



PARENT / STUDENT HANDBOOK 2025-2026

Holy Name School
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"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 examples 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, 2025

Mr. Michael Miller
Principal

Reverend Cameron Faller
Pastor

MISSION STATEMENT

Holy Name is a welcoming and diverse Catholic school committed to offering its students a safe and academically challenging environment. We constantly evolve to meet the needs of the modern student. Holy Name works in partnership with families to empower each student to achieve their highest level of scholarship, while demonstrating Christ-like values in their daily lives.

PHILOSOPHY

Holy Name is a vibrant Catholic School, in the Outer Sunset District of San Francisco, where each child is valued and encouraged to be a committed member of our diverse Christian community. Our students have many skills, interests and learning styles and our goal at Holy Name is to recognize and celebrate each child's strengths. We encourage them to be aware of their own visible learning in order to have a stronger impact on their academic and social successes. At the center of everything that we do are the messages and teachings of Jesus. Through His example, we, the faculty and staff of Holy Name, aim to make school a safe and joyful place, and strive to create a stimulating and caring Catholic environment in which each child feels confident, secure and valued.

The children are at the heart of every decision we make. We strive to meet the needs of each child in order for them to achieve their full potential. Working with students and parents, the primary educators of their children, we focus on developing a love and understanding of the teachings of the Catholic Church, God and each other. Holy Name School fosters a close connection between home, school, parish and the wider community. We ensure effective implementation of the Archdiocesan Standards with high academic expectations and encourage Holy Name students to be Christ-Like, resourceful problem solvers and outstanding citizens, who are scholarly and self-respecting members of society.

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 and 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.

STUDENT & PARENT - 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/or athletics, and expulsion.

Parents will also be held accountable for their actions and/or words, both written and verbal, when addressing other parents, students, faculty, staff, coaches, or any other Holy Name School employee and/or representative. Parents are requested to not speak about other students, parents, and/or families in regards to sensitive/conflicted issues when around their own children.

The goal of Holy Name School's Code of Conduct is to encourage students to develop themselves as young women and men 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.



Schoolwide Learning Expectations

(3rd through 8th Grades)

Holy Name Students are:

Christ-Like

- Exhibit Christian values
- Know Catholic teachings
- Participate in liturgical celebrations

Resourceful

- Think critically
- Accept change
- Make responsible decisions

Outstanding Citizens

- Respect diversity
- Desire to make a difference
- Live peacefully with God's creation

Scholarly

- Seek knowledge through study and research
- Apply learning across the curriculum
- Use technology responsibly

Self-Respecting

- Take responsibility for their actions
- Recognize strengths and weaknesses
- Live a balanced life



Schoolwide Learning Expectations

(Kindergarten through 2nd Grade)

Holy Name Students are:

Christ-Like

- Show kindness and forgiveness
- Act like Jesus in words and actions
- Know their prayers and participate in Mass

Resourceful

- Think positively
- Raise their hand and listen
- Ask questions nicely

Outstanding Citizens

- Respect all people
- Solve problems peacefully
- Love God's world

Scholarly

- Share what they learn
- Keep trying their best
- Use technology properly

Self-Respecting

- Make good choices
- Learn from their mistakes
- Care for themselves

2025-2026 HOLY NAME FACULTY AND STAFF

Fr. Cameron Faller	Pastor
Mr. Michael Miller	Principal
Mrs. Marie Carr	Administrative Assistant (Human Resources)
Mrs. Linda Cheetham	Administrative Assistant (Admissions/Enrollment)
Mrs. Alma Sullivan	Administrative Assistant (Tuition & Extra-curricular Classes)
Mrs. Andrina Auyong	Finance Manager (Reimbursements & Financial Aid)
Mrs. Maria Baula	Kindergarten Teacher
Mrs. Maggie Aymard	Kindergarten Aide
Ms. Karen Brennan	Grade 1 Teacher
Mrs. Lory Louie	Grade 1 Aide
Miss Colleen Holton	Grade 2 Teacher
Mrs. Alcira Bermudez	Grade 2 Aide & Extended Care Director
Mrs. Diane Preble	Grade 2 & Art Aide
Mrs. Melissa Eusebio	Grade 3 Teacher
Mrs. Aline Lebbos	Grade 3 Aide
Mr. Ryan Juan	Grade 4 Teacher
Mrs. Kris Toscanini	Grade 4 & Jr. High Aide
Mrs. Samantha Saoud	Grade 4 & Jr. High Aide
Miss Jane Kaprosch	Grade 5 Teacher
Mrs. Tiffany Watanabe	Grade 5 Aide
Mr. Andrew Contreras	6A Teacher - Jr. High Literature & Vocabulary
Ms. Paula Mak	6B Teacher - Jr. High English & Writing
Mrs. Melissa Bolles	7A Teacher - Jr. High Science
Mr. Mark Ryan	7B Teacher - Jr. High Religion
Mr. Michael St. Marie	8A Teacher - Jr. High History
Miss Anna Rivieccio	8B Teacher - Jr. High Math
Mr. Brian McGovern	Grades 4-8 Advanced Math Teacher
Mrs. Rita Nolan	Jr. High Resource/Grades 5-8 Family Life
Mr. Victor Cervantes	Music Teacher - Jr. High
Mr. Francis Oliveira	Music Teacher - K-5
Mr. Victor Flaviani	Technology Teacher & Coordinator
Ms. Yolanda Herrera	Art Teacher
Mrs. Sharon Aymard	K-4 Literacy Resource Support Teacher
Mrs. Carol Chang	K-5 Math Resource; Foreign Language - Mandarin
Ms. Vanessa Marosi	Foreign Language - Spanish
Mrs. Kristine Choy	Librarian K-5, Kindergarten Aide
Ms. Allison Deike	K-6 Science Teacher
Mrs. Shehara Wanigatunga	Science & Jr. High Aide
Ms. Jennifer Corry	Junior High - School Counselor
Mrs. Mimi Pratt	Grades K - 5 - School Counselor
Mr. Steven Ta	Athletic Director & Physical Education Teacher
Mr. Jason Bermudez	Gym Manager/Rentals Coordinator
Mr. Diego Bermudez	Morning Extended Care
Mr. Giovanni Russo	Custodian

SCHOOL CALENDAR

2025-2026 Elementary School Calendar
HOLY NAME SCHOOL

August 25'

8

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	F	▲	▲	23
24	▲	26	27	28	29	30
31						

20 - First Day of School - 10:00am Dismissal

January 26'

