our students. It is a privilege to attend this institution, and students who continually violate the rules are a disruption to the mission of the school.

ACADEMIC STANDARDS

Accreditation

Holy Name High School is accredited by the Ohio Department of Education and the Ohio Catholic Schools Accrediting Association.

Instructional Program

To qualify for graduation from Holy Name High School, a student must have completed a minimum of 25 credits in the required and elective courses.

Holy Name's requirements in each subject are as follows:

Electives	2.5 credits
Theology	4 credits
English	4 credits
Math (<i>Algebra I, Algebra II, Geometry</i>)	4 credits
Science (<i>Biology, Chemistry</i>)	3 credits
Social Studies (<i>W. History, U.S. History, Gov</i>)	3 credits
Foreign Language (<i>2 years of same language</i>)	2 credits
Fine Arts	1 credit
Speech	.5 credit
Health	.5 credit
Physical Education	.5 credit
PE Waiver (<i>requirement fulfilled/credit not awarded</i>)	<u>0 credits</u>
	25 credits

In addition to meeting the above Holy Name H.S. requirements, a student must attain the required scores on state-approved graduation tests. (e.g. ACT)

AP® courses and on-campus CCP courses carry an additional 1.0 weight. Honors courses carry an additional .5 weight. **Students enrolled in AP® classes must take the AP® exam in May.**

Students are encouraged to enroll in the most rigorous curriculum available at Holy Name. Factors to keep in mind for college admission include:

- Cumulative grade point average and 6th semester class rank

- SAT and/or ACT results
- AP® test results
- Letters of recommendation from faculty, counselors, coaches and administrators
- Honors, awards, leadership and community service

Requirements for Graduation

(early graduation is not an option)

1. Complete a minimum of 25 credits in the required and elective courses.
2. Attain the required scores on the state-mandated graduation exam
3. Adhere to all attendance policies so the student is present for necessary instructional hours.

GRADING SYSTEM

A+	98, 99, 100	4.3
A	95, 96, 97	4.0
A-	93, 94	3.6
B+	90, 91, 92	3.3
B	87, 88, 89	3.0
B-	85, 86	2.6
C+	82, 83, 84	2.3
C	79, 80, 81	2.0
C-	77, 78	1.6
D+	75, 76	1.3
D	72, 73, 74	1.0
D-	70, 71	0.6
F	0 – 69	

At Holy Name High School we come together as a community to learn from and with each other and to grow intellectually, spiritually and socially. We are our brother and sister's keeper and we reach out to each other in the spirit of a Christian community.

Our Academic Expectations include:

1. To participate and be respectful during school liturgies. Celebration of mass is part of the theology curriculum.
2. To work to the best of our ability at all times and in all classes.
3. To be prepared for all classes, completing all assignments whether they are written assignments or reading assignments.
4. To actively participate in all classes.
5. To be attentive in all classes, sitting up properly. Studyhall requires that materials be brought for study or, if all class work is up to date, that a book be brought to read during the study time.
6. To respect the teacher's right to teach without Disruption.
7. To respect our classmates' right to learn without disruption.
8. To always turn in assignments and examination papers that are the results of our own intellectual endeavors. Cheating, including plagiarism, is never tolerated and results in a grade of zero.
9. To strive for perfection in all we do, setting high goals for ourselves, and always aiming high.

Honors Diploma (beginning with the class of 2022)

Holy Name High School will award this recognition to seniors who meet all the requirements listed:

1. Earned four credits of English.
2. Earned four credits of Mathematics including Algebra I, Algebra II and Geometry and another higher level course.
3. Earned four credits of Science including Biology, Chemistry, Physics and one other laboratory based science (e.g. AP® Biology, Honors Anatomy, etc.).
4. Earned four credits of Social Studies including World History, U.S. History, Government and additional electives.
5. Earned three credits of Foreign Language.

6. Earned one credit of Fine Arts.
7. Earned a cumulative grade point average, after seven semesters, of a 3.75 or higher.

ProgressBook

All grades for each student are updated on a regular basis at <https://pa.ohconnect.org>. This serves as your interim report of progress. Families are obligated to check <https://pa.ohconnect.org> regularly as their notice of student progress and/or failure.

