



**2018–2019**

**PARENT/STUDENT HANDBOOK AND CALENDAR**

HOLY NAMES ACADEMY • 728 21st Avenue East • Seattle, Washington 98112-4058

PHONE (206) 323-4272 • FAX (206) 323-5254 • SCHOOL SCHEDULE-CHANGE INFORMATION (206) 568-7788

WEBSITE [www.holynames-sea.org](http://www.holynames-sea.org) • FACEBOOK Holy Names Academy, Seattle

INSTAGRAM @hnacougars • TWITTER @HNACougars (athletic results)

## 2018-2019 HOLY NAMES ACADEMY PARENT/STUDENT HANDBOOK

Welcome to Holy Names Academy. This *Handbook* describes the school's mission and philosophy, academic policies, school climate, student conduct expectations, attendance policies, safety procedures, vehicle and parking regulations, financial requirements, school communications with families, and sources of additional information. All students and their parents are expected to uphold the policies in this *Handbook*, and to sign and return the *Handbook* Agreement located on the inside of the back cover. Please return the form to homeroom teachers no later than the end of the first week of school. Thank you for your cooperation in making Holy Names Academy the best possible learning environment for every student.

### MISSION AND PHILOSOPHY STATEMENT

Holy Names Academy, the oldest continually operating school in the State of Washington, was founded by the Sisters of the Holy Names of Jesus and Mary on November 9, 1880. This Catholic secondary school serves young women of diverse ethnic, economic, and religious backgrounds. The unique character of a Holy Names education is achieved in various complementary ways.

We teach, model, and promote Gospel values. This heritage is transmitted to students through school policies, academic programs, and co-curricular activities that encourage personal growth and respect for others. The Academy seeks to prepare young women for lives of leadership and loving service through excellent academic offerings and meaningful student life programs. The academic curriculum challenges students to develop their scholastic capabilities and individual talents through a four-year program of college preparatory courses. An extensive student leadership program offers multiple avenues for participation.

Holy Names Academy seeks to prepare educated women for a life that proclaims the love of God for the human person. Instructed in an atmosphere that fosters the formation of a conscious ethical stance, young women who graduate from the Academy will discover the power that is theirs to direct their lives in peace, justice, and mercy—a manner befitting those whose faith inspires others. We pledge ourselves to preserve the lasting values of our tradition while we design the Academy of the future.

### POLICY OF NONDISCRIMINATION

Holy Names Academy admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, ethnicity or national origin in its administration or policies.

### POLICY OF NON-HARASSMENT

Holy Names Academy strictly prohibits harassment of any kind. Holy Names Academy believes that all students, faculty, and staff members must be allowed to work in an environment free from harassment, discrimination, intimidation, hazing, or bullying. Such actions include any systematic or repeated attempts to inflict emotional, psychological, or physical distress on another person. The school reserves the right to discipline students for conduct occurring on or off school property.

## I. Academic Information

### ACADEMIC POLICIES AND PROGRAMS

**REQUIREMENTS FOR GRADUATION** In order to receive a diploma from Holy Names Academy, students must earn a minimum of 45 semester credits. The following credits must be taken in specific departments:

	Holy Names Academy Graduation Requirements	Recommended for Admission to a Four-Year College Program
English (1 credit each semester enrolled at HNA)	8 semesters	8 semesters
Fine Arts	2 semesters	2 semesters
International Language	4 semesters	4-8 semesters
Laboratory Science	4 semesters	6 semesters
Mathematics*	6 semesters	6-8 semesters
Physical Education**	2 semesters	
Health	1 semester	
Religion (1 credit each semester enrolled at HNA)	8 semesters	
Social Studies*** (2 credits in U.S. History or AP U.S. History and 2 credits in World History or AP World History)	4 semesters	6 semesters
Electives	6 semesters	

\*Seniors are required to take a math-based quantitative course such as Precalculus, Calculus, or Statistics, or an Algebra-based science course such as Physics.

\*\*AFTER 9th GRADE, one credit in Physical Education may be met by participation in an HNA team sport or a community athletic/exercise/dance program (the latter must include at least 75 hours of supervised activity over the course of 20 weeks). Application for credit must be made through the Academic Office.

\*\*\*Two of the four required classes in Religion, World Cultures, and Contemporary Problems, are approved by the State of Washington for Social Studies credit, so a student will graduate from HNA with a minimum of 8 semesters of approved credit in Social Studies.

*(Academic Information continued on next page)*

**ACADEMIC ADVISING PROGRAM** The Academic Advising program is an extension of the Academic Office, which is headed by the Vice Principal of Academics. Every student is assigned to an Academic Advisor—a faculty member who serves as her homeroom teacher and advises and supports the student regarding her academic program. Time is set aside between 11:30 a.m. and 12:10 p.m. on Wednesdays for Academic Advising.

**ACADEMIC MENTORS/COUNSELING** Holy Names Academy has two fulltime academic mentors/counselors who focus on academic support and personal counseling. Academic Mentors/Counselors advocate for student success and well-being by working collaboratively with students, parents, teachers, and administrators. Recognizing the developmental changes and needs of adolescence, they provide the following services:

- Academic support, including study skills, time management, and organization.
- Coordination of accommodations plans for students with documented learning disabilities and/or health issues.
- Personal counseling that is brief and solution-focused; referrals for longer-term needs.
- Tutoring, either by connecting students with a peer tutor or providing referrals for outside, professional tutors.
- Peer Mentoring program, an opportunity for 11th and 12th graders to develop leadership skills by assisting 9th graders in their transition to high school.
- Coordinating pre-arranged absences for family vacations or other trips that cannot be scheduled during school holidays.
- Advanced Placement program coordination.

**STUDENT SCHEDULE CHANGES** If a student’s academic schedule requires a change, the procedure is as follows:

1. The student discusses with her Academic Advisor/Homeroom Teacher the reasons for the proposed change.
2. If the change is deemed advisable, the student schedules an appointment with the Vice Principal of Academics.
3. The student obtains teacher and parent signatures on the Student Schedule Change form, and returns the form to the Vice Principal of Academics.
4. A \$25 fee is required for a student-initiated schedule change.
5. A student may not transfer into another course after two weeks of class have been completed in a semester (unless the transfer is recommended by the teacher).
6. Students adding or dropping private music lessons should contact the Music Department regarding the required contracts. Students must have a signed contract on file for lessons to begin.

**SEMESTER EXAMS** Each course has a two-hour semester exam at the end of each semester; the exam constitutes 20% of the semester grade. Only in exceptional circumstances, such as serious illness, and only with pre-approval from the Vice Principal of Academics, may a student reschedule a semester exam. Each make-up exam will be assessed a \$25 fee.

