Academy of the Holy Names
Grades 6-12

Esse Quam Videri

STUDENT-PARENT HANDBOOK 2026-2027

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The administration reserves the right to review and update the handbook as it sees fit. The parent(s)/legal guardian(s) and students will be given prompt notification if changes are made.

References herein to “Holy Names” or “AHN” as a school pertain to Academy of the Holy Names.

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INTRODUCTION

This *Student-Parent Handbook* is intended to be a helpful and accessible resource for both students and parents/guardians. Within these pages, you will find explanations of our expectations, policies, and practices—what we ask of you and what you can expect from Academy of the Holy Names in return.

More than a policies and procedures book, this handbook reflects the spirit of our school community: a place grounded in tradition, guided by faith, and committed to the formation of young women who live with purpose. It outlines the outward behaviors and norms that support a harmonious and nurturing community striving to fulfill our shared mission.

At Holy Names, we are dedicated to nurturing women of conscience, competence, and compassion—young women who are on a journey to discover their purpose and confidently make a difference in the world. Our motto, *Esse Quam Videri* —"To be, rather than to seem"—inspires us to lead authentic lives of integrity and courage.

We hope this handbook will be a valuable guide along that journey, offering clarity, consistency, and insight into how and why we do what we do.

We are grateful to walk with you as you grow, learn, and lead.

MISSION STATEMENT

Transforming young women from intuitive learners to innovative thinkers, empowering generations of courageous, faith-filled women to be skillful builders of a better world.

ALMA MATER



Here's a song we love to sing,
Of our school so fair to see,
Of the hills that stand on guard,
Calling out to you and me.

So come with a song;
Let it sound through the years.
Voices praise the Holy Names
And our alma mater dear.

O, Holy Names, our allegiance we pledge.
Lead on to glory with your fame ringing through the land,
And when the road of our lives turns beyond,
Alma Mater, we'll proudly for you stand.

School with beauty all enshrined,
With your banner all unfurled,
Staunch and true we'll e'er proclaim
Your ideals before the world.

So march with a song,
As the days pass along.
Grateful hearts to you we bring;
Your praises ever sing.

SCHOOL PRAYER

Blessed Mother Marie Rose, we firmly believe in the power of your intercession with almighty God: Father, Son, and Holy Spirit.

We beg you to hear our humble prayers and to obtain for us the favors which we now ask in the silence of our hearts.

God, our father, knows all, can do all things, and loves us.

Sure of God's love and strong in our faith, together with you, Blessed Mother Marie Rose, we accept God's most Holy Will through Jesus Christ. Amen

CHARISM OF THE SISTERS OF HOLY NAMES OF JESUS AND MARY

The Charism of the Sisters of the Holy Names of Jesus and Mary is rooted in the primacy of God's love and the power of education to develop the potential God gave each of us.

CORE VALUES OF THE SISTERS OF HOLY NAMES OF JESUS AND MARY

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

CORPORATE STANDS OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY

The Sisters of the Holy Names have adopted Corporate Stands on Migrants and Refugees, Water as a Human Right and Public Good, and Against Trafficking in Women and Children. For more information follow this link.

PROFILE OF THE GRADUATE: TO CREATE, TO SERVE, TO LEAD

At Academy of the Holy Names, students are shaped by the enduring call "to be, rather than to seem" — *Esse Quam Videri*. This commitment to authenticity, integrity, and purpose defines their journey and inspires their impact. Rooted in Gospel values and guided by the charism of the Sisters of the Holy Names, Holy Names graduates are:

- *Scholars*: Pursuing academic excellence with curiosity, discipline, and a lifelong love of discovery.
- *Leaders*: Leading with confidence, courage, and conviction, using their influence to uplift, include, and inspire.
- *Authentic*: Living with integrity and purpose, forming authentic relationships with God, others, and the Earth.
- *Empowered*: Embracing their individuality, discovering their voices, and nurturing their God-given gifts.
- *Innovative*: Innovating with intention, creating meaningful solutions that reflect both wisdom and justice.
- *Service-oriented*: Serving with humility and compassion, responding to the needs of both local and global communities.

They do not simply appear to live lives of meaning—they embody living lives of meaning. Our graduates leave ready not only to succeed but to make a difference.

BELIEF STATEMENTS

Faith Formation

We believe:

- The paramount goals of Academy of the Holy Names, a school sponsored by Holy Names Educational Ministries, are education in the faith and full development of the human person.
- As a spirit-driven community, our Catholic school nurtures faith, fosters intellectual growth, respects diversity, and promotes service.
- A supportive climate affirms the dignity and individuality of all persons within the school community.
- A faith-based school community shares with parents the responsibility for the moral and spiritual development of its students.
- A faith-centered education inspires young women to maximize their talents to embrace the challenges of the world to lead efforts toward creating positive change.

Academic Excellence

We believe:

- Our single-gender learning environment and challenging academic program motivate young women to discover and fully develop their unique talents and skills.
- Academy of the Holy Names' tradition of promoting respectful freedom of expression, appreciation for diversity, and time for reflection engenders self-confidence, creativity, and the development of critical thinking skills among its students.

Leadership

We believe:

- Early cultivation of leadership skills is essential for girls and young women to succeed in their future communities, professions, and homes.
- It is vital our school encourages critical thinking, creativity, and compassion, which are essential components of great leadership.
- Leadership is grounded in spirituality, a sense of responsibility and dedication.

Social Responsibility

We believe:

- Academy of the Holy Names' community is committed to educating students of diverse economic, religious, racial, and ethnic backgrounds.
- A diverse, collaborative learning experience ensures that students learn to appreciate all persons and cultures.
- The Gospel call to justice requires our young women to acquire skills of social analysis and critical consciousness, to gain knowledge of current Catholic social teaching, to grow in understanding of systemic change, and to participate in programs of service and outreach.

Learning Environment

We believe:

- Academy of the Holy Names is a dynamic partnership of administrators, faculty, families, and students, both past and present, dedicated to creating and sustaining a nurturing and challenging educational experience.
- The full development of our students occurs in an atmosphere that balances intellectual growth with the development of religious, athletic, artistic, and social skills.
- Students experience a sense of community and a spirit of peace in a learning environment that fosters the building, nurturing, and maintaining of strong relationships – teacher to student and student to student.

Academy of the Holy Names provides an academically challenging learning environment which emphasizes emerging concepts and learning opportunities in all areas.

NONDISCRIMINATION STATEMENT

AHN admitted students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. AHN does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or any other AHN-administered program.

THE COMMON GOOD

Our efforts as a Catholic educational institution are to further the common good. This goal is what we mean by building a better world. The *Catechism of the Catholic Church* defines and explains the Common Good as "the sum total of social conditions which allow people, either as groups or as individuals, to reach their fulfillment more fully and more easily. The common good concerns the life of all. It calls for prudence from each, and even more from those who exercise the office of authority" (*CCC*, para. 1906).

According to the *Catechism*, there are three essential elements in fostering the common good. First, it calls upon everyone to respect the dignity and rights of the individual person. Second, it calls for development of the social fabric that unites and supports the group as a whole. Third, it calls for peace provided by a just and stable social order.

This handbook outlines and details processes and policies designed to foster the common good and thereby assist in the full development of each person.

GOOD STANDING

The term “Good Standing” is referenced throughout this handbook. A student is considered in good standing when she meets the school’s academic and behavioral expectations.

Students on academic or disciplinary probation are no longer in good standing. The consequences for probation are described in relevant sections, but include prohibition of participation in athletics, extracurriculars, and non-academic travel, as well as loss of senior privileges. Students on academic probation will be provided with a structured academic support program.

1.00 ACADEMIC POLICIES

Academy of the Holy Names unleashes its students' creative energy for the pursuit of knowledge and skills, and nurtures in them a hope-filled vision for building a better world. We are committed to developing their growth along the way.

Our process reflects our belief that true academic excellence is grounded in clear, challenging, and rigorous learning criteria. It is designed to:

- Match our belief that academic excellence is defined in terms of specific, challenging, and rigorous learning criteria.
- Reward the efforts of all our students who have exceeded the highest academic standards in our program of studies.
- Align with the practices commonly found in colleges and universities, preparing our students for future academic success.

1.01 Curriculum, Requirements, and Scheduling

Curriculum
Academy of the Holy Names offers a Middle School Program and a High School College Preparatory Program. Both programs take place in an atmosphere that supports the spiritual, intellectual, and emotional growth of all our students.

Credit Requirements
Refer to the *High School Curriculum Guide* for required credits for graduation and the specific breakdown of credits among the various academic disciplines. Students who satisfactorily complete these credits will receive a High School diploma from Academy of the Holy Names.



Program of Study
Holy Names publishes its program of study in its *High School Curriculum Guide* in the Parent Portal.

Scheduling Process

Student success and preparation for college and career is a top priority when it comes to scheduling. Each student consults with her advisor and sometimes the Director of College Counseling to develop a long-range academic program that will best situate her for personal and academic success. After course offerings are distributed in February, students will meet with their advisors to begin the process of developing their course of study for the following year. This conversation is informed by teacher recommendations. Parents/Guardians, the student, and the student's advisor will discuss and finalize course selection at the spring report card conference.

After registration, courses with low enrollment will not be offered. Students who have enrolled in those courses will be notified and offered the opportunity to enroll in a different course.

Schedule Changes



In rare circumstances, students may need to request a course change. In such cases, the student will complete a course change request form, and submit it to the Principal. The deadline is two weeks after the start of the term for all courses except for advanced placement courses which is four weeks after the start of the term. Parental approval must be submitted to the Principal by email. A copy of the course change request form is available on the School Forms tile on the AHN Portal Resource Board. The course change request must be approved by the Registration Committee. A course change request will not be approved if it is not deemed to be in the student's best interest by the Registration Committee.

A student who drops a course after the deadline for course changes receives a transcript grade of "W" (for Withdraw) for the course.

1.02 Grading and Report Cards

Course Grading System and Course Grade Calculations

Percent to Letter Grade Conversion for Report Cards							
A+	98-100	B+	88-89	C+	78-79	D+	68-69
A	94-97	B	84-87	C	74-77	D	65-67
A-	90-93	B-	80-83	C-	70-73	NC	Below 65

Letter Grade to Percent Conversion for In-class assignments							
A+	100	B+	89	C+	79	D+	69
A	95	B	85	C	75	D	65-67
A-	92	B-	82	C-	72	NC	

Faculty publish their grading policies in their syllabi at the beginning of the course. Weighting of cumulative semester exams, projects, homework, participation, and assessments varies by department and faculty.

Academy of the Holy Names does not weight its courses.

Incompletes
An Incomplete (I) is a temporary grade given when a student is unable to finish coursework due to extenuating circumstances such as illness or family emergency. The teacher, student, or parent/guardian may request an Incomplete, subject to approval by the Principal.

All work must be completed within two weeks of the marking period's end unless an extension is granted. A plan for completion will be established by the teacher, student, and Principal. Once the work is submitted, the teacher will assign a final grade and notify the Principal. If the deadline is missed without an approved extension, the grade will reflect only the work completed and may result in failure.

Incomplete grades may affect senior privileges, athletic eligibility, or academic standing. It is the student's responsibility to complete all required work on time.

Assessment: Midterms and Finals
Some full year courses may have midterm assessments that will be administered in January. The final assessment will be administered in June and reflect material covered in the second semester. Final assessments are administered at the conclusion of semester courses. These assessments may be in the form of examinations, essays, portfolios, presentations, or projects. Students are expected to adhere to the schedule set for midterms and final assessments. A

student cannot receive credit for a midterm or final which she has not completed, for reasons other than medical or family emergency. Parents must call the Principal to make other arrangements when a student will miss an exam due to illness. A doctor's note is required for absences beyond five days. Middle School students who take high school courses must follow the assessment requirements for that course.

Report Cards and Progress Monitoring
Electronic report cards are available to students and parents at the end of each quarter. Parents/Guardians may access their daughter's current grades at any time through the Holy Names Parent Portal (*myAHN*) under the performance section of their daughter's information. We do not issue progress reports.

1.03 National Honor Society

The Academy of the Holy Names Chapter of the National Honor Society (NHS) exists to create enthusiasm for scholarship, develop character, stimulate a desire to render service, and promote leadership in Holy Names students.

At the beginning of their junior year, students who have a cumulative GPA of 3.67 (truncated) or higher and do not have a history of multiple infractions or policy violations will be invited to apply for membership in NHS. A faculty council, one of anonymity, evaluates the application materials of those who choose to pursue membership. Equal consideration is given to each applicant's academic achievement (scholarship), character, service, and leadership. Criteria for admission includes the following:

- Scholarship: The student must have a 3.67 cumulative average in credit-bearing courses.
- Character: The student shall…
    - Uphold principles of morality and ethics.
    - Cooperate by complying with all school regulations with pride and a willing and positive spirit.
    - Demonstrate the highest standard of honesty and responsibility.
    - Demonstrate courtesy, concern, and respect for others.
    - Manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others**.**
- Service: The student shall…
    - Put service to others above self-interest.
    - Give time, effort, and talents- not for personal gain but for the class, school, or community as a whole.
    - Work well with others and be willing to take on difficult or behind-the-scenes responsibilities.
    - Cheerfully and enthusiastically render any requested service to the school.
    - Willingly represent the class or school in interclass and interscholastic competitions.
- Leadership: The student shall…

- Contribute constructive ideas which improve the school.
- Exercise positive influences on peers in upholding school ideals.
- Exemplify positive attitudes.
- Be able to delegate responsibilities.
- Demonstrate academic initiative.
- Successfully hold school offices or positions of responsibility, conducting business efficiently and effectively, with independence.
- Demonstrate reliability and dependability.
- Demonstrate leadership in the classroom, at work, in school, or in community activities.