Incomplete Marks

A grade of incomplete can be given to a student for a quarter/semester in circumstances of extended absence due to illness. Students receiving an incomplete will be given a date by which all outstanding assignments must be completed. Failure to respect this deadline may result in a failing grade.

Report Cards

Grade reports are issued four times each year. The first and third quarter grade reports will be distributed to parents/guardians during the parent-teacher conference meetings. Subsequent reports will be mailed approximately one week after the end of each quarter.

Course Selection Procedures

Registration for each new school year will be conducted during the months of January, February and March. Students and parents are encouraged to read the course selection information thoroughly. As well, students should select their courses based on the input from faculty recommendations and consultation with their counselor. Every effort is made on the part of the faculty to recognize the student's ability and to insure the best placement possible. After the recommendations have been made, a parent signature is required. Any discussion of the placement should transpire during this process. If in fact a discrepancy occurs, the counselor will notify families. It is important that students and parents realize that course selections are final, and changing

selections is a time consuming process. Each student is personally responsible for all academic requirements listed in their handbook for graduation. All students have been assigned to a counselor and will have the opportunity to meet with their respective counselor during the course selection process. Counselors will use this meeting time to review the courses best suited for the student's ability, and to meet the necessary graduation requirements from Holy Name High School. This is also a time to begin/continue discussions regarding a student's post-secondary plans, including college.

Schedule Changes

A course change request may be considered within the first two weeks of each semester.

If a schedule change is the result of an error, or teacher or counselor initiated, a fee will not be assessed. However, if a student or parent requests a change, a **fee of \$50.00 will be incurred. If the change involves an AP or CCP course, a fee of \$100.00 will be incurred.** Any parent or student initiated schedule change after the last day of the school year will incur one of the previously mentioned fees.

Schedule changes cannot be made for a change of teacher, to obtain early dismissal, to request a specific lunch period or for poor performance. A request for change must be discussed with a counselor. After this discussion, a schedule change form requiring the signature of a parent and the teacher of the class being dropped must be completed.

After the first two weeks of each semester, students will be unable to add, drop, or change courses. We encourage every student and family to carefully review the course selection form. All schedule change policies will be strictly enforced.

Textbooks (On-line and Traditional Print)

Textbooks are issued to students on a loan basis, therefore it is the duty of all students to respect and take care of their books. Upon receiving and accepting these texts, students assume full responsibility for their care, use, and return at the end of the school term or year. Students must return all textbooks issued to them, or pay for lost or damaged textbooks before report cards or transcripts are issued.

First and Second Honors

Students with a scholastic average of 3.6 or higher earn first honors. Students with a scholastic average of 3.0 to 3.59 earn second honors. First and Second Honor postings are based upon current quarter GPAs. End of the year honors and class rank are based upon cumulative GPAs. For Seniors, the average is calculated after 7 semesters to determine awards and class rank.

Semester Grades

The semester grade is the accumulation of two quarter grades and one final exam grade. A student who receives two out of three Fs for these marking periods will automatically fail the class for the semester. Semester grades are the only marks that appear on the student's transcript.

The cumulative point average is computed at the end of each semester and is based on semester marks only. Only classes taken at Holy Name are averaged into the cumulative grade point average.

Semester Failures

If a student fails a required course during the academic year, the student must enroll in summer school and receive a passing grade (i.e. recover the lost credit) to continue the student's enrollment at Holy Name High School. Failed courses may not be retaken at Holy Name. They must be taken at another approved school; on-line or in a traditional classroom. A list will be supplied to families. The cost of the summer school class(es) will be the responsibility of the student's family.

Please keep in mind that your student must successfully pass the summer class(es), USING HOLY NAME'S GRADING SCALE, in order to return to Holy Name in August.

Academic Dishonesty

Holy Name students are required to demonstrate academic integrity in the submission of course assignments and projects. This integrity includes students properly crediting the ideas, words, data or diagrams of other people that are used in research assignments or projects. The MLA method of documentation is to be used. The use of someone else's paper, words or ideas from resources such as texts, journals, and/or websites without proper documentation, is strictly prohibited. Holy Name does not tolerate academic dishonesty of any kind. Any student who, in the judgment of his or her teacher, has given evidence of copying answers or work from another student, an earlier test, or someone else's writing (plagiarism), will receive a zero for the copied test, project, or assignment. Students who help others cheat will receive the same sanctions. A second offense of academic dishonesty will result in suspension or expulsion.