**GRADES** Holy Names Academy uses letter grades for evaluation of student work. Grades are weighted as shown when calculating cumulative grade point average (GPA); all GPAs will be rounded to the hundredth decimal place:

A	Excellent	4 points	F	Failure	0 points
B	Above Average	3 points	I	Incomplete	
C	Average	2 points	W	Withdrawal	
D	Below Average	1 point	NC	No Credit	
			C	Credit	

*(Academic Information continued on next page)*

**ADVANCED PLACEMENT COURSES/WEIGHTED GRADES** Advanced Placement is a program of college-level courses and examinations for high school students. Over 90% of colleges nationwide give credit and/or advanced placement to students whose AP examination grades are considered acceptable. Holy Names Academy offers 16 Advanced Placement courses in computer science, English, fine arts, international languages, mathematics, science, and social studies. Advanced Placement course grades are weighted according to the following scale for the purpose of calculating a cumulative grade point average:

A	5 points	C	3 points	F	0 points
B	4 points	D	2 points		

**NOTE:** Many colleges and universities recalculate grade point averages based on their standards and criteria. Weighted grades, therefore, may influence only internal, school academic honors, such as Salutatorian and Valedictorian.

**INCOMPLETES** A student with an “Incomplete” must complete the required work within five school days following the end of the quarter. If the work is not completed, the incomplete grade becomes an “F” at the end of the five-day period.

**NO CREDIT OR FAILURES** No credit is given for a grade of “F” or “No Credit.” A failing grade or no credit in a semester for a required subject must be made up in that subject area.

**ONLINE GRADES/PASSWORDS, REPORT CARDS, INTERIM REPORTS** Grades are available online to parents and students during the academic year, except for the last day of each quarter and the first week of a new quarter. Online grades can be accessed through the link on the homepage of the Holy Names Academy website ([www.holynames-sea.org](http://www.holynames-sea.org)). Usernames and passwords are issued to students and parents by the Academic Office. Passwords will not be given over the phone. Report cards are issued at the end of each quarter. Parents or students should contact the Vice Principal of Academics within two weeks of issuance of report cards if a grade needs to be clarified. In addition to quarterly report cards, teachers may mail mid-quarter interim reports, particularly when a student is at risk of failing a course.

**ACADEMIC PROBATION** A student is placed on academic probation when her grade point average falls below 2.0, she fails any course at the quarter, or has two or more “D” grades at the quarter. If during this time on probation a student does not make satisfactory progress, she will jeopardize her enrollment at Holy Names Academy. Students on academic probation may not be eligible to receive financial aid and may be disqualified from participating in co-curricular activities.

**RANK IN CLASS** Holy Names Academy does not rank. Recognizing the variety of course options offered at the Academy, each student is valued for the merits of her academic record, rather than how her record compares to that of her classmates. For colleges and universities, a grade distribution that is based on the cumulative weighted GPA is provided for the rising 12th-grade class. This grade distribution appears in the annual *School Profile*.

**HONOR CORDS** Seniors are eligible to wear honor cords at graduation if, at the end of the seventh semester grading period, they have earned a cumulative, weighted grade point average of 4.0 or higher. For the purpose of this honor, grade points will not be rounded.

*(Academic Information continued on next page)*

**VALEDICTORIAN AND SALUTATORIAN** Holy Names Academy awards these honors to students based on a record of outstanding achievement and exemplary character. Details include:

- The honor of valedictorian and salutatorian will be based on the total weighted grade points earned as of the end of a student's seventh semester. The school administration will annually determine the threshold for each of these awards based on the program of studies available to students of that class during their years at the Academy.
- In order to be eligible for either special honor, students must, in the judgment of the administration, meet the expectations for student conduct and behavior as described in this *Parent/Student Handbook*. Students are not eligible for either honor if they are on probation of any kind at the school: disciplinary, academic, or attendance/punctuality.
- In order to be eligible for either of these awards, a student must complete her junior and senior years at Holy Names Academy.

All valedictorians and salutatorians will be invited to prepare a speech for graduation. The student graduation speaker(s) will be chosen by a faculty committee.

**JUNIOR ACADEMIC AWARD** The Junior Academic Award is given each year to 11th graders whose academic work is outstanding. It is an achievement award that integrates the attributes of effort and attitude. Students are nominated by the faculty, and the final recipients are chosen by a faculty committee composed of teachers of 11th graders in each discipline. The award includes a monetary stipend and a university book award.

**HOLY NAMES AWARD** This award recognizes a senior who embodies the religious faith and commitment to service in her home, school, or religious or civic environment that is integral to the mission of Holy Names Academy. Students are nominated by their peers, and the final recipient is chosen by the Religion Department and the administration. The award is presented at Baccalaureate.

## COLLEGE COUNSELING

Holy Names Academy has two fulltime college counselors who assist students with the college search and admissions process. The College Counseling Office offers the following services:

- Individual student counseling to assist with the college application and selection process.
- Individual and group meetings with parents and students concerning the overall admissions process, applications, testing, and financial aid.
- Coordination of visits by college admissions representatives and notification to students about other Puget Sound-area college meetings.
- Resources for information on college profiles and admissions, testing (ACT, SAT, SAT Subject Tests), scholarships, and financial aid.
- Coordination of Career Day, at which professionals in a variety of careers visit HNA to give presentations to 9th-, 10th-, and 11th-grade students.
- Publication of the annual *HNA College Planning Guide* and the monthly online newsletter *HNA Crossroads: College Counselors' Corner* (available in the secure Current Parents section of the HNA website).

## CAMPUS MINISTRY

The Campus Ministry program initiates, coordinates, and supervises school programs that promote spiritual growth. Campus Ministry is holistic and coordinates a program of pastoral, educational, and community service efforts to build a living faith community.

The objectives of the Campus Ministry program are to:

- Develop a faith community among students, personnel, parents, and other constituencies.
- Provide opportunities for members of the school community to deepen their understanding of, and commitment to, Gospel values through a variety of means such as retreats, prayer, service, and Catholic liturgies.
- Raise consciousness and encourage action regarding ethical and social issues.
- Promote the philosophy and goals of the school, specifically those related to spiritual growth.

Through the HNA Campus Ministry program, students are afforded opportunities for spiritual development, both individually and communally. These include reconciliation services, special prayer services during church seasons (Advent, Lent, Holy Week), retreats, and Eucharistic celebrations of significant days. All students are required to attend school liturgies and to participate in at least one retreat annually with their class. Students are encouraged to participate in spiritual opportunities in their parish or church and to participate actively in HNA's community service program.

**COMMUNITY SERVICE REQUIREMENTS** All students are expected to fulfill service requirements as designated by their religion classes. During the school year, 12th and 10th graders must complete 25 service hours; 11th graders must complete 35 service hours, and 9th graders must contribute 15 hours. Many students become very involved in their service experiences and far exceed the minimum hours required.