19

S	M	T	W	T	F	S
				●	●	3
4	▲	6	7	8	9	10
11	■	13	14	15	16	17
18	●	20	21	22	23	24
25	▲	27	28	29	30	31

1 - 2 - Christmas Vacation

5 - Classes Resume

19 - Martin Luther King Jr. Holiday

26 - Educator PD

September 25'

21

S	M	T	W	T	F	S
	●	2	3	4	5	6
7	▲	9	10	11	12	13
14	■	16	17	18	19	20
21	▲	23	24	25	26	27
28	■	30				

1 - Labor Day Holiday

7 - Mass of the Holy Spirit (Mandatory School Mass)

8 - Educator PD

22 - WCEA Self-Study Writing

February 26'

18

S	M	T	W	T	F	S
1	■	3	4	5	6	7
8	■	10	11	12	●	14
15	●	17	18	19	20	21
22	▲	24	25	26	27	28

13 - School Holiday

16 - Presidents' Day Holiday

27 - End of Second Trimester

October 25'

21

S	M	T	W	T	F	S
			1	2	●	4
5	■	■	■	■	▲	11
12	●	14	15	16	17	18
19	■	21	22	23	24	25
26	▲	28	29	30	▲	

3 - Student Holiday - Teacher In-Service

6 - 9 - Parent-Teacher Conferences

13 - Indigenous Peoples/Columbus Day

March 26'

21

S	M	T	W	T	F	S
1	■	3	4	5	6	7
8	▲	10	11	12	13	14
15	●	17	18	19	20	21
22	▲	24	25	26	27	28
29	■	31				

9 - WCEA Self-Study Writing

16 - School Holiday

23 - Educator PD

November 25'

14

S	M	T	W	T	F	S
						1
2	■	4	5	6	7	8
9	●	11	12	13	14	15
16	■	18	19	20	21	22
23	●	●	●	●	●	29
30						

10 - Veterans Day (Observed)

14 - End of First Trimester

24 - 28 - Thanksgiving Break

April 26'

15

S	M	T	W	T	F	S
			1	▲	●	4
5	●	●	●	●	●	11
12	◆	▲	15	16	17	18
19	■	21	22	23	24	25
26	▲	28	29	30		

3 - Good Friday/Easter Vacation begins

6 - 10 - Easter Vacation

13 - Student Holiday - Teacher In-Service

14 - Classes Resume

December 25'

15

S	M	T	W	T	F	S
	▲	2	3	4	5	6
7	■	9	10	11	12	13
14	■	16	17	18	▲	20
21	●	●	●	●	●	27
28	●	●	●			

22 - 31 - Christmas Vacation

May 26'

19

S	M	T	W	T	F	S
					1	2
3	■	5	6	7	●	9
10	■	12	13	14	15	16
17	■	19	20	21	22	23
24	●	26	27	28	29	30
31						

8 - School Holiday

25 - Memorial Day Holiday

June 26'

9

S	M	T	W	T	F	S
	■	2	3	4	▲	6
7	■	▲	▲	L	12	13

5 - Class of 2026 Graduation

11 - Last Day of School - 10:00am Dismissal

TOTAL NUMBER OF SCHOOL DAYS: 180 (Min. 180 – Students) 4 (Min. 2 – Teachers)

F = First Day of School (10:00 am Dismissal)

L = Last Day of School (10:00 am Dismissal)

● = Holiday (No School)

◆ = Student Holiday – Teacher In-Service (No School)

▲ = Minimum Day (12:00 pm Dismissal)

■ = Early Dismissal (2:00 pm Dismissal)

□ = Parent Teacher Conferences (12:00 pm Dismissal)

SCHOOL TUITION & REGISTRATION FEES: 2025-2026

PLAN C: Catholic Student & Active Contributing Member of Parish & School

Must be a practicing Catholic student with Family registered at Holy Name Parish. Regular attendance at Sunday Masses and consistent return of Parish envelope contribution + Mandatory **35** Parent Service Hours required as stated in Plan P.

	<u>YEARLY</u>	<u>10 MONTH PLAN</u>	<u>PER CHILD COST</u>
One Child	\$9,300/year	\$930/month	\$9,300 for 1st child
Two Children	\$17,100/year	\$1,710/month	\$7,800 for 2nd child
Three Children	\$23,000/year	\$2,300/ month	\$5,900 for 3rd child

PLAN P: Participant of Holy Name School

Parents who participate under the Active Participant Plan are required to donate a minimum of **35** hours of service (Single Parent family = **17** hours) to the school each school year.

	<u>YEARLY</u>	<u>10 MONTH PLAN</u>	<u>PER CHILD COST</u>
One Child	\$9,600/year	\$960/month	\$9,600 for 1st child
Two Children	\$17,700/year	\$1,770/month	\$8,100 for 2nd child
Three Children	\$23,900/year	\$2,390/ month	\$6,200 for 3rd child

PLAN N: Non-Participating

Parent Service Hours are not required, however participation in fundraising and class related activities is still expected.

	<u>YEARLY</u>	<u>10 MONTH PLAN</u>	<u>PER CHILD COST</u>
One Child	\$11,500/year	\$1,150/month	\$11,500 for 1st child
Two Children	\$21,200/year	\$2,120/month	\$9,700 for 2nd child
Three Children	\$29,500/year	\$2,950/month	\$8,300 for 3rd child

All families, regardless of plan choice, are to participate in the following:

<u>FUNDRAISERS</u>	Fundraising opportunities are available throughout the school year during the school day and on many weekends. Please check the weekly Parent Newsletter and Events Calendar.
<u>SCRIP PARTICIPATION</u>	\$2,000 per year in purchases per family or OPT-OUT for \$200.

<u>PARENT GUILD FEE</u>	The \$40 fee per family is for student and family community based events.
<u>BUILDING & MAINTENANCE FEE</u>	The \$250 fee per family supports the maintenance of the school building and technology infrastructure. (Due January 31)
<u>RE-REGISTRATION FEE</u>	The \$500 registration fee includes Archdiocesan administrative fees, Archdiocesan student insurance, consumable and digital textbooks, Catholic Telemedia Services, classroom supplies, online student management services, technology fees, and electronic fund transfer fees.
<u>GRADUATION FEE</u> (8th only)	Re-Registration + \$250 for anticipated Graduation and Grad Week Event costs.
<u>NEW STUDENT REGISTRATION FEE</u>	The \$900 Non-refundable registration fee comprised of the \$500 registration fee that includes all details above. A \$400 tuition credit will be applied to a future tuition payment after the school year begins.

