



PARENT / STUDENT HANDBOOK 2019-2020

Holy Name School 1560 40th Avenue
San Francisco, CA 94122 (415) 731-4077
FAX 731-3328
www.holynamesf.com

“So great is the Most Holy Name of Jesus that God highly exalted Him and gave Him the Name that is above every name, so that at the Name of Jesus every knee should bend; in heaven and on earth and under the earth, and every tongue confess that Jesus Christ is Lord, to the glory of God the Father.”

~St Paul the Apostle

**PARENT HANDBOOK FOR
HOLY NAME SCHOOL**

"In the family, children learn to believe what their parents' words and example teach about God, and parents enrich their own faith by participating in the formal religious education of their children: for example, by preparing them to receive the Sacraments of Penance, Eucharist and Confirmation. The members of a parish grow in fellowship by coming together to worship God and by making a shared response of faith on occasions of joy and stress. Creating readiness for growth in community through worship and through the events of everyday life is an integral part of the task of Catholic education, which also seeks to build community within its own programs and institutions."

--To Teach as Jesus Did, #25

NONDISCRIMINATORY POLICY

Holy Name School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at this school. Holy Name School does not unlawfully discriminate on the basis of race, color and national and/or ethnic origin, age, sex or disability in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, Holy Name School does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color and national and/or ethnic origin.

Department of Education Archdiocese of San Francisco
August, 2019

Mr. Michael Miller
Principal

Rev. Father Arnold Zamora
Pastor

MISSION STATEMENT

Holy Name School is a Catholic school committed to offering its students a strong spiritual foundation and a solid academic education. Each student is expected to achieve his or her highest level of scholarship while learning values to help them become compassionate, contributing and responsible members of society.

PHILOSOPHY

We, the faculty of Holy Name School, are committed to providing a quality Catholic education for each student. We believe that this education is vital to the formation of a responsible, maturing Christian child. We strive:

- To form a Catholic community.
- To form a Christian community.
- To teach and demonstrate Christian values emphasizing respect for the rights and dignity of every person.
- To support and supplement the family as the educators of their children.
- To show concern for the well-being, the progress and the individual needs of each child.
- To develop the whole child spiritually, intellectually, physically, socially, culturally and emotionally.
- To develop each child's potential and creativity.

GOALS AND OBJECTIVES

SPIRITUAL GOALS

- To teach prayer, scripture and values.
- To encourage participation in the liturgy and sacraments through the use of appropriate religious curriculum.
- To provide opportunities for worship together as a community.
- To help students develop respect for family, school and community.
- To assist students in developing respect for life.
- To aid students in formulating and articulating their religious beliefs.
- To foster in our students the values of Jesus by loving and caring for their fellow human beings.
- To inspire our students to know and appreciate their own self-worth as God's children and to value their uniqueness.

INTELLECTUAL GOALS

- To provide a learning atmosphere, which encourages the development of independent and creative expression.
- To form effective oral and written communication skills.
- To utilize a variety of teaching techniques to meet individual needs.
- To identify individual student's learning problems and work with parents toward appropriate remediation.
- To assist students to work cooperatively.
- To develop critical thinking skills.
- To motivate students to achieve good study habits and organizational skills.
- To encourage our students to develop all of their talents in addition to their academic abilities.
- To help students realize the importance of learning.
- To prepare students for a developing technological society.

PSYCHOLOGICAL GOALS

- To teach positive ways of handling emotions and stress.
- To use acceptance, support and encouragement to boost the self-esteem of all members of the school community.
- To develop and model conflict resolution skills.
- To provide opportunities for students to grow and heal through personal counseling and grief support systems.

PHYSICAL GOALS

- To develop a sense of play as valuable in and of itself, thereby stressing the importance of a healthy balance between work and relaxation.
- To assist each student in acquiring knowledge of and respect for his/her body.
- To foster good nutrition and physical activities for a balanced lifestyle.
- To educate via a comprehensive substance abuse program (alcohol, tobacco, drugs).
- To present a sequential physical education program that includes motor skills, coordination and safety.
- To encourage parental involvement in their child's physical development.

SOCIAL AND CULTURAL GOALS

- To reinforce the importance of the family unit in society.
- To foster respect for authority.
- To teach the value of friendship.
- To appreciate talents and accomplishments.
- To encourage good sportsmanship.
- To instill a respect for personal and communal property.
- To promote respect for environmental resources and to convey the importance of managing them correctly.
- To help the students develop global consciousness.
- To lead students in becoming independent thinkers, capable of making wise choices.
- To encourage the understanding and acceptance of diverse cultures, races and socio-economic backgrounds in our community.
- To instill an appreciation for the fine arts and to encourage creative skills such as art, music and drama.
- To strive to meet the unique needs of a multicultural population.

Code of Conduct

Students of Holy Name School are expected to uphold the Christian values set forth in our mission statement at all times. Holy Name students act as representatives of the school at all times- 24 hours a day, seven days a week, and 365 days a year, and as so, they are expected to conduct themselves in accordance with school policy at all times regardless of whether they are on or off campus. Students are expected to refrain from any and all activities that can be defined as immoral, unhealthy, and/or highly inappropriate. Students will be held responsible for any and all of their actions that contradict either the values set forth in our mission statement or the policies and procedures set forth in our parent handbook. Students will be held accountable for their actions and/or words, both written and verbal, through consequences deemed appropriate by the school's administration. These consequences can include, but are not limited to, detention, suspension, removal from school extracurricular activities, and expulsion. The goal of Holy Name School's Code of Conduct is to encourage students to develop themselves as young men and women of character and integrity and who live their lives displaying the Christian values set forth in the school's mission.

Holy Name School faculty and administration will render the final decision on the interpretation of the Code of Conduct.

SCHOOL-WIDE LEARNING EXPECTATIONS

Holy Name Students Are:

Christ-Like

- I show kindness and forgive others.
- I follow Jesus in my words and actions.
- I know my prayers and participate in Mass.

Resourceful

- I think about my choices.
- I keep trying my best even when work is challenging.
- I ask for help when I need it.

Outstanding Citizens

- I show respect to all people.
- I solve problems peacefully.
- I take care of God's creation.

Scholarly

- I complete my work to the best of my ability.
- I show a positive attitude and effort in all my learning.
- I use technology responsibly.

Self-Respecting

- I take responsibility for my actions
- I learn from actions and mistakes, both my own and those of others.
- I take care of myself.

2019-2020 HOLY NAME FACULTY AND STAFF

Father Arnold Zamora	Pastor
Mr. Michael Miller	Principal
Mrs. Marie Carr	Administrative Assistant
Mrs. Linda Cheetham	Administrative Assistant
Mrs. Alma Sullivan	Administrative Assistant
Mrs. Andrina Auyong	Finance Manager
Ms. Karen Brennan	Kindergarten Teacher
Mrs. Carol Chang	Kindergarten Aide
Mrs. Maria Baula	Kindergarten Aide
Mrs. Kate McCaffrey	Grade 1 Teacher
Mrs. Lory Louie	Grade 1 Aide
Miss Aoife Dillon	Grade 2 Teacher
Mrs. Alcira Bermudez	Grade 2 Aide
Mrs. Diane Preble	Grade 2 Aide
Mrs. Melissa Eusebio	Grade 3 Teacher
Mrs. Aline Lebbos	Grade 3 Aide
Mrs. Sharon Aymard	Literacy Resource Support Teacher
Mrs. Brittney Kirby	Grades 1 & 2 Math Resource Support teacher / Grades 3 & 4 Math Teacher
Mrs. Elizabeth McCarthy	Grades K-5 Science Teacher
Mr. Ryan Juan	Grade 4 Teacher, Grade 5 Religion Teacher
Miss Clare McKenna	Grade 4 Aide
Mrs. Megan Wainwright	Grade 5 Teacher, Grade 4 History Teacher
Mrs. Tiffany Watanabe	Grade 5-8 Aide
Ms. Sara Gargiulo	Grades 3-5 ELA Teacher
Mr. Rich Rider	Grades 3-5 ELA Teacher
Mr. Brendan Nolan	6A Teacher - Jr. High History
Mr. Mark Ryan	6B Teacher - Jr. High Religion
Ms. Paula Mak	7A Teacher - Jr. High Advanced ELA
Mrs. Rita Nolan	7B Teacher - Jr. High ELA
Mr. Tony Shen	8A Teacher - Jr. High Science
Miss Anna Riviaccio	8B Teacher - Jr. High Math
Miss Sejal Raichura	Jr. High Advanced Math Teacher
Miss Hannah Ghioni	Physical Education Instructor
Mr. Tim Moriarty	Physical Education Instructor
Mr. Victor Cervantes	Music Teacher
Mr. Francis Oliveira	Music Teacher
Mr. Victor Flaviani	Technology Teacher & Coordinator
Ms. Yolanda Herrera	Art Teacher
Mrs. Carol Chang	Mandarin Teacher
Ms. Sara Castro	Spanish Teacher
Mrs. Kristine Choy	Librarian K-5
Mrs. Kori Riordan	Learning Specialist
Mrs. Shea Knoss	School Counselor
Mrs. Mimi Pratt	School Counselor
Mrs. Alcira Bermudez	After School. Extended Care Director
Mr. Tim Moriarty	Athletic Director
Mr. Vince DeLucca	Custodian/Gym Director