**PEACE AND JUSTICE EDUCATION** “As Gospel women called to liberating action in society and in the Church, we commit ourselves to be in solidarity with economically poor people . . . We believe that liberating action which aims at the full development of the human person is at the heart of our mission of education in all our ministries.” (*Acts of the 29th General Chapter of the Sisters of the Holy Names of Jesus and Mary*, 1991)

Drawing upon the founding and ongoing vision of the SNJM Sisters, Holy Names Academy is committed to peace and justice education:

- We believe that education in peace and justice is a lifelong task that is integrated cooperatively into our total curriculum and into our co-curricular activities.
- We incorporate service into our school community as one form of peace and justice education.
- We foster an awareness of the rich diversity of cultures within our school and world.
- We build on a faith tradition of prayer and social justice teachings of the Catholic Church in analyzing the many inequities in today's world.

Peace and justice education is integrated into the life of the school in several ways: in religion classes, on Peace and Justice Day, during Social Justice Week, and through clubs such as the Social Justice Committees and the Multicultural Student Union (MSU).

## LIBRARY

The library is an open space for instruction, research, and collaboration, with a primary focus on connecting students to the best possible resources for their academic and personal interests. Through the library collection, students have access to an array of digital resources, including e-books, online periodicals, and databases. The Gale Virtual Reference Library, Overdrive e-books, and Bloom's Literacy Reference Online are just some of the specific collections available through the Library website.

The library is open on all regular school days from 7 a.m. to 4 p.m.

### **BORROWING POLICIES**

- **E-books** can be accessed through the Overdrive link on the Library website. Each student has a unique Overdrive logon: the letter "P" + the student's PowerSchool account number (username).
- **Books** can be borrowed from the library for a period of four weeks. Overdue notices are sent via e-mail; students who misplace materials are responsible for replacing the lost materials.

**DATABASE ACCESS** All digital databases and periodicals are located on the HNA Library website.

## DIGITAL DEVICES AND NETWORK

All students are required to bring a digital device to school every day, and, prior to the first day of school, to download the appropriate software and applications. Specifications for the devices and directions for the required downloads can be accessed on the HNA website, [www.holynames-sea.org](http://www.holynames-sea.org): Under **Student Life**, scroll to the Forms, Fliers & Menus page: "Technology: Digital Device Information." (Links are also available in the Current Parents section (password-protected) of the website under Forms & Fliers).

Holy Names Academy maintains an excellent and robust, campus-wide wireless system. The school uses a PC platform on the internal network, running Microsoft Windows 10 Enterprise as the operating system, with Microsoft Office 2016 Professional as desktop application software. Other subject-specific software is available at relevant locations.

The school provides each student with a cloud-based storage space through Microsoft Office 365 for Education. Data-storage spaces are for academic use only. Cloud-based storage is Microsoft OneDrive for Business, which is subject to the acceptable-use policy (see next page) and the student-conduct policies outlined in this handbook. The school does not make warranties of any kind, expressed or implied, for the service it is providing.

*(Digital communication information continued on next page)*



## ACCEPTABLE-USE POLICY FOR DIGITAL DEVICES, ELECTRONIC COMMUNICATION, AND SOCIAL MEDIA

Holy Names Academy supports the enrichment of the educational experience through technology, and requires adherence by the school community to ethical and respectful standards of use that reflect the school's mission.

### Privacy, Access, and Ethical Use

- Students may not send, post, share, or display any obscene, discriminatory, defamatory or offensive material on the school network, the Internet, or social-media sites.
- Students may not share their school network password with anyone else, attempt to learn others' passwords, or access files of another student.
- Students may not download any files to the hard drive of any school computer.
- Students may not gain unauthorized access to system programs or computer equipment.
- Students may not attach external devices, except for thumbdrives, to any school computer without pre-approval from an administrator.
- The school administration has the right to monitor all postings and e-mails.

Any inappropriate use of digital devices, electronic communication, or social media, whether the student is on or off school property, will result in disciplinary consequences.

### Digital Devices

- As directed by the teacher during instructional time, personal digital devices should only be used for educational purposes.
- Recreational use of personal digital devices follows the same policy that applies to use of smartphones: if not disruptive to the school environment, students may use personal digital devices in a respectful manner for recreation before school, at break, at lunch, and after school.
- Students may not use their devices to record audio, video, or take photos without the expressed consent of the teacher and all individuals included.
- Students may not access offensive or inappropriate sites on the Internet. While most such sites are blocked, the school cannot be held responsible for material that individual students may find on the Internet.
- Students may not bypass the school's computer filtering system to access blocked sites.
- Students must not participate in any kind of deception, misrepresentation, or vandalism. Any attempt to harm or destroy another person's data or to harass or intimidate others will not be tolerated.

*(Digital communication information continued on next page)*

## Electronic Communication

E-mail access is given to each student and faculty/staff member at the school. Because “holynames-sea” is part of the individual’s e-mail address, special consideration should be given to protecting both the individual’s and the school’s image.

- Students must not reveal home phone numbers, addresses, or other personal information.
- Students may not send:
  - ▶ E-mail that is, in the judgement of the administration, designed to harass, threaten, deceive, abuse, or otherwise offend.
  - ▶ E-mail intended to misrepresent the identity of the sender.
  - ▶ E-mail to a school distribution list (such as faculty/staff, students, clubs, class, etc.) without permission from the Vice Principal of Student Life.
  - ▶ E-mail containing illegal material, such as chain letters involving money or goods.
  - ▶ Unsolicited e-mail to someone with whom the student has not had a previous business or personal relationship.

## Social Media

- Students may not post confidential or proprietary information about Holy Names Academy, its students, employees, alumnae, or affiliates.
- Students may not post any information about—or photos, recordings, or videos of—students, parents, faculty, or staff at Holy Names Academy without their knowledge and expressed consent.
- Students must obtain approval from the school administration to post any photos or videos of the school facilities, employees, or school events on any social-networking or other Internet site.
- Students may not speak on behalf of Holy Names Academy.
- If a team, club, department, or other school-affiliated group wishes to have a social-media account, the student leader(s) must receive approval from the Vice Principal of Student Life.
- Students may not use the Holy Names Academy logo or the Cougars logo without permission from the Vice Principal of Student Life.

## Social Media Reminders to Students

- What you post remains online forever. Deleted posts maintain a digital footprint or shadow.
- Avoid posting anything you are not comfortable with everyone seeing. Even the most secure privacy settings or posts may be visible to an audience beyond your followers.
- You are not anonymous. Avoid posting anything that you would not like associated with your name, handle, or profile. **If you don’t want someone to see it, then do not post it.**

## Software Copyright Laws

- Students may not make unauthorized copies of software found on the school network or computers, either by copying onto an external storage device or by copying onto other computers via e-mail or cloud storage.
- Students may not copy, reproduce, or distribute any software, music, games, or movies, except as expressly permitted by a software license, written consent of the copyright holder, or as otherwise permitted under Federal law.

## II. Student Life Information

### OVERALL ATMOSPHERE AND DISCIPLINE

**SCHOOL CLIMATE** Holy Names Academy is a community that promotes a climate in which Gospel values are in evidence and are experienced by the students and faculty. This climate is built on personal dignity, integrity, honesty, trust, charity, and service. Each student demonstrates her desire to be at Holy Names Academy through her adherence to the mission and the policies of HNA, and by assuming personal responsibility for her attitude and behavior.