(over)

EXTENDED CARE FEES: 2025-2026

EXTENDED CARE

After School

(per child)

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

Full Time – \$300.00 per month (younger siblings \$250.00 per month)

Part Time – \$30.00 per day on 2:00 or 3:00 dismissal days

\$40.00 per day on minimum dismissal days

Late Fees – After 6:00 p.m. \$25.00 / After 6:30 p.m. \$50.00

Morning Care

(per child)

Begins at 7:00 a.m. and lasts until 7:45 a.m.

Full Time – \$75.00 per month

Part Time – \$15.00 per 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, gossip, 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. Repercussions from these actions will be determined by the administration of Holy Name School.

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 for 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.

Archdiocese of San Francisco 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.

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.

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 regularly arrives at school, clean, in proper health, 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:
 - Opening Mass of the school year, *Mass of the Holy Spirit*
 - Catholic Schools Week Mass
 - Attendance at your child's Class Sunday Family Mass (Dates below)

<i>Date</i>	<i>Grade</i>
September 7 <i>Mass of the Holy Spirit</i>	Student Council
September 21	Altar Servers
October 5	6A
November 16	7B
December 14 <i>Pancake Breakfast</i>	3
January 11	2
January 25 <i>Catholic Schools Week</i>	8
February 8	4
February 22	6B
March 8	7A
March 22	5
April 26	K
May 17	1

- Weekly Mass attendance for students within Sacramental preparation courses (First Communion, First Confirmation)
4. Mandatory attendance for at least one parent to *Back to School Night* and *Parent-Teacher Conferences*
 5. For those families whose children are preparing to receive the Sacraments of First Communion or Confirmation, parents must attend all mandatory meetings established by the School and/or Parish.

6. Parents are recommended to contact teachers for concerns about their child's academic progress and/or well-being
7. Have active membership in the Holy Name Parents' Guild, which encourages attendance at general meetings and requires support of parish and school activities.
8. Actively support school fundraisers, which directly benefit all parents and children.
9. Every family must participate in the two main school fundraisers (Fun Run and School Auction Event).
10. As members of the parish community, we encourage families to participate in other parish events such as attending and/or working on the Crab Fest, St. Patrick's Dinner or assisting with Seasonal Liturgical decorating. Service hours can be earned for working on any of these parish events.

FYI: Parents who also have a child enrolled in the preschool may earn up to 17 hours of elementary parent service hours assisting in preschool service opportunities.

11. Minimum SCRIP purchase of \$2000.00 per school year, or pay 10% per hundred in lieu of purchase, or opt-out for \$200.00 by the end of August. This represents the average amount the school realizes from scrip purchases.
12. Pay tuition and fees promptly or immediately notify the office if this is not possible.
13. Complete thirty-five hours of service to the school (17 for single parents). Completion of ALL Service Hours is a requirement for Plan A tuition.
 - **If service hours are not started by March 1 of the school year, then Holy Name School has the right to change a Family's tuition plan to Plan B automatically for the remainder of the school year; OR**
 - **If service hours have been started, but not completed by May 15, then a penalty of \$48 per missing hour for the first child, and \$40 per missing hour for each additional child, will be billed to FACTS; and Plan will be automatically changed to Plan B for the following school year.**
14. Read and sign the Holy Name School Tuition Contract at re-registration.

SCHOOL UNIFORMS

Uniforms should be purchased from the school approved uniform store, [Classic Designs](#), only.

All students are required to wear complete uniforms every day unless otherwise specified.

The student's name should be in all clothing!

Full uniform (no shorts/no Panther Wear/no 8th grade sweatshirts) is to be worn on all Mass days and on special occasions.

GIRLS:

Kindergarten

- White short/long sleeve Jersey Polo shirt
- HN sweater
- HN sweatshirt (optional)
- Plaid jumper or Navy twill pants

1st - 5th Grades

- White short/long sleeve Jersey Polo shirt
- HN Sweater
- HN plaid jumper or Navy twill Pants

6th - 8th Grades

- White short/long sleeve Jersey Polo shirt
- HN Sweater
- HN Plaid skirt/skort
- Navy twill pants
- *8th grade Class sweatshirt

K-8 Girls:

- Students may wear plain white, short/long sleeve t-shirts under their polos only.
- Uniform skirts/skorts must be at least 2 inches from the top of the knee
- **Shoes** - Tennis shoes only. All white, all black, or a combination of white or black shoes may be worn. Shoes may not have designs, lights, or wheels. Soles and/or branding must also be all white or all black.
- **Socks** - Solid white, navy blue, or black socks that can be seen above the ankle.
- **Leggings and Tights** - Students may only wear white, black or navy blue leggings or tights under their uniform.
- **Hair/Makeup** - Hair should be clean, styled neatly, and kept away from the face and eyes at all times. Designs in the hair, tails, fauxhawks, and mohawks are not allowed. Hair must be the child's natural color. Dyed/highlighted hair is not allowed. Hair must be at least ¼ in. in length. Makeup is not allowed. No fake nails; only clear nail polish is allowed.
- **Jewelry** - One pair of single stud earrings are allowed. A necklace and up to 3 bracelets may be worn as long as they are not in excess, do not make noise, or cause distractions in the classroom.

BOYS:

Kindergarten

- White short/long sleeve Jersey Polo shirt
- HN sweater
- HN sweatshirt (optional)
- Navy corduroy pants or twill shorts

1st - 5th Grades

- White short/long sleeve Jersey Polo shirt
- HN Sweater
- Navy corduroy pants or twill shorts

6th - 8th Grades

- White short/long sleeve Jersey Polo shirt
- HN Sweater
- Navy corduroy or navy twill pants
- Navy twill walking shorts
- *8th grade Class sweatshirt

K-8 Boys:

- Students may wear plain white, short/long sleeve t-shirts under their polos only.
- Belts encouraged (3-8).
- Shirts must be tucked in while inside the building.
- **Shoes** - Tennis shoes only. All white, all black, or a combination of white or black shoes may be worn. Shoes may not have designs, lights, or wheels. Soles and/or branding must also be all white or all black.
- **Socks** - Solid white, navy blue, or black socks that can be seen above the ankle.
- **Hair/Makeup** - Hair should be clean, styled neatly, and kept away from the face and eyes at all times. Designs in the hair, tails, fauxhawks, and mohawks are not allowed. Hair must be the child's natural color. Dyed/highlighted hair is not allowed. Hair must be at least ¼ in. in length. Older boys are to be clean shaven. Makeup is not allowed.
- **Jewelry** - Earrings are not allowed. A necklace and up to 3 bracelets may be worn as long as they are not in excess, do not make noise, or cause distractions in the classroom.