Suspended students **MUST** make up all missed school work, including tests and quizzes, for **50%** of the credit earned. Missed assignments must be turned in on the day the suspended student returns to school.

Academic Probation

If a student earns a GPA that is below a 1.6 at

the end of a quarter, s/he will be placed on academic probation.

During the probationary period the student:

1. May not receive a failing grade in any class.
2. Must satisfactorily complete all class work.
3. Must comply with any other stipulations as stated in the Academic Probation Contract.

At the end of the probationary period, the student's academic record will be reviewed and evaluated. If the student has fulfilled the terms of the probation agreement, they will be removed from probationary status.

If the terms of the contract have not been satisfied, the student will be subject to dismissal.

Academic Dismissal

In order to advance to the subsequent grade, a student must have accumulated a minimum number of credits at the end of each grade level as follows:

By the end of grade	You must have this many credits:
9	5.75
10	11.75
11	18.50
12	25.00

In addition to the above, if a student fails more than two required semester classes or a semester of Theology, the student will not be invited to return to Holy Name.

All students' academic performance will be reviewed at the semester and at the end of the academic year.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled in October and March. First and third quarter report cards will be issued to parents/guardians at that time.

Parents/Guardians are encouraged to contact teachers and Guidance Counselors at any time during the school year to discuss their son/daughter's academic status.

Parent-Administrator Conferences

If a conference is desired, parents/guardians are asked to call the school office (440-886-0300) during school hours to set up an appointment convenient for both parents and the appropriate administrator. For discipline issues

contact the Assistant Principal in charge of discipline; for curriculum issues, contact the Assistant Principal in charge of academics.

In cases involving academics, please contact the teacher before requesting a conference with an administrator.

Teacher Availability for Extra Help

All faculty members are available to students before school, during preparation periods and after school from 2:35 p.m. to 3:00 p.m. (except those assigned to special, seasonal duties, e.g., coaching).

Students are asked to arrange for teacher assistance by appointment. Such help is most effective early in the school year. We encourage students to take advantage of class teacher availability.

College Credit Plus (CCP)

CCP courses allow a Holy Name student to complete a college level course for both high school and college credit while remaining on Holy Name's campus. CCP courses on Holy Name's campus are offered via Notre Dame College and Cuyahoga Community College. Holy Name's CCP instructors are adjunct professors at Tri-C and/or Notre Dame College.

Students must realize that the class is a college-level course with a college-level workload. Each CCP course is weighted 1.0 when determining a student's GPA at Holy Name. In order to enroll in a CCP course, a student must place high enough on a college-level placement exam, earn a minimum GPA of 3.0, and be recommended by teachers, counselors, and/or administrators. Details of the application process will be explained at a required meeting scheduled for February of 2020.

Some/all credit hours may be funded by the State of Ohio. Students and their families will not officially be informed as to what the state will fund until the spring

of 2020. Each student and his/her family must agree to cover whatever cost the state does not fund in order to enroll in a College Credit Plus course.

Public/state colleges within Ohio will accept College Credit Plus credits with a grade of an A,B or C for the class. College Credit Plus credit MAY NOT be awarded by all **private colleges within Ohio or by all out-of-state colleges**. Please keep in mind that acceptance of College Credit Plus credit hours FOR COLLEGE CREDIT does vary from college to college and state to state.

Advanced Placement (AP®) Classes

AP courses allow a Holy Name student to earn high school credit with the potential for earning college credit depending on how well a student scores on the national AP Exam in the spring of 2019.

Students must realize that the class is a college-level course with a college-level workload. Each AP® course is weighted 1.0 when determining a student's GPA at Holy Name. In order to enroll in an AP course, a student must have an accumulative GPA of 3.0, a minimum of a B average in the AP® subject area, and must obtain approval of the appropriate academic department. If currently enrolled in an AP® course, a student must have approval from his/her current AP teacher to pursue additional AP® coursework.

Students are required to take the AP® exam in May and are responsible for the AP® exam fee.
(Cost is approximately \$95 per AP® exam.)