Acceptable conduct requires that students:

- Arrive on time for class with necessary materials.
- Be attentive and engaged during class by participating in class discussions and activities, and completing the assigned work.
- Exhibit a positive attitude at school.
- Be respectful and considerate of all members of the school community and of any school visitors.
- Be respectful of school and personal property.
- Use digital technology in a respectful and appropriate manner.
- Conduct themselves in a manner that reflects positively on Holy Names Academy, both in school and outside of school.
- Reside with parent(s) or legal guardian(s).
- Do not exhibit behavior that threatens self-harm or harm to others.
- Do not use language that is offensive or discriminatory on the basis of race, color, religion, sexual orientation, disability, or any other personal or group status.

Behavior that contradicts the philosophy or policies of the Academy or conduct that is detrimental to the reputation of the school, whether occurring in school or outside of school, will be interpreted as a sign that the student does not want to be a cooperative member of the school community. Students may receive disciplinary consequences or be expelled as a result of such behaviors and conduct.

### DISCIPLINARY PROCEDURES

- **Disciplinary action/consequences** will result if a student fails to respect or support the philosophy and policies of Holy Names Academy.
- **Right to search.** The school reserves the right to search lockers or any personal items brought on to school property or to any school-sponsored event. This includes but is not limited to backpacks, purses, smartphones, laptops, and tablets.
- **Disciplinary probation** indicates that the school is dissatisfied with a student's behavior or attitude, and that some indication of the student's desire to remain a member of the HNA community is necessary. The length of probation is determined by the gravity of the situation. During this probationary period, the student's progress will be reviewed by the administration. Students on disciplinary probation are not eligible to run for current or future leadership positions and may not be eligible to receive financial aid. In addition, students may be removed from current leadership positions, and may be disqualified from participating in co-curricular activities.

*(Disciplinary information continued on next page)*

- **Expulsion** could occur due to, but not limited to, the following:
  - Cheating
  - Disrespectful behavior
  - Possession, use, or sale of alcohol, drugs, or drug paraphernalia or any facsimile thereof
  - Vandalism
  - Theft
  - Possession of a weapon or facsimile thereof
  - Verbal abuse
  - Harassment
  - Physical violence and/or threats of physical violence
  - Violation of state, county, or federal law
  - Arrest by a law-enforcement agency

The administration of Holy Names Academy reserves the right to waive and/or deviate from any and all disciplinary regulations at their discretion.

## ATTENDANCE

Regular attendance is required to receive academic credit; this provision recognizes that contact with teachers and fellow students is an essential component of the learning process. Make-up work does not adequately substitute for missed classes.

**SCHOOL DAY** Classes are in session from 8 a.m. until 2:30 p.m. The school building opens at 6:30 a.m. and closes at 4 p.m. Students may remain in the building in a supervised study area until 5 p.m.

**INCLEMENT WEATHER** In the event of severe weather conditions, the official announcement of modified hours or closure will be sent to all parents and students via the SchoolMessenger service (options for e-mail, text, or phone notification are available). All parents and students should register with SchoolMessenger at the start of the school year (see page 21, *Register with SchoolMessenger*). If school is closed due to weather conditions, students should access their teachers' OneNote Class Notebooks for information and direction concerning classes.

**SCHOOL-DAY ATTENDANCE REQUIREMENT FOR AFTER-SCHOOL OR EVENING EVENTS** In order to participate in an after-school or evening event, activity, sport, or performance, a student must be in full attendance all day on that day, even if it is a special-event school day (such as Peace and Justice Day, Career Day, class retreat day, etc.) or other authorized school activity such as a field trip or community service experience. Exceptions may be granted by prearrangement with the Vice Principal of Academics or his/her designee.

**ONLINE ATTENDANCE REPORTS** Attendance information is available online to parents and students during the academic year, except for the last day of each quarter and the first week of a new quarter. Online attendance can be accessed through the PowerSchool link on the HNA website at [www.holynames-sea.org](http://www.holynames-sea.org) (see page 10, *Online Grades/Passwords*). The attendance report includes information on tardiness and absence.

*(Attendance information continued on next page)*

**ABSENCE** When a student is ill, or for some other legitimate reason is unable to attend school, the parent is expected to notify the Attendance Office by phone at (206) 720-7823 or by e-mail at [attendance@holynames-sea.org](mailto:attendance@holynames-sea.org) *before 8:30 a.m.* If a student is not present in class for any reason, she is considered absent. There are no unrecorded absences. If a student misses more than 20 minutes of a class period, she is counted absent for the whole period.

**RETURN AFTER ABSENCE** A parent verification of an absence is required prior to the student returning to her classes. In the event that parent verification has not been received, the student must report to the Attendance Office prior to attending classes. A student will not be admitted to class without verification of absence.

**RELEASES** Parent verification by phone call, e-mail, or written note is required for any student who needs to leave school during the day. Once the parent notification is received, the student must report to the Attendance Office to sign out and pick up an early-dismissal slip. No parent notice or student sign-out is necessary for early departures due to HNA team sport activities or school-sponsored trips.

**ANTICIPATED ABSENCE** Parents are expected to respect the published school calendar when scheduling family vacations. When an absence of two or more school days is anticipated, the parents should notify an Academic Mentor/Counselor in writing at least two weeks in advance of the absence. The student will receive a form to present to teachers for approval and request work in advance. The signed form must be returned to the Academic Mentor/Counselor at least three days before the absence.

**EXCESSIVE ABSENCE / LOSS OF CREDIT** Absence is recorded by the number of periods missed during a six-period day. A student who is absent more than 10 periods from a class during a semester will not receive credit in the subject for the semester. Once a student has lost credit, she and her parent must make a written appeal to the Vice Principal of Academics in order to recover credit for that class. Possible reasons for appeal may include school-related functions, pre-approved absences, or documented prolonged illness.

**UNEXCUSED ABSENCE** Students may not be absent from class or school activities without the prior knowledge and permission of parents and the school office. An absence without prior knowledge and permission of parents and the school office will result in disciplinary consequences.

**TARDY POLICY** Punctuality is valued and tardiness is a disruption to the learning environment. A student who is tardy for school or any class during the school day must report to the Attendance Office before going to class. She is to give her reason for tardiness, sign the tardy register, and receive an admit form to class. The student will receive a 15-minute detention. If a student reaches a total of six tardies, she will report to the Vice Principal of Student Life for an hour detention for her sixth tardy and all subsequent tardies. If a student reaches 10 tardies, she will be placed on probation. Failure to meet the terms of probation may jeopardize student enrollment.

**ILLNESS AT SCHOOL** Students who are ill are expected to remain at home. A student who becomes ill while at school will be sent home after parents have been contacted by the Attendance Office. When a student returns to school, a written excuse is required, as for other absences. In case of sudden illness or accident, students should notify the nearest faculty member, who will contact the Attendance Office.