****If a student comes to school out of Dress Code, parents will be notified to either bring appropriate attire for their child or to take their child home to change/remedy the violation.****

Uniform skirts, shorts, twill and corduroy pants, and school sweaters must be purchased through Classic Designs; however polo shirts, socks, belts, and shoes may be purchased elsewhere.

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.

Hair: A student who is in violation of this policy will be asked to make necessary changes within a certain time frame or will otherwise be required to attend detention. Parents will be informed as well.

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

Lost & Found: Items that go unclaimed after 2 months become donated or given to the uniform recycling program.

Perfumes/Deodorant/Makeup: Perfumes and/or aerosol cans of deodorant and makeup should not be used on campus. Failure to comply will result in a disciplinary warning.

Holy Name Sweaters/Jackets

Only Holy Name uniform sweaters may be worn inside the school building from 8am - 3pm. Students may wear Holy Name jackets over, but not in place of, their school sweaters.

Panther/Spirit Wear

The Panther Wear Store is available at <http://1stplace.sale/8255>. Panther Spirit Days will be on **Fridays** or **pre-determined days** issued by the Student Council or Administration. Students may wear anything that can be purchased from the Panther Pride Store, except for hats, which may not be worn indoors. Jeans/non-Panther wear clothing may not be worn in place or in conjunction with spirit wear. Caritas Creek sweatshirts and other special Club clothing are permitted as Panther wear.

Free Dress and Theme Dress Days

Students are encouraged to express their personality while honoring the following conditions:

- Clothing is to be clean and free of holes
- Students may not wear clothing that has alcohol/drug or their references or depiction, offensive language or unacceptable or inappropriate connotations deemed by the Administration of the school
- For safety reasons, students **may not** wear open-toed shoes, open-back, flip-flops, slippers, crocs, or shoes with wheels.
- Tops may not be worn that show midriffs, are low cut, or have spaghetti straps
- Tank tops or sleeveless shirts may not be worn
- Any shorts, shirts, or dresses worn must be no shorter than two inches from the top of the knee
- Students may not wear hats inside the building
- On Theme Days, if students do not choose to wear the theme of the day, they must wear their uniform.
- Other guidelines may be designated by grade level or homeroom teachers

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. Students are not allowed to call home to have parents bring missing books, assignments, projects, notebooks, computers, or other academic materials during the school day.

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 by appointment only. If you would like to meet or speak with the principal, please email or call to schedule an appointment.

Drop-ins appointments are not allowed and do not respect the teacher's time and schedule.

We ask that email communication with teachers occur between the hours of 7:00 am and 4:00 pm. Please allow up to 24 hours for teachers to reply to phone calls and/or emails.

An electronic version of the weekly Holy Name School Weekly Newsletter is sent to each family every Tuesday. The School Newsletter 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.

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.

BEEHIVELY

Beehively is an online communication management system platform that incorporates access for parents to access student online grades, classroom communications, and the school website. New Families will be able to begin using the new service on August 1 of the new school year using the following link:

<https://login.beehively.com/login?sid=hns> or via the login in button at the top of the Holy Name [website](#).

Parent training videos are available at [Parent's Welcome To Beehively](#) and

<https://www.youtube.com/watch?v=OMJrW4nmo3>. Returning families may update their child's emergency contact information, medical information, and permissions throughout the school year.

Student enrolled courses and access to the student's online grades will be released on the first day of school.

LUNCHES

Students are required to bring lunch to school daily. If a student does not have lunch, a phone call will be made for parents to deliver one. If parents are unable to bring a lunch, a lunch option can be provided by the school for an additional fee. Holy Name encourages healthy lunches and environmentally friendly packaging. Parents are encouraged to use reusable containers. Sodas and other sugary/high caffeine/energy drinks are not allowed in student lunches. Holy Name uses [School Foodies](#) for its Hot Lunch program. At any point during the day students/parents cannot have lunches delivered to the school by 3rd party vendors (ie: UberEats/Doordash).

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 and on the school website. A digital calendar can also be connected to your personal digital calendar for reference. 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.

ATTENDANCE POLICY

For each day your child is absent from school, you **must** inform the school at (415) 731-4077 or email at holynameschool@holynamesf.com by 8:00 am. Leave a message which includes your ***child's name, grade, and reason for absence***. The School records all student absences whether they are excused or not in order to keep official documentation.

Only medical visits will be considered excused. All other full, morning, or afternoon absences will be documented as unexcused. The concept of the "excused" absence allows for students to have assignments and assessments extended for completion; however the absence from school still needs to be recorded. Doctors/Dentist visits excuse the tardy if a student comes in late. If it is a long term illness, it is still recorded, however a note is placed in the record and explained in the transcript/recommendation form for high school. Additionally, we ask that advanced notice be sent to the office and homeroom teacher/ subject teachers if your child will be absent for an extended period of time.

Additionally, if **you would like daily absent work prepared for your child please request this when calling/emailing your child's absence.** Homework can be picked up afterschool in Extended Care between 3-6pm. Please do not request homework if you cannot pick it up the day of the request. **No homework will be provided ahead of time.**

A student who misses school due for any reason may not participate in after-school activities including sports practices, games, musical, rehearsals etc. on that day.

Students who are absent more than 20 days in a trimester ($\frac{1}{3}$ of a trimester) will receive an "I" for an incomplete grade for that trimester and will not receive any academic credit for the year calculation.

TARDY POLICY

A student is marked tardy if they arrive after 8:00am. Late students **must** obtain a tardy slip from the office to be admitted to class. If they arrive after morning recess, the student will be marked absent for half a day.

Parents of students who are late 6 times in a trimester will be contacted by the teacher. Once the student has a total of 10 tardies in a trimester, students in grades 5-8 will be issued a detention. On their 15th tardy and every 5 additional tardies thereafter the student will be issued an additional detention and the student's General Behavioral Expectation on the report will be affected. ***FYI: 7th & 8th grade attendance is recorded on high school transcript forms and may affect acceptance to private/Catholic high schools.***

DISMISSAL

Please make note of early dismissals and minimum days using the school calendar. A student not enrolled in Extended Care or an after activity, must leave the campus within 10 minutes of dismissal. If a student is not picked up within that time frame, they will be sent to Extended Care and families will be charged a drop-in fee.