AP exam scores are recognized nationally and accepted by hundreds of universities throughout the country. State/public universities within Ohio do have to award some college credit to any student who earned a 3 or higher on the AP® exam. However, some of the more selective schools may only award credit if a student earned a 4 or a 5 on the AP® exam. Some of the most selective schools (i.e. an Ivy League school) may only

award credit if a score of 5 is earned. Please keep in mind that the AP® policy will vary depending on the selectivity of the school.

Career Shadow Program

Juniors and seniors must complete a career shadowing experience to be performed at some point during the year. All paperwork must be filled out completely and turned in by the assigned day. Additional information can be found on the school website.

College and Career Planning

The counseling department at Holy Name High School is committed to providing services that enhance the student's development. Counselors provide services to students, families, teachers, administrators and the community at large. Our freshman program emphasizes personal adjustment, new student orientation/registration, and study skills. As sophomores, students continue to evaluate their strengths and weaknesses and begin to explore career possibilities. During the junior year, students continue to focus on career preparation during the fall and college preparation during the winter and spring. This includes college visitations and familiarity with the necessary standardized tests for college admission. During the senior year, students will prepare college applications, re-visit colleges, re-take college admission tests, apply for financial aid and scholarships, and make final decisions regarding their post-secondary plans.

Representatives from colleges and universities visit Holy Name during the months of September, October and November. Juniors and Seniors are encouraged to attend these visits to learn more about the individual requirements for each college.

GUIDANCE COUNSELORS CANNOT SEND A COPY OF ACT/SAT TEST SCORES ON A STUDENT'S BEHALF. SCORES MUST BE SENT DIRECTLY FROM ACT/SAT.

Students that have decided not to include college in their post-secondary plans immediately after high school are also encouraged to work with their counselors.

College Visitations and Career Shadow Days

Juniors and seniors are permitted six visitation days to be used to visit colleges and to complete fifteen hours of required Career Shadowing. Students must obtain a College and Career Verification Form from the main office three days prior to the scheduled absence. Students are responsible for all class work and assignments missed on the college or career visitation day. Upon return from the college visit, students must provide proof of the official visit from the school's Office of Admissions. After completing a Career Shadowing Experience, students are required to complete and turn-in the Career Shadow Evaluation Form. All Career Shadow forms are available on the school website. An unexcused absence will be assigned if a student fails to complete forms in the proper manner. Sophomores must obtain approval from the Main Office before scheduling a college visit.

Transcripts/Permanent Records

A permanent record card is kept for each student throughout his or her high school enrollment at Holy Name High School. Personal data is kept on this record including semester grades, class rank and standardized test scores. This information is then converted to a final transcript upon graduation. Students who need a transcript for college or other purposes must have an official transcript release form (found in the guidance area) signed by a parent or guardian. Tuition and fees must be paid in full to receive a transcript.

Athletic Eligibility

Holy Name is first and foremost a Catholic college preparatory high school constantly striving to prepare all students to be college and career ready. Thus, it is expected that every student gives top priority to his/her education.

Holy Name High School is a member of the Ohio High School Athletic Association and must abide by all eligibility rules and regulations. OHSAA academic eligibility rules include but are not limited to the following:

A student must earn a passing grade in a minimum of six one-credit courses, or the equivalent, that would fulfill graduation requirements. This must occur in the immediately preceding quarter. Although the OHSAA requires passing five one-credit courses, Holy Name requires passing six one-credit courses.

At Holy Name H.S., a student must also have a minimum GPA of 1.6 in the immediately preceding quarter to be eligible for interscholastic sports. Thus, students and their families should note that eligibility for the specific quarters will be determined according to the following criteria:

First Quarter based on quarter 4 GPA of previous year.

Second Quarter based on quarter 1 GPA of current year.

Third Quarter based on quarter 2 of current year.

Fourth Quarter based on quarter 3 of current year.

(Semester GPA and/or accumulative GPA has no effect on eligibility.)

If a student fails two or more courses for a quarter or is below a 1.6 GPA, she/he will be declared ineligible until the midpoint of the following quarter. At the midpoint of the following/next quarter, the student's GPA will be reviewed. If the student has raised his or her GPA to 1.6 or higher while passing six classes, he or she will be fully reinstated to the team. If the student does not do so, he/she will be ineligible until the end of the quarter.