## DRESS CODE

In keeping with the school's climate of dignity and respect, students are expected to dress appropriately for the learning environment. The Holy Names Academy dress code is based on neatness, cleanliness, and appropriateness. In addition, the school dress code assists students in learning to make responsible decisions about how to dress appropriately for different situations, such as school, work, church, recreation, and other activities.

### **General Guidelines:**

The following general guidelines are acceptable standards of dress for school that apply to each school day and all student activities:

1. Clothing should be in good condition: no holes, tears, frayed ends, or other signs of excessive wear.
2. Skirts and dresses must be loose-fitting and no more than four inches above the knee.
3. Shorts must be mid-thigh or longer.
4. The following tops may not be worn to school:
  - Tops that do not fully cover the front and back of the torso
  - Tops that do not fully cover undergarments
  - Tops that do not have straps of an inch or more
  - Tops that are see-through
5. The following pants may not be worn to school:
  - Anything intended for exercise or sleep (such as yoga pants, running or biking pants, pajama bottoms, etc.)
  - Spandex or leather
  - Blue denim (except on denim days)
6. Leggings are not pants and must be worn under tops, skirts, or dresses that are mid-thigh length or longer.
7. Clothing with writing must be respectful and appropriate for the school environment. Writing added to attire after its purchase is not acceptable.
8. Shoes must be worn in the school building and on the school grounds. Students are responsible for their choice of safe shoes and are encouraged to choose shoes that are appropriate for climbing stairs. Slippers—and shoes that look like slippers—are prohibited. To prevent damage to the wood floors, heels must be at least  $\frac{3}{4}$ -inch in diameter.
9. Hair styles, hair color, and make-up should be moderate and appropriate for school. Unnatural hair coloring is not permitted.
10. Body piercings that are visible and detectable, such as facial and tongue piercings, are not acceptable at school or at school activities, except for moderate ear piercings and a small, studded nose piercing. Students wearing piercings other than these exceptions will be asked to remove them or will be sent home.
11. Tattoos that are visible and permanent are not acceptable at school or school activities.
12. Sunglasses, hats, and hoods are not to be worn at school.

### **SPECIAL DRESS DAYS**

#### **Designated Dress-Up Days, including Liturgy Days**

- Appropriate dresses, skirts, or nice pants and tops are expected. No jeans or shorts.

#### **Designated Denim Days**

- Students may wear blue denim jeans, in addition to the regular dress code.

#### **Designated Sweats Days (for example: Jogathon, semester exams)**

- Sweat pants and loose-fitting yoga pants, in addition to the regular dress code. No running or biking pants, pajama bottoms, or spandex.

## **DRESS CODE ENFORCEMENT**

A student who arrives in class out of dress code will be sent to the office of the Vice Principal of Student Life or other available administrator. A student may not return to class until she meets dress code. The student will have two options:

- Choose from the alternative clothing available in the office of the Vice Principal of Student Life. The student must return the clothing by first period the next day in order to be admitted to class.
- Call parents to bring acceptable clothing to school immediately.

## **STUDENT CONDUCT**

**CHEATING AND PLAGIARISM** The administration and faculty of Holy Names Academy consider cheating in any form both immoral and unethical. Such dishonesty involves both lying and stealing, actions that are intolerable in an institution founded on religious principles and academic integrity. A student who cheats undermines both the moral and intellectual purposes of her education at Holy Names Academy and shows a lack of respect for the school, for her fellow students, and for herself. Cheating has no place in an institution that values justice; hence, cheating will be dealt with very seriously according to the policies outlined below.

Cheating is any act by which a student attempts to gain an advantage on assessments or assignments through unethical means. Examples of cheating include: loaning or copying any school work, whether in person or through digital communication; talking, sharing, using notes, phones, or other unapproved devices while taking assessments; and sharing test information with students in other class periods or asking other students to do so. Plagiarism is a form of cheating that involves the undocumented copying of work produced by another person or organization; students must cite sources for all such work. These examples are not intended to be comprehensive. The administration reserves the right to determine if cheating has occurred.

Should a student be caught cheating or enabling another student to cheat, the following will occur:

- The teacher will notify the Vice Principal of Academics.
- The student will lose credit for the assignment on which she cheated, regardless of its type or scope.
- The parents will be notified.

In addition, the following may occur:

- Detention
- Removal from elected positions or other honorary leadership roles; removal from participation in co-curricular activities
- Disciplinary probation
- Loss of financial-aid award
- Failure of the course in question
- Expulsion

**WEAPONS POLICY** Behavior contrary to the philosophy and religious principles that guide our school is unacceptable. A student who possesses a firearm or dangerous weapon—on school premises or at any school-related event—that could be used to intimidate, coerce, threaten, or cause bodily harm will be expelled. Police and parents will be notified. The possession on the school premises, or at any school-related event, of a facsimile of any object that could be used to intimidate, coerce, threaten, or cause bodily harm will be considered a serious violation of school policy and may result in expulsion.

**SUBSTANCE ABUSE POLICY** In keeping with the mission of Holy Names Academy, all school and school-related events are drug- and alcohol-free. Students may not possess, use, distribute, or sell alcohol, drugs, drug paraphernalia, or any facsimile thereof on school property or at any school-related activities. A student may be asked to submit to a drug or alcohol test if use is suspected. Violators will face significant disciplinary consequences and possible expulsion.

**SMOKE-FREE ENVIRONMENT** Holy Names Academy promotes the health and safety of all by providing a smoke-free environment. Students may not smoke or use tobacco products on school property or within a mile radius of the school or in any other situation in which a student could be connected with HNA. Students may not smoke or use tobacco products at sports events, field trips, dances, or any other school-related activities. Students socializing with those smoking, or found in situations where there is evidence of such activity, will also be subject to disciplinary consequences.

**VANDALISM AND THEFT** Students who deface or damage school property are liable for damages and are subject to school disciplinary action. This policy also applies to those who steal school or personal property. A student who witnesses theft or vandalism should report the incident to a school administrator immediately. Students who conceal or withhold knowledge about such activity may also be subject to disciplinary consequences. Students are solely responsible for all of their personal belongings, including electronic devices. It is recommended that the student keep all valuables with her or locked in her locker.

**FILMING, RECORDING, PHOTOGRAPHING** At no time may a student film, record, or photograph another student or school employee without her/his knowledge and expressed consent. In addition, students must obtain approval from the school administration to post any photos or videos of the school facilities, employees, or school events on any social-networking or other Internet site.

**AUDIBLE DEVICES** Audible devices may not be used during class or homeroom time (except when authorized by a teacher), assemblies, liturgies, emergency drills, student activities, or other instructional times. In consideration of others, any audible devices should be used with earbuds or a headset and should be inaudible to others.

**SMARTPHONES** If it is not disruptive to the school environment, students may use smartphones before school, at break, during lunch, and after school. Unauthorized use during school hours will result in disciplinary consequences. Phones must be turned off during all classes, assemblies, homerooms, liturgies, or other school activities.