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 outside school hours.

RIDE – SHARE NOT ALLOWED

In order to maintain a secure and supervised environment, students are not permitted to leave school grounds in a ride-share vehicle (such as Uber, Lyft, etc.), even if arranged by a parent or guardian. The unpredictable nature of ride-share services and the inability to verify drivers' identities or intentions in real time pose safety concerns.

We kindly ask that all student transportation be arranged through parents, legal guardians, or individuals specifically authorized for pick-up on file with the school.

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 HOME or TAKING THE BUS AFTER DISMISSAL

For the safety of all students, Holy Name School requires a signed "Walking/Busing Home Authorization Form" on file for any student who will walk home or take the bus without adult supervision. Without this authorization, students will not be permitted to leave campus on their own and must be picked up by an approved adult. This policy ensures clear communication, student safety, and proper accountability during dismissal. Forms are available through the school office and must be updated annually or if dismissal plans change.

TUITION

School tuition is a yearly fee and is payable in full at the beginning of each year 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 trimester in order for children to be allowed to begin the following trimester. Families are encouraged to request meetings with the principal if they are undergoing 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 trimester start date.

Tuition plans will be changed to reflect the Service Hours completed. Families who do not complete their service hours by mid-May will be ineligible for Plan A the following school year or may be subject to a penalty of \$48 per missed service hour.

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.

All extracurricular programs and extended care fees will be collected through FACTS. Families will be billed at the end of each month for these various activities. Please note: Morning Care, After School Care are only paid for 9 months. There is no June 1st payment due for these programs.

DELINQUENT TUITION ACCOUNTS

If tuition is not paid in full by the designated date or there is a balance due over the Summer, the School has the right to withhold enrollment for the student(s) before the start of the next school year. Reminders will be sent from the school on the procedure to remedy delinquent tuition, including but not limited to payment plan options or financial aid offerings (if qualified).

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.) Families also have the option to OPT-OUT from the Scrip Program by sending in a check to the Office for \$200.00 by September 1st.

Gift Card Fundraising with RaiseRight

Turn your everyday expenses into earnings! Simply buy gift cards through Holy Name's RaiseRight program and brands automatically give up to 20% back to Holy Name School. Use gift cards to pay for everyday things like groceries, gas, clothing, coffee, or dining out, and you could earn more than \$1,000 per year!

Purchase gift cards through www.raiseright.com. Enter Holy Name School's enrollment code: **6471L35211268**. When you place an order, you can pay by check to the school Office or pay electronically via the Raise Right website. Orders for physical gift cards that are placed by Wednesday will usually be available for pick up on the following Tuesday.

Plus, with eGift cards, reloadable gift cards, and a [mobile app](#) available, you can shop with gift cards and earn anytime, anywhere.

NEW STUDENT POLICY

All new students are accepted on probation for 90 school days. If it is found to be in the best interest to be withdrawn during the probationary period, parents will be obliged to transfer the student.

EMERGENCY CONTACTS

All emergency contact information must be updated in Beehively. Records 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 update information if there are any changes 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 must also be complete, updated, 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) & 2nd Varicella Booster 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 (415-731-4077) 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.

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.

INHALANTS

Any inhalant (including vape pens or diffusers) without a prescription is not allowed on school campus or any school based activity, field trip, or sport. Violation of this rule will result in suspension and removal from the activity of field trip.

ACADEMIC HONESTY & INTEGRITY

Honesty and integrity are expected of students in the performance of all academic areas. Cheating, plagiarism (such as, but not limited to, copying or sharing the work with/of another and/or submitting it as one's own, or using Artificial Intelligence) or doing another person's assignments, and parents completing work for their child, are some examples of academic dishonesty. Anyone who violates the policy of academic honesty will receive a failing grade on that exam or assignment. Academic dishonesty will lead to other disciplinary consequences.

CONDUCT

The school administration reserves the right to determine which actions fall short of meeting the Holy Name Christian Code of Conduct. Misconduct on or off campus will be dealt with by the teacher and/or the school administration. 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).

4th - 8th GRADE DISCIPLINE POLICY & PROCEDURES

Students are expected to uphold the Holy Name Code of Christian Conduct, the obligations of Holy Name Students, and Archdiocese of San Francisco Technology Responsible Use Policy.

The school administration or faculty member has the discretion to issue an automatic detention depending on the severity of the offense. Warnings are issued for minor infractions. Students can earn a maximum of two school warnings throughout the school year. If a student receives two warnings an email will be sent to the student and their parents advising them of the current situation. Any further infractions after the second warning will warrant a detention. A detention slip will be issued and an email will be sent home. The slip must be signed by the parent and returned to the homeroom teacher the following day.

Warnings and detentions will follow the student throughout the school year. Multiple detentions will result in the student's General Behavioral Expectation grade being affected as well as the student being placed on Disciplinary Probation and will be subject to suspension. The student is responsible for all class and or homework during his/her suspension days.

If a student is removed from attending a field trip or class activity due to a breach in conduct or behavioral expectations, the predetermined cost or payment for the trip or activity will not be refunded.

DISCIPLINARY PROBATION

Disciplinary probation is a formal period during which a student's behavior and conduct are closely monitored due to repeated or serious violations of school rules and expectations. While on disciplinary probation, students may lose certain privileges, including participation in school-sponsored activities such as field trips, assemblies, sports, and special events.

A student will be placed on disciplinary probation if/when a student has earned three detentions during the same academic trimester, is suspended, or deemed necessary by the Principal. The probation period is for a minimum of 6 weeks and if disciplinary action is needed during this period, it may result in further disciplinary actions, suspension, loss of inclusion school activities, and/or possible expulsion.

The probation period serves as a time for the student to demonstrate improved behavior and a renewed commitment to the school's values. Continued misconduct during probation may result in further disciplinary action, including suspension or dismissal from school programs.

SUSPENSION

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after being placed on probation. Official suspensions may assume various forms such as:

- The student may attend class but lose the right to participate in any school activity on or off campus (activity suspension).
- The student may be suspended from a particular class and required to report to a specific place on campus during that time (in-school suspension).
- The student may be sent home for the entire period of time of suspension provided that the student is assigned academic work to make up for the loss of class time (at-home suspension).

In all cases, the principal must prudently decide on the most efficacious and appropriate terms of suspension. All suspensions must be approved by the principal.

EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Expulsion, the permanent termination of a student's enrollment, is a last resort for clear and serious causes.