SCHOOL CALENDAR

2019-2020 Elementary School Calendar- FINAL HOLY NAME SCHOOL

August 19'

8

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	◆	17
18	◆	◆	F	■	23	24
25	▲	27	28	■	30	31

7 - Administrator Opening Conference
8 & 9 - Newly Hired Teachers Workshops
16,19,20- Teacher Work Days
21 - First Day of School

January 20'

18

S	M	T	W	T	F	S
				●	●	4
5	●	▲	8	■	10	11
12	13	14	15	■	17	18
19	●	21	22	■	24	25
26	▲	28	29	■	31	

1 - New Year's Day Holiday
7 - Classes Resume
20 - Martin Luther King Day

September 19'

20

S	M	T	W	T	F	S
1	●	3	4	■	6	7
8	9	10	11	■	13	14
15	16	17	18	■	20	21
22	▲	24	25	■	27	28
29	30					

2 - Labor Day

February 20'

17

S	M	T	W	T	F	S
						1
2	3	4	5	■	7	8
9	10	11	12	■	●	15
16	●	●	19	■	21	22
23	▲	25	26	■	28	29

17 - President's Day Holiday
28- End of Second Trimester

October 19'

21

S	M	T	W	T	F	S
		1	2	■	4	5
6	7	8	9	■	11	12
13	●	□	□	□	◆	19
20	21	22	23	■	25	26
27	▲	29	30	▲		

14 - Columbus Day Observed
15-17- 12:30PM Dismissal Parent Teacher Conferences
18- Preschool-K-8 Educator's Conf.

March 20'

21

S	M	T	W	T	F	S
1	▲	3	4	■	6	7
8	9	10	11	■	13	14
15	●	17	18	■	20	21
22	▲	24	25	■	27	28
29	30	31				

16- Pastor's Holiday

November 19'

17

S	M	T	W	T	F	S
						1 2
3	4	5	6	■	8	9
10	●	12	13	■	15	16
17	18	19	20	■	22	23
24	▲	26	●	●	●	30

11 - Veteran's Day
15- End of First Trimester
27-29 Thanksgiving Holiday

April 20'

16

S	M	T	W	T	F	S
				1	■	3 4
5	6	7	8	▲	●	11
12	●	●	●	●	●	18
19	▲	21	22	■	24	25
26	▲	28	29	■		

10 - Good Friday/Easter Vacation Begins
20 - Classes Resume

December 19'

14

S	M	T	W	T	F	S
1	2	3	4	■	6	7
8	9	10	11	■	13	14
15	16	17	18	▲	●	21
22	●	●	●	●	●	28
29	●	●				

20 - Christmas Vacation

May 20'

20

S	M	T	W	T	F	S
						1 2
3	4	5	6	■	8	9
10	11	12	13	■	15	16
17	▲	19	20	■	▲	23
24	●	26	27	■	29	30
31						

25 - Memorial Day

June 20'

8

S	M	T	W	T	F	S
		▲	2	3	■	5 6
7	8	▲	L	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 - K and 8 Graduation
10- Last Day of School

TOTAL NUMBER OF SCHOOL DAYS: _____ (Min. 180 - Students) _____ (Min. 2 - Teachers)

◆ = First Day of School

□ = Last Day of School

● = Holiday

▲ = Student Holiday - Teacher In-Service (DO NOT add these days to monthly total)

▲ = Minimum Day

■ = Early dismissal

□ = Parent Teacher Conferences

TUITION and EXTENDED CARE FEES

Active Supporters of Holy Name School and Church
(School Service Hours and Parish Contributions)

You Pay (10 month plan):

Families who participate under the Active Supporter Plan are required to donate a minimum of 30 hours of service to the school and make tax-deductible contributions to Holy Name Parish, of any amount, through the use of the Parish envelopes. A contribution of \$350 is suggested to help with parish support and activities.

First Child	\$7,850.00/year	\$785.00 per month for 1 student
Second Child	\$6,400.00/year	\$1425.00 per month for 2 students
Third Child	\$4,800.00/year	\$1,905.00 per month for 3 students
Full Tuition		
First Child	\$9,000.00/year	\$900.00 per month for 1 child
Second Child	\$7,300.00/year	\$1630.00 per month for 2 students
Third Child	\$6,150.00/year	\$2245.00 per month for 3 students

After School Care

Starts at the end of the school day and ends at 6:00 p.m.

(per child)	Full Time –	\$230.00 per month (younger siblings \$200.00 per month)
	Part Time -	\$22.00/day on 2:30 or 3:00 dismissal days
		\$25.00/day on 12:30 dismissal days.
	Late Fees-	After 6:00 p.m. \$25.00 / After 6:30 p.m. \$50.00

Morning Care

Starts at 7:00 a.m. and lasts until 8:00 a.m.

(per child) Full Time - \$65.00 per month Part Time - \$10.00/day

Positive School Environment

Holy Name School places the highest priority on fostering students' spiritual, moral, intellectual, and physical development by providing various opportunities for personal growth, self-reflection, service learning, academic rigor, and athletic and co-curricular programs. Students, parents and guardians, and the faculty of Holy Name School are called to create a community and climate that are defined by respect, personal integrity, pride in one's work, and achievement. By registering at Holy Name School, students and their parents/guardians indicate their willingness to accept and observe the school's policies.

HOLY NAME PARENT AND SCHOOL PARTNERSHIP

Educating a child can only be accomplished through the purposeful partnership between the parents/ guardians and the school. In keeping with the Holy Name mission, the administration and faculty of Holy Name School seek to work closely, honestly, and cooperatively with our students' parents/ guardians in support of their educational goals. In order to accomplish this, this relationship requires regular communication between school and home that is characterized by mutual trust, respect, and honesty. To honor this partnership Holy Name School will notify parents/ guardians about any academic, disciplinary, and personal concerns that have to do with their sons and daughters. Parents and guardians are expected to reciprocate the relationship by replying in a timely manner to all communication that the school initiates in the same manner that Holy Name School promises to reply to any concerns and questions brought to the school. Should a parent or guardian do something to harm this partnership, the child could be asked to leave Holy Name School as it is our expectation that parents/ guardians uphold the same Code of Conduct that is expected of our students.

Parents and guardians of Holy Name School students are encouraged to share their concerns with appropriate school personnel. Parents and guardians are asked to first address any issues they may have with the person with whom there is a misunderstanding or conflict. Should the parent or guardian still be unsatisfied after going directly to the source, they are asked to speak to that employee's immediate supervisor. Though the administration welcomes conversations and concerns, it is the expectation of Holy Name School administration that parents and guardians first go to the people listed above before the concern is brought to them.

Parents are asked to treat all Holy Name faculty as well as other Holy Name parents and students with respect. If conversations and interactions take place in a discourteous, rumor- driven, disruptive, threatening, hostile, or divisive manner, Holy Name School will not host the conversation and will ask the parent or guardian to leave the campus or venue in which the conversation is taking place.

Holy Name School reserves the right to determine which actions fail to meet the Holy Name School Code of Conduct and the Christian philosophy that is encouraged within our mission statement. Failure to act in a way that is suitable of a Holy Name School parent may result in a warning, revocation of a parent/ guardian's privilege to attend or participate in school activities, or student and family dismissal from the school depending on the severity of the offense.