**LOST AND FOUND** Lost and found items may be claimed in the Attendance Office.

*(Student conduct information continued on next page)*



## **FOOD AND DRINK REGULATIONS**

1. A food service program is available each day before school, at break, and at lunch.
2. Courtesy and good manners should be practiced in all eating areas. Students should leave tables, chairs, and surrounding areas clean and in proper order.  
Sitting on top of tables is not permitted.
3. Students may eat in the following areas ONLY: Café, Cougar Den, student commons, SAC, patio, and north lawn.
4. No eating or drinking is permitted in the classrooms, with the following exceptions:
  - Scheduled meetings supervised by a faculty member.
  - A small snack during the period immediately after break.
  - A breakfast beverage during the first period.
  - Water throughout the day. All water containers should have a lid or cap.
5. Garbage, compost, and recyclables should be placed in the proper containers.
6. Gum chewing is prohibited everywhere in the building and on school grounds.
7. In the interest of safety, food brought to school events should be store-bought rather than homemade, and not require refrigeration or reheating.

**ASSEMBLIES** Students must sit in their respective class areas assigned by homeroom teachers who will take attendance at every assembly. Each student is personally responsible for courteous and mature behavior at each assembly.

**ELEVATOR USE** Students are not permitted to use the elevators without the permission of the Vice Principal of Student Life. Students who have a physical need may request use of the new elevator with a written note from parents and a doctor. The historic elevator may only be used by students assisting faculty or staff in transporting equipment, musical instruments, supplies or carts. Students are expected to be careful and considerate in authorized use of the elevator. Both elevators are equipped with a call box for emergency use. Any service charges assessed in connection with unauthorized use of an elevator or call box will be the responsibility of the student and her family.

**CLOSED CAMPUS** During the school day, students must remain on the school property, as defined by the public sidewalk enclosing the grounds, from the start of the school day until officially excused or school is dismissed. The only exception to this is the off-campus lunch privilege for seniors, who must have a parent permission form on file. The senior off-campus lunch privilege may be revoked as a disciplinary consequence for inappropriate behavior. Students may not have visitors during the school day, which includes the lunch period.

**BUS SERVICE AND CONDUCT** Metro buses serving HNA include #8 (via E. John St.), #10 (via 15th Ave. E.), #12 (via 19th Ave. E.), and #43 and #48 (via 23rd Ave. E.). All except the #12 connect to nearby light-rail stations. Students are expected to behave appropriately on all public transit, including buses, light rail, and ferries. Disruptive conduct is very serious; it is inconsistent with the school's philosophy, and students who participate in such behavior will be subject to school disciplinary action.

**CONDUCT OFF CAMPUS** School policies apply at all school-related events, both on and off campus. Any behavior in any setting that, in the opinion of the administration, reflects poorly on the reputation of Holy Names Academy will result in disciplinary action.

*(Student conduct information continued on next page)*

## **DANCE REGULATIONS**

- All tickets are sold prior to the dance and are not transferable. Tickets are not sold at the door. Students who come to the door without purchasing a ticket prior to the dance from the Office of the Vice Principal of Student Life will not be admitted.
- Guest-pass policy will be announced for each dance. An HNA student with an I.D. card may bring one guest who is 18 years old or younger and attends high school. If a senior has a guest who is in college, she must obtain prior approval from the Vice Principal of Student Life. All guests will be required to show current photo identification. The HNA student must accept full responsibility for the conduct of her guest at the dance. The guest must arrive with the HNA student.
- Admission to most school dances is between 8 and 9 p.m. Students must remain at the dance until 10:30 p.m. Once a student leaves the dance, she may not return.
- Students are expected to dress appropriately for a school-sponsored event. HNA reserves the right to determine what is inappropriate attire.
- No smoking, drinking of alcoholic beverages, or use of narcotics or any mind-altering substance will be allowed.
- At its discretion, the school may use a breathalyzer to test students and their guests for alcohol use.
- Faculty members and parent chaperones have the full authority to admit, refuse, or dismiss any student from a dance. Chaperones will contact the parents of any HNA students who are asked to leave a dance.

**RESTRICTED AREAS** Restricted areas include the dome, attic, both elevators, second-floor parlors, kitchen, storage areas, fire-door exit from the north basement, the boiler and maintenance rooms, and the south end of the fourth floor.

## **VEHICLE AND PARKING POLICIES**

**GENERAL POLICY** The Academy has a long history of partnership with the surrounding neighborhood, and it is important that students, parents, and faculty/staff take into consideration the residential nature of this community when parking vehicles. It is expected that all student drivers demonstrate respectful behavior, both in terms of adhering to city parking and driving regulations and in promoting the spirit of neighborly courtesy. Failure to do so will result in disciplinary consequences and possible loss of driving privileges to school.

**PARKING PERMITS** The school issues its own parking permits, which must be displayed in the lower-left corner of the rear window of any car driven to HNA by a student, parent, or faculty/staff member. HNA Parking Permit Request forms are available for download on the school's website or from the Executive Assistant to the Head of School, who will issue permits during the first two weeks of August. All cars must have permits by the first day of school. Additional permits or changes in permit information (such as a new license plate number) may be arranged at other times of the year through the Executive Assistant to the Head of School.

**PARKING AND DRIVING GUIDELINES** are designed to provide a safe environment in our neighborhood. The guidelines are intended to respect our neighbors' need for parking as well as to provide parking for students, parents, and faculty/staff. All guidelines will be strictly enforced. A laminated parking map of the school neighborhood, suitable for keeping in a visor or glove compartment, is available in the Receptionist's Office. Note that the map provides only a limited sample of streets in the school neighborhood, and that the following parking restrictions apply to all streets not specifically listed as exceptions:

*(Vehicle and parking information continued on next page)*

## **PARKING RESTRICTIONS**

- **HNA's two parking lots** at the back of the school are restricted to faculty/staff, parents, or guests.

- **Street parking** for all HNA school days and events—at any hour, whether by students, parents, or faculty/staff—is restricted to:

— Any legal parking spot on E. Aloha Street.

— Both sides of the streets around the immediate four sides of the HNA building—but only in a legal space. The entire west side of 22nd Avenue in the block adjacent to the school building is a no-parking zone, but can be used for waiting during the 15-minute after-school pickup.

— The NORTH side only of other streets running east/west (Roy, Prospect, Mercer, etc.), but only in a legal space. You may park on either side of the blocks immediately adjacent to the HNA building, as noted above.

— The WEST SIDE ONLY of streets running north/south (20th, 21st, 22nd, etc.), but only in a legal space. You may park in any legal space on either side of the blocks immediately adjacent to the HNA building, as noted above.

- **City parking regulations and common courtesy must be observed. DO NOT PARK:**

- In an intersection. For example, students may not park across from the traffic circle at the intersection of 21st E. and E. Roy.

- On a crosswalk or sidewalk.

- Within 30 feet of a stop sign.

- Within 20 feet of a pedestrian safety zone.

