



08/02/2023

It is our goal to keep parents informed and/or reminded of the HNM Handbook guidelines as the school year approaches. This letter is to inform you of the most recent updates to the 2023-2024 school year's cell phone policy and a reminder of HNM student expectations. This will help you and your child plan for the upcoming school year and prepare for success. Our handbook is accessible online through our website at hnm.school.org. Please take time to read our school guidelines and policies before the start of the school year.

The following policies have been updated or changed.

Cell Phones, Headphones/Earbuds, and Smartwatches:

We recognize that parents provide their children with cell phones for safety reasons. Therefore, we understand that students will bring their cell phones to school. Other than that, cell phones must remain turned off and stowed away during the school day.

Cell phones/electronics must be turned off and put away into the class' designated area upon entering any classroom throughout the school day. Cell phones/Electronics must not be heard nor seen during instructional time. If a cell phone is out or is heard (i.e. ring, alarm, vibration) during instructional time, the discipline policy is enforced. If a student leaves class to use the restroom, they will keep their phone in the classroom for the duration that they are out of class.

Cell phones, electronics, **and smartwatches** that are being used to make calls, text (parents or peers) or play games during the day will be confiscated and returned to parent and student at the end of the day.

Students are not to call, text, or message their family members during the school day. If students need to reach a member of their family, they can use one of the phones in the main office, classroom (supervised by a teacher or staff member), or health office.

Personal Headphones and earbuds are also prohibited during transitions due to safety concerns. Headphones and earbuds prohibit students from hearing announcements, requests in cases of emergency, etc. *Headphones and earbuds will only be used for specific class assignments that are approved by the teacher or administrator.*

It is not the goal of the school to confiscate a student's cell phone, however, cell phones should not be exposed or used inappropriately, and cell phones should not be used to cause a distraction to the learning environment. Students will be asked to put the cell phone away if exposed in the classroom without permission.

1st Offense: Verbal request to put phone away (Warning)

2nd Offense: Phone confiscation with parent/student phone pick-up

3rd Offense: Parent/student phone pick-up and 2 after school detentions will be assigned

*******Further issues may result in further disciplinary action.**

*****Any personal electronic device brought by students is the responsibility of the student. Holy Name of Mary School will not be held liable for any lost, damaged, or stolen devices. Parents are encouraged to purchase insurance on student devices.**

*****HNM would like to ensure that parents and students are aware that making an audio and/or video recording while on school grounds or during a school-sponsored activity without permission from school or district staff is a violation of school rules. In addition, a recording made without permission in a classroom is a violation of California Education Code 51512, and a recording made of a confidential conversation or in a private setting without consent is a violation of California Penal Code 632.**

School Devices:

Students are responsible for bringing their fully charged device to school each day, unless specifically instructed not to do so by their teacher. I pads are to be used at school or home for school purposes only.

The following actions are NOT permitted on school issued I pads:

Attempting to bypass or bypassing the Internet filter.

Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.
Physically altering or disassembling a computer or school issued device in any way.
Accessing or attempting to access inappropriate material on the Internet.
Giving your username and password to another student to use
Playing video games during school hours.
(Remember - the student is responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Removal of take home privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.

******Failure to comply with the General Policies listed above may result in the loss of 1:1 privileges for a time period to be determined by the school administration or additional consequences:***

Late Policy:

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school at 7:55 a.m. is considered tardy. Students must report to the health room when tardy and receive a tardy slip. Students arriving after 8:15 a.m. must report to the health room WITH A PARENT to sign in.

******After 4 unexcused tardies and/or unexcused early withdrawals in one trimester, there will be a \$5.00 Attendance Fee charge for every subsequent tardy and early withdrawal. These fees will be deducted from your FACTS account.***

Continued tardiness will require a meeting with the principal. By state mandate, excessive tardies will be reported to the Bonita Unified [Truancy Officer](#).

HNM Dress Code:

A reminder to all HNM parents and students the wearing of a uniform is an integral part of Catholic school discipline. Students in uniform are less pressured at school by clothing trends and peer comparisons. The decision as to what is in accord with the uniform policy rests with the principal. All students are to be in full uniform each day. *Only uniform clothing purchased from Dennis Uniform Co. is acceptable.* **Uniform sweaters are for classroom needs. School jackets are for outdoor needs. Please remind upper grade students class sweatshirts are not to be worn on Friday's with dress uniforms and **spirit gear** is also not within our uniform guidelines, it may only be worn on non-uniform days. Parents and students should take a moment to read the Non-uniform day policy in order to ensure success.**

Students in violation of the dress and grooming codes will be informed in the following manner:

1st Offense: Verbal or Schoolspeak notice of uniform violation

2nd Offense: Schoolspeak notice and call home asking parent to bring appropriate clothing.

3rd Offense: student will be sent home

******Further issues may result in further disciplinary action.*

Please be aware that uniform violations disrupt learning, since the student in violation must be pulled out of class to call home and wait for a change of clothing.