ILLICIT DRUGS/WEAPONS/CRIMINAL ACTS

If a student was found to bring any illicit drugs or weapon to the school campus or engage in any type of criminal act, it would be grounds for immediate expulsion from the school upon the guidance by the Archdiocese of San Francisco Department of Catholic School's administration. Violations of state and federal laws will be reported to law enforcement.

DAMAGED TEXTBOOKS or SCHOOL DEVICES

At Holy Name School, we provide our students with textbooks, Chromebooks, iPads, and other school materials to support their learning. These resources are valuable tools, and we expect all students to take responsibility for keeping them in good condition throughout the school year. Whether it's a textbook in the backpack or a Chromebook used during class, students are expected to treat all school property with care and respect.

Devices such as Chromebooks and iPads should be handled with care, kept in protective cases when provided, and used according to the school's technology guidelines. If a student notices that something is damaged or not functioning properly—whether it's a cracked screen, a loose charger, or torn pages in a book—they should report it to their teacher or the school office right away. It's important that students do not try to fix the issue themselves.

When damage is reported, the school will evaluate the situation to determine the extent of the damage. While normal wear and tear is expected and won't result in a charge, more serious issues—like water damage, broken screens, or missing keys and pages—may result in a fee. In cases where an item is lost or the damage is significant, families will be responsible for the full or partial replacement cost.

Examples of chargeable damage include torn or missing textbook pages, writing or graffiti on covers or inside pages, cracked screens, damaged keyboards or ports, and signs of misuse such as water exposure or excessive dirt. If a fee is assessed, parents or guardians will be notified, and charged through FACTS. Continued carelessness or repeated damage may lead to consequences, including loss of privileges to check out materials or use devices.

We ask for the support of families in helping students understand the importance of treating school property responsibly. Together, we can ensure that learning materials remain in good condition for all students—now and in the years to come.

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 at:

<https://sfparishconnect.com/wp-content/uploads/2021/08/Harassment-Policy-2018-1.pdf>

Any student involved in harassment using computers, cell phones or any other form of technology will be issued a consequence for their actions that will include disciplinary action including a documented warning, detention, or suspension. This includes harassment of any student or any adult, including faculty members and staff members.

Harassment is defined by Holy Name School to occur when any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (texting, “sub tweeting,” site postings, photos, or video- “cyberbullying”). Any behavior that has the purpose or effect of unreasonably interfering with a student’s academic performance or of creating an intimidating, hostile, or offensive educational environment is considered harassment.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual’s race, creed, color, national origin, physical disability, gender identity, or sexual orientation or perceived sexual orientation. Harassment can occur any time during school, during school-related activities and outside of school. It includes, but is not limited to, any or all of the following:

- Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person;
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
- Visual Harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures;
- Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs: a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student’s academic status or progress; b. Submission to or rejection of such conduct by a student is used as a basis of academic decisions affecting the individual; c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or of creating an intimidating, hostile or offensive educational environment.

Bullying is “repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress, or harm.” The power can be derived from social relationships, emotional connection/disconnection, or physical power.

GRADE 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 that corresponds with Archdiocesan percentage guidelines. Teachers specify, according to grade level, how homework, late work, extra credit work, participation, learning skills, behavioral expectations, absences, tardies, 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* and also on communication from teachers to parents, (ie: syllabus, Beehively, etc.)

At the end of each trimester parents will receive a report card of their child's academic and social progress. Report cards will be sent home digitally. Parents must confirm receipt of the report card within one week of being issued. A printed report card will be sent home at the end of the school year.

Third through eighth grade parents are expected to regularly check their children's grades via the Beehively 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 – 93	C	73 - 76
M	Meets standard	A-	90 - 92	C-	72 - 70
W	Working toward standard	B+	87 - 89	D+	69 - 67
N	Not at grade level standard	B	83 - 86	D	66 - 63
No mark	Standard not addressed	B-	80 - 82	D-	62 - 60
		C+	77 - 79	I	59 - below Insufficient Evidence
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 grade 8 may qualify to be on the honor roll at Graduation. Students must meet all criteria to qualify:

- A 1 or 2 in overall Behavioral Expectations in every trimester
- No more than 10 tardies in any trimester
- Meeting the year average GPA of 3.75 and above to qualify for First Honors
- Meeting the year average GPA 3.5 to 3.74 to qualify for Second Honors
- Final Grade Point Averages are determined by taking the GPA of each Trimester and dividing by three.

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	I	0.0

TRIMESTER GRADING PERIODS

	First Day of Trimester	Last Day of Trimester	Report Cards Issued
1st Trimester	Wednesday, Aug. 20	Friday, Nov. 14	Friday, Nov. 21
2nd Trimester	Monday, Nov. 17	Friday, Feb. 27	Friday, Mar. 6
3rd Trimester	Monday, Mar. 2	8th: Thursday, May 28 K - 7th: Friday, June 5	8th: Thursday, June 4 K: Wednesday, June 10 1st - 7th: Thursday, June 11

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 the class site or Google Classroom. 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 for daily homework:

Grades 1 & 2: 15 - 20 minutes	Grades 5 & 6: 45 - 60 minutes
Grades 3 & 4: 20 - 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.

Homework assignments cannot be issued prior to a student absence regardless of reason.

****Students are NOT ALLOWED to contact parents (either through email, phone call, message, or text) regarding missing assignments, technology, or projects to be brought to school during school hours.** Students must understand their personal responsibility to remember important materials that need to be brought to school on any given day. A teacher must approve and inform the front office if a parent/guardian can be contacted.

Extra Credit: If a teacher decides to offer extra credit, it should be worth no more than one homework assignment. There should be only one extra credit opportunity per trimester. The extra credit opportunity should be relevant to the material being taught that trimester. The same extra credit opportunities must be made available to all students, regardless of grade or request.

PROMOTION/RETENTION POLICY

Promotion

A student who satisfactorily completes each grade's work will be promoted to the next grade based on combined grade point averages from core classes.

*Eighth graders with a failing or incomplete grade in the last report card period may be excluded from participating in graduation events, activities, and/or commencement exercises.

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.

ADVANCED LEVEL COURSES

Placement of students within Advanced level courses are determined by STAR scores, current and previous teacher recommendations, and grades from the previous school year. Enrollment is also based on availability. Students who are academically prepared and enrolled for an advanced level course will be evaluated closely during the first 6 weeks of beginning the course. It would be determined necessary by the advanced and standard level math or ELA educators if that student would remain in that class or be moved to a standard level math class. Students who stay in the advanced level course will need to remain in that course for the entirety of the school year. Students in Advanced level students will need to maintain at least an average grade to remain in the course level for the following school year.