For failure to maintain the requisite academic average, a student is placed on NHS probation for a period of ONE semester. A letter is sent home to the student and the parent explaining the procedure and encouraging her to work harder to raise her average. If the average is not satisfactory after the probationary period, the student is dismissed from NHS. Any student who is placed on disciplinary probation by the Principal is placed on NHS probation for the duration of her time at Holy Names. A letter is sent home to the student and the parent explaining the probation. Any additional violation of the Holy Names Code of Conduct will result in automatic NHS dismissal. Members who are dismissed or who resign are never again eligible for NHS membership. Any student has a right to appeal her dismissal before the faculty council.

1.04 Failure to Meet Academic Standards

We take pride in our high academic standards, which are designed to prepare students for the demands of college-level work. All students are expected to meet these standards of excellence and are supported throughout their academic journey to help them succeed.

Teachers and advisors actively monitor student progress and communicate with parents or guardians when concerning patterns emerge. At the same time, students are encouraged to take ownership of their learning by regularly assessing their progress toward proficiency and mastery in each course. They are expected to make full use of the academic resources and support systems available to them. [See Academic Support, Section 1.06].

Any student earning a D or below in any course on the quarterly report card will meet with her advisor to discuss academic resources and strategies for improvement. She may also be required to attend study halls in lieu of free periods to provide a quiet space to support her academic success.

Academic Support Plan
AHN is committed to fostering academic excellence while supporting each student's individual growth. An academic support plan is a collaborative plan developed by a student, her advisor and her parents. The plan outlines the needed support and expectations for a student whose course averages include one NC (no credit) or two Ds in the middle of a term or at the end of first or third quarter. The advisor should notify the principal that a student requires an academic support plan.

Academic Probation

Academic probation is a formal support process for students who are not meeting minimum academic expectations.

All students must meet minimum academic and behavioral standards to participate in extracurricular and after-school activities. Students on academic probation are ineligible to participate in time consuming school-sponsored activities such as athletics, plays, and non-academic field trips. Additionally, senior privileges are suspended for students on probation.

A student is placed on academic probation if she receives one NC or two Ds at the end of the first semester. High school students on academic probation are assigned to study hall in lieu of free periods and are expected to meet with each of their teachers to develop an academic support plan aimed at improving their performance.

The student shall remain on academic probation until the next report card at which time the student's standing will be re-evaluated by the Principal and she may be returned to good standing. The Principal alone reinstates the student to good standing.

Academic Contract

Any student who fails the first semester of a full year course will sign an academic contract. The terms of the contract will require the student to be on academic probation and earn a C or better in the second semester in order to pass the course for the year.

Summer School

A student who fails a course that is a graduation requirement must fulfill the requirement by registering within their district, Hudson Valley Community College (HVCC), or One Schoolhouse credit recovery and pass the course over the summer following the failure. If a student fails a course and there is no summer school for that course, she must either pass an approved online course or, if none is available, she must receive thirty hours of private tutoring and pass an assessment given by Holy Names that is pre-approved by a Holy Names administrator. The tutor must verify in writing the dates and times of tutoring.

Multiple Course Failures/Return to Holy Names

A failure of any course required for graduation must be remediated. Students may take up to two courses in summer school and will be promoted to the next grade level upon successful completion of those courses. Students who fail three or more subjects will not be invited to return to Academy of the Holy Names.

1.05 Educational Records

Educational Records and Privacy

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act (FERPA), parents and students have the right of access, review, and request

corrections to the student's official educational records. Each student has an official folder in which academic records are placed. Any disciplinary records are held separately. If a parent wishes to view the academic record, the school requires twenty-four hours' notice and a written request from the parent.

Academy of the Holy Names abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. For more information on custodial arrangements, see Parent/Guardianship Policy, Section 3.05.

Policy on Sending Academic Records
We are committed to maintaining the privacy and security of student records while ensuring a smooth transition to other institutions when necessary.

- Request for Records: Academic records will only be sent to another independent school, public school, or college upon receiving a written request from the student's parent, guardian, or the student (if over 18).
- Definition of Academic Records are records that consist of:
    - Transcripts of grades and coursework
    - Standardized test scores
    - Attendance records
    - Teacher evaluations or recommendations (if applicable)
- Processing Time: Please allow up to 10 business days for the processing and transmission of records.
- Outstanding Obligations: Academy of the Holy Names reserves the right to withhold records until all financial and other obligations to the school have been satisfied.
- Disciplinary Records: Disciplinary records will only be included if explicitly requested by the receiving institution or required by law. Such disclosures will adhere to applicable privacy regulations.
- Applicable Privacy Regulations: The school complies with all federal, state, and local laws governing the privacy and confidentiality of student records. These laws include, but are not limited to:
    - The Family Educational Rights and Privacy Act (FERPA)
    - Any applicable state-specific student privacy laws
- Confidentiality: Records are sent directly to the requesting institution to ensure privacy. Copies will not be released to third parties without prior authorization.

These regulations ensure that records are shared only with authorized entities and with proper consent.

1.06 Academic Support

Counseling and Advising

The College Counseling program at Academy of the Holy Names strives to provide every student with the social-emotional and academic planning support she needs throughout her tenure. It is composed of a dedicated school counselor, a college counselor, and our 1:1 student-faculty advisor program. Our counselors and advisors work to promote mental and physical health, overall emotional wellness, and a sense of belonging. In addition, our College Counseling Program aids with academic support services, course selection, career exploration, the college application process, and post-secondary options. We endeavor to create a safe and accepting space where students receive compassionate and individualized guidance from their school counselors.

Visit the College Counseling webpage or our Personal Counseling & Wellness page, for general information. Further information is available in the *myAHN* portal under "Resources;" see "The Counseling Center" and "College Counseling."

Academic Advisement and Flex/HR

A Flex/HR period is part of Holy Names's daily schedule. The purpose of the period is for clubs or classes to meet; and for students to study, work on assignments, or see their teachers for extra help or to make up tests. This period is also used, as needed, for assemblies, liturgies and prayer services. Students are expected to use this time for academic purposes.

Learning Workshop

At the recommendation of a student's advisor and in consultation with the Principal and the Learning Workshop coordinator, a student may request to be scheduled into the Learning Workshop to receive extra support in organization, study skills, and assignment completion. The student's advisor must initiate the Learning Workshop request by completing the appropriate form. Meetings with the Learning Workshop Instructor are scheduled during a student's free or study hall period. Once scheduled, attendance is mandatory.

Math Lab

Students who need additional support in math may drop into the Math Lab during their homeroom/flex period.

Library Learning Commons

The Library Learning Commons and its staff create and maintain an environment of hospitality, collaboration, and respect. The Library Learning Commons contributes to lifelong, contemporary learners by stimulating interest in reading, viewing, and using information and ideas for academic and personal use - providing opportunities for students to become ethical digital citizens when using technology for academic and personal use, and collaborating with teachers to develop authentic learning experiences that promote our curricular goals.

More information regarding using the Library Learning Commons can be found under Facilities, Section 7.02.

Parent-Teacher Communication, Conferences, and Back-to-School Night
As partners in education, the school and family work together to nurture the growth of each student socially, emotionally, and academically. Teachers are expected to reach out to parents/guardians when they see patterns of behavior or academic effort that concern them. Parents and guardians are encouraged to contact their daughters' teachers if they have questions or see areas of concern. [See Parent Information and Communication, Section 9.00]

Report Card Conferences with students' advisors are scheduled in the fall and the spring after the first and third quarters. The school or the family may request a conference at any time.

Back to School Night, usually in September, is an opportunity for parents/guardians to follow their daughter's schedule for a brief overview of courses by her teachers.

Open Gradebook
Students and their parents or guardians have access to the electronic gradebook. As students mature into independent learners and agents of their own futures, it is important that they take increasing ownership of their academic progress.

With open access to their gradebooks, all students, and parents/guardians have the tools to regularly assess a student's progress and identify where they need to focus their efforts. Parents and guardians serve as valuable supports during this process, helping their daughters grow in independence while honoring their responsibility to guide and encourage.

With transparent access to grades, families will continue to place the responsibility on students to track their own performance and advocate for themselves. At the same time, open gradebooks allow parents and guardians to step in and provide support when concerning academic patterns emerge.

When academic concerns arise, students and teachers should take the lead in initiating conversations and developing corrective strategies. Parents and guardians should be brought into the conversation if the issues persist or require additional support.

Teachers are expected to grade assignments in a reasonable amount of time, which varies according to the assignment. Gradebooks will generally be updated on a weekly basis, but some assignments may take up to two or three weeks to grade.

To access the gradebook:
1. Go to **www.ahns.org**
2. Click *myAHN* at the top right of the screen (this can be found within the horizontal 'three-line menu' if accessing via mobile device).
3. Once on the Portal, parents and students can see schedules, assignments, progress reports, report cards, and disciplinary notes.

1.07 Academic Integrity

Academy of the Holy Names is committed to the highest standards of academic honesty and intellectual integrity. We challenge students to develop strong moral and ethical practices in all aspects of their academic lives—including study, research, writing, presentations, examinations, and portfolios—and in all of their relationships and actions as members of our academic community. We believe that the pursuit of academic excellence is rooted in Christian character formation and values-based education, with academic integrity at its core.

Students are expected to work independently unless given explicit permission by a teacher to collaborate. All work submitted for a grade must be the student's own, unless it is designated as a group assignment. Assignments that require research must include proper citations for any information taken from the internet or other sources. Students are expected to neither give nor receive assistance on tests or graded assignments unless specifically allowed by the teacher.

Any allegations of plagiarism, cheating, or other forms of academic dishonesty will be reported to the Principal by the teacher. The Principal will meet with both the teacher and the student to determine appropriate consequences. These may include parental notification, detention, and academic probation. In all cases, the student must redo the assignment. The redone assignment may not receive full credit. The teacher, in conjunction with the Principal, will determine the highest allowable grade. Repeated offenses may result in receiving a zero on the assignment, academic probation, suspension, or expulsion.

Academic Integrity Policy: Artificial Intelligence (AI) Assistance

The following guidelines are taken from teachai.org and have been adopted at Holy Names.

- **Assessments**: AI tools may be used as a tutor or studying assistant to prepare for assessments, such as exams or quizzes, but using AI to generate answers for exams or quizzes is prohibited unless explicitly stated by the teacher giving the assessment.
- **Assignments**: Teachers are responsible for clarifying appropriate or prohibited uses of AI tools. Teachers might allow the limited use of generative AI on entire assignments or parts of assignments. They will articulate why they do not allow its use in other assignments or parts of assignments.
- **Bias & Critical Thinking**: Teachers and students alike should critically evaluate AI-generated content for potential harmful biases or inaccuracies and understand the limitations of AI and the importance of cross-referencing with trusted sources.
- **Citations**: Any AI-generated content used in assignments must be appropriately cited; its use must be disclosed and explained. As part of the disclosure, students must follow their teacher's instructions in choosing to cite their use of an AI system using one of the following resources:
    - MLA Style - Generative AI
    - APA Style - ChatGPT
    - Chicago Style - Generative AI

- **Plagiarism:** AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or passing off AI-generated content as one's own is considered plagiarism.

2.00 CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS

By their dress, demeanor, and presence in class, Holy Names students demonstrate respect for themselves, others, and our school. This section outlines behavioral expectations and the consequences for violations of the Code of Conduct. Consequences for violations are covered in the Disciplinary Process and Actions, Section 2.04. The administration may adjust consequences for just cause at its discretion.

2.01 Dress Code/Uniform Policy

The conduct of each member of the community must be motivated by basic self-respect, a respect for others, and a respect for the school. A dress code promotes professionalism, maturity, and leadership. A student's care about her personal appearance and the proper wearing of the school uniform is a sign of respect and cooperation as a member of the school community.

The purposes of the Holy Names uniform are

- To identify individuals as members of the AHN community.
- To promote an awareness of equality among individuals, regardless of economic background, ethnic or cultural differences, or social environment.
- To encourage students to concentrate on academics and not on styles, brands, etc.

Middle School Uniforms (6 – 8)



The Middle School uniform consists of:

- Plaid uniform skirt, not more than 2 to 3 inches above the knee, or uniform pants.
- Gray or white short-sleeved or long-sleeved uniform polo shirt with the AHN monogram.
- Navy-blue sweater with the AHN monogram/logo or gray quarter-zip pullover. A navy-blue sweater will be required for formal occasions.
- White, gray, or navy-blue knee socks or tights (ankle socks, crew socks, and socks with any logo may not be worn). Gray knee socks will be required for formal occasions.
- Flat-heeled penny loafers, worn properly with backs up.
- Navy-blue leggings may be worn for additional warmth under the uniform skirt at the students' discretion. Sweatpants/pajama pants may not be worn on cold days.

High School Uniforms (9 – 12)
The High School uniform consists of:



- Navy-blue uniform blazer with emblem, required for formal occasions.
- Plaid uniform skirt, not more than 2 to 3 inches above the knee, or uniform pants.
- White or navy-blue short-sleeved or long-sleeved uniform polo shirt with the AHN monogram. White polo is required for formal occasions.
- Gray uniform sweater vest required for formal occasions.
- White, gray or navy-blue knee socks or tights (ankle socks, crew socks, and socks with any logo may not be worn). Gray knee socks will be required for formal occasions.
- Navy-blue quarter-zip pullover (optional).
- Brown tie Oxford shoe or saddle shoe with backs folded up.
- Navy-blue leggings may be worn for additional warmth under the uniform skirt at the students' discretion. Sweatpants/pajama pants may not be worn.