The uniform consists of:

**** For Three's and Pre-K dress code, please contact the Director Ms. Montanez.*

Boys (Grades K – 8)

Pants Navy twill (required on dress uniform days)

Grey twill

Shirt White short or long-sleeved oxford shirt with HNM Logo (required on dress uniform days)

White or navy, short or long-sleeved polo shirt with HNM logo

Colored T-shirts are not allowed

Ties Dennis navy tie (required on dress uniform days)

Clip-on tie for grades K-5

Hand tie for grades 6-8

Shorts Navy or grey twill walking shorts (not allowed on dress uniform days)

Girls (Grades K – 8)

Jumper/Skirt

Tyler plaid jumper (Grades PK-3) (required on dress uniform days)

Tyler plaid skirt (Grades 4-8) (required on dress uniform days)

*******Shorts or skirts that are shorter than three inches above the knee are not permitted.**

Blouse White short-sleeved peter pan collar blouse (Grades PK-3) (required on dress uniform days)

(If girls are wearing pants/shorts with belt loops than a belt must be worn).

White short-sleeved Taylor collar blouse (Grades 4-8) (required on dress uniform days)

White or navy, short-sleeved or long-sleeved polo shirt with HNM logo

Colored T-shirts are not allowed

Pants Navy twill

Skort Tyler plaid skort (Grades PK-8)

Navy skort (Grades PK-8)

Shorts Navy twill walking shorts

Navy bike shorts may be worn under jumpers or skirts only

All: Boys and Girls (Grades K – 8)

Sweater Navy cardigan, V-neck pullover, or sweater vest

Jacket Navy hooded microfibre (water-resistant) or Navy polar microfleece

Gr.7- Class sweatshirts (*grey or navy*)

Gr.8- Class sweatshirts (*grey or navy*)

School shirts must be worn under all sweatshirts and jackets. No spirit gear may be worn.

Shoes Brown, black, navy, grey or white leather or canvas, **without pattern or design.**

No sandals or boots permitted. No characters, lights, wheels or colored shoe laces permitted.

Belts Navy blue, black, or brown (belts must be worn with belt loops but are optional for grades PK, K, and 1st)

Socks Solid white, navy, grey, or black. Solid white, navy, grey, or black tights on cold days. **Socks must cover the ankle (and show above the shoe).**

No leggings (unless the bottom of the leggings are covered by socks).

Belts Navy, black, or brown (belts must be worn with belt loops) (belts are optional for grades PK-1)

P.E. Uniform HNM T-shirts with navy HNM shorts.

Plain navy sweatsuit (optional for cold weather)

No PE uniform required for grades PK-Grade 4. Grade 5-8 may wear HNM sports uniforms on PE days only.

Non-Uniform Day

A Non-Uniform Day is a privilege granted to students at different times during the year. On non-uniform days, students must come to school dressed in a manner suitable for a Catholic school student. Clothes must conform to rules of modesty, good taste, cleanliness and neatness. Boys are required to wear shirts and traditional pants or walking shorts. **Inappropriate writing or symbols, oversized clothing, tank tops, athletic shorts, ripped jeans, jeans with holes, or hanging belts are not permitted.** Socks must be worn at all times. Boys may not wear earrings. Girls are required to wear a dress, skirt, pants, or walking shorts. **(Shorts or skirts that are shorter than three inches above the knee are not permitted.)** T-shirts with **inappropriate writing or symbols, oversized or tight-fitting clothing, tank tops, midriffs, or athletic shorts are not permitted.** Make-up, acrylic nails, nail polish, **or excessive jewelry are not allowed. Leggings may be worn with a long shirt only.** Girls may wear one pair of stud earrings. On non-uniform days only, girls may wear shoes without socks. Spirit Gear is allowed during non-uniform days.

Dress Uniform Days

Days we celebrate the Liturgy or other special occasions are considered "Dress Uniform Days". Girls in grades PK-3 are required to wear white peter pan collared blouses with Tyler plaid jumpers. Girls in grades 4-8 are required to wear white Taylor blouses with Tyler Plaid skirts. No class sweatshirts are allowed on these days or Spirit Gear. Girls are not permitted to wear

skirts, walking shorts or slacks. Boys are required to wear white oxford shirts with ties and NAVY uniform pants. They are not permitted to wear polo shirts or shorts.

Appearance

Neat, clean, and modest clothes appropriate to a Catholic academic institution and learning environment are to be worn at all times. **Shirts and blouses are to be tucked in at all times.** Skirts should be no shorter three inches above the knee and may not be rolled. Shoes must be properly tied. We reserve the right to send anyone home who comes to school inappropriately dressed. Socks must be worn. Make-up, acrylic nails, nail polish, or excessive jewelry are not allowed. Girls may wear one pair of stud earrings.

Hair Styles

Hair is to be neat, clean, and well groomed. Hair should be its natural color. Exaggerated or extreme hairstyles are not acceptable. Styles such as spiking, stepping, cropping, and shaving are not acceptable. Tails, excessively short or long hair, or other fad-type hairstyles are not permitted. Hair cannot interfere with vision. Boy's hair cannot touch the collar of their shirts. Boys hair is to be cut NO LOWER THAN #1 setting. If a student is not in compliance, parents will be notified and will have 24 hours to rectify the inappropriate hairstyle.

******The final determination of what dress and grooming is considered acceptable will be made by the principal.***

With a grateful heart,
Brenda Berumen
HNM Principal
principal@hnmschool.org
909-542-0449 ext. 226
www.hnmschool.org