During each grading period, all in-season student-athletes' academic progress will be reviewed at the mid-point of the quarter. If a student is found to be at or below a 1.6 and/or failing two or more courses, s/he will have ten (10) school days to achieve a minimum of a 1.6 GPA while passing all classes. If the student-athlete fails to do so, s/he will be declared ineligible for the remainder of that quarter.

A student-athlete must be present in school by 11:00am in order to attend practice or to participate in a contest on that day. Additionally, if a student leaves during the school day because of illness, s/he is not permitted back to school for any reason, including extra-curricular activities. Exceptions would be determined by the Administration.

NCAA Eligibility

College bound student-athletes first enrolling at an NCAA Division I school have to meet minimum academic requirements to practice, compete, and receive athletic scholarships during their first year of college. In addition, the NCAA has established a central clearinghouse to determine initial eligibility for Division I and Division II student-athletes. For additional information students should see their Guidance Counselor as well as use their Naviance account to register for the NCAA Eligibility Center. Please see www.ncaa.org for all details regarding the NCAA and academic requirements.

Co-Curricular/Extra-Curricular Eligibility for all students

Participation in co-curricular and extra-curricular activities definitely adds to a student's overall development, but is most certainly a privilege. As Holy Name H.S. strives to prepare all students to be college

and career ready, academics should be each student's top priority. With that in mind, students involved in co-curricular and/or extra-curricular activities are subject to the same eligibility requirements as student-athletes.

Overall, a student whose GPA is below a 1.6 and/or is failing two or more subjects and/or is on Attendance Probation will not be allowed to participate in any activity that would take him or her away from school during the academic day. This includes, but is not limited to: field trips, retreats, music tours, grade school visits, service projects, etc. The Administration is the final authority on all eligibility matters.

DIOCESAN POLICIES

Holy Name High School is firmly committed to providing a safe, positive learning and working environment for everyone in the school. For this reason, and in keeping with the goals and objectives of Catholic education, Holy Name High School adopts the following policies. These policies re-emphasize the personal dignity of the individual and foster positive attitudes toward and respect for others.

AIDS Policy

Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment shall be permitted to attend school in a regular classroom setting provided:

1. The health of the student, as documented by his/her physician, allows participation in regular academic school activities.
2. The student behaves acceptably, in a manner that would not cause spread of the disease or in any way put others at risk.
3. The student does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the student's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The principal and Assistant Superintendent for Secondary Schools will consult with the appropriate persons and make a recommendation to the Superintendent of Schools, who will make a decision on each case.

Parents and guardians have the obligation to report to the school administration when any student has been diagnosed as having AIDS (acquired immune deficiency syndrome; ARC (AIDS related complex) or other illness caused by HIV (human immune deficiency virus), the virus that causes AIDS, also known as HTLVII or LAV.

In order to protect confidentiality, when a student with AIDS is admitted to school, personnel who are made aware of the student's condition should be the minimum necessary to assure proper care of the child.

Based on the condition of the student and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the student's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of instruction.

Gangs

Youth gangs and gang-related activity are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purposes or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment - initiation - a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang - displaying gang marking or slogans on school or personal property or clothing - having gang tattoos - possessing literature that indicates gang membership - fighting, assault, hazing - extortion - establishing turf-use of hand signals, gang vocabulary and nicknames - possession of beepers or cellular phones - possession of weapons or explosive materials - possession of alcohol, drugs, drug paraphernalia - attendance at functions sponsored by a gang or known gang members - exhibiting behavior fitting police profiles of gang-related drug dealing-being arrested or stopped by police with a known gang member -selling or distributing drugs for a known gang member - helping a known gang member commit a crime - or any other action directly resulting from membership or interest in a gang.

Sexual Harassment and Sexual Violence Policy

Allegations of sexual harassment are to be reported to the teacher and the principal. Parents/Guardians of both offender and the victim will be informed of the allegations. The matter is to be kept confidential by all parties involved, and every effort will be made to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

If the allegations are substantiated, disciplinary action will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- verbal warning/reprimand and apology to the victim
- a parent or guardian/student/Principal conference
- written warning/reprimand and parent/guardian notification, entered in the student's file
- detention or removal from selected school activities and/or extracurricular activities
- behavior/probation contracts, possibly requiring professional intervention

Student Pregnancy Policy

All possible means will be employed to assist a student to complete the course of studies, to graduate with her class, and to continue within the school setting in as normal a manner as possible.

Weapons (guns, sprays, knives, etc)

The use, possession, sale, or discharge of any weapon or look-alike weapon or explosive device in the school, on school grounds, or at school-sponsored activities is prohibited. Social Media post involving weapons are also prohibited. Pepper Spray/mace type products are considered weapons. Violations of this policy must

warrant notification of the police and immediate expulsion.

Hand Washing

Frequent and appropriate hand washing is one of the easiest and most effective ways to prevent illness. Hand washing can help prevent illnesses such as the common cold, the flu, gastrointestinal illnesses as well as more serious illness such as Hepatitis A and Meningitis. Prevention decreases absenteeism in students.

Student Life

Rallies

The purpose of all rallies is to promote school spirit and unity, good sportsmanship, and to give visible support and inspiration to our athletic teams. A rally should be an educational experience and conducted in good taste.

All in attendance should extend their personal courtesy to rally participants. Students are to listen carefully and follow directions of the MC and cheerleaders. Cheering and singing is highly encouraged.

Varsity Jackets

Only students who have earned varsity letters or special activity letters may purchase varsity jackets. The jackets must be purchased through the Team Shop.

STUDENT SERVICES

Ministry Office

Oversees and influences the Christian formation of all within the school community, and their living of Catholic, religious, and moral lives.

Auxiliary Services

In accordance with state legislation and guidelines, your tax dollars help provide the following auxiliary services for our students:

- Free textbooks on a loan basis
- Diagnostic health services (school nurse)
- Remedial math and reading teachers are available for tutoring opportunities

Telephone Number for Auxiliary Service Clerk and Modular Unit (440- 885-7096)

Hours:	7:45 a.m. - 3:00 p.m.
Intervention Specialists:	(440) 842-0619
Remedial Math Tutor:	(440) 842-5467
Remedial Reading Tutor:	(440) 842-0619

(Includes English, Science & Social Studies)

Clinic

The clinic is located to the east at the main front entrance. A licensed practical nurse is on duty from 7:40 a.m. to 2:35 p.m. The nurse may not dispense any medication without proper authorization. Students required to take medication during school hours must contact the school nurse prior to bringing the medicine to school. The nurse will provide the necessary forms for the physician and parent to complete.

The school nurse will:

- A. Provide emergency care for students who are injured or become ill during the day.
- B. Only the school nurse has the delegated authority to excuse students from school due to illness or injury. The nurse will call the parents or guardian to inform them of the situation and to arrange for transportation, when necessary.
- C. If the student is to return to class, the nurse will issue a re-admit slip.
- D. If emergency transportation is needed to a hospital, a parent will be notified immediately. The fire rescue squad will transport the student to the closest hospital.
- E. If being picked-up, parents must sign-out their student in the main office.

STUDENT CONGRESS

The Holy Name High School Student Congress is a member of the Ohio Association of Student Councils and as such subscribes to the firm belief of this organization that "the student council is an educational instrument designed to provide actual learning experiences in leadership and opportunities for practice in the qualities of good citizenship necessary for effective membership in a democratic society". The idea requires individual commitment and involvement by a group of elected students who meet regularly to promote:

- SCHOOL SPIRIT
- CITIZENSHIP
- LEADERSHIP
- SERVICE
- HUMAN RELATIONS
- CULTURAL VALUES

The Student Congress has only delegated powers. Therefore, the Principal retains the veto power over every action of the council.

The Student Congress must operate within the framework of the school's philosophy and objectives. Proposed activities and projects should be educationally worthwhile and in keeping with the promotion of the general welfare of the entire school community.

SERVING OTHERS IN HIS NAME

HOLY NAME HIGH SCHOOL STUDENT SERVICE PROGRAM

All students will be required to do service. By the end of their senior year students will have done a minimum of seventy (70) hours of service. Seniors will be required to write a two page summary/ reflection paper about their volunteer experience.

Our goals are:

1. To have students realize that it is our Christian obligation to serve others as Christ did.
2. To meet family, school and community needs.
3. To enrich students' lives through volunteer experiences.
4. To provide all students an opportunity for group projects to fulfill their service requirements.
5. To have individual extracurricular groups develop and implement service projects within and outside the school.

THE PROGRAM

Freshman Year (20 Hours of Service)

1. Students will be required to do at least sixteen (16) hours of "family service." The service must be out of the realm of ordinary family responsibility. For example: a student cleaning his/her bedroom is an ordinary responsibility, whereas babysitting for cousins without pay is out of the ordinary and is considered family service. This service can be done for an immediate or extended family member. All activities must be listed on the log sheet and must be signed by the person(s) for whom the service was provided.
2. At least one group service project (a minimum of four (4) hours) is encouraged. Group projects may be provided by the school and/or various extracurricular groups. Hours served must be kept on the log sheet and must have proper signatures.

Sophomore Year (20 Hours of Service)

1. Group and/or individual service will be accepted as long as an accurate log sheet with proper signatures is submitted. Group service projects may be provided by the school and/or various extracurricular groups. The total number of service hours must be at least twenty (20), but you are certainly encouraged to go beyond this minimum number.
2. The emphasis will be on service to the school.

Junior Year (20 Hours of Service)

1. Group and/or individual service will be accepted as long as an accurate log sheet with proper signatures is submitted. Group service projects may be provided by the school and/or various extracurricular groups. The total number of service hours must be at least twenty (20), but you are certainly encouraged to go beyond this minimum number.

Senior Year (10 Hours of Service and a Reflection Paper)

1. Group and/or individual service will be accepted as long as an accurate log sheet with proper signatures is submitted.
2. A summary/reflection paper of at least two pages will also be required. The paper must follow the guidelines which will be provided. The paper should be handed in to the service advisor after completion of the volunteer service. The total number of service hours must be at least (10), but you are certainly encouraged to go beyond this minimum number. **All students should complete their service hours and turn in their log sheets by mid-May. Seniors should include their reflection paper with the log sheet.**

Successful completion of this program or failure to complete the program will be noted on the student's transcript. Summer service is permissible as long as an accurate log sheet and explanation of the service is submitted along with proper signatures of the person(s) for whom the service was provided or the contact person.

Extracurricular Activities

Students are encouraged to participate in extra-curricular activities as a means of broadening their educational experience. All such activities must be authorized by the principal and must have faculty supervision.

Students should consider membership in one or more of the following activity groups, as they are eligible and when the activity is available:

Academic Challenge	Right to Life
Ambassadors	Ski Club
Art Club	Soccer
Baseball	Spanish Club
Book Club	Spring Musical
Bowling	Student Congress
Campus Ministry	Track
Catholic School Students for Peace and Justice (CSPJ)	Volleyball
Cenacle of Mary	
Cheerleading	
Cooking Club	
Cross-Country	
Dance Team	
E-Sports	
Fall Drama	
Fantasy Sports Club	
Fast Pitch Softball	
Film Club	
Football	
French Club	
Gaming Club	
Golf (Varsity)	
Hockey	
Intramural Basketball	
Lacrosse	
Literary Magazine	
Marching Band	
Music Ministry	
NHS	
PenOhio	

Any school-sponsored activity will be announced through the regular school channels. Dances, club meetings, evening rehearsals, interscholastic events and practices are scheduled well in advance. All questions and concerns regarding the above activities should be directed to the appropriate faculty moderator.

ALMA MATER

All praise to Alma Mater dear,
To friends whom we revere,
To teachers versed in all the arts,
To men who stirred our hearts,
To wisdom present in her halls,
To memories she recalls,
To faith we ever shall proclaim,
To our dear Holy Name.

Composed by Jack T. Hearn, May 13, 1937

FIGHT SONG

All Hail Holy Name!
With loyal hearts we proclaim.
That we will serve the green and white
Your spirit we know
Will lead us on as we go,
And guide our youthful steps aright.
And down through the years,
We will re-echo your cheers,
And through our efforts bring you fame.
For though it be our best
It's not too good for dear old Holy Name.

The school is the thing,
Will be the motto we sing
Though it be triumph or defeat.
Let this be our aim
To win for you Holy Name
And lay our laurels at your feet.
Forever will be
A cry of clean victory
That will be heard throughout the fight,
For Holy Name will ever onward press
Beneath the green and white.

Composed by Kathleen Spellman Halicki. Class of '32
Music by Elmer Synkula