"Out of uniform" means that the student is:

- Missing part of her uniform.
- Wearing an item of clothing that is not part of the uniform (wearing additional non-uniform clothing such as sweatshirts over the uniform shirt or substituting non-uniform clothing for the uniform such as running shoes for school shoes).
- Wearing a uniform item that has been defaced (i.e. written on, torn, ripped, painted).
- Wearing a uniform item improperly.

Non-Uniform Dress Code/Dress Down Days

- Yoga pants and leggings are acceptable
- Shorts are permitted. Shorts must not be shorter than fingertip length.
- In keeping with the standard of modesty and safety in dress, some items of apparel are never permitted, including on dress down days; for example, skin-tight clothing, lingerie, bare midriffs, slit or ripped skirts/shorts/slacks, micro-mini skirts, cutoffs, halters,

spandex, low cut shirts/tops, see-through shirts/tops, exposed underwear, or shoes with heels higher than three inches.
- Middle School students may choose to dress down in celebration of their birthday. They must adhere to the non-uniform dress code.

Notes on the Uniform

1. Uniforms are worn from the first full day of classes until the final day of exams.
2. Students are to be in uniform from 7:45 a.m. until 3:05 p.m. unless they must change for PE, an after-school sport, or another activity which would result in the soiling of clothes.
3. If a student is missing any part of her uniform, the student must have a note from home explaining the reason for the situation. Whenever possible, missing items will be provided from the uniform closet.
4. A student who must wear alternative footwear due to injury must present to the Dean of Students or her delegate, a medical excuse which clearly indicates the length of time that the alternative footwear will be required. It is expected the alternative footwear during this time period will be approved athletic footwear.
5. Non-uniform days occur throughout the year for a variety of reasons. Students will receive notification of appropriate dress for non-uniform days in advance. The dress on such days varies accordingly.

The Administration is the final arbiter of whether a student is adhering to the dress code. The strict interpretation of this dress code is left entirely to the judgment of the Administration and Academy of the Holy Names faculty.

The first violation of the Dress Code is considered a Minor Infraction of the Code of Conduct, repeated infractions may be deemed insubordinate and result in further disciplinary consequences, up to and including suspension. (See Major and Minor Infractions in Section 2.03)

2.02 Attendance Policy and Procedures

Academy of the Holy Names is grounded in the belief that a Holy Names education holds enduring value. This experience is holistic, embracing the academic, social, emotional, and spiritual dimensions of each student's life.

A successful student is one who actively participates in the life of the school—engaging in meaningful dialogue, collaborative learning, and positive interactions with both teachers and peers, inside and outside the classroom. Consistent daily attendance and full participation in all classes are essential expectations.

Retreats, liturgies, and prayer services are integral parts of the Holy Names experience and contribute to the spiritual formation of our students. Attendance at these events is required for all students. Financial assistance is available to ensure that every student has the opportunity to participate fully in retreat programs.

Students who accumulate excessive absences may lose the privilege of participating in field trips, enrichment opportunities, assemblies, or other voluntary school-sponsored activities that require missing instructional time. Eligibility will be determined by the administration based on the student's attendance record and academic standing.

When a student's absences become numerous, the school, in partnership with the family, will intervene to provide the necessary support and guidance.

All Students should arrive by 7:50 a.m. so that they may go to their locker and be seated in their first period class before prayer and pledge begins at 8:00 a.m. First period class attendance is taken at 8:00 a.m., any student arriving after that time will be marked late to class.

Reporting an Absence
The Parent/Guardian must email the Administrative Coordinator for Students at: attendance@ahns.org no later than 7:45 a.m. The email should include:

- The student's full name
- Grade
- Reason for absence.

An email must be received that covers each day of a student's absence.

Excused Absences	Unexcused Absences
• Child's illness • MedicalAppointments • Sickness or death of a family member for up to three days within New York State or five days outside of the state. • Court appearances • Religious observances • Participation in a school sponsored event • Valid educational absences such as college visits • Impassible roads	• Oversleeping • Problem with transportation • Missing the bus • Family vacations • Non-school trips • Driver's Test • Suspension or truancy All unexplained or undocumented absences are considered to be unexcused.

Absences for five or more consecutive days due to health or medical issues must be documented by a doctor's statement.

An anticipated student absence for two or more weeks due to health or medical problems must be documented by a physician's or therapist's statement and submitted to the Administrative Coordinator for Students as soon as possible. This must include a statement saying that the student is not able to attend school and why.

What to Do When Returning to School After an Absence
A note or email from a Parent/Guardian which contains the following information is to be sent to the Administrative Coordinator for Students within one school day of the student's return to school following an absence:

- Student's First and Last Name
- Grade level
- Date(s) of absence
- Reason
- Parent/Guardian Signature
- Telephone number(s) where Parent/Guardian may be contacted

Truancy
Truancy, an intentional, unauthorized absence from school for a full day or any part of a day (off campus), will result in suspension and a parent/guardian conference. In exceptional circumstances this may include the notification of proper authorities.

What to Do if a Student is Late to School
A student is considered tardy if she is not seated in her first period class by 8:00 a.m. Upon a tardy arrival to school, a student must sign in at the Front Office and receive a pass to class. **Students must be in attendance by 10:30 a.m. in order to participate in after school athletic games/practices, performances, events, or dances.**

If a student will be late to school, the parent/guardian must email the Administrative Coordinator for Students at attendance@ahns.org. The email must include the following information:

- Time of arrival
- Date of tardiness
- Reason for tardiness
- Parent/guardian name and phone number where parent/guardian can be reached during the school day

If a student does not have a note, this will be documented by the Administrative Coordinator for Students and parents will be notified. Any student who accumulates three unexcused tardies to school will be assigned after-school detention. Students who continue to arrive late to school after serving detention will face escalating consequences, which may include a parent-administrator conference or suspension. Unexcused tardies include, but are not limited to, those resulting from oversleeping, traffic, a late ride, or missing the bus. Any notification of a student's tardiness to school that does not include an excused reason is considered an unexcused tardy.

What to Do if a Student Needs to Leave School Early
To leave school early, the student must

1. The student must have a parent or guardian email the Administrative Coordinator for Students at attendance@ahns.org. by 8:30 a.m. Students will not be permitted to leave without a parent email.

2. If a parent needs to pick their daughter up early and cannot send an email to the Administrative Coordinator for Students, they must come into the Main Office and sign their daughter out.
3. The student must obtain an early dismissal pass from the Administrative Coordinator for Students during the homeroom period.
4. The student must give the early dismissal pass to the teacher at appropriate dismissal time.
5. It is up to the student to keep track of her dismissal time and depart from class at the proper time.
6. Any student leaving early, except for a medical appointment, may not participate in any after school activities.

Appointments
Parents/Guardians are encouraged to schedule appointments after school so that student learning is not adversely affected. A pattern of early dismissals will result in a parent conference with the Dean of Students.

Going Home Sick
All ill or injured students must report to the Health Office or, if the nurse is unavailable, to the Front Office. The nurse or Front Office staff will assess the situation, contact a parent or guardian, and arrange for early dismissal and transportation if necessary.

Parents or guardians are expected to begin making arrangements for their daughter's pickup immediately upon notification and to have her picked up as soon as reasonably possible. Because travel times vary, the school recognizes that the time required to arrive on campus will differ among families. Parents who are unable to respond promptly should designate an emergency contact who can pick up their daughter on their behalf.

Students should not contact a parent or guardian on their own or leave campus without authorization from the nurse or Front Office staff. The nurse or Front Office will assist the student in contacting her parent or guardian when appropriate.

AHN is not equipped to provide extended care for students who are ill. Students who are too ill to remain in class should be picked up promptly to ensure their comfort and to minimize exposure to others.

Class Attendance

Regular class attendance is essential for academic success and the integrity of our learning community. Students are expected to attend all scheduled classes on time and be prepared to participate fully.

We recognize that there may be extenuating circumstances—such as significant illness, family emergencies, or other serious situations—that prevent a student from attending class. In such

cases, the student or parent/guardian must notify the school as soon as possible and provide appropriate documentation if requested.

Student success depends on regular class attendance. For this reason all class attendance is tracked. The following interventions will occur incrementally:

- Five class absences in a quarter will result in parental and advisor notification.
    - This notification will be made by the Administrative Coordinator for Students who will contact the student's parent(s) and the Dean of Students. This notification will include a reminder of the attendance policy and the ramifications for excessive absences. The Administrative Coordinator for Students will stress the importance of class attendance and discuss appropriate intervention strategies.
- Ten class absences within two consecutive quarters will result in a parent/guardian conference with the Dean of Students. In the event the course is a one semester course, the student may not receive credit for the course.
- Fifteen total class absences (for a full year course) will result in a parent/guardian meeting with the Principal, and Dean of Students, and the student will be placed on an academic support plan and assigned to study hall in lieu of free periods.
- Twenty total class absences may result in denial of credit for the course.

For the consequences of deliberately skipping class and other scheduled commitments, see 2.05.06 Skipping or Tardy to Class or Truancy (above).

The nature of any absence, tardiness, or early departure will be coded on a student's record.

The Administrative Coordinator for Students has been designated to monitor attendance and will review pupil attendance records and initiate appropriate action to address unexcused pupil absences, tardiness, and early departures consistent with this policy.

Missed Assignments

When a student is absent, it is her responsibility to obtain class notes, assignments, and any other required work from the class's portal page. Students must follow the late work policy outlined in each teacher's course syllabus to ensure timely completion of assignments. Failure to meet established deadlines may result in a loss of credit.

Make-Up Work Policy

- Homework
    - If a student is absent on the due date, she must hand in the assignment as soon as she returns to school.
    - Late assignments that are not the result of absence or extenuating circumstances will not be given full credit.
    - Any homework assignment that is late by more than a week will be given a grade no higher than 60%.
    - Any homework assignment that is not turned in will be given a grade of 0%, unless there are extenuating circumstances.

- In-School Assessments
    - If a student is absent on only the assessment day, she must make up the test the following day during flex/homeroom. However, if the day is an A day, she must make up it during flex on B day.
    - Should a student be absent for an extended period, the teacher will determine the makeup timeline and communicate that to the student.
    - If a student has a number of assessments to make up in the testing room, or school wide assemblies have impacted a student's ability to make up an assessment, she may receive a pass from the Dean of Students or the Principal to make up a test during a specific free period.
- Projects
    - If a student is absent on only the project due date, and it is to be handed in, not submitted electronically, the student must hand in the project the day she returns to school.
    - Late projects that are not the result of absence or extenuating circumstances will not be given full credit.
    - A project that is more than a week late will be given a grade no higher than 60%.

Teachers and departments may publish additional policies in addition to those stated above.

2.03 Behavioral Expectations and Infractions

We expect Holy Names students to be of good character and to live lives consistent with the charism of the Sisters of the Holy Names. Our behavioral expectations and consequences for their violations are part of a disciplinary system meant to form character and promote personal responsibility as well as foster a harmonious community.

As a school community we strive for harmonious relationships and care for our physical environment. A harmonious and peaceful school is one in which there exists an atmosphere of respect and support. Students understand their individual responsibilities as well as the responsibilities they have toward one another in regard to personal respect, peer interactions, cyber-responsibility, and conflict resolution. A counselor and the Dean of Students are available to all students to help mediate disputes and to guide healthy conflict resolution. Teachers and staff are trained to help students manage conflict in a respectful and constructive manner. Resources and other support regarding bullying, relational aggression, and cyber-safe practices are available to parents on the school's website, as well as through the school's counselor and administration. Any form of inappropriate response to conflict, including fighting, verbal threats, destruction of personal property, possession or use of weapons, cyber-bullying, or harassment is in direct violation of the mission Academy of the Holy Names and should be reported, by email or in person, immediately to the Dean of Students or other responsible adult.

Major and Minor Infractions

The following list of infractions does not encompass all the ways that students might harm relationships, demonstrate disrespect for the school, or bring the school into disrepute. [Links

are provided to other sections of the handbook where further information is communicated. Major infractions are described in section 2.05]

Minor and major violations of the Code of Conduct include, but are not limited to:

Minor	Major
Littering on Campus Lesser Forms of Disrespect Inappropriate Language Uniform Infraction Tardy to School/Class Use of Cell Phone During School Hours Lesser Violations of the *Acceptable Use Policy*	Bullying/Cyberbullying/Harassment/Threats Greater Forms of Disrespect Fighting and Violence Threats of Violence Possession of a Weapon Skipping Class/School/Class/Mass/Assembly Dishonesty/Lying Theft and Vandalism Insubordination and Disruption Violations of the Chemical/Substance Use Policy Cheating/Plagiarism/Academic Dishonesty Greater Violations of the *Acceptable Use Policy*

There are times when students fail to live up to our high expectations. Disciplinary responses to infractions are outlined in section 2.04.

2.04 Disciplinary Process and Actions

Discipline is the means by which we regulate our behavior. At its best, discipline is internally motivated: we act according to our conscience and in alignment with reasonable social norms and rules. This is the essence of self-discipline.