STUDY HALL

Study Hall is an after school option for junior high students to have available time to complete homework assignments or work collaboratively in groups for projects. Students must sign-in and remain in the designated classroom from 3:00 to 3:30 pm. Study Hall is not to be used as an alternative for Extended Care. Students must be actively engaged in completing necessary homework assignments, projects, or studying for upcoming exams.

MASSSES

Starting in the school year 2025-2026, mandatory class/family Masses will be counted as an assignment grade in your child's religion class starting in 3rd grade. Points will not be earned if a mandatory Mass is missed. The

mandatory Masses will be the school Spirit Mass, the class Sunday Family Mass (scheduled), the Open House Mass, and if in 2nd grade or 8th grade, the sacramental Mass for First Communion and Confirmation.

STANDARDIZED TESTING

Schools participate in the Archdiocesan standardized testing program, Renaissance STAR. Each student's scores will be sent home with the first trimester progress report and with the final report card at the end of the school year. 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. Students in Kindergarten and First grades will be taking Early Literacy Reading tests. STAR Reading tests can also begin in First Grade (based on Lexile scores) and continue through Eighth Grade. STAR Math testing begins in First Grade and continues through the Eighth grade.

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.
- ❖ *The STAR Testing windows are: September 2 - 19, 2025, January 12 - 30, 2026, April 13 - May 1, 2026*

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 (SST) which include the teacher(s), parent, principal, counselor and resource teacher to discuss students with possible learning differences and suggest appropriate measures which may best suit the student's needs.

STUDENT COUNCIL

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. Junior high grade students are required to complete service hours helping others in their communities – their Parish, 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 for Eighth graders.

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 complete the VIRTUS training and be fingerprinted (Livescan).** Parent drivers who volunteer to chaperone must take at least 2 students to be considered as an official chaperone. It is the teacher's discretion of how many chaperones can attend each field trip.

Field trips are a privilege. Students who are on disciplinary probation may lose the privilege of attending a school-sponsored field trip or overnight class trip.. Additionally, students who are actively suspended will not be permitted to attend..

For field trips and overnight trips, please note that families are still responsible for the entire cost of the trip and will not receive a refund if their child is unable to attend; whether due to illness or behavioral consequences.

CLASSROOM CELEBRATIONS

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.
- Substitute treats will not be provided by the school/teacher for those unable or unwilling to consume the treat.
 - Parents of children with a known food allergy can provide the homeroom teacher with suitable treats for their child that can be passed out throughout the year
- 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 they know how to plan for the day.
- You must provide napkins and any other serving items that may be needed.
- No treat bags allowed.
- Please make sure to have enough treats for the entire class.

GUM

Gum is not allowed on campus; unless cleared by the principal, homeroom teacher, or resource teacher for students for whom it is recommended in an Individualized Education Plan (IEP). If a student is caught chewing gum without permission, they will be issued a disciplinary warning. We ask that student athletes at practices and games also do not chew gum.

HOME PARTIES

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 personal gaming devices, 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.

BICYCLES / SKATEBOARDS

Students who ride a bike or skateboard to school must obey all traffic regulations established by the city, county, and state. *In California, **children under 18 years old are required to wear a helmet when riding a bike, scooter, roller skates, or skateboard.** This law applies to riding on streets, bikeways, sidewalks, and public bike paths. The fine for not wearing a helmet is \$25, and it can be paid by the parent, guardian, or the child who is not wearing a helmet.* Students are to lock their bike to the bike rack by the Lawton Street gates in the morning. Skateboards are to be placed in the school office every morning.

CELL PHONES / SMART WATCHES

Student cell phones and/or Smart watches/activity trackers will be turned in at the beginning of the school day and returned to them at the end of the day. All cell phones must be turned off during the school day. There is to be no cell phone use while on campus, unless permission is granted by a teacher or administrator. Holy Name School is not

responsible for lost or stolen phones or Smart watches or activity trackers.

SCHOOL TECHNOLOGY (Chromebooks/ipads/iMacs)

The school Technology Center and classroom devices are 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 attached at the end of the document. All students and parents are expected to abide by the policies set forth in the [Digital Device User Policies & Technology Agreement](#).

ALTAR SERVICE

Altar serving is a FULL YEAR commitment (minimum 1 weekend hour per month for 12 months) to the Holy Name Parish. Altar service is available for ALL students from 5th through 8th grades. Alumni are encouraged to continue altar serving past graduation. Signups are offered in the fall and spring for students interested in this ministry for the Parish. Clergy recommendations that include altar service will only be given for students who complete a FULL YEAR of service from September through August.

EUCCHARISTIC MINISTRY* (now Adults only)

*Starting July 2024, by order of the Archbishop of San Francisco, Eucharistic Ministry can only be conducted by a Confirmed adult in all Parishes. Therefore, 8th graders will no longer be offered this opportunity. If there are any parents or guardians interested in becoming a Eucharistic Minister, please reach out to Fr. Cameron or the Parish Office.

ATHLETICS

Holy Name School participates in the athletic program of the Catholic Youth Organization (CYO) for Grades 3-8. The boys' and girls' sports programs are sponsored by Holy Name School. The following sports teams are offered for boys or girls: basketball, baseball, volleyball, and soccer. The following sports are co-ed: track, cross-country, and baseball.

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 Director. Any student who participates in CYO Sports **must** attend an Athletic Meeting hosted by the school Athletic Director, Coach Steven Ta.

Students who are absent from school may not participate in practices or games on the day of their absence.

Sports fees are as follows: \$150 per sport for in-school athletes, \$190 for in-parish, non-in-school athletes.

For more athletics information: [2025-2026 Holy Name School Athletic Program](#)

EXTRACURRICULAR PROGRAMS

After school class or programs are offered by qualified individuals on various days for a separate fee. These programs will be highlighted in the Tuesday newsletter where parents can register their child for fall or spring activities. Registration for students is required for all after school classes.

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 child 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. The school dismisses through the school yard or 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 child is not available, 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 and staff. Drivers must follow all safety cones and turn directions.

EXTENDED CARE PROGRAM

This program is in compliance with the State of California rules governing extension programs and therefore does not provide year round services. (see above section for more information on pricing)

EXTENDED CARE DIRECTOR: Alcira Bermudez

PROGRAM:

The Extended Care Program is open to all students of our school. Morning Extended Care offers supervision from 7:00-7:45 am. Breakfast is not provided. Students arriving at school before 7:45 am. must enroll in Morning Care since there is no supervision in the yard before 7:45 am.