- Within 15 feet of a fire hydrant.

- Within 5 feet of a driveway, alley, or area of the curb removed or lowered for access to the sidewalk.

- Within 3 feet of another parked car.

- More than 12 inches from the curb.

- On the wrong side of the street.

- In any HNA parking stall marked for the disabled unless the driver has a disabled license plate or placard. (Note: Please do not park in front of the houses in our neighborhood that are designated as “disabled parking.” We have several neighbors who need access.)

- Wherever there is a sign that indicates no parking.

- Wherever there is the potential to block another vehicle.

- **All driving laws must be obeyed and safety must be a priority. DO NOT:**

- Exceed the speed limit.

- Fail to stop at stop signs.

- Drive recklessly through the neighborhood.

- Endanger pedestrians.

- Play loud music.

- Text or talk on a phone while driving.

## SCHOOL ACCESS AND SECURITY

**BUILDING ACCESS** The school building is open 6:30 a.m. to 4 p.m., with additional after-school supervision available until 5 p.m.

- Students are to use only the FIRST-FLOOR DOORS to enter and leave the building. Access is available through the doors at the north end of the main parking lot on 22nd Ave. E. and through the pavilion doors.
- Students are NOT to use the front door of the school before or after school or at lunch. The door at the north end of the main parking lot and the pavilion doors will be open before school and at the end of lunch.
- The second-floor hallway may be used for transit between classes only.
- The locker room typically is locked at 3:30 p.m. each day.
- The fire doors typically are locked at 4:30 p.m. each day.
- During an athletic event, visitors must remain in the gym.
- After 4 p.m., any students remaining in the building must report to the designated study area. All students must leave the campus by 5 p.m. unless attending an evening school event or sports activity. On early-dismissal days, this schedule may be altered.

**SCHOOL VISITORS** All visitors must enter through the main door (facing 21st Ave. E.) and report to the Receptionist's Office to register and receive a guest pass. Upon leaving, visitors will sign out and return their guest passes. Students are prohibited from admitting visitors through any door of the building and may face disciplinary consequences if they do so. Students should direct any visitors to the Receptionist's Office via the main school entrance. No one other than HNA students, faculty, or staff is permitted in the locker room/basement area. No visitors are allowed during the school day (outside or inside) without prior permission from the Vice Principal of Student Life.

A student wishing to bring a guest to school for a day obtains a guest authorization form from the Vice Principal of Student Life and asks teachers to sign an approval form at least two days in advance of the visit. Before school on the day of the visit, students are asked to bring their guests to the Receptionist's Office to obtain a visitor's pass. No teacher may accept a guest in class without prior clearance.

**ADMISSIONS VISITORS** Interested applicants to HNA may wish to visit for a day. A visiting student should:

- Prearrange the visit with the Admissions Director at least five to six days in advance.
- Confirm the date with her parents and with teachers at her current school.

While at HNA, a student host will escort the guest through an academic day. The guest should plan to arrive by 7:45 a.m. and stay until 2:30 p.m. Certain school days are closed to visitors; these usually include vacation days of other schools and the last two weeks of the term at HNA.

## EMERGENCIES: SCHOOL CLOSURES, NOTIFICATION, DRILLS

**EMERGENCY MANAGEMENT PLAN** The school has an Emergency Management Team that meets regularly to refine the emergency management plan and provide training for faculty and staff. The school uses the Incident Command System (ICS), which pre-assigns and trains each faculty and staff member in a specific area of responsibility in a crisis situation.

**PREPARE YOUR FAMILY FOR EMERGENCIES AT SCHOOL** In the event of an emergency, the safety of students, staff, and faculty will be the school's primary concern. Parents and students can prepare for and participate in the emergency management system by doing the following:

- **Plan Ahead** Discuss possible alternate transportation plans to be implemented in the event of an emergency dismissal, considering such questions as where to go, how to get there, and with whom the student should travel.

- **Register with SchoolMessenger for Notification (parents *and* students)** Holy Names Academy uses the SchoolMessenger messaging platform to communicate emergency school closures or other urgent information to parents, students, and faculty/staff. All parents and students should register with SchoolMessenger ([go.schoolmessenger.com](http://go.schoolmessenger.com)) before the start of the school year, choosing Holy Names Academy as the "School/District," and choose their preferred method of communication: e-mail, text message, telephone. Step-by-step registration instructions for SchoolMessenger are available on the HNA website in the Students section [*Forms, Fliers & Menus*] and in the Parent Portal section [*Forms & Web Links for Parents*].

- **Seek Information** In addition to directly notifying parents and students via SchoolMessenger (see above) about weather-related and other emergency closures or late-starts, the school will:

- Post information on the homepage of the **HNA website** ([www.holynames-sea.org](http://www.holynames-sea.org)) and on the school's main **Facebook** page, *Holy Names Academy, Seattle*. (Note: In the event of power outages, this option may not be available.)
- Provide **recorded information** on the HNA Schedule Change Information line: (206) 568-7788.
- Inform local **radio and TV** stations, notably KIRO, KOMO, and KING. The Red Cross has advised the school that in a significant emergency situation, KIRO will be the first station they alert.

- **Be Patient** If students must be dismissed early or if there has been a major crisis, the school will set up a "reunification" station where parents may pick up their daughters. It is important that parents allow a faculty/staff member to retrieve their daughter; do not simply walk into her classroom or the assembly area and take her home. It is also likely that parents will be asked for photo identification. HNA makes every effort to keep a record of when and with whom students leave. It is important for the school to be able to account for all students and to know that they are safely on their way home.

**FIRE DRILLS** Fire drills are required by law and are an important safety precaution. At the first signal of the fire alarm, everyone is to move promptly by the prescribed route (posted in each room) and go directly to the designated place outside for roll call. If the fire alarm sounds when class is not in session, students should leave the building by the nearest available exit and go to their homeroom location. All are to maintain silence during a fire drill and to remain outside until the return signal sounds.

*(Emergency information continued on next page)*

## **EARTHQUAKE PROCEDURES**

- If in a classroom or in the lunchroom, students should:
  - Drop under desks or tables.
  - Face away from windows.
  - Cover side of head with arms and clasp hands firmly behind neck.
  - Remain in place until ordered to evacuate or until the ALL CLEAR signal is given.
- If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch for high bookcases, shelves, and other furniture that might slide or topple.
- Be prepared for aftershocks. Although these are likely to be smaller than the main shock, some may be large enough to cause additional damage.

**OTHER EMERGENCY DRILLS** In addition to fire and earthquake, students and faculty regularly prepare and drill for other emergency situations, including building lockdowns and shelter-in-place procedures.