We recognize our students are in various stages of development as they grow toward adulthood and its responsibilities. It is the shared duty of parents, teachers, and mentors to provide guidance, correction, and encouragement in the formation of proper behavior and character. We take seriously our role in nurturing young women of integrity, compassion, and leadership — women who will one day govern the world. Until they are ready to do so, they may need help learning to govern themselves.

Discipline, then, is not merely punitive—it is a process of education and correction, rooted in respect for the dignity of each student. Through progressively appropriate responses to misbehavior, we aim to teach responsibility, self-awareness, and accountability in a supportive and structured environment.

- Classroom discipline is the responsibility of the classroom teacher. Expectations are clear, consistent, and enforced fairly.

- Infractions will be referred to the Dean of Students, and, if necessary, to the Principal and/or President. The Board of Trustees plays no role in adjudicating infractions, and disciplinary decisions cannot be appealed to the Board of Trustees.

- Parents or guardians will be notified promptly of any significant concerns regarding their daughter's conduct. Likewise, parents with concerns about discipline or classroom behavior are encouraged to communicate directly with the classroom teacher as the first point of contact.

2.04.01 Search and Seizure

The school administration will exercise its right to search anything brought onto school property including but not limited to, backpacks, cell phones, laptop computers, and cars - if there is reasonable cause to do so. Lockers are school property and subject to search. Any search is to be done in the presence of another staff member.

2.04.02 Disciplinary Process

When a student commits a minor infraction of the Code of Conduct (see Behavioral Expectations and Infractions, Section 2.03) the infraction will be addressed by teachers and/or administrators directly with the student and an infraction will be recorded. The Dean of Students may assign a detention. Parents will be notified by e-mail when their daughter receives a detention. Major infractions or repeated minor infractions will result in further disciplinary action by the administration as outlined below (Disciplinary Actions, Section 2.04.04).

Accusations of major violations of the Code of Conduct and misconduct will be investigated thoroughly and expediently. Every effort will be taken to ensure student confidentiality is maintained. Parents and guardians will be contacted and invited to speak with their daughter and the administrator handling the case.

2.04.03 Investigations

When a possible violation of school policy is reported, the school administrator will conduct a fair and thorough investigation. This typically involves gathering relevant information, speaking with involved students and witnesses, and reviewing any available evidence. Students will be given an opportunity to share their perspective, and their dignity and rights will be respected throughout the process.

This process reflects the school's commitment to due process—a principle rooted in both constitutional tradition and the Catholic understanding of human dignity. Due process means that decisions are made carefully, based on facts, and with an open mind. It protects students from arbitrary treatment while ensuring the well-being of the broader school community. The goal of any investigation is truth and fairness in an effort to adequately access a response.

Interviews: When a student is involved in a school investigation, the administrator will notify the parent or guardian and invite them to be present for any interview with their child. While the school values partnership with families, it may proceed with the interview if it cannot be reasonably delayed or if the parent/guardian does not object. Interviews are recorded, and all participants will be informed of the recording. The purpose of these interviews is investigative—not adversarial—with a sincere commitment to uncovering the truth and supporting all involved. We seek reliable and voluntary information. While parents are welcome to observe, they may not disrupt or impede the process.

2.04.04 Disciplinary Actions

While the following actions are generally progressive, sometimes the infraction may be egregious enough to demand the most severe action. Major violations of the Code of Conduct typically warrant an action more severe than detention. The administration may adjust consequences for just cause at its discretion.

Detention
Detentions are served for minor and some major infractions of the Code of Conduct. Detentions require that a student remain quiet and under the supervision of a school teacher or administrator after school and in a designated location. Detention may also include restorative actions for the school community.

After school detention begins at 3:10 p.m. and ends at 4:00 p.m.. After school jobs, appointments, team practices, athletic competitions, or other activities do not excuse a student from detention.

A student may receive and be required to serve multiple days of detention for some infractions.

Behavioral Contract
Repeated violations of the Code of Conduct or Major Infractions may result in the development of a behavioral contract which will outline the expected behavior of a student going forward and the consequences that will result should the student violate the terms of the contract. The Dean of Students will develop and review the contract with the student and her parents/guardians.

In-School Suspension
A student who serves an in-school suspension will be suspended from classes and school activities and programs for a period of one to three days. She will report to a designated location at school for the duration of her suspension and will be given class assignments. In-school suspensions will be preceded by a conference with parents or guardians. Suspended students are placed on Disciplinary Probation (see Disciplinary Probation below).

Out-of-School Suspension
A student serving an out-of-school suspension will not be permitted to attend classes, come on school grounds, or participate in school activities, for a period of one to five days. Some

examples of offenses that may warrant out-of-school suspension are use of illegal substances or smoking on school property, stealing, threats of violence, hate speech, and fighting.

Out-of-school suspensions will be preceded by a conference with parents or guardians. Students placed on out-of-school suspension may be allowed to return to school after a re-entry conference with the Principal and/or Dean of Students, and her parents/guardians. Suspended students are placed on Disciplinary Probation.

In instances of further disciplinary problems, the administration will call a meeting with the student and her parents/guardians to determine whether or not the student should be allowed to continue her education at Academy of the Holy Names. (See Disciplinary Probation below)

Disciplinary Probation
A student may be placed on disciplinary probation immediately for major violations of the Code of Conduct or if she demonstrates a persistent pattern of violating school rules. A student on probation places her continuation at Academy of the Holy Names in jeopardy. Any student on probation who continues to violate Holy Names's behavioral expectations and school policies may be placed on suspension or be dismissed depending on the severity of the offense.

Students on academic or disciplinary probation are ineligible to participate in the sports program, plays, clubs, and other school activities, including dances and non-academic trips/travel. Seniors privileges are revoked for students on probation.

The Principal will determine the length of time for the student's Disciplinary Probation status based on the severity of the violation and will re-evaluate the student's standing at the end of that time. Only the Principal may return the student to good standing.

Dismissal/Expulsion
Our goal is to foster a harmonious academic and faith-filled community that values the contributions of each individual member. Our disciplinary system honors the power of redemption, so we work with students and their families to nurture their personal growth. However, despite our best efforts to correct with measured responses, there are times or incidents when misbehavior is so egregious that the offending student will be dismissed from school for the good of the community.

Tuition will not be refunded to families of students who are expelled or withdraw to avoid expulsion.

2.05 Major Violations of the Code of Conduct

2.05.01 Bullying/Cyberbullying/Harassment/Social Media/Hate Speech

Students and employees of Academy of the Holy Names have a right to live and work in an environment free of harassment, bullying, and cyberbullying. Holy Names takes a firm stance

against intimidation, taunting, harassment, or bullying on school property or at a school function by students or school employees.

While Holy Names is not required to enforce it, we embrace the principles of the New York State Dignity for All Students Act (DASA). The Dignity Act affirms that no student shall be subjected to harassment or discrimination by employees or students on school property or at a school function based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

Definitions

- *Harassment* is the creation of a hostile environment by conduct or verbal threats, intimidation, or abuse that has or would have the following effects:
    - reasonably and substantially interfering with a student's educational performance, opportunities or benefits; or
    - would reasonably be expected to cause a student to fear for his or her physical safety.
- *Discrimination* is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual or group of people because of the group, class or category to which that person belongs.
- *Bullying* is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.
- *Hazing* is an induction, initiation, or membership process involving harassment which produces public humiliation, physical or emotional discomfort, bodily injury, or public ridicule or creates a situation where public humiliation, physical or emotional discomfort, bodily injury, or public ridicule is likely to occur.
- *Cyberbullying* is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, e-mail, social media and text messaging.
- *Social Media* is text or internet-based means of communication that permit social interaction between individuals. Parents have a responsibility to monitor, educate, and guide their children's online activity. This responsibility includes setting boundaries, discussing online safety, and potentially facing legal consequences for their children's actions online.
- *Hate Speech* refers to any verbal, written, visual, or symbolic expression that insults, threatens, or demeans an individual or group based on characteristics such as race, ethnicity, national origin, religion, gender, sexual orientation, disability, or any other protected status.
- *Sexual Harassment* is any unwanted behavior or conduct of a sexual nature that makes someone feel uncomfortable, unsafe, or disrespected. It can include:

- unwelcome sexual comments, jokes, or gestures
- requests for sexual favors
- sharing inappropriate images, messages, or social media posts
- unwanted touching or physical contact
- sexual assault, dating violence, or stalking

Reporting
In the event that a student believes she is the subject of harassment or bullying or witnesses what she believes to be harassment or bullying, she should report the incident to a teacher, counselor, or administrator who should notify the Dean of Students. The student should preserve and share any evidence for school administrators and local law enforcement. Parents and guardians are encouraged to contact the police when events occur outside of school.

Response
The Administration will promptly investigate instances of student harassment/bullying that occur on school grounds or at school functions and will subsequently make a determination of consequences which may range from detention to dismissal. Legal authorities will also be contacted when warranted. The investigation will consider all known and available information. When determining the outcome of the investigation, the school will take into account many factors including but not limited to the conduct under consideration, the age of those involved, the context of the incident, and the relationship between the involved parties.

Though Academy of the Holy Names has no duty to regulate or review off-campus internet messages or social media activities (e.g. TikTok, Instagram, X, Snapchat, Facebook), when such actions threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, the school will take action, which will include an investigation and may include conferencing with parents and students, conflict mediation, suspension, expulsion, and/or notification of appropriate civil authorities.

Further information pertaining to the misuse of Holy Names digital devices and network can be found in Computer Network Acceptable Use Policy, Section 8.01. See Search and Seizure, Section 2.04.01 for Holy Names's policy regarding searches of digital technology in the course of the investigation.

No Retaliation
It is against school policy for anyone to retaliate against a person who reports or who participates in an investigation of harassment or other violations of the Code of Conduct.

Collaboration with Other Families
In instances where social media or texting issues arise between students, AHN encourages parents to work collaboratively with other families to resolve concerns. This cooperative approach aims to foster a supportive community where students learn to navigate digital interactions responsibly. The school may also involve counseling services when necessary to address and mediate issues effectively.

2.05.02 Disrespect

Disrespectful behavior shown toward any student, faculty, or staff member by any member of the Holy Names community will not be tolerated. While all forms of disrespect are unacceptable, some are considered more serious than others and may constitute other violations of the Code of Conduct:

More serious examples include: mocking, belittling, or ridiculing others; gossiping or spreading harmful rumors; acts of insubordination (2.05.10); vandalism (2.05.09); threats or intimidation (2.05.04 and 2.05.01); behavior amounting to defamation of character (which may result in civil action); and deliberate attempts to undermine the authority or reputation of a teacher, staff member, or student leader.

Lesser—but still unacceptable—examples include: using rude or offensive language; talking back to teachers or staff; ignoring school rules or reasonable directions; interrupting others during class or meetings; minor disruptions of class or school events; dismissive or eye-rolling gestures toward others; and excluding or ignoring peers in a way intended to demean them.

The administration will assess each situation to determine the level of disrespect and the appropriate response.

2.05.03 Fighting and Violence

Fighting or violence includes, but is not limited to any physical aggression, attempted or actual bodily harm, or threatening behavior directed at another person, such as hitting, pushing, kicking, or engaging in any conduct intended to intimidate, injure, or provoke a physical confrontation. Any act of violence, regardless of intent or provocation, is a major violation of school policy and the values of a safe and respectful learning environment (for more on threatening behavior see Threats of Violence, Section 2.05.04)

2.05.04 Threats of Violence

Threats of violence toward any student or faculty member, whether verbal, written, or electronic, are matters of serious concern and are regarded as such. Any student who engages in threatening behavior, regardless of the medium, will be subject to disciplinary action and any action deemed appropriate by applicable authorities.

If after preliminary investigation conducted by administration, faculty, and staff, the threat of violence is deemed serious, the following procedure will be followed:

- The parents/guardians of the involved students will be notified immediately.
- The student who made the threat will be suspended.
- Parents/Guardians of the suspended student will be asked to provide assurance that the student has no access to weapons.

- The student who engaged in the threatening behavior must be evaluated by an outside mental health professional who must provide the school with a written assessment of risk. The school must be given legal release to contact and consult with the evaluation professional. The mental health professional can be of the family's choosing or can be selected from a list of resources provided by the school.
- Once the school has received a written assessment of risk and has spoken with the professional who provided it, the administration will make a determination about whether or not the student will return to school and will communicate this decision to involved families. Prior to the student's return to school, the administration will prepare a safety plan and review it with all parties involved.
- To ensure confidentiality, the school will not disclose details of any professional intervention.

2.05.05 Possession of a Weapon

Any student in possession of a weapon on campus or at any school sponsored event will be expelled from Academy of the Holy Names.

2.05.06 Skipping or Tardy to Class

- Tardy to class: A student is marked tardy to class if she arrives after the start of class.
    - Any student who accumulates three tardies to class within a quarter will be assigned after-school detention. Repeated tardiness will result in more severe disciplinary actions.
- Skipping/Cut Class/Liturgy/Assembly: Any student who is present in the school and does not attend her scheduled commitment is considered to have cut class; a major violation of the Code of Conduct.

2.05.07 Cell Phones/Smartwatches

Our goal is to create the most effective academic atmosphere to support and maximize student learning and personal growth. Studies show that removing access to smart devices allows students to best concentrate on learning, fosters real-world connections, and supports a healthier campus culture. In support of that goal, cell phones, smartwatches, wireless earbuds, and smart glasses must not be used during the school day from 7:15 a.m. to 3:10 p.m.. All students must utilize a Yondr Pouch to store personal smart devices during the school day.