Afternoon Extended Care offers supervision from Dismissal time to 6:00pm. After School Extended Care offers opportunities for the children to participate in art activities, music, board and yard games, homework and reading time.

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.

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 Newsletter.

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

THERE WILL BE A GOOGLE FORM SENT AT THE START OF THE SCHOOL YEAR TO ACKNOWLEDGE THE FOLLOWING DOCUMENTS

THERE IS NO NEED TO SUBMIT THE FOLLOWING PAGES TO THE SCHOOL. THANK YOU.

UNIVERSAL MEDICAL INFORMATION/EMERGENCY RELEASE AND CONSENT FORM

School: _____ School Year: _____

Name of Student (Last, First, Middle)

Grade: _____ Teacher Name: _____

Student Address:			
Street		Apartment	
City	State	Zip	
Home Telephone: (____) _____			
Siblings at school:			
Name	Grade	Teacher	
Name	Grade	Teacher	

Student lives with (check all that apply):

_____ Mother

_____ Father

Guardian(s) (specify): _____

Father's Legal Guardian's Information:

Name (Last, First)

Work Address:

Street	City	State	Zip
Home Address (If Different from child's):			

Street _____ City _____ State _____ Zip _____
Home Phone (If Different from child's): (____) _____

Work Telephone: (____)_____ Mobile phone: (____)_____ Email Address: _____

_____Mother's_____Joint Legal Guardian's Information:

Name (Last, First)				
Work Address:				
Street	City		State	Zip
Home Address (if different from child's):				
Street		City		State Zip

Home Phone (if different from child's): (____) _____

Work Telephone: (____) _____ Mobile phone: (____) _____ Email Address: _____

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 2025-2026

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, 2026. 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 _____,
("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 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.

5. 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
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.

Archdiocese of San Francisco Technology Responsible Use Policy

Students and Parents

Introduction

The Archdiocese of San Francisco recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. This responsible use policy is built upon state and federal laws and guidelines as outlined in the addendum. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, as a digital citizen, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Definitions

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's authority with respect to conduct includes:

- When the student is on school grounds or distance learning
- At officially sanctioned school-sponsored events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, including activity trackers, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

Technology Responsible Use Agreement

As a member of the school community, I agree to the following rules and code of ethics:

1. I am respectful and compassionate in all interactions, including online communication. I will treat others kindly in all communications, including “private” messages. I will not submit anything anonymously. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

2. I am respectful of school devices and systems, and not vandalize or intentionally damage them in any way. I will appropriately maintain and clean my device according to the manufacturer's recommended guidelines. This includes hardware, software, and internet services owned, provided, or supported by the school. System settings may not be changed. I will not waste school resources like paper or ink. The Archdiocese of San Francisco strongly discourages the use of any social media due to its addictive nature. Students must follow the terms of service policies and minimum age requirement (usually 13 years old). Students need to demonstrate honesty and responsibility.

3. I am respectful of others' privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others' work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

4. I am aware that using AI (Artificial Intelligence) to complete schoolwork and homework is seen as plagiarism since it does not reflect my work. I understand that using AI tools like ChatGPT, OpenAI, Photomath, or DeepL to complete schoolwork or homework is considered plagiarism if it replaces my own thinking and effort. Submitting work generated or heavily edited by AI does not reflect my learning and prevents me from developing my own voice and skills. I will follow my teacher's guidelines and ask questions if I'm unsure. I will give credit when it's due, and I confirm that all work I submit is my own. I understand that using AI to do my work is not allowed.

5. I will use school technology resources for educational purposes only. I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, video chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

6. I will use personal technology only as directed by staff while conducting school work. I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

7. I will follow all school technology rules and use Chromebooks, iPads, and all other school technology responsibly. I will keep them in protective cases when provided. If something is broken or not working. I will report it to my homeroom teacher right away. I know the school will review any damage. Serious damage or loss will lead to a fee, and my family will be responsible for replacement costs. I understand that repeated damage or carelessness may result in losing the privilege to use school devices or check out materials.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: _____ Date: _____

Printed Student Name: _____

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Printed Parent/Guardian Name: _____

Archdiocese of San Francisco Media and Student Work Agreement

Holy Name School requests your consent for faculty and staff to use photos or videos of your child, as well as your child's work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education and students!

Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media will be removed ASAP if requested by an individual or their legal guardian.

___ We agree to comply with the Media Policies for Families.

Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

___ The school may publish media of the student named below.

Student Work Policies for the School

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student's legal guardian has also consented to media publishing.

___ The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Addendum

These are the laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

-- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

DAMAGED TECHNOLOGY

Devices such as Chromebooks and iPads should be handled with care, kept in protective cases when provided, and used according to the school's technology guidelines. If a student notices that something is damaged or not functioning properly—whether it's a cracked screen, a loose charger, or torn pages in a book—they should report it to their teacher or the school office right away. It's important that students do not try to fix the issue themselves.

When damage is reported, the school will evaluate the situation to determine the extent of the damage. While normal wear and tear is expected and won't result in a charge, more serious issues—like water damage, broken screens, or missing pages—may result in a fee. In cases where an item is lost or the damage is significant, families will be responsible for the full or partial replacement cost.

Examples of chargeable damage include torn or missing textbook pages, writing or graffiti on covers or inside pages,

cracked screens, damaged keyboards or ports, and signs of misuse such as water exposure or excessive dirt. If a fee is assessed, parents or guardians will be notified, and charged through FACTS. Continued carelessness or repeated damage may lead to consequences, including loss of privileges to check out materials or use devices.

We ask for the support of families in helping students understand the importance of treating school property responsibly. Together, we can ensure that learning materials remain in good condition for all students—now and in the years to come.

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
2025-2026

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 current 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, 2024 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 12, 2025. 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 2025-2026 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 the 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 35 service hours for our school each school year. (17 for a single parent family)
- I understand that to qualify for Plan C/P we must actively support both Holy Name School and Holy Name Church by participating in the fund-raisers and completing ALL service hours. Contributions made to qualify for Plan C/P 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 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 90 school days.**

****I have read, understand and agree to the 2025-26 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
Student Name	_____	_____
	(please print)	Grade
Student Name	_____	_____
	(please print)	Grade
Student Name	_____	_____
	(please print)	Grade

I agree to pay tuition in 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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