

# *Holy Name of Jesus School*

6190 Allentown Boulevard  
Harrisburg, PA 17112  
[www.holynameofjesus.com](http://www.holynameofjesus.com)  
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## *2026-2027 Parent/Student Handbook*



"Nothing contained in our handbook, or in any other document, custom or practice, is intended to, or shall be construed to, create any contradictory obligations, express or implied, on the part of the diocese or the school."

Reverend William C. Forrey, Pastor  
Sister Rita Smith, SSJ, Principal

Holy Name of Jesus School is a Middle States Accredited School

## **SECTION 1**

### **INTRODUCTION**

#### **INTRODUCTION**

Holy Name of Jesus School (HNJ) is an elementary school within the Roman Catholic Diocese of Harrisburg located at 6190 Allentown Boulevard, Harrisburg, PA, 17112. The school provides classes for children in Pre-K3, Pre-K4, Kindergarten, and grades 1-8. The school has been Middle States Accredited since 2008.

Students at Holy Name of Jesus School are immersed within the three-fold purpose of Catholic education: doctrine, community, and service. The Catholic identity of our school is woven within the fabric of a curriculum that is developed and approved by our Diocese. Students receive academic instruction in the core subject areas of integrated language arts, mathematics, science, social studies, and religion. Specialty subjects of art, music, computer, and physical education, which are provided by the Diocese of Harrisburg, are also taught at each grade level. The world language of Spanish is taught at Holy Name of Jesus School at all grade levels. Weekly library instruction is included within the language arts curriculum. Intensive instructional support services exist for students who have been recommended for more extensive academic interventions.

Extracurricular activities abound at Holy Name of Jesus School, including music, chorus, band, academic clubs, and National History Day. With service as a primary focus, a student council consisting of eighth grade students provides opportunities for our students to help others within the church and local communities.

Operating as a learning community within a faith community, the school's financial means is provided by a number of sources including tuition, parish subsidy, financial scholarships provided by outside sources, and minimal large event fundraisers.

Holy Name of Jesus School welcomes students from diverse backgrounds. We strive to live our motto, "Where love and learning go hand in hand."

#### **PHILOSOPHY**

Holy Name of Jesus School is dedicated to the total formation of the student: spiritual, academic, and human. We strive to provide a safe and secure atmosphere that is fully and dynamically Catholic, and academically sound and challenging. We affirm that every human being is made in God's image and likeness.

## **INTRODUCTION (CONT'D)**

It is of the utmost priority to us that our students develop the talents God has given them, acquire important knowledge in the core subjects, learn skills that will help them to make of their lives a gift to God and make positive contributions to society in many and various human endeavors. May they be builders of a culture of life and a civilization of love.

## **MISSION STATEMENT**

Growing together in faith, we foster love and reverence for God and for every human being. Rooted in Christ, and as his disciples, we strive to provide a dynamic Catholic atmosphere in which academic excellence can flourish in a safe, nurturing, and diverse environment. Reflecting the teachings and actions of Christ through the Catholic Church, we instill a desire to know, to love, and to serve God and to love our neighbors as ourselves.

## **BELIEF STATEMENTS**

With the understanding that we are all made in God's image and likeness, we acknowledge that every child has the right to learn. In accordance with this, we believe that we should:

- Help our children grow into responsible and loving adults as Disciples of Christ in the model of Mary, the Mother of God.
- Foster a love for the teachings of the Catholic Church in