Possessing a Cell Phone During School Hours
If a student uses or possesses a phone without faculty or administrative permission, the phone will be confiscated and a parent must come to school to pick up the phone.

- First offense: The student will serve after school detention.
- Second offense: The student will be placed on a behavioral contract.
- Third offense: The student will be placed on disciplinary probation.

Damaged Yondr Pouch
Any student with a damaged Yondr pouch must meet with the Dean of Students.

- Student will be charged $30 for a replacement pouch or $15 for a used pouch (if available).
- If it is determined that the damage was intentional, this will be considered vandalism; a major violation of the code of conduct and the student will sign a behavioral contract.
- A second violation will result in disciplinary probation.

Misrepresenting Contents of Yondr Pouch
Misrepresenting the contents of a closed Yondr pouch is considered a pre-meditated, dishonest, and deceitful act and a major violation of the Code of Conduct (2.05.08).

- First offense: The student will serve after school detention.
- Second offense: The student will be placed on a behavioral contract.
- Third offense: The student will be placed on disciplinary probation.

Phone not Turned off in Yondr Pouch

- First offense: student receives a warning and the phone is confiscated for the remainder of the day.
- Second offense: phone is confiscated, parents are notified and must come to school to retrieve the phone, and the student is assigned to detention.

2.05.08 Dishonesty/Lying

Dishonesty includes knowingly giving false information in any form including but not limited to lying to a teacher, staff member, administrator, or fellow student; misrepresenting the truth; omitting important facts; or providing misleading information. Students are expected to act with integrity and honesty in all academic, behavioral, and interpersonal interactions. Lying or dishonest behavior, whether verbal, written, or digital, undermines trust and is considered a major violation of the school's expectations for personal conduct. It may also result in civil action by the aggrieved party if it amounts to defamation of character.

2.05.09 Theft, Damage to School Property, andVandalism

Theft
Theft is the unauthorized taking, possession, or use of another person's or the school's property without permission. This includes physical items, digital property, or school-owned materials. Any instance of taking or attempting to take property without proper authorization, regardless of value or intent to return, constitutes a major violation of the Code of Conduct.

Damage to School Property
Students are expected to treat all school property, equipment, and facilities with care and respect. Damage resulting from a student's irresponsible, careless, reckless, or inappropriate actions may result in disciplinary consequences and financial responsibility for repair or replacement costs. This includes damage to school property as well as the property of others within the school community.

Vandalism
Vandalism is the intentional damage, defacement, or destruction of property belonging to the school, its staff, students, or visitors including but not limited to graffiti, damaging furniture or equipment, and tampering with school facilities. Vandalism violates the standards of respect and responsibility expected within the school community and will result in appropriate disciplinary action and may require restitution as determined by the administration

2.05.10 Insubordination and Disruption

Insubordination is the willful refusal to follow reasonable directives or comply with the authority of school staff in a manner that disregards the values of respect, discipline, and community upheld by the school's mission.

Disruption is the substantial disruption of the educational process or the substantial interference with the normal operating procedures of a teacher's authority over the classroom, building or anywhere on school property or during an extra-curricular event.

2.05.11 Chemical/Substance Use Policy

Academy of the Holy Names recognizes the responsibility for our students' spiritual and personal growth is shared among students, parents, faculty, and administration. Additionally, possession, use, or abuse of illegal substances, cannabis, and alcohol by students are against the law. We believe with early intervention, the abuse of mind-altering substances is a treatable illness. Effective identification of drug problems coincides with consistent, progressive consequences incurred for violations of our school's chemical/substance use policy. Therefore, violations of the chemical use policy incur simultaneous disciplinary action and referral to the school counselor, emphasizing Holy Names' Code of Conduct and our commitment to the well-being of all students.

The counseling department provides school-based, short-term educational counseling and/or referral services for students and their families. A referral to our counseling department, in coordination with disciplinary action, is made to address any incident involving the use of drugs as stated in this policy.

Consistent with New York State Law, smoking/vaping is prohibited anywhere on the school campus, and this includes all electronic smoking devices. Disciplinary and referral measures as stated in this policy are in response to the use of any drug, including but not limited to nicotine, cannabis, and alcohol. This policy also refers to misused prescription or over-the-counter drugs, illegal drugs (including steroids), look-alike drugs, pills or other substances, which are misrepresented and sold or distributed as restricted or illegal drugs, or products misused for the purpose of mind-altering effect (aerosols, solvents, etc.).

The following actions involving smoking/vaping, alcohol, illegal drugs and chemicals, or paraphernalia associated with their use will result in appropriate intervention and disciplinary action:

- Attempting to secure or purchase.
- Using or having used.
- Possessing.
- Intending to, or attempting to, sell or distribute.
- Selling or distributing.
- Being knowingly present when used, possessed, or consumed.
- Posting on Social Networks that may cause scandal for the school and are brought to the attention of the administration.

The Chemical/Substance Use Policy is in effect at all times, on and off campus, during the school year and on breaks.

Response to Chemical/Substance Use Violations by Students
The response the administration takes in cases of chemical use violations will vary depending on the severity of the situation. In all cases, a thorough investigation will be conducted, administrators will confer among themselves and with the school counselor, parents/guardians will be called in for a meeting, appropriate drug-treatment or counseling services will be suggested or required, and disciplinary action will be taken ranging from suspension to expulsion. Students will be placed on disciplinary probation [see Disciplinary Process and Actions, Section 2.04].

2.06 Conflict Resolution and Restorative Practices

Restorative Practices
We recognize that mistakes and conflict are part of learning and growing. When students misstep, we respond not only with accountability but also with compassion and intention. Restorative practices are proactive and responsive strategies that strengthen relationships, foster community, and resolve conflict. Restorative practices support our commitment to harmony, community, and student development by focusing on repairing harm, restoring relationships, and helping students learn from their actions.

Restorative Practices in a Disciplinary Program
We aim to ensure that our discipline policies:

- Hold students accountable for their behavior,
- Promote personal growth and reflection,
- Reflect our school's mission, core values, and commitment to harmony,
- Emphasize restoration over punishment wherever appropriate.

Students make mistakes. When they do, our job as educators, mentors, and partners is to guide them toward meaningful reflection, empathy, and change.

Restorative practices are consequences which emphasize personal responsibility, empathy, and growth. Our discipline system blends logical consequences with opportunities for reflection and repair.

By focusing on connection, responsibility, and growth, restorative practices help create a school community where every student is seen, supported, and accountable. Situations where restorative practices might be used are: nonviolent conflict between students and lesser forms of disrespect toward faculty.

Proactive Practices (Relationship-Building)
Proactive practices help prevent conflict and build a respectful school culture we support:

- Advisory dialogues that invite students to share goals, concerns, and needs.
- Establishment of common norms of behavior in and outside of the classroom.
- Cultural awareness programs via assemblies, workshops, and classroom activities.
- Prosocial programming.
- Practice of civil discourse in and out of the classroom.

Responsive Practices (Conflict Resolution)
These approaches help students repair harm and restore relationships:

- Restorative Circles are facilitated conversations where all parties can share experiences, express needs, and work toward healing.
- Mediation and peer conferencing fosters empathy and understanding, rebuilds trust, and collaboratively solves problems.
- Actionable outcomes tailored to the nature of the behavior. For example:
    - *Graffiti*: Partner with maintenance staff for cleanup.
    - *Unkind behavior*: Participate in peer mediation and relationship repair.
    - *Repeated unpreparedness*: Reflective planning with a teacher or advisor.

2.07 Dance Guidelines/Procedures

General Guidelines



1. Attendance at dances must be pre-approved by Administration.
2. Students must keep all belongings with them. They are discouraged from bringing expensive items or large amounts of cash to the dance.
3. Students and guests must arrive by the time determined by the sponsoring moderator of the dance and may leave only during the final half hour unless otherwise stated. Once a student enters the dance, the student may not leave and re-enter the building. If a student chooses to do otherwise, her parents, and guest's parents will be notified.
4. All refreshments must be purchased at the dance. No containers may be brought into the dance.

5. Proper attire is required at all times and should be consistent with the event; i.e. formal, semi-formal, casual.
6. Inappropriate dancing is not tolerated.
7. Holy Names students are responsible for notifying their guests of all dance guidelines.
8. Students must be in good standing to attend a dance.
9. Students who have not submitted the necessary documentation will not be allowed to attend the dance.
10. Students, who are absent from school for any reason on the day of a dance, including in/out of school suspension, may not attend the dance that day.

Middle School Dances (6-8)

1. Middle School dances are not open to the public. They are for Holy Names 6th, 7th, and 8th grade students and their invited friends.
2. Guests from CBA's 6th – 8th grades may attend and do not have to be sponsored.
3. Guests (either male or female) from any other middle school, must be sponsored by a student from Holy Names's 6th, 7th, or 8th grade. A Holy Names student may sponsor a maximum of two guests.

High School Dances (9 - 12)

1. Guests must be in at least ninth grade and may be no older than 20 years of age.
2. All specific guidelines for these events must be followed.
3. The use of alcohol or other drugs is not permitted. Students and/or guests who arrive under the influence of alcohol or other drugs or become under the influence while at the dance will not be permitted to remain. Breathalyzer tests may be administered to any student. Parents or guardians of students in violation will be called to pick up the student and her guest. No ticket refunds will be given. See Chemical/Substance Use Policy, Section 2.05.11, for further consequences.]
4. The Holly Ball (Grades 9-12 only), Junior/Senior Prom are for students presently attending Holy Names. Each student may bring one guest who is approved by the Dean of Students. A guest authorization form is available from the Dean.
5. Students will be notified of all required documentation well in advance of the dance and must adhere to all published deadlines.

3.00 HEALTH AND SAFETY

3.01 Drills and Crises

Emergency Drills
New York State Law mandates the Administration conduct a specified number of evacuation and emergency drills yearly. To ensure the safety of all persons, the following guidelines will be enforced. Evacuation maps are posted in all classrooms and offices outlining emergency procedures.

During emergencies and drills students are to respond and follow procedures as directed by their teacher or administrator.

In the event of an actual emergency, parents/guardians will receive communication via text message and an emergency alert as soon as possible.

Evacuation
When the fire alarm rings students should be silent and:

- Use the posted exit path for the room.
- Leave immediately in silence
- Go in single lines on either the right or left side of the corridor.
- Move quickly to exit.
- Move to the nearest alternate exit, if the assigned exit is not passable.
- The first girls at outside doors open both sides and hold the door for others.
- Line up in their designated area.
- Remain quiet while attendance is taken and listen for instructions.
- Return to the classroom quickly and quietly when a signal is given.

Lockdown
During a Lockdown, students are to remain in their rooms and move to the corner of the room that avoids doorway sightlines. Students and staff in hallways are to seek the closest available room. Lock doors. In order to avoid drawing attention to your presence, silence must be maintained, including cell phones which should already be turned off and locked in students' Yondr pouches. Administrators or first responders will release students and teachers from their rooms. Do not respond to fire alarms, knocks on the door, or announcements.

Lockout
During a Lockout classes will proceed as normal. Lock all exterior windows. Leave blinds/lights as they are. No one is to be admitted into the building except by an administrator or a teacher.

Shelter in Place
In the event of severe weather, students, faculty, and staff will be instructed to move into hallway areas with little or no exterior glass and await the passing of the threat.

Hold in Place
In the event of a short-term medical or similar situation to keep hallways clear, the administration may require all students, faculty, and staff to hold in place. Classroom instruction may continue but all community members will be required to remain in their current location until the hold in place is lifted.

3.02 Illness

All ill or injured students must notify a teacher or an administrator and report to the Health or Front Office. The nurse or Front Office staff contacts the parent or guardian of an ill or injured student and arranges for early dismissal and transportation. Students should not call on their own.

3.03 Medical Information

Medical information may be shared among staff on a need-to-know basis to ensure the safety of a child while in the care of the school as outlined in FERPA and HIPAA. Parents or guardians who do not want protected health information shared on this need-to-know basis must contact the school nurse.

Mental Health Parents/Guardians are encouraged to contact the school counselor and/or Principal if the student is experiencing mental health issues. The extent to which this information is then shared will be determined by the parent/guardian in conversation with the counselor and/or Principal.

Physical Examinations and Immunizations
Valid New York State Physical examinations, dated within the previous year from the start of school are required for all NEW students entering Holy Names and those entering grades 7, 9, and 11. These must be on file in the Holy Names Health Office no later than mid-October.
All NYS Immunizations mandated for school attendance are required by Academy of the Holy Names. Please be advised of the elimination of the Religious Exemption directive as of June 2019.

Sports
Any student participating in a sports program must have a physical (within a year of the sport tryout), a tetanus vaccine within ten years, and a parent permission form returned to the Health Office. These requirements are due a week before tryouts, for each sport season and no sooner than one month before tryouts begin. For more information on sports requirements refer to the Health and Wellness tile in the Parent Portal.

Medications: Non-Prescription (OTC) and Prescription Medications
The school nurse must have a written order from the student's licensed healthcare provider as well as written permission from a parent to give any and all medications. Verbal orders from a parent or guardian are not accepted.

- All medicines must be in original containers.

- All medicines must be given directly to the nurse, Dean of Students, or Principal by the parent. Students may not deliver the medication.
- A written note is necessary from her health care provider as well as a parent/guardian; this information may be included on the physical form.
- Authorization for medicine must be updated each year.
- Medication must be picked up at the end of the school year, or it will be discarded.
- New York State Law (Education Article 19) now requires that students who are permitted to independently carry and use medications will need to provide written attestation from their health care provider confirming the diagnosis and that the student has demonstrated effective self-administration.