## **III. Administrative Information**

### **AVENUES OF COMMUNICATION**

Holy Names Academy values open, honest communication at all levels. Students and parents are encouraged to contact teachers, coaches, or administrators directly with questions or concerns. Phone extensions and e-mail addresses are published annually in the *HNA Parent/Student Directory* and in the Parent Portal section of the school website. If a problem should arise, the usual process is as follows:

1. The student or parent should contact the teacher or coach to discuss the problem.

If this does not resolve the situation, then:

2. The student or parent should contact the appropriate administrator.

If the matter is still unresolved, then:

3. The parent, student, or administrator should contact the Head of School.

### **BUSINESS OFFICE / REGISTRAR'S OFFICE**

**TUITION AND FINANCIAL AID** Tuition for the 2018-19 school year is \$16,992. Tuition is payable in advance in monthly, quarterly, semi-annual, or annual payments. Payment must be received on or before the first of the month. A \$35 late fee will be charged for payments received after the fifth of the month. Any checks returned by a bank because of insufficient funds will result in a \$40 fee added to the student's tuition account. Links to financial-aid applications are available on the Holy Names Academy website (when the application process opens in November), and are due on the date listed on the school calendar. Financial-aid applications must be completed each year. Parents are expected to meet all financial obligations in a timely manner, as outlined in the enrollment agreement. Senior accounts must be cleared before a diploma is awarded.

*(Administrative information continued on next page)*

**TUITION REFUND POLICY** Please see your enrollment agreement or contact the Business Office at (206) 323-4272.

**RE-REGISTRATION** Re-enrollment contracts, mailed to parents in mid-January, are due in January on the date listed in the school calendar. Receipt by HNA of this financial agreement and the \$400 non-refundable registration fee reserves the student's place for the next school year. Prompt attention should be paid to the re-registration deadline, which is published annually. If the registration fee is late, there is no guarantee that the student can be re-admitted or that she will receive her preferred schedule.

**TRANSCRIPTS** Transcripts for the purposes of college admissions and scholarship applications are to be requested from the College Counselors, and are free of charge. If a printed transcript needs to be mailed, students must provide a postage-paid envelope. Transcripts for all other purposes are to be requested from the Registrar and will incur a \$5 fee. For all transcript requests, whether to the College Counselors or the Registrar, the student or parent must submit the written-transcript form available for download from the HNA website or from the College Counselors or the Registrar.

## INFORMATION SOURCES

### **WEBSITE, CALENDAR, SchoolMessenger, SOCIAL MEDIA**

The official school website, [www.holynames-sea.org](http://www.holynames-sea.org), includes a customizable calendar that is the most current source of schedule information on all school events, and can be personalized to send reminders and updates on time and date changes. The website includes a password-protected Parent Portal section; access requires a onetime registration. For emergency alerts, such as weather-related closures, the school uses the **SchoolMessenger** platform; all parents and students are required to register and choose their preferred means of receiving alerts (phone, text, e-mail). The school's Facebook page, **Holy Names Academy, Seattle**, and Instagram account, [@hnacougars](https://www.instagram.com/hnacougars), are widely followed by the school community, as is the Athletic Department's Twitter feed, [@HNACougars](https://twitter.com/HNACougars).

### **MONTHLY PARENT NEWSLETTER**

The school publishes a monthly online parent newsletter, *Keeping You Posted*, in the secure Parent Portal section of the school website; each month a summary is e-mailed to all school families. Parents are encouraged to contribute photos and news about students by e-mailing [communications@holynames-sea.org](mailto:communications@holynames-sea.org).

### **OTHER PUBLICATIONS**

- This *Parent/Student Handbook and Calendar* is mailed to each school family in early August. The *Handbook* section covers general information and school policies. After reading the *Handbook* section, parents and students must sign and return the Handbook Agreement, located on the inside back cover (see page 25), indicating their commitment to uphold all school policies. The form must be returned to homeroom teachers no later than the end of the first week of school.
- The *Holy Names Academy Parent/Student Directory* lists all students, parents, and personnel.  
Please note: The information contained in the *Holy Names Academy Parent/Student Directory* is intended solely for the private use of members of the Holy Names Academy community. The directory is not to be used to construct lists for marketing purposes or to benefit any other independent venture, commercial or otherwise, without the prior permission of Holy Names Academy. No part of the *Holy Names Academy Parent/Student Directory* may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, scanning, or recording, or by any information storage or retrieval system, without the prior permission of Holy Names Academy.

*(Administrative information continued on next page)*

One copy of the *Parent/Student Directory* is given to each family on Back to School Night in September, provided the family has submitted a signed Handbook Agreement form (page 25). Extra copies may be obtained from the Academic Office. The *Parent/Student Directory* is not available on the HNA website.

- *Columns* is a magazine-style publication mailed two times a year to alumnae, benefactors, and parents of current students.
- *Catalog of Course Offerings* is provided annually to students by the Academic Office and is available on the HNA website (Academics section).
- *College Planning Guide* is provided annually to students by the College Counseling Office and is available on the HNA website (Parent Portal section).
- *HNA Athletic Handbook* is published on the HNA website (Athletics section).
- *Holy Names Academy Annual Report* is distributed annually to all recent donors.
- *Excalibur* is the HNA yearbook, published by a student staff and faculty advisor.



## 2018-2019 HANDBOOK AGREEMENT (Required)

We, as HNA parent and HNA student:

- Commit ourselves to upholding the philosophy and policies of Holy Names Academy.
- Support the school in maintaining a positive school climate as stated in this *2018-2019 Holy Names Academy Parent/Student Handbook*, and agree to cooperate with all policies.
- Understand that the student may be subject to immediate withdrawal from Holy Names Academy for any disrespect or non-support of the philosophy and/or policies of Holy Names Academy on the part of either the parents or the student.

We, the undersigned, have read and understand the contents of this *2018-2019 Holy Names Academy Parent/Student Handbook*. We agree to abide by all policies of Holy Names Academy, both stated and implied.

\_\_\_\_\_  
Student Name – Printed

\_\_\_\_\_  
Class Year

\_\_\_\_\_  
Homeroom

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Financially Responsible Parent Signature

\_\_\_\_\_  
Date

**Photo Release:** From time to time, the school may feature photos of students, quotations attributed to students, or artwork created by students in printed promotional materials and in content on the school’s website or school-controlled accounts on social-networking websites such as Facebook. By signing above, the parents agree that Holy Names Academy may at its discretion use their daughter’s name, likeness, and/or schoolwork in connection with the school’s printed or online promotional and publicity materials, unless the parents check the box below:

I do not consent to my daughter’s name, likeness, and/or schoolwork being used in connection with Holy Names Academy’s printed or online promotional or publicity materials.

*For families with siblings enrolled at HNA, a duplicate of this form is enclosed. Forms also may be obtained by contacting Mrs. Kim Dawson at (206) 720-7815 or kdawson@holynames-sea.org. The HNA activity fee (due July 1) and this form (due August 31) must be received at HNA before a student may receive an ASB card and before a family may obtain a Holy Names Academy Parent/Student Directory at Back to School Night or thereafter.*

**Please return this signed agreement to your homeroom teacher no later than Friday, August 31, 2018.  
Attendance at Holy Names Academy is dependent upon your completion of this form and our receipt of it.**