OBLIGATIONS OF PARENTS OF HOLY NAME STUDENTS

In order to foster the parent/ school partnership, it is the school's expectation that parents will uphold the following obligations:

1. See that your child arrives at school on time and in full uniform.
2. Actively encourage the religious, intellectual, psychological, social, cultural and physical goals of our school.
3. Attend the following religious functions with your family:
 - a. Opening Mass of the school year, *Spirit Mass*
 - b. Catholic Schools Week Mass
 - c. Attendance at your child's Class Family Mass
4. Attend *Back to School Night* and *Parent-Teacher Conferences*.
5. Have active membership in the Holy Name Parents' Guild, which encourages attendance at general meetings and requires support of parish and school activities.
6. Actively support school fundraisers, which directly benefit all parents and children.
7. Every family must participate in the three main school fundraisers. In addition, every family must work on one of these fundraisers.
8. As members of the parish community, we encourage families to participate in other parish events such as attending and/or working on the St. Patrick's Dinner. Service hours can be earned for working on any of these parish events.
9. Minimum Scrip purchase of \$2000.00 per school year, or pay 10% per hundred in lieu of purchase. This represents the average amount school realizes from scrip purchases.
10. Pay tuition and fees promptly or immediately notify the office if this is not possible.
11. Complete thirty hours of service to the school (17 for single parent). Completion of ALL Service Hours is a requirement for Plan A tuition.
12. Read and sign the Holy Name School Contract.

OBLIGATIONS OF HOLY NAME STUDENTS

It is the responsibility of all students of Holy Name School:

- to arrive at school on time and to be in full uniform on required days.
- to comply with the rules of the school.
- to respect and respond to the authority of all school personnel.
- to be courteous to fellow students and faculty members and staff.
- to respect the rights and property of others.
- to have all assignments completed and handed in on time.
- to participate in all class activities.

Code of Christian Conduct Covering Students and Parents/Guardians

The student's interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardians privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

SCHOOL UNIFORMS

All students are required to wear complete uniforms every day (unless otherwise specified). School uniforms are available at both Dennis Uniforms and Classic Designs.

Girls:

- Navy corduroy pants (kindergarten)
- Holy Name uniform jumper (grades K-5)
- Holy Name uniform skort or skirt (grades 6-8)
- White knit polo shirt (all grades)
- Holy Name sweatshirt (kindergarten only)
- Holy Name sweater (grades 1-8)
- Holy Name 8th Grade Sweatshirt (8th grade only)
- All-white or black athletic shoes, no logos, designs or wheels (all grades)
- White socks that can be seen above the shoe. White or blue tights and knee-highs may be worn. (all grades)
- Navy cord uniform pants are optional in grades 1-8. Please note: If you choose to buy the optional pants, girls must also have the uniform jumper/skort. These will be required on various days including their weekly Mass day and all school Mass days. (Exception: Kindergarten girls do not wear jumpers.)
- Make-up and nail polish are not allowed. Girls' hair should be clean and neat. Dyed/highlighted hair is not allowed. Small clips or ribbons are permissible. Only clear nail polish is allowed.
- Jewelry: Female students may only wear stud earrings or small hoop earrings that go directly around the ear lobe. Bracelets that make noise when students move their arms may not be worn.
- Leggings and Tights- Female students may only wear white or blue tights under their skirts. Please note that students may not wear leggings with their school uniform. On free dress days female students may only wear leggings if they are worn under skirts, dresses, or long sweaters/shirts that go past the mid- thigh. Due to the tightness and thinness of legging material, junior high students may not wear leggings as pants on free dress days.

Boys:

- Navy cords (all grades)
- Belts (grades 6-8)
- White knit polo shirt (all grades)
- Holy Name sweatshirt (kindergarten only)
- Holy Name sweater (grades 1-7)
- Holy Name 8th Grade Sweatshirt (8th grade only)
- All black, low-top athletic shoes, no suede, logos, designs or wheels (all grades)
- Socks that can be seen above the shoe (white, blue, or blue)
- Shirts must be tucked in. Hair should be neatly cut and not longer than collar length: bangs should not be beyond the eyebrows. Partially shaved haircuts, shaved heads, designs in the hair, tails and other distracting haircuts are not allowed. Hair must be of natural color. Older boys must be clean shaven. Earrings are not permissible for boys.
- Jewelry: Boys may not wear any earrings. Bracelets and necklaces may be worn as long as they do not make noise and do not cause distractions in the classroom.
- Haircuts- Boys should not have frosted tips and hair should be a natural color. Additionally, boys' hair should not go past the collar or eyebrows. Students may not have any designs in their hair and may not have mohawks or fauxhawks. Hair should not be distracting in any way.

Please note:

Both boys and girls may wear plain white long or short-sleeved T-shirts under their polo shirts. No other colored shirt will be allowed under their polo shirts. Sweaters and jackets should be clearly marked with the student's name and grade. Students are expected to be clean and well groomed at all times.

For all students:

Hats/ Hoods- Hats and hoods may not be worn inside the school building at any time as well as during morning assembly.

Non-Holy Name Sweatshirts- Only Holy Name sweaters and sweatshirts may be worn inside the school building from 8AM-3PM.

PE uniforms are now mandatory for all 6th and 7th grade students. PE uniforms will be optional for one more year, but are encouraged for those with siblings in other classes to purchase the proper uniform for PE. 8th graders will be required to either wear Panther Wear sweatpants or solid blue sweatpants. Yoga or workout pants are not allowed at any time.

FREE DRESS AND THEME DRESS DAYS

Students may not wear t-shirts that have alcohol/drug reference, offensive language or unacceptable or inappropriate connotations. For safety reasons, students may not wear flip-flops (sandals must have back or ankle straps) or shoes with wheels. Girls may not wear tops showing midriffs, low cut tops, tank tops with spaghetti straps or short-shorts. Any shorts, skirts, or dresses worn must be no shorter than five inches above the bottom of the knee. Boys may not wear sleeveless t-shirts. Other guidelines may be designated by grade level. On Theme Days, if students do not choose to wear the theme of the day, they must wear their uniform.

COMMUNICATION

The teachers are always happy to be of help to you. However, classrooms are not to be interrupted. Late lunches and items for students must be brought to the office.

If you wish to have a conference, please contact the teacher by sending a note, email or leave a message in the school office. The teacher will then contact you. Teachers are available for conferences, either in person or by phone, Monday, Tuesday, Wednesday, and Friday by appointment.

While the principal always welcomes walk-ins, he may not always be available so it is best to set up an appointment at specific times during the day or before or after school. Please call or email for an appointment.

An electronic version of the weekly Holy Name School Bulletin is sent to each family every Tuesday. The School Bulletin is the main source of information about the school, the programs that are offered, changes in any schedules and all parent activities. It also informs you of opportunities to fulfill your service hours. Please read it carefully and return any requested information to the school as soon as possible.

A Tuesday Envelope is sent home to the oldest sibling each Tuesday with any paperwork to be sent home. It should be signed and returned on the following day with anything you wish to send to the teacher or school office.

HANDBOOK CHANGES

The principal and pastor retains the right to amend the Handbook. Parents will always be notified promptly of changes in the weekly Tuesday Parent Bulletin.

MEDICATIONS

Medication may be administered by school personnel only if:

1. Parents and doctor fill out a school medication form.
2. Medicine is in a container issued and labeled by a pharmacist.

Medications (excluding epipens for severe allergies and inhalers for asthma) are kept in the school office. If you choose to have your child carry either an epipen or inhaler with him/her, please send a letter to your child's teacher and a copy to the office stating your wishes, where the epipen/inhaler will be kept and the condition requiring this medication. In case of an emergency, it is imperative that the teacher and office staff have this information.

LUNCHES

Holy Name encourages healthy lunches and environmentally friendly packaging. Students are to use reusable containers. Items such as brown bags, box drinks, sodas and Capri Suns are not allowed. "Fast Food" lunches are also not allowed.

CALENDAR

The school calendar has been arranged so that students are allotted sufficient time for vacations. Please arrange your vacations so that they do not interfere with your child's attendance. A copy of the current school calendar is located in the Parent Handbook. Please keep it in a place where you can locate it during the entire year. Please note that it also indicates early dismissals and minimum days. Times for these may be found on the bottom of the calendar. Also, please note that every Thursday is a 2:30 dismissal and that the fourth Monday of the month is a 12:30 dismissal. Teachers attend meetings at these times, and it is imperative that students be picked up on time. Please also carefully note the days when there is a holiday and/or teacher work day. There is no Extended Care available on those days.