3.04 Pregnancy

Academy of the Holy Names values concern for one another and respect for all persons. Our Catholic belief in the sanctity of life further demands that we give compassionate and caring support to a student if she becomes pregnant. The Administration, in conjunction with the school counselor, will respond to each student individually and provide educational options for her during pregnancy.

3.05 Parent/Guardianship Policy

Any student who is not living with natural parent(s) or stated guardians is required to submit a written release statement from the natural parent(s) within ten days of the occurrence. The Dean of Students and the counselor will set up an appointment with the parent/guardian to sign the necessary document. The school will not be held responsible for failing to honor arrangements that have not been made known. Any changes which occur during the school year, must be reported to an Administrator. All legal agreements pertaining to child custody and visitation rights must be on file with the Principal at Academy of the Holy Names. Students will not be released to any individual without proper identification and custodial approval. Please notify the school in the event of short-term change of guardianship due to parent illness or vacation.

4.00 GENERAL SCHOOL PROCEDURES AND ADMINISTRATION

4.01 School Hours

The school day begins at 7:50 a.m. and ends at 3:05 p.m. Students should be seated in their first period class no later than 8:00 a.m. [See Attendance Policy, Section 2.02 for further information regarding tardiness.]

4.02 School Closings and Weather Emergencies

In the event of inclement weather, students and parents/guardians should tune to local TV and radio stations for updates on school closings. Families will also receive a text message from the school for snow days and or other unexpected school closings. Families are expected to keep their contact information current with the school through updates to *myAHN*. The school announces and runs a test of our communication system in October.

4.03 District Transportation and Busing



Parents/Guardians must notify their home district's transportation office by April 1 that their daughter will be attending Academy of the Holy Names. For any change in the school schedule, the school will be responsible for contacting the transportation department or the school districts. Some districts will not transport students to Holy Names on days when their district schools are closed and Holy Names is open. It is the responsibility of Holy Names families to provide transportation to and from school and to be informed of their district of residence transportation arrangements and calendar.

For information on Student Parking, see Parking, Section 7.01.

4.04 Daily Expectations

Water Bottles and Other Containers
Reusable water bottles rather than disposable containers are encouraged in school because of Holy Names' commitment to sustainable practices in keeping with the Corporate Stands of the Sisters of Holy Names.

Backpacks
During school hours, students may carry a reasonable-sized purse and one other bag or backpack. They may not carry a large purse or tote bag in addition to a backpack. The backpack must be able to fit under the student's chair.

Lost and Found
Found items should be placed in the Lost and Found bins located in the Student Commons.

Textbooks
Most textbooks are provided by the student's home district. Academy of the Holy Names will place each student's textbook order with BOCES or the student's home district. . The books are delivered to the school by September 1 and must be returned at the end of the year to the specified location in the school and by the specified deadline. Any student needing to return a book after the June deadline must return it directly to BOCES or their home district.

Additional textbooks and/or supplemental books may need to be purchased and are included in the school supply list.

Mass and Prayer Services
Mass and prayer services are central to our identity as a Catholic school, offering students the opportunity to grow in faith, reflect in community, and connect more deeply with our individual and collective spirituality. Students are expected to attend all school celebrations of the Eucharist and other prayer services. Behavior at Mass, during morning prayers, and other liturgical services should reflect the centrality and seriousness the Holy Names faith community associates with worship. Students are expected to be respectful and attentive during the services as well as when entering or leaving the place where services are celebrated. Non-Catholic students should not receive communion during Mass, but are encouraged to approach the Eucharistic ministers for a blessing.

Morning Prayer, Pledge, and Announcements
The school day begins with the school prayer and the Pledge of Allegiance. Students are expected to stand for the Prayer and Pledge of Allegiance, even if they do not recite the words for religious or political reasons.

Morning Announcements via Panthervision are viewed at the start of Homeroom/Flex.

Senior Privileges



Members of the graduating class who have their parents' consent on file with the principal may be entitled to privileges. Seniors in good standing may leave campus during free periods if there are no school assemblies, prayer services, liturgies, or special events scheduled.

Additionally, each senior will have the option to paint a parking space. She does not have to drive to school in order to be allowed to paint a space.

In order for a student to be granted senior privileges, she must be in good standing (i.e. not be on Academic or Disciplinary Probation - Sections 1.04 and 2.04) and:

- Carry a full academic program.
- Not have more than five unexcused tardies per quarter.
- Respect and comply with the rules and regulations of AHN.
- Have no outstanding detentions.
- Have a signed permission form from a parent.

The following guidelines must also be observed in reference to senior privileges:

- Students must sign out when leaving campus and sign in upon return to campus.
- Students must return promptly for class. Failure to return on time will result in loss of senior privileges.
- Students are responsible and accountable for any afternoon announcements or messages missed.
- Senior privileges will be revoked or suspended for skipping any class, assembly, or after school commitment.
- Senior privileges will be revoked when a student is on an academic contract.
- Off-campus conduct must comply with our Code of Conduct and enhance rather than detract from the good reputation of Holy Names.

Free Periods

All High School students have the privilege of free periods in lieu of study halls. This increased autonomy provides an opportunity to foster responsibility and time management skills. Students learn to prioritize tasks, manage deadlines, and make choices about using their time effectively. Whether they use the period to study, meet with teachers, or take a mental break, the experience mirrors the self-directed nature of college and the workplace and helps students build habits of accountability and self-discipline that extend beyond the classroom.

- Students may choose to spend their free time in the following locations: Student Commons, Library Learning Commons, Study rooms, and Gymnasium lobby
- Students may not be in any other parts of the school.
- Students on academic probation will be assigned to study hall.

Middle School Study Hall

- Students should report to study hall with work to do.
- Students may work in small groups if they do not disturb other students.
- Students may go to the Library Learning Commons one or two students at a time for 15 minutes if looking for a book and for 25 minutes if doing research. They must bring back a pass.
- Students may go to the restroom one at a time: when one student returns, the next student may go.
- Similarly, students will be allowed to go to their lockers one at a time: when one student returns, the next student may go.
- Students should have a book available to read when they do not have any work to complete.

4.05 Visitors to Holy Names

Parents, alumnae, and guests are most welcome to visit Holy Names during the school day. To ensure the safety of students and staff, all visitors must check in at the Front Office, and receive a visitor pass Visitors spending all or part of a day need to contact an Administrator prior to the visit.

We support our parents in instilling in our girls a sense of responsibility and independence. Parents and guardians are urged to refrain from repeatedly dropping off unnecessary forgotten items in the Front Office.

4.06 Notification of Student Photos for Marketing Purposes

At Holy Names, we proudly showcase all of our students' amazing educational and extracurricular experiences. During the school year, your daughter's image and name may be captured in photos or videos for use:

- in promotional materials
- on the school's web site
- on social media sites
- in newspaper/television advertising
- in other projects promoting Holy Names

Your daughter may appear alone, in a small group, or in a large crowd. If you would like to place restrictions on usage of your daughter's image/video/name, you must contact the Director of Marketing and Communications prior to the start of the school year. All students whose parents/guardians do NOT notify us will be assumed to be cleared to photograph.

5.00 ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Academy of the Holy Names strives to educate the whole person by helping students to grow academically, physically, spiritually, socially, and culturally. All students are encouraged to participate in at least one club, organization, or activity. These opportunities build confidence, foster meaningful life skills, and enrich the high school experience with lasting memories and personal growth.

5.01 Eligibility for Athletics and Extracurricular Activities

All participation in extracurricular activities and athletics is approved and monitored by the Administration. A student must be considered in good standing (i.e. not be on Academic or Disciplinary Probation in Sections 1.04 and 2.04) to be considered for election, selection, or appointment as an officer of a club or organization, a member of a team or theatrical production, or as a staff member of a publication.

Students not in good standing may not participate in school athletics or extracurricular activities. [See Academic or Disciplinary Probation in Sections 1.04 and 2.04]

5.02 Student Athletics

Academy of the Holy Names is committed to providing a competitive inter-scholastic sports program in the belief that participation in athletics can build individual character, appreciation for the value of teamwork, and school spirit.



It is the goal of the AHN Athletics Department to provide as many students as possible with the opportunity to participate in inter-scholastic competition and to enjoy the recreational and health benefits associated with such participation.

The student athlete will be under the direct jurisdiction and supervision of the coach. Student-athletes will conduct themselves in the manner set forth by the coach of a particular sport. The Athletic Director, in conjunction with the school administration, will have final authority over an athlete and judgments made upon the athlete. Furthermore, the student athlete shall be under the complete jurisdiction of the policies of the local league, and where applicable to Section II and the regulations of the NYSPHSAA.

Student-athletes represent Academy of the Holy Names both on and off the field and are expected to uphold the values of integrity, respect, and personal responsibility at all times. While participating in team activities, student-athletes are under the supervision and guidance of their coach, who serves as the primary leader of the team environment.

All student-athletes are expected to demonstrate good sportsmanship, teamwork, and a positive attitude in practices, games, and interactions with teammates, coaches, officials, and opponents. These expectations align with the school's Student Code of Conduct and the mission of Holy Names.

In the event of a behavioral or disciplinary issue, the coach will address the matter promptly and in consultation with the Athletic Director (AD). If the situation warrants further review, the AD will involve school administration to ensure consistency with school-wide policies. Final decisions regarding athletic participation or consequences will be made by the AD in collaboration with the administration. Students and families may request a meeting to seek clarification on any disciplinary decisions. Furthermore, the student athlete shall be under the complete jurisdiction of the policies of the local league, and where applicable to Section II and the regulations of the NYSPHSAA.

The Student-Athlete Must:

- Conduct herself with dignity, integrity, and good character.
- Always exhibit good sportsmanship; demonstrate respect for teammates, coaches, officials, and opponents.
- Secure a physical exam prior to tryouts and provide the appropriate form to the school.
- Attend all practices and competitions.
- Care for and be responsible for all equipment and uniforms and return uniform at the end of the season.
- Immediately inform the coach of any injury sustained during a practice or competition.
- Arrive on time for school every day. Participation in practices and games is dependent on school attendance.
- Schedule appointments and college visits for days that do not interfere with practice or competition.
- Fulfill all academic requirements.
- Abide by all guidelines and rules established by the coach
- Abide by the student Code of Conduct and all regulations in the AHN *Student-Parent Handbook*.
- Store books, backpacks, and other bags in the team locker room.

The Parents/Guardians of Student-Athletes Must:

- Never criticize their daughter's teammates. Focus on strength, not weakness.
- To the best of their ability, attend games to support their daughter's efforts.
- Encourage, praise, and offer constructive criticism but remember that growth occurs through mistakes.
- Demonstrate respect for the work of coaches and officials and respect for opposing players and fans.

- Let the athletes work out their own problems or collaborate with the coach to assist.
- Abide by the 24-hour recommendation; after a competition or practice. Do not reach out to the coach until 24 hours have passed and the parent has had time to reflect on their concerns.
- Help their daughter meet her commitment to the team by not scheduling vacations, doctor's appointments, or other non-mandatory activities during practices and competitions.
- Pick up their daughter on time following practices and competitions.

Pertinent Athlete Information

- The number of players selected for each team shall be solely with the discretion of the AHN coaching staff. Numbers will vary from sport to sport.
- A current physical is required in order to try out for any sport.
- Practice and competitions do take place during vacations and holidays. Attendance is mandatory.
- Players who are tardy to school must see the Dean of Students to receive permission to play or practice.
- Players who are absent from school may not play or participate.
- Players who leave school during the day may not return to play or participate unless excused in writing by the Dean of Students.
- Players who do not participate in physical education class on a given day may not play or participate in athletics.
- For injuries treated by a doctor, written permission from the doctor is required before the student can resume practice or participation in competition.
- Athletes are encouraged to participate in some form of off-season conditioning program.
- All dates for tryouts are announced well in advance.
- Students who participate in outside sports must prioritize the school team when in season.

Selection/Classification Program

A New York State regulation permits qualified students in the 7th and 8th grade to participate on an athletic team beyond their grade placement. Parent permission is required to begin the Classification Program screening process. This screening evaluates the student's physiological maturity, athletic performance abilities, and athletic skill in relationship to other student-athletes at the specific participation level. If the student successfully meets the requirements of the Selection/Classification Program, she will be allowed to participate in an extended athletic career.

5.03 Behavioral Expectations for Participation in Clubs and Activities

- Attend meetings and be an active participant in the clubs to which the student belongs.
- Cooperate by complying with all school regulations with a willing spirit.
- Demonstrate the highest standard of honesty and responsibility.
- Demonstrate courtesy, concern, and respect for others.

- Manifest truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others**.**
- Students who fail to meet these expectations will be brought to the attention of the administration who will decide upon the proper course of action including restorative practices or disciplinary consequences.
- Students who hold leadership positions are expected to serve as positive role models and uphold the values and standards of the school community. Students who demonstrate poor leadership, engage in behavior that is disrespectful, unkind, or harmful to others, or violate the Student Code of Conduct may be removed from their leadership position. The administration reserves the right to determine a student's eligibility to continue serving in a leadership role.

5.04 Campaigning Guidelines to be a Student Government, or Class Officer

- The Principal will post the election timeline and guidelines at least a week prior to the start of the election process.
- The Principal will post the final slate of candidates at least three school days prior to the election.
- The Principal or his/her delegate must approve posters and signs prior to hanging.
- The Principal will instruct students regarding the proper adhesive to use to hang signs.
- All posters and signs must be taken down within two days of election results.
- There will be no distribution of items in an effort to sway votes.
- Failure to follow these guidelines will result in disqualification from the election.

5.05 Proposing A Club

Students interested in organizing a club must meet with the Principal to find out the process, which includes developing a purpose and mission statement and identifying a willing moderator.

The school encourages the formation of student clubs that support its mission and foster community, learning, and personal growth. Approved clubs may focus on academics, service, arts, culture, faith, recreation, or leadership development. All clubs must align with the charism of the Sisters of the Holy Names of Jesus and Mary (SNJM) and the school's mission and values. For the sake of peace and harmony within the school community, politically affiliated or politically activist clubs are not permitted. Each club must be sponsored by a faculty or staff member and receive approval from the school administration.

5.06 Social Media Presence

A strong and diverse social media presence serves to share information and highlight activities of the Academy of the Holy Names community. Anything posted on social media (Facebook, X, Instagram, LinkedIn, TikTok, etc.) is a representation of the school and must be done with care. Please use the following guidelines when using social media that represents AHN in any way:

- The Director of Marketing and Communications must be notified of any account creation.
- An AHN employee must supervise the account and approve any content posted.
- The comments section must be turned off.
- Any use of the school logo or official imagery must receive prior authorization.
- Required imagery can be provided by the Office of Marketing and Communications upon request.
- Caution should be used when posting any identifying information about students.
- All content posted must follow the Acceptable Use Policy, Section 8.01).

5.07 Posting Signs

To maintain a respectful, organized, and inclusive school environment, all student signs must receive prior approval from the Dean of Students. This ensures messaging aligns with school values and avoids misinformation and visual clutter. Approved signs will be marked with an expiration date and must be removed by the student who posted them on or before that date.

6.00 SPIRITUAL LIFE

Academy of the Holy Names is a Catholic school and a ministry of the Sisters of Holy Names as carried on by the Holy Names Educational Ministries, as such, it is committed to the spiritual development of its students and the entire Holy Names community. Aside from the daily immersion in a faith community that promotes love of God and of neighbor, our students participate in liturgical services, retreats, Christian service, and receive instruction in theology.

Campus Ministry



The Campus Ministry program grounds us in our identity as a Catholic school founded by the Sisters of the Holy Names and inspires us to joyfully live out our faith. It fosters a vibrant faith community that makes the spirit of Mother Marie Rose Durocher's mission accessible and meaningful to people of all faith traditions. Through experiences such as Catholic liturgies, faith sharing, pastoral care, retreats and service rooted in the Gospel, Campus Ministry empowers students, families, faculty, staff, and board members to authentically witness to the Good News of Jesus.

7.00 FACILITIES

This section describes various elements of the campus and the hours or restrictions that may pertain to them.

7.01 Parking

Student Parking
On-campus parking space is limited. Parking permits will be issued on a first-come, first-served basis. Preference will be granted in the following order: any licensed senior, licensed juniors who live in districts that do not provide transportation to Holy Names, and finally, licensed sophomores who live in districts that do not provide transportation to Holy Names. If space remains, parking may be open to other licensed juniors. Students must complete a Parking Application Form, which may be found on the Portal. The completed application must be returned to the Administrative Coordinator for Students. Parking permits cost $30.00.

A student driving a car to Academy of the Holy Names must adhere to the following regulations. Failure to do so may result in her parking privilege being revoked. No refunds will be made.

- A student must possess a valid driver's license and present the license to receive a parking permit.
- Parking is not permitted along the breezeway, around the circle, or near the gym. These areas must remain clear in the event of an emergency.
- Parking permits cost $30 and must be paid before the parking permit is issued.
- The parking tag must be displayed on the rear-view mirror of the registered vehicle
- Never pass a stopped school bus.
- Always follow the traffic pattern in the parking lot
- Abide by the 5 mph speed limit

Violations of the above rules will not be tolerated. As such, the following will be enforced:

- First violation: Warning
- Second violation: After school detention
- Third violation: Placement on behavioral contract
- Fourth violation: Disciplinary probation

Any accident that occurs in the parking lot should immediately be reported to the principal who will call the Police to file a report for insurance purposes. Footage from the parking lot cameras will be reviewed.

7.02 Hours and Expectations Regarding Facilities

Student Commons/Cafeteria. The Student Commons is open during before and after school, and during free and lunch periods. Students are responsible for leaving the Commons in good order; that is, uneaten food, food wrappers, and other debris must be picked up and discarded in the receptacles provided and trays must be returned. Food must be eaten in student

commons only and may not be brought to other locations within the building without express permission from a faculty member.

Holy Names does not participate in the Federal Free or Reduced Lunch Program.

Library Learning Commons
The Library Learning Commons is open from 8:45 a.m. to 3:00 p.m. every school day unless announced otherwise. It is a quiet environment conducive to learning.

Middle school students must have a pass from their teacher to use the library during school hours. All students are expected to sign in at the front desk for attendance purposes. Any devices used in the Library are for academic purposes. The library staff will ask disruptive students to leave.

Circulation of Materials: All materials are checked out at the circulation desk before leaving the Library. It is expected that the materials are returned in a timely manner and in good condition. There is a replacement fee for books that are damaged while on loan to students. Examples of damage include broken bindings and wet, stained or missing pages or covers.

Links to the Library's online resources, such as research databases and the Library's online catalog, can be found on the Student/Parent Portal (*myAHN*).

Study Rooms
Three study rooms are available for student use on a first-come, first-served basis. To ensure equitable access for all students, study rooms may not be held or reserved by leaving personal belongings in an unoccupied room. Students must use these rooms for collaborative or silent study. Blinds must be kept up (except in the case of a lockdown), the space kept neat and left in good order for the next group of students. Students may not lie on the floor. Each room has a white board wall. Writing on the wall should be academic in nature and erased prior to leaving the room. Only dry erase markers may be used. The rules are posted in each study room and violations will result in disciplinary consequences.

Testing Room
Students who need to take a test in the testing room during a regular class period should check in with their classroom teacher to confirm she is present the day of the test and then proceed to the testing room. Students who need to make up a test or quiz should first report to homeroom for attendance and then proceed to the testing room.

Lockers
Each student is assigned a hall locker in September for use during the school year. Locker assignments may not be changed without the permission of Administration. Students may only decorate the inside of their locker. There is no writing on or decorating the outsides of lockers. The student is responsible for safeguarding the combination and keeping the locker closed and locked at all times. The school is not responsible for stolen items. Holy Names will supply the hallway locker lock.

The Physical Education staff assigns students a gym locker.

Lockers are school property of Academy of the Holy Names and are subject to inspection by the Administration. Lockers must be kept clean inside and out and should not be defaced in any way. Defacing includes, but is not limited to, writing, drawing, and use of stickers. With the exception of Senior college decisions, no student may place decorations on the outside of any locker.

Parking Lot
The parking lot is off limits to students during school hours unless under the supervision of a faculty or staff member, or a senior is exercising her senior privileges. For rules regarding Student Parking, see Parking, Section 7.01.

Restrooms
Students should use these facilities for the purpose for which they are intended. Students are to be considerate of the needs of others by leaving the area clean for those who will use it next. Students are not to gather to socialize in the restrooms.

After School
When a student is on campus after 3:05 p.m. or after her supervised activity, she is to abide by the following rules:

- High School students may be in the Commons or a study room. Middle School students must remain in the front lobby area.
- Students who are found in an unsupervised area after 3:15 p.m. are subject to disciplinary action.

7.03 Security Cameras
Security cameras are placed in various locations on campus. The cameras are not actively monitored, but do record activity. Security camera footage is for administrative use only.

8.00 TECHNOLOGY

Internet/Computer Use

Parents and students must sign the Academy of the Holy Names the *Student-Parent Handbook Acknowledgement* forms posted on *myAHN* in order for students to have the privileges of internet/computer use in school. Any action performed or initiated through the network or via cellular network while on school grounds must reflect the integrity and standards of the Holy Names community.

For assistance with any Information Technology (IT) related issues, submit a ticket to the IT Helpdesk.

8.01 Computer Network Acceptable Use Policy (AUP)

All technology devices and systems acquired for or on behalf of AHN are AHN property. Each individual issued a technology device is responsible for the security of that technology device and also for the information stored on it, regardless of whether the technology device is used in the classroom, at a place of residence, or in any other location such as a hotel, conference room, car, or airport.

Prior to allocation of a technology device or granting of access to AHN systems, all users must read and agree to this *Computer Network Acceptable Use Policy (AUP)*. By signing the *AHN Student Handbook Acknowledgement form,* students agree to comply with the AUP.

The *AUP* may be revised at any time. All users will be provided copies of future versions of the *AUP* and will be required to comply with any revised requirements.

Students will treat equipment and systems with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Students should **NOT** expect that information stored on the technology device or AHN systems will be private.

8.01.01 Internet Access

Access to the internet on the AHN campus is given principally for school-related activities or approved education/training activities. Students may not access school Wi-Fi on personal devices.

AHN's internet system and all applications that use the internet including email and productivity software are the property of AHN. By accessing the internet, intranet, and electronic mail services through the network provided by AHN, students acknowledge that AHN by itself or through its internet service provider may from time to time monitor, log, and gather statistics on student internet activity and examine all individual connections and communications.

Students may not access, download, or distribute material that is in breach of the federal, state, or local laws, or that others may find offensive or objectionable such as material that is pornographic, bigoted, hateful, bullying in nature, or an incitement to violence.

Users are assigned unique usernames and passwords to protect the information on the network. All users are to respect the need for this security and confidentiality. Attempts to bypass security systems and gain access to another's information will be considered a major violation of the Code of Conduct.

Students must guard against the introduction of malware and other malicious attacks on the school's network by practicing informed vetting of all emails and websites designed to breach our firewall.

Students must respect and comply with copyright laws and intellectual property rights of both AHN and other persons at all times. When using web-based sources, students must provide appropriate attribution and citation information for the websites. Software must not be downloaded from the internet without the prior approval of the AHN IT staff.

Conducting any commercial business using school email or other school Network Resources is prohibited.

The following policy applies to all computers, devices, and network connections. Violations of these rules will result in loss of access privileges and may result in disciplinary action determined by administration, up to and including immediate dismissal.

- Interfering with the normal operation of the network is prohibited.
- Use of another person's access code without permission is prohibited.
- Using the network to harass others is prohibited.
- AHN network resources are considered property of AHN and may be inspected at any time. Accounts will be investigated when suspicious activities occur on the school network or originate from the network.

Device and Network Security

- Students shall not download, install, or run security programs or utilities that reveal weaknesses in and/or bypass the security of a system. Students will not attempt to circumvent or uninstall monitoring software from AHN-owned or leased devices.
- Students will not intentionally develop programs or engage in activities that disrupt other users or infiltrate computer/network security and computing systems.
- Students are forbidden from using techniques designed to cause damage to or deny access to legitimate users of computers or network components connected to the Internet, or that result in the loss of another student's work.
- Students shall not attempt to hack or otherwise breach security of any AHN-owned or leased digital devices, AHN server, or any other person's account.
- Any of these actions are considered a major violation of the Code of Conduct

8.01.02 Guidelines for Use and General Care of AHN-owned or Leased Devices

- Devices will only be used for school-related activities, projects, and assignments.
- Student devices used in the classroom are to be at the direction of the teacher.
- Devices are student-specific. The student will only use that device assigned to her and will be responsible for its care, not allowing other persons including, but not limited to parents, guardians, family members, and/or other students, to use the device.
- AHN and manufacturer's identification tags will not be tampered with or removed. No other stickers, ink, or any decorative items may be added to a student's assigned equipment such as, but not limited to, the device, batteries, cords, and chargers.
    - A $25.00 cleaning fee will be assessed for any student whose assigned equipment is returned with a sticker or requires any other cleaning.
- AHN assumes no responsibility for any unauthorized charges made by students included but not limited to credit card charges, equipment and line costs, or for any illegal use such as copyright violations.
- Students should store all important files in their Google Drive or Office cloud accounts. Files stored locally on their device are at risk of being lost if the device becomes unusable or needs to be replaced.
- Students should never close their device with any pen/pencil/marker, or any other item inside it, as this can cause damage to the screen, resulting in a damage fee to be assessed.
- If a Chromebook is stored in the student's locker, it should be stored on its side standing up, never flat with books or other items stacked on top of it.
- Chromebooks should be charged each night. A fully charged Chromebook should last a full day of *academic* activities.
- Never leave the technology device unattended in public areas such as restaurants, airport lounges, hotels, and coffee shops.
- Avoid leaving your device unattended in an automobile even if the vehicle is locked. If you must do so temporarily, be sure that you are parked in a reasonably secure location such as a parking garage, and the device is out of view or secured in the trunk of the vehicle.

8.01.03 Reporting Damaged/Lost Devices, Viruses, and Other Issues

- Students and their Parent/Guardians are personally responsible for the proper care, use, and handling of the assigned device and for knowing where the assigned device is at all times. Students are responsible for promptly taking damaged, broken, or non-working devices to the designated school personnel for repair. The parent/guardians of a student who is found responsible for the loss, destruction, breakage, or damage of school equipment such as, but not limited to, the device, batteries, cords, and chargers may be required to pay for the replacement equipment.
- If a student's device is lost or stolen, the student and/or her parents/guardians are responsible for obtaining a police report within 24 hours of discovery of the loss/theft, immediately providing the school with documentation of the report, and cooperating fully with any subsequent investigation.
- Students are requested to report any weaknesses/compromises in AHN's computer security, any incidents of possible misuse or violation of this agreement to the administration.

- Students and parents/guardians shall address all concerns regarding the use of the technology to the supervising teacher(s) and/or the school administrative staff.

8.02 1:1 Privacy Statement

In an effort to provide the best classroom experience while also ensuring a safe and reliable environment, AHN has employed the following services for each school provided device entered into the 1:1 program.

Web Filtering by Securly: Securly is a cloud-based filtering solution which blocks/allows access based on content categories or to individual websites. It also allows for the monitoring of internet activity. Securly performs this filtering on student devices both on and off school grounds.

Google Workspace

The AHN Google Workspace is configured to block/allow applications, features, or YouTube content based on rules decided upon by school administrators and IT staff.

Policy Enforcement

AHN will enforce strict policies on all devices that will prevent actions such as installing or uninstalling applications. These policies are primarily for the purposes of Antivirus/Anti-malware protection.

8.03 Chromebook Loan Agreement

Academy of the Holy Names issues students in Grades 6-12 Chromebooks at the start of the school year. All devices provided are the property of Academy of the Holy Names. The opportunity to use this device is a privilege and we expect students to use caution and exercise responsibility in caring for the device.

- Any costs associated with excessive damage to the device will be passed along to the parents.
- In the event of any intentional or willful damage to one's device or another student's device, that student will be responsible for the full replacement or repair cost and will be cited for vandalism, a major violation of the Code of Conduct..
- In the event of loss or theft of one's device, the student will be responsible for the full replacement cost. Holy Names will provide as much assistance as is within its power to help locate the missing device, but ultimately cannot be held responsible.

Student Responsibilities
All students agree to take care of the Holy Names Chromebook and charger issued to them.

She will NOT:

- Throw, drop, or damage the device in any way.

- Give the device to another student to use.
- Leave the device unsupervised (in Student Commons, on desk, in hall, in car, etc.).
- Download any content to the device without permission from Holy Names.

She will:

- Use the device in an appropriate manner.
- Return the device in good condition at the conclusion of the academic year.

Chromebook cases are available for any student who wants and will use one, but it needs to be returned at the end of year.

Parent/Guardian Responsibilities

The best way to keep students safe and on-task is to have a parent/guardian present and involved. The parent/guardian must agree to monitor student use at home and away from school. While technology devices provided by AHN are filtered remotely at home or in other off-site locations providing internet access, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content.

Suggestions

- Investigate and apply parental controls available through your internet service provider and/or your wireless router.
- Develop a set of rules/expectations for technology device use at home. Only allow technology device use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms or other isolated locations.
- Demonstrate a genuine interest in what your student is doing on the technology device. Ask questions and request that she show you her work often.
- Technology devices contain cameras; review their pictures and videos occasionally.

8.04 Holy Names Logo Usage Policy

The Holy Names logo is one of the most recognizable expressions of Holy Names's brand. The following policy was written to protect this important asset. It provides requirements regarding use of the Holy Names logo and logotypes including, but not limited to the two main Holy Names logos and crest/shield, their variants, and all Holy Names sub-brands, event logos, etc.). The Holy Names logos, sub-brands, and variants are the sole and exclusive property of Holy Names.

As a general rule, third parties may not use the Holy Names logo; however, there are limited circumstances under which third parties may use the Holy Names logo and only with the approval of the Director of Marketing and Communications. Any use that falls outside of the approved scope is strictly prohibited and may constitute trademark infringement under federal and state laws.

Holy Names reserves the right in its sole discretion to terminate or modify permission to display the logo and may request that third parties modify or delete any use of the logo that, in Holy

Names's sole judgment, does not comply with its guidelines or might otherwise impair Holy Names's rights in the logo. Holy Names further reserves the right to object to unfair uses or misuses of its trademarks or other violations of applicable law.

We understand and appreciate that Holy Names parents, vendors, and other outside parties may want to show affiliation with Holy Names; however, use of the Holy Names logo to imply affiliation with or endorsement by Holy Names without express written permission by Holy Names is strictly prohibited. Affiliation with Holy Names or Holy Names programs does not imply the right to use the Holy Names's logo.

9.00 PARENT INFORMATION AND COMMUNICATION

9.01 Parent-School Partnership Agreement

At Academy of the Holy Names, we believe that the education and formation of every student is a shared responsibility between the school and the family. This Parent-School Partnership Agreement outlines our mutual commitments to ensure the academic, emotional, spiritual, and social growth of your child within our faith-based, mission-driven environment.

Our Commitments to You:

- *Mission Delivery* We are dedicated to delivering the mission of Academy of the Holy Names with fidelity and intention. We will provide a college preparatory, values-based education rooted in the Catholic tradition and the charism of the Sisters of the Holy Names of Jesus and Mary.

- *Communication:* We pledge to maintain regular, open, and transparent communication about your daughter's academic progress, classroom experiences, and school-wide developments. Our communications guidelines, outlined below (Section 9.03), support effective and respectful dialogue between home and school.

- *Professionalism:* We are committed to employing a well-qualified, professional, and mission-aligned faculty and staff. We promote a culture of ongoing professional development to ensure our educators are equipped to meet the evolving needs of students in a dynamic learning environment.

- *Safety and Care:* We prioritize a safe, inclusive, and nurturing environment where students are respected, supported, and empowered to become their best selves.

Your Commitments to Holy Names:

- *Mission Delivery:* Actively support Holy Names's mission and values through your words, actions, and expectations at home. Your engagement in your daughter's education is vital to her success and to the strength of our school community.

- *Policies and Procedures:* Familiarize yourself with the policies and procedures outlined in this *Student-Parent Handbook*. Your understanding and support of these guidelines are essential in promoting a respectful, consistent, and positive learning environment.

- *Communication:* Stay informed by regularly checking the portal and gradebook, reading school communications, and responding when appropriate. Follow our established communication guidelines (Section 9.03) when raising questions or concerns, beginning with the appropriate faculty or staff member and respecting the chain of communication.

- *Respect:* Model respectful, constructive, and courteous behavior in interactions with teachers, staff, students, and fellow parents. Together, we cultivate a culture of mutual respect and dignity.

- *Participation in the School:* Participate in school life and enrich our community. We encourage you to contribute your time through volunteering your talents and your resources by supporting Holy Names' fundraising initiatives as you are able.

9.02 Messages Between Parent and Daughter

All emergency phone messages from a parent/guardian are handled promptly and should be made to the Front Office (518-438-7895). Please make every effort to communicate routine messages to your daughter before school.

9.03 Communication Guidelines for Parents and Students

Clear, civil, and timely communication helps ensure that students' needs are addressed, parent/guardian questions and concerns are heard and answered; and the work hours of faculty, staff, and administration is respected.

In an effort to provide a clear understanding, we have established an issue escalation process for matters of concern. If a parent or a student has a matter that requires review or attention, the following steps must be followed when raising a concern related to a course, sport, or classroom:

1. Student should contact the teacher or coach.
2. Parent should contact the teacher or coach.
3. If no resolution is reached, a parent/guardian should contact the following in the order listed: Department Chair or Athletic Director, Dean of Students, Principal.
4. If the concerned party feels the problem has not been addressed by any of the above personnel, then they should contact the President.
5. The Board also does not make determinations in disciplinary and academic matters. There is no appeal process to the Board of Trustees for students or parents in determinations made by the administration.

Email is usually the most efficient means of contacting school personnel, but phone calls or direct conversations allow for nuance and tone to be communicated and are preferred if there is any suspicion that one's thoughts may be misinterpreted. All communication should be respectful in tone, focused on problem-solving, and aligned with the mission and values of the school. We ask all members of the school community to model integrity, courtesy, and patience in their interactions.

Teachers are expected to contact parents/guardians when they see emerging patterns of concern or individual episodes that might be alarming, whether academic or behavioral.

9.03.01 Communication Flow Chart

When faced with a question or concern, use the following table to determine with whom to communicate. Contact information can be found on the school website.

Question or Concern	Step 1	Step 2	Step 3	Step 4	Step 5
Instruction and Curriculum	Classroom Teacher	Subject Department Chair	Principal	President	
Attendance	Attendance Coordinator	Dean of Students	Principal	President	
Schedules/Placement	Current Teacher	Advisor	Principal	President	
Athletics	Coach	Athletic Director	Principal	President	
Student Behavior	Teacher/Advisor	Dean of Students	Principal	President	
School Safety/Educational Climate	Advisor	Dean of Students	Principal	President	
Student Experience	Advisor	Counselor	Dean of Students	Principal	President
Tuition/Financial Aid	Business Office	CFO	President		
Extracurriculars/ Clubs	Club Moderator	Advisor	Principal	President	
Health Issues	Attendance Coordinator	Nurse	Principal	President	
Transportation	Bus Driver	Transportation District Office	Principal	President	
Building Use/Rental	Business Office	CFO	Principal	President	
Buildings/Grounds	Director of Bldgs. and Grounds	Dean of Students	CFO	Principal	President
Safety & Security	Dean of Students	Principal	President		
Food Service/Lunch Account	Cafeteria Manager	CFO	Principal	President	
Public Relations, Social Media, Web Site	Director of Marketing and Communications	President			
Technology	IT Helpdesk (https://ahns.hesk.com/)	Principal	President		
Faith/Religion	Theology Teacher	Principal	President		

9.04 Parents Groups: Parents Association, Friends of the Arts, Booster Club

Parent Association

The Parent Association (PA) is composed of all Holy Names parents and guardians. Its goals are to promote greater family involvement in Holy Names; to strengthen and encourage close bonds among parents/guardians, faculty, staff, and administration; and to support the many Holy Names traditions and new initiatives.

Purpose: The purpose of the Parent Association is to support and enhance the mission of the Academy of the Holy Names through family engagement, community building, volunteer service, and support of AHN programs, traditions, and events. The PA functions in accordance with the mission and policies of AHN and under the direct supervision of the Principal.

Meetings are published on the School's Academic Calendar.

Ways to Get Involved:

- Attend monthly meetings.
- Father/Daughter Dance (Winter): Volunteers are needed to plan, prepare, set up, and serve breakfast
- Open House: Welcome prospective students and their families and share a parent's perspective of the value of a Holy Names education (Fall and Spring).
- Faculty and Staff Appreciation Luncheon: Provide a luncheon for Holy Names's staff. (Spring)
- Mother/Daughter Brunch :Volunteers are needed to plan, prepare, set up, and serve breakfast. (Spring)
- Various Middle School Events: Assist in planning and executing events specifically for the Middle School (various dates).

Friends of the Arts

Purpose: The purpose of the Friends of the Arts is to support, promote, and enhance the performing and visual arts programs at Academy of the Holy Names through volunteer efforts, funding, and community engagement. FOA functions in accordance with the mission and policies of AHN and under the direct supervision of the Fine Arts Department Chair and the Principal.

The FOA:

- Contributes toward the purchase of art materials and supplies for the school
- Supports museum and artistic field trips for exposure to the fine arts
- Is responsible for theatrical production costs

- Makes performance related improvements to the Campus Arts Center, such as sound and lighting upgrades
- Supports visiting artists and contributes to school wide art projects

Booster Club

The Booster Club supports the school's athletics department and the endeavors of teams participating in various sports activities in both middle and high schools. This volunteer group meets regularly throughout the school year and is open to all families and faculty interested in encouraging girls and young women to experience the spirit and joys of sport at AHN.

Purpose: The purpose of the Booster Club is to support, promote, and enhance all the athletic programs at Academy of the Holy Names through fundraising, volunteer efforts, and community engagement. The Booster Club functions in accordance with the mission and policies of AHN and under the direct supervision of the Athletic Director.

Financial support is derived from annual dues, admission fees, concession and fundraising proceeds, and private gifts. AHN's Booster Club provides resources and other assistance to programs including competitive modified programs for Middle School girls; and Varsity and Junior Varsity teams competing in the Colonial Council Athletic Conference.

9.05 Financial

9.05.01 Tuition Policy

Tuition plays a vital role in supporting our mission to educate and empower young women, providing the foundation for exceptional programs, faculty, and opportunities. Because tuition does not cover the full cost of a Holy Names education, we are deeply grateful for the generosity of benefactors who help bridge the gap and sustain our commitment to excellence.

Tuition rates for the following school year are published annually in January.

Families must elect one of the following three tuition payment arrangements:

- In full, on or prior to July 1 preceding the fall term.
- In two equal installments due on July 1 preceding the fall term and the subsequent December 1.
- In 10 monthly installments beginning July 1 preceding the fall term.

All tuition payments must be set up for automatic withdrawal; the only exception to this requirement is receipt of annual tuition payment in full prior to July 1 preceding the Fall Term.

Existing payment plans will be rolled forward automatically to the new school year with the first payment processed each July. All families must register with FACTS Tuition Management, our tuition processing platform.

Tuition assistance is determined on an annual basis. Families must reapply each year, and tuition contributions may change to reflect updated financial circumstances and any adjustments to the published tuition.

9.05.02 Financial Checkpoints

Report cards, progress reports, and transcripts will not be released if tuition is not current to the school. In addition, no diploma will be issued to any student whose family has an outstanding balance due to the school. Families with outstanding balances at the end of the school year will not be allowed to enroll in the subsequent term.