TUITION

School tuition is a yearly fee and is payable in full at the beginning of each year, bi-annually at the beginning of each semester, or in ten monthly payments at the beginning of each month from **August through May**.

Families are expected to pay their tuition through FACTS, an online management system. In the ten-month installment plan, tuition payments are due on the 5th or 15th of each month.

Tuition must be current by the end of each quarter in order for children to be allowed to begin the following quarter. Families are encouraged to request meetings with the principal if they are undergoing a financial hardship so a tuition plan agreement can be created and agreed upon by both parties. If families continue to miss agreed upon deadlines, they will unfortunately not be able to continue at Holy Name School as of the new quarter start date.

Tuition plans will be changed to reflect the parish support and the Service Hours completed. Families who do not complete their service hours by the last day of school will be ineligible for Plan A the following school year. Contributions made to Holy Name Church made to qualify for Plan A tuition ARE tax deductible.

At the end of the trimester, the Principal may drop from the enrollment list the names of families who have made no payment toward a delinquent account and/or have made no effort to discuss the problem with the Principal or Pastor.

Please note: Morning Care, After School Care are only paid for 9 months. There is no June 1st payment due for these programs.

All extracurricular program and extended care fees will be collected through FACTS. Families will be billed at the end of each month for these various activities.

WEBSITE

The Holy Name School website, www.holynamesf.com, is updated regularly. The website is a great source of information about the school. Besides general school information and the application process, it contains the school calendar, scrip information and current information about school events.

HOLY NAME SCHOOL SCRIP PROGRAM

OUR SCRIP PROGRAMS: MAKE SHOPPING EASY – AND MAKE IT COUNT!

The Scrip Program has become a significant source of funds for our school, helping to keep tuition fees down. There is a \$2000.00 minimum scrip participation for all families. (A 10% fee will be charged to those who do not meet this minimum amount.)

Purchase gift cards through www.ShopWithScrip.com. Enter Holy Name School's enrollment code: 6471L35211268. When you place an order, you can pay by check or pay electronically via PrestoPay.

1. Send a check to the school office, payable to Holy Name Scrip. Please include your order number.
2. Sign up for PrestoPay to pay electronically.

Orders for physical gift cards that are placed by Wednesday will usually be available for pick up on the following Tuesday.

NEW STUDENT POLICY

All new students are accepted on probation for one trimester. If it is found to be in the best interest of a new student and/or other students to withdraw at the end of the first trimester, parents will be obliged to transfer the student.

EMERGENCY CONTACT CARDS

All emergency contact forms must have the names and phone numbers of at least two English speaking individuals who are readily available to pick up students in case of illness or an emergency. Parents' work numbers must also be provided. Please notify the school immediately if there are any changes to the information on your emergency contact form during the year (address, telephone number, work information etc.). In case of an emergency, children will only be dismissed to individuals listed on this form. There will be no exceptions made to this policy. The medical information section of the Emergency Form must also be complete and accurate.

SCHOOL HEALTH

Immunization for first admission

For unconditional first admission to school in California, each applicant must present documentary evidence that the applicant has had the following immunizations: polio, DPT, MMR, varicella (Chickenpox) and Hepatitis B.

Exemptions for personal or medical reasons are permissible, but parents must obtain California Department of Health form CDPH 8262 (10/13) from the school and have the student's Pediatrician sign the form. Students who are not fully immunized may be excluded from attending school during an outbreak of, or after exposure to any of the diseases mentioned above.

Health assessment requirements

The parents of all Kindergarten and new students are required by law to present to the school a signed certificate/waiver form stating either that the child has received the mandated health assessment within the prior eighteen months or that they claim exemption for religious or personal reasons.

Pertussis (Whooping Cough) Immunization Requirement

All students entering the 7th grade will need proof of a Tdap booster shot before starting school.

Communicable Diseases

Please report all communicable diseases to the school office (731-4077) so that parents of other students in the class may be notified. Please do not send the child back to school until released by a physician.

Sick Children

Children who have a fever may not return to class until 24 hours after the fever has subsided, without the aid of fever reducing medication. Children who vomit or have diarrhea during the night or in the morning should not come to school. It is unfair to the whole school community (students, teachers, aides and office staff) to expose them to a sick child. Most importantly, a sick child is not capable of learning and should not be expected to sit in class.

ATTENDANCE

If your child will be absent from school, please call the school answering machine, 731-3328, before 8:45 a.m. Leave a message which includes your child's name, grade and reason for absence. You may also request homework at this time. If you do not request homework by 9:00 a.m., you may not pick it up on that day. When a child returns to school after an absence, a written excuse is required.

A student is marked tardy if he/she arrives after the class has assembled for the day. Late students must obtain a tardy slip from the office to be admitted to class. If s/he arrives after morning recess, s/he is marked absent half a day.

Parents of kindergarten through fifth grade students who are late 4 times in a trimester will be contacted by the teacher. The principal will call if the student is tardy an additional 4 times in the same trimester. Students in grades six through eight will be given a detention for being late 4 times in a trimester. An additional 4 tardies in a trimester will result in detention and the student will not qualify for Honor Roll in that trimester.

Requests for permission to be absent from school for family reasons should be addressed in writing to the child's teacher. The matter will then be referred to the principal by the teacher.

When picking up a child during the school day, come to the office and your child will be called to the office to meet you. No child is allowed to leave the school without an adult. It is not safe for a child to stand on the streets alone, and no student will be allowed to do so. When returning to school after a medical appointment, the student should present the appointment card from the medical office to the school office and then to the teacher. Without the doctor's/dentist's note, the child will be marked absent or tardy. Please try to make medical appointments during vacation times or after school hours.

A student who misses school due to illness may not participate in after school activities including sports practices, games, musical, rehearsals etc.

Students who are absent more than 15 days in a quarter will not receive grades for that quarter.

ACADEMIC HONESTY & INTEGRITY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own) or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary consequences.

CONDUCT

The school administration reserves the right to determine which actions fall short of meeting the Christian principles of the school. Disciplinary issues will be dealt with by the school administration. Misconduct on or off campus during school related activities will be discussed with the student and recorded. A second misconduct will be discussed, recorded and parents will be notified. A third misconduct will elicit in-school suspension. Further misbehavior will result in a one or more day out-of-school suspension. The school administration reserves the right to determine when conduct is of such a severe nature as to warrant immediate action (including suspension or expulsion) without a warning and/or without an intermediate step.

JUNIOR HIGH DISCIPLINE POLICY

Students are expected to uphold the Code of Conduct. Students may receive uniform detentions and behavioral detentions

- Uniform Detentions: anytime they chose to go against the policies set out in the handbook i.e. wearing a non-uniform item, wearing dangly jewelry, etc.
- Behavioral Detentions: anytime they chose to act in such a way that directly contradicts our Christian Code of Conduct (i.e. giving attitude to a teacher, being disrespectful to a student, misusing school property, repetitive classroom disturbances, etc.)

Should a student's actions warrant further disciplinary consequences, a meeting with the principal will be arranged.

6th Grade:

Should a student receive six behavioral or uniform detentions within a trimester, he or she will be placed on First Stage Disciplinary Probation which will make him or her ineligible for any and all extracurricular activities that are associated with Holy Name School such as participation in school dances, sports, student council, etc.

7th Grade:

Should a student receive five behavioral or uniform detentions within a trimester, he or she will be placed on First Stage Disciplinary Probation which will make him or her ineligible for any and all extracurricular activities that are associated with Holy Name School such as participation in school dances, sports, student council, etc.

8th Grade:

Should a student receive four behavioral or uniform detentions within a trimester, he or she will be placed on First Stage Disciplinary Probation which will make him or her ineligible for any and all extracurricular activities that are associated with Holy Name School such as participation in school dances, sports, student council, etc. Finally, Holy Name School will notify all high schools that the student applied to and make them aware of the disciplinary change on their recommendations.

The student is responsible for all class and or homework during his/her suspension days.

REPORTING TO PARENTS

Holy Name’s grading policy follows the Archdiocesan guidelines using *Successful* and *Needs Growth in this Area* for kindergarten and *Outstanding*, *Successful* and *Needs Growth in this Area* in 1st and 2nd grades. Grades 3 through 8 use the grading criteria “A” to “F” to correspond with Archdiocesan percentage guidelines. Teachers specify, according to grade level, how homework, late work, extra credit work, participation, effort, conduct, absences and discipline affect their grading policy. This will be explained by the teacher to the students in class and to the parents at *Back to School Night*.

Four times during the school year parents will receive written evaluations of their child's academic and social progress. These reports, which are sent home with the student, must be signed and returned to school.

Junior High Parents are expected to regularly check their children’s grades via the gradebook.

Archdiocesan report cards have been designed for each grade level: primary, intermediate and junior high. The grading code is set by the Archdiocese of San Francisco, Department of Catholic Schools. Academic subjects will be graded as follows:

Primary Grades (K, 1 & 2)		Grades (3 - 8)			
E	Exceeds standard	A	100 – 96	C	80 - 74
M	Meets standard	A-	95 - 93	C-	73 - 70
W	Working toward standard	B+	92 - 91	D+	69 - 67
N	Not at grade level standard	B	90 - 87	D	66 - 63
No mark	Standard not addressed during current	B-	86 - 84	D-	62 - 60
		C+	83 - 81	F	59 - below
1	Exceeds expectations	1	Exceeds expectations		
2	Meets expectations	2	Meets expectations		
3	Improvement needed	3	Improvement needed		
4	Unsatisfactory	4	Unsatisfactory		

HONOR ROLL

Students in grades 6 through 8 may qualify to be on the honor roll. Determination is made using all of the following criteria:

- a 2 or higher in conduct and effort for that quarter
- no more than 6 tardies in that quarter
- grades 6 through 8 - GPA of 3.7 and above to qualify for First Honors
- grades 6 through 8 - GPA between 3.0 and 3.6 qualify for Second Honors

Grade	GPA	Grade	GPA
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

HOMEWORK

Homework is planned to meet the needs of students and has an essential place in the educational program. Students are to be responsible for hearing and understanding assigned homework from the teacher. Assignments will be written on the board or stated, but due to sometimes unforeseen reasons may not get updated on Schoology. If this is the case, students are still responsible for returning assignments the day it is due.

Homework is assigned for the following reasons:

- to reinforce concepts and skills that have been presented in class
- to foster the student's creativity and discipline through enrichment projects or research
- to train the student to work independently and to accept responsibility for completing a task

Homework regulations established by the Department of Catholic Schools provide for the following time allotments:

Grades 1 & 2	20 minutes	Grades 5 & 6	45 - 60 minutes
Grades 3 & 4	30 - 45 minutes	Grades 7 & 8	60 - 90 minutes

This homework usually includes both written and study work. Parents can help their children to learn good study habits by providing them with a quiet, well lit place to work and by assisting them in effectively organizing their time.

Homework assignments usually cover material, which has been presented in class and which students should be able to complete without unusual difficulty. When a child seems to be experiencing too much difficulty in doing homework, it is the parent's responsibility to contact the teacher immediately.

PROMOTION/RETENTION POLICY

Promotion

A student who satisfactorily completes each grade's work will be promoted to the next grade.

Retention

Each child will be considered individually. Any decision concerning promotion vs. non-promotion will be made after considering all facts related to the child's development (academic, emotional, physical and social), collected from a wide range of sources throughout the year. Both parent/legal guardian and teachers must consider the necessity of providing special assistance (e.g., tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

STANDARDIZED TESTING

Schools participate in the Diocesan standardized testing program in the fall. Each student's scores will be sent home with the first trimester report card. The scores are used by the teacher as a diagnostic tool to most effectively adapt the academic program to the strengths and needs of the current class.

STAR Assessments

STAR Assessments are short tests that provide teachers with learning data. STAR tests are computer adaptive, which means they adjust to each answer your child provides. This helps teachers get the best data to help your child in the shortest amount of testing time (about one-third of the time other tests take). Star Assessments help educators match the level of instruction and materials to the ability of each student and measure growth throughout the year, predict outcomes on mandated state tests, and track growth in student achievement longitudinally, facilitating the kind of growth analysis recommended by state and federal organizations.

Reading: STAR Reading's computer-adaptive test and database allows teachers to quickly assess students' reading comprehension and overall reading achievement. This computer-based progress-monitoring assessment provides immediate feedback to teachers and administrators on each student's reading development.

Math: First, it provides educators with quick and accurate estimates of students' instructional math levels relative to national norms. Second, it provides the means for tracking growth in a consistent manner over long time periods for all students.

Early Literacy: STAR Early Literacy addresses the need to determine children's mastery of literacy concepts that are directly related to their future success as readers and measures the early literacy skills of beginning readers.

For students, STAR Reading/Math software provides a challenging, interactive, and brief test that builds confidence in their reading/math ability.

For teachers, the STAR Reading/Math test facilitates individualized instruction by identifying students' current developmental levels and areas of growth. (Who needs remediation or enrichment most.)

Teachers analyze the data they get from Star Assessments to learn what students already know and what they are ready to learn next, to monitor student growth, and to determine which students may need additional help. Star Assessments are heavily researched and scientifically proven to help teachers guide each student on his or her unique path to mastery.

What are the advantages of a computer-based test?

1. **Adaptive Branching:** Ability to tailor each student's test based on his or her responses to previous items. Paper-and-pencil tests are obviously far different from this: every student must respond to the same items in the same sequence. Using computer-adaptive procedures, it is possible for students to test on items that appropriately match their current level of proficiency. The item selection procedures, termed Adaptive Branching, effectively customize the test for each student's achievement level. By pinpointing exactly what your child knows, teachers can personalize your child's practice to keep them growing.
2. **Testing time decreases** because, unlike in paper-and-pencil tests, there is no need to expose every student to a broad range of material, portions of which are inappropriate because they are either too easy for high achievers or too difficult for those with low current levels of performance. Plus, short test times ensure your child spends more time learning and less time testing.
3. **Reliability improves** over paper-and-pencil tests because the test difficulty matches each individual's performance level; students do not have to fit a "one test fits all" model. Most of the test items that students respond to are at levels of difficulty that closely match their achievement level. Also, the test items are aligned with CA State Standards.
4. **Student motivation improves** simply because of these issues—test time is minimized and test content is neither too difficult nor too easy.

Assessment Reports

The **Diagnostic Report** indicates if a student is below/at/above benchmark and skill information for the individual student and is provided to the teachers. The *Domain Scores* section of the Diagnostic Report displays more detail in the scoring results of particular skill areas. The other, the **Parent Report**, is an informational letter and summary of the assessment results.

There are numerous scores that are calculated and compared after each assessment. These scores present a snapshot of achievement at a specific point in time. As with any test, it is important to remember that many factors can affect a student's scores. Holy Name School most closely monitors these three scores:

Percentile Rank (PR) is a norm-referenced score that provides a measure of a student's ability compared to other students in the same grade nationally. The percentile rank score, which ranges from 1 to 99, indicates the percentage of other students nationally who obtained scores equal to or lower than the score of a particular student. For example, a student with a PR score of 85 performed as well as or better than 85% of other students in the same grade.

Scaled Score (SS) is useful for comparing student performance over time and across grades. A scaled score is calculated based on the difficulty of questions and the number of correct responses. Because the same range is used for all students, scaled scores can be used to compare student performance across grade levels. STAR Reading scaled scores range from 1 to 1400.

Student Growth Percentile (SGP) compares a student's growth to that of his/her academic peers nationwide. SGPs range from 1-99 and interpretation is similar to that of PR scores; lower numbers indicate lower relative growth and higher numbers show higher relative growth. For example, an SGP of 70 means that the student's growth from one test window to another exceeds the growth of 70% of students nationwide in the same grade with a similar achievement history.

STUDENT CUMULATIVE RECORDS

A permanent student record is maintained by the school for every student admitted. It contains pertinent information about the student and is accessible to parents and authorized personnel. If a parent wishes to review their child's record, they must give the school notice in writing 24 hours in advance. In the case of divorce, only a parent with legal custody can challenge the contents of a record or grant consent to release the documents to a third party. Either parent may grant consent for release of documents if both parents have notified the school that they have agreed to it. Challenges to the content of the record are concerned with the correction of data in the student record not with substantive decisions on the assignment of grades. The principal is the final arbiter of the decision.

STUDENT SUCCESS TEAMS

The school conducts Student Success Teams which include the teacher, parent and principal to discuss students with possible learning differences and suggest appropriate measures which may best suit the student's needs. Two educational therapists are available on site for a fee.

STUDENT GOVERNMENT

A program of student government, based on a commission form of government, has been inaugurated in order to achieve the following:

1. To provide an opportunity for students to learn first hand the workings of a democratic government by active participation in a student government.
2. To involve students more directly in the programs and activities of the school.
3. To capitalize on the creativity and enthusiasm of students.
4. To foster faculty-student communication.

To run for and remain a member of Student Government, students must meet and maintain certain requirements, which are outlined on the Student Government Application.

COMMUNITY SERVICE HOURS

Holy Name students are encouraged to be involved in their communities. Eighth grade students are required to complete a minimum of 10 service hours helping others in their communities – their school, neighborhood or city. The project must be approved by the classroom teacher prior to beginning the project. The completion of these hours is a graduation requirement.

HARASSMENT

In 1992 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility, which is owed by adults to children. In 1996 a supplement to that policy was added specifically focusing on student to student harassment. The policy serves as a tangible witness to the Catholic commitment to live, love and respect as Jesus did.

The Archdiocese of San Francisco affirms the Christian dignity of every student. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, physical ability or gender. Harassment of any student by any other student is prohibited and will not be tolerated.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to and including expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student to student harassment, is available in the principal's office.

Any student involved in harassment using computers, cell phones or any other form of technology may be expelled from Holy Name School. This includes harassment of any student or any adult, including faculty members and staff members.

FIELD TRIPS

Field trips are designed by teachers for very specific purposes. They enhance children's learning experiences and fit into various areas of the curriculum. An end of the year activity is also planned as part of our social goals. Each student is required to return a permission slip, signed by their guardian, to their teacher. Parents who drive must have a copy of their driver's license and proof of insurance on file in the school office prior to the day of the field trip. Parent volunteers must also complete an online program called VIRTUS and be fingerprinted (Livescan).

CLASSROOM PARTIES

Classroom Parties: Parties are at the discretion of the classroom teacher in coordination with the head room-parent. Creative ideas of healthy food choices are strongly encouraged. Head room parents are expected to follow the food guidelines set forth by the school administration. Service hours cannot be granted to those who make or bring food.

Birthdays: If you wish to celebrate your child's birthday with the class, discuss your ideas with your child's teacher and please keep the following in mind:

- ☐ Healthy treats are most welcome. Due to allergies, please do not send food containing any nuts.
- ☐ Items should be provided at a time when they can be eaten as a snack for recess or as a treat with lunch.
- ☐ Arrangements must be made with the teacher in advance so s/he knows how to plan for the day.
- ☐ You must provide napkins and any other serving items that may be needed.

HOME PARTIES

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school. We urge parents to consider the feelings of children in the class who are not invited or who are not allowed to attend mixed parties. Parents are to monitor student behavior at parties at all times!

PERSONAL BELONGINGS / LOST AND FOUND

Students may not bring personal items to school such as Nintendo Switch, Trading Cards, toys and electronics. The school is not responsible for them. Children and/or parents should check for lost items as soon as possible. Lost/unclaimed articles will be given away regularly.

CELL PHONES / SMART WATCHES

Teachers will collect students cell phones and Smart watches at the beginning of the school day and return them at the end of the day. All cell phones must be turned off during the school day. Students may not use them at school, including during recess times. The school is not responsible for lost or stolen phones.

COMPUTERS

The school Technology Center is used by all students, grades K to 8. The Technology Center and classrooms have access to the Internet. All students and parents must sign the Access to Internet Form, which is sent home with the first papers of the school year.

All students and parents are expected to abide by the policies set forth in the Technology User Agreement.

EXTRACURRICULAR PROGRAMS

Other programs including Engineering for Kids, Mad Science, group piano classes, chess, soccer, dance, art, etc. are offered after school on selected days for separate fees by qualified individuals.

SPORTS

Holy Name School participates in the athletic program of the Catholic Youth Organization. The boys' and girls' sports programs are sponsored by Holy Name School. Basketball, baseball and soccer are available to boys in grades 3 through 8. Baseball is sponsored by the parish league. The girls' sports program offers volleyball, basketball and soccer in grades 3 through 8. (They can play soccer with the boys but cannot play two sports at the same time.) When students sign up for Holy Name Sports they must be 100% committed. If they participate in another league and miss two of our games in a season, they will be suspended. Our sports' program is designed to provide maximum participation in sports by all interested students and is administered by the Athletic Directors. (Students who are absent from school may not participate in practices or games on the day of their absence.)

TRAFFIC SAFETY PLAN

Holy Name Safety Patrol

Holy Name provides a student safety patrol to assist in morning drop-off and afternoon pick-up. The safety patrol performs two major duties. First, they act as crossing guards at the corners of 39th Avenue and Lawton, and at 40th Avenue and Lawton. The second job is to assist with car drop-off and pick-up. Orange traffic cones designate the drop-off/pick-up line. All safety patrol members are identified by bright yellow AAA safety belts.

Crossing Guards

Each crossing guard uses a handheld stop sign. The guard uses the sign to notify pedestrians that it is not yet safe to cross the street. When it is safe to cross, the crossing guard will use the stop sign to notify vehicle traffic to stop and will escort pedestrians across the street. All Holy Name families must respect the crossing guards. Please do not jaywalk or encourage your student to jaywalk. It is illegal and very dangerous.

Drop-off

The safety patrol will be ready for students to be dropped off by car at 7:45am. The safety patrol members will direct drivers into the drop-off line. Please drive slowly and pull forward as far as possible. The safety patrol will open doors for students and assist them in getting out of the car. Please have your child sit on the right side of your vehicle with their backpack ready. Once the car door is closed, please follow the directions of the safety patrol to exit the drop-off line. You may only turn right when exiting the drop-off/pick-up line. If you drive and wish to escort your child to school, please find a legal parking space to park your vehicle. Do not double park or block neighborhood driveways or crosswalks.

Pick-up

Afternoon pick-up procedures operate in much the same way as morning drop-off. Safety patrol will be in position shortly before the final dismissal bell. Kindergarten and 1st Grade dismiss into the schoolyard 10 minutes prior to the day's dismissal time. The safety patrol is not available to help with Kindergarten pick-up. The rest of the school dismisses through the gym immediately following the day's dismissal time. Any student to be picked up by car will wait in the gym. Upon pulling into the pick-up line, please notify a safety patrol member of the name of the student you are picking up. Again, please pull forward as far as possible and follow the directions of the safety crew in leaving the pick-up area. If your student is not available in the gym you may be asked to circle the block and reenter the pick-up line.

At all times the primary concern of the safety patrol is the safety of our students. It is extremely important that all parents and families respect the directions of the safety patrol.

EXTENDED CARE PROGRAM 2019 - 2020

This program is in compliance with the State of California rules governing extension programs and therefore does not provide year round services.

EXTENDED CARE DIRECTOR:

Alcira Bermudez

PROGRAM:

The Extended Care Program is open to all students of our school. Morning Extended Care offers supervision and indoor activities from 7:00-7:45 a.m. Breakfast is not provided. Students arriving at school before 7:45 a.m. must enroll in Morning Care since there is no supervision in the yard before 7:45 a.m. After School Extended Care offers opportunities for the children to participate in art activities, music, computer games, board games and yard games. Opportunity and assistance is available for those students who wish to do homework. This program makes it possible for your child to remain after school until 6:00 p.m.

CALENDAR:

Extended Care is provided on all regular school days including minimum days from August 22, 2019 to the day before school ends.

ENROLLMENT:

To enroll your child/children in the Extended Care Programs for 2019-2020, please complete the Enrollment Agreement forms which you will find with your first papers. Please return paperwork to school the next day. Payments will be billed through FACTS. No adjustments will be made for absences.

After School Care:

Full Time - \$230.00 per month (younger siblings \$200.00 per month)

Morning Care:

Full Time - \$65.00 per month

Students who do not need extended care on a regular basis may use it on a daily basis as needed for a fee.

After School Extended Care: Payments will be billed through FACTS.

Per Student Drop-In Fee:	2:30 or 3:00 dismissal days	\$22.00
	12:30 dismissal days	\$25.00

Morning Care: Drop in fees should be paid on the day of attendance.

Per Student Drop-In Fee: \$10.00 per day

There will be a charge of \$25.00 per every 15 minutes for students picked up after 6:00 p.m. but before 6:30 p.m. A charge of \$50.00 per every 15 minutes will be charged for students picked up after 6:30 p.m. If you have any additional questions about the program please call Alcira Bermudez at 564-8001 between 3:00-6:00 p.m. after August 22, 2019.

VIRTUS and the Archdiocese of San Francisco Safe Environment Programs

The parent-school partnership is so important at all grade levels throughout your child's educational career. You will be invited to help chaperone school field trips and parties and to volunteer in the classroom when you are available. Since there is so much parental involvement, we ask that all parents (moms and dads) complete the Virtus Online Training and Fingerprinting requirements. Please note that this is a mandatory safety requirement for **all** parents.

Virtus Online Training - This is an online course which takes about an hour to complete. After completing, please print out the "Certificate of Completion" and turn it into the main office.

LiveScan- LiveScan fingerprinting is a digital fingerprinting procedure which can be done at many UPS locations and other local San Francisco companies. After completing this, please bring in a copy of the Live Scan form to the main office.

This year we are excited to offer a LiveScan opportunity to you on our first day of school as well as at both Back to School nights. On these days a company will be present on campus to provide the LiveScan services to you.

All of the information received from Virtus Online Training and LiveScan will automatically go into the database at the Department of Catholic Schools. Our access to this database allows us to ensure that all adults working with your children are compliant and approved.

Please [click here to access information regarding Virtus Online Training and Livescan Fingerprinting](#). I know this seems like quite a lot; however, we want to ensure that all adults working with your children are approved volunteers as safety is always a top priority at Holy Name.

Please contact Mr.Flaviani at vflaviani@holynamesf.com if you have questions. Thank you for your time and consideration in our efforts to keep our children safe.

The following pages contain copies of Archdiocesan and Holy Name School forms that are distributed to and signed by all Holy Name families.

UNIVERSAL MEDICAL INFORMATION/EMERGENCY RELEASE AND CONSENT FORM

Emergency Contacts:

Name and Address

Telephone Number(s)

- 1.
- 2.
- 3.
- 4.

Student Medical Information:

Primary Physician:

Name

Address

Telephone

Emergency Physician:

Name

Address

Telephone

Medical Conditions: (e.g., diabetes, epilepsy, heart conditions, etc.)

Disabilities:

Allergies: (e.g., hay fever, strawberries, peanuts, etc.)

Medications:

Allergies to Medications:

Medicines to be Self-Administered by the Child: (See Below):

Dosage:

Frequency:

Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below):

Dosage:

Frequency:

DATE:

SIGNED:

PRINT NAME:

RELATIONSHIP TO CHILD:

PREFERRED HOSPITAL:

GENERAL TERMS OF PARENTAL CONSENT

SCHOOL YEAR 2019-2020

1. General Terms of Parental Consent:

CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 15, 2017. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

DATED:

Signed:

Print name:

Relationship to child:

Documents/020802-Universal Release Form

MEDICAL RELEASE AND CONSENT TO TREATMENT OF CHILD

I am a parent or legal guardian of [INSERT NAME OF CHILD] _____, (“my child”) who is a student at HOLY NAME SCHOOL. I have read, understood and consent to the following concerning my child:

1. First-Aid/Emergency Treatment: **Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well- being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I consent to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The “emergency physician” listed above; 2) the “primary physician” listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.**

2. Medical Supervision/Administration of Medicines: **I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this consent below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this consent below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child’s name and doctor’s instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.**

3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: **Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals;
3) another responsible adult.**

4. Gathering, Use and Release of Medical Information: **Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information**

- 5.

**MEDICAL RELEASE AND CONSENT TO
TREATMENT OF CHILD**

reasonably necessary to provide emergency medical care and otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.

6. School Athletics: **As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law**

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM

In consideration of the arrangement indicated in this consent, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Michael Miller
Signature of School Principal

CHILDREN WITH DISABILITIES RELEASE FORM

1. Children with Disabilities:

Please Note: The School is not able to accept students with disabilities unless this release is given.

I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, or other things. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.

INITIALS OF PARENT/GUARDIAN:

1.

Psychological and Educational Information:

Please Note: This release is optional. No psychological testing or counseling other than ordinary educational programs and procedures will be provided to any student unless a parent/guardian has first given consent.

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

Date:

Parent/Guardian's Signature:

THE ARCHDIOCESE OF SAN FRANCISCO

STUDENT-TO-STUDENT HARASSMENT POLICY AND PROCEDURES

Archdiocesan Harassment Policy In 2001 the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment. Archbishop William Levada states the following: *It is our duty, as God's family, to respect all those whom we encounter, both in our private lives and in the ministry, school, and workplace settings..*

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment, which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by another student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity. (Policies and Procedures regarding Child Abuse and Harassment, pg. 9) A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion.

Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

INTERNET ACCESS CONSENT FORM & Technology Agreement

At Holy Name School we believe that technology can be a powerful tool to enhance learning; enabling students to access information and collaborate with others across the school, community, and the internet. We believe all students, staff, and parents must be good digital citizens by following standards of acceptable use when using either school owned technology (software, hardware, network), or their own personal electronic device for school purposes.

This declaration is a document that outlines the standards of acceptable use for students choosing to bring in a personal device or use of any school offered device. Once signed, it will act as an agreement between Holy Name School, the student, and his/her parent(s).

This agreement must be reviewed and signed by both the student and their parent/guardian in order for students to use school issued computers as well as their own personal electronic devices including cell phones. This agreement is valid and in effect for the current school year as reflected in the date signed below. These devices may only be used in an approved classroom settings.

By signing this agreement I, the student, agree to abide by all school rules regarding use of technology and acceptable practices regarding the same. I will not use my technology for anything other than approved activity within the school. I acknowledge that I am responsible for my actions in regards to the use of this technology and assume full responsibility and liability in regards to damage that may occur to my personal property while on campus. I understand that the school is in no way responsible for theft, damage or loss and I assume full responsibility for my technology while on campus.

- ✓ I agree to never use the above devices to bully, harm or otherwise cause discomfort to my fellow students.
- ✓ I understand that my use of this device is subject to the discretion of my classroom teacher and will abide by any and all rules they make in regards to the same.
- ✓ I will utilize this technology only for the express purpose of bettering my educational experience.
- ✓ I understand I am only permitted to use this device to take notes, organize my day-to-day obligations while at school, and complete homework. I will not attempt to access the internet, social networking websites or applications, peer-to-peer file sharing software or any other software, apps or media not pre-approved by the classroom teacher.
- ✓ I will not take, play, create or display videos, music, sound clips or pictures while in class. This includes music, video, and photographs that may already be on my device.
- ✓ At no time will I use this technology anywhere but the classrooms that have been approved for its use. When it is not in use, it will be stored in my desk. This technology will not be carried around school with the exception of to and from approved classes.
- ✓ While using this technology I will abide by the Holy Name and Archdiocese of San Francisco Code of Conduct, always acknowledging that it is my responsibility to act appropriately and make wise decisions.
- ✓ I understand that plagiarism is expressly forbidden. (Plagiarism is the claiming of another person's work as your own.) Proper citations will be used when citing source information.
- ✓ I understand if I break this agreement the following consequences may result: detention, loss of personal technology privileges for a set duration of time, adjustment of Technology grade on report card. Ultimate discretion on punishment will be up to the administration.

** FOR MORE INFORMATION ON THE TYPES OF COMMON APPS KIDS ARE USING THESE DAYS AND WHAT THEY DO:

Please visit the following link to www.common sense media.org

<https://www.common sense media.org/blog/15-apps-and-websites-kids-are-heading-to-after-facebook#>

INTERNET ACCESS CONSENT FORM & Technology Agreement
2019-2020

By signing you agree to the rules and obligations of the Holy Name School Technology Agreement.

Student Signature _____ **Date** _____

I, the parent of the above student, certify that I have read the Holy Name School Personal Technology Agreement. I certify that my child has read the above agreement. I agree that by signing this, both I and my child are responsible for abiding by the rules and obligations put forth in this document. I understand that it is my responsibility to work with the school in monitoring the use and content of my child's device(s), including cell phone and social networking apps, so long as it is being used for the approved activities set forth in this document.

By signing you agree to the rules and obligations of the Holy Name School Personal Technology Agreement.

Parent Signature _____ **Date** _____

RIDE – SHARE NOT ALLOWED

Your child’s safety is our first priority. Due to the inconsistency of the nature of ride-share drivers, students are not allowed to be driven off the school premises by a ride-share company.

JAYWALKING AND DOUBLE PARKING

Jaywalking and double parking are both **illegal** and **dangerous** for your children and for other children. Both are punishable by fines. The San Francisco Police Department has been requested to patrol the school area before and after school to protect our children. Our insurance company requires that you sign this form.

WALKING FIELD TRIP AUTHORIZATION

Under the provisions of the California State School Law, teachers may take pupils on field trips within walking distance of the school in order to enrich their educational experiences and/or for physical exercise. Such trips are taken only under the direct supervision of a teacher and, of course, all precautions are taken to ensure that your child will be just as safe on such a trip as he/she is in school or on the playground. We will require additional authorization from parents each time pupils are taken on field trips where transportation is used.

RIDE – SHARE, JAYWALKING AND DOUBLE PARKING

Please initial to show your agreement.

_____ I have read the notice given to parents about **ride-share, jaywalking** and **double parking** and understand that they are not allowed,

and

_____ I give permission for my child/children to go on any **walking field trip** within the school area, under the supervision of a teacher.

Student Name (please print)

Grade

Parent signature

Date

Parent name (Please print)

.....

**PERMISSION AND RELEASE FORM
2019-2020**

PHOTOGRAPH/VIDEO/FILM PROJECT/WEBSITE/INTERNET PROJECT

Please read the options below and mark one box that indicates your preference.

I, _____
Parent or Guardian

 hereby authorize my children, named below, to participate in the making of a project consisting of photograph(s) and/or video/film production and/or internet/website for Holy Name School use and the Holy Name School website during the 2019-2020 school year. I specifically understand that the Archdiocese of San Francisco, Holy Name Parish and Holy Name School shall hereby retain any and all rights in the photograph(s) and/or video/film production and/or internet/website, including but not limited to, the rights to reproduce, copy, edit, exhibit, publish or distribute such photograph(s) and/or video/film and/or internet. I understand that photos of my child may be shared with other families through Holy Name Shutterfly and Schoology password-protected sites.

 **I understand that if I do not want my child's photos/ images to be used by Holy Name School that it is my responsibility to call the Main Office and have written documentation by August 31, 2019 to notify them of this request. I understand that if I fail to notify the school by this date that images and videos may be used for the school website, social media sites, and for marketing purposes.**

Student Name (Please print)

Grade

Parent signature _____

Date _____

1. General Terms of Parental Consent:

CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 10, 2020. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

DATED: _____

Signed: _____

Print name: _____

Relationship to child: _____

Documents/020802-Universal Release Form

ARCHDIOCESE OF SAN FRANCISCO

APPLICATION FORM
FOR PERSONS VOLUNTEERING TO WORK WITH CHILDREN AND YOUTH

Parish:

Please print clearly and complete the entire document. Once completed return it to the School Office.
This form must be completed before you begin your work with children.

All information will remain confidential except as set forth herein.

Name _____ Home Phone _____

Home Address _____ Work Phone _____

(On a separate page, list all addresses at which you resided over the past five years)

City _____ Zip Code _____

Social Security # _____ (Confirmed with photo ID) _____

Date of Birth # _____ (Confirmed with photo ID) _____

(Additional/Optional) Driver's License Number # _____ (Confirmed with photo ID)

Mailing Address if different from above _____

List other names you use or are by which you are known

Volunteer ministry you wish to perform _____

Hours available _____ Day of the week available _____

Present Occupation _____

Employer/Business Name _____ Years employed _____

Employer/Business Address _____

Education completed

Certificates/Special Training _____

Previous experience working with children/youth in organizations, schools, parishes (Please list activity and name of organization, school, parish.)

Professionally _____

As a volunteer _____

Membership in organizations (Please list)

What other experiences have you had which would assist you in doing your ministry? (Please list)

References: Please list two references. Your references should be people who know your work and personal character.

NAME	MAILING ADDRESS	PHONE
1. _____	_____	_____
2. _____	_____	_____

- | | | |
|--|------------------------------|-----------------------------|
| 1. Are you addicted to alcohol, drugs or any illegal substance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you ever been convicted of a crime? (other than minor traffic violations?) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you ever been convicted of child neglect, abuse or sexual misconduct? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you ever been suspended, dismissed or asked to resign a paid or volunteer position involving children? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered “yes” to any of the above questions please explain:

I understand that the information I have provided may be verified, and used to evaluate my suitability for volunteer work, by contacting the persons, parishes or organizations named in this application, as well as, any agency (e.g. Department of Justice Child Molester Registry Program) authorized by law to provide criminal records or information to the Archdiocese. I hereby release and agree to hold harmless from liability any person, parish or organization that provides information. I also agree to hold harmless the parish, the Roman Catholic Archbishop of San Francisco, the Archdiocese, and the officers, directors, employees and volunteers thereof. I affirm the foregoing is true and correct to the best of my knowledge.

Signature of Applicant

Date

Signature of Director/Supervisor of Program/Activity

Date

HOLY NAME SCHOOL CONTRACT 2019-2020 TUITION/FEE POLICY

- I understand that tuition is due on the first of each month and that a \$10.00 late charge will be added if payment is not received by the 10th of each month. I also understand that a \$25.00 charge will be added to accounts of those families who have checks returned to us due to insufficient funds. After two returned checks, families must pay tuition by money order or cash for the remainder of the school year. Late payment of any installment gives school the right to declare the entire unpaid balance immediately due and payable.
- Failure to make any scheduled payment when due may result in not being able to use the deferred payment plan in subsequent semesters.
- At the end of the semester, the Principal will consider dropping from the enrollment list the names of families who:
 - 1) have made no payment toward a delinquent account; and/or
 - 2) have made no effort to discuss the problem with the Principal or Pastor; and/or
 - 3) have not honored payment plans.
- Families with delinquent accounts will not be allowed to re-register for the following school year.
- Parents will be held responsible for reasonable attorney fees and collection costs necessary for collection of any amount not paid when due.
- I/We authorize Holy Name School to release my/our tuition account along with other necessary records (e.g. transcript) that is requested by any public and/or private school that has a legitimate educational or legal interest in the information.

PARTICIPATION

- I understand that all Holy Name families are expected to participate in the school fund-raisers.
- I understand the Scrip Program and know that all Holy Name families are expected to participate.
Note: No portion of Scrip purchases are tax deductible.
- I understand that every family is expected to volunteer to do 30 service hours for our school each school year. (17 for a single parent family)
- I understand that to qualify for Plan A we must actively support both Holy Name School and Holy Name Church by participating in the fund-raisers, completing ALL service hours and making contributions to Holy Name Church. Contributions made to qualify for Plan A tuition are NOT tax deductible.

AGREEMENT

By signing this agreement, we acknowledge that we are bound by this school's regulations, requirements, rules and consequences that follow infractions thereof. We will support the stated objectives and goals of the school. We also agree to comply with the 2017-16 tuition and fee schedule and all other requirements.

All policies, terms and conditions, as set forth in the School Handbook (including, but not limited to, such items as Code of Christian Conduct, school service hours, scrip program, etc.), to the extent they are in accord with Archdiocesan policy and procedures, are incorporated by reference and made a part of this Agreement. The Principal retains the right to amend the handbook for just cause, and parents will be given prompt notification in the Parent Bulletin if changes are made.

We acknowledge that:

- We are aware of the Catholic foundation of the school.
- Our student must have the academic aptitude to complete the expected curriculum requirements at Holy Name School.
- **All new students are accepted on probation for one trimester.**

**I have read, understand and agree to the 2019-20 tuition and fee schedule, criteria for tuition rates and related expectations for parental support at Holy Name School. I agree to read and be governed by the Holy Name Parent Handbook.

Student Name	_____	_____
	(please print)	Grade '19 - '20
Student Name	_____	_____
	(please print)	Grade '19 - '20
Student Name	_____	_____
	(please print)	Grade '19 - '20
Student Name	_____	_____
	(please print)	Grade '19 - '20

I agree to pay tuition in one; two; ten installments by the specified due date(s), and I agree to pay fees designated by the school by the specified due date(s).

Parent(s) name	_____	_____
	(please print)	(please print)

Parent signature	_____	Date _____
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Parent signature	_____	Date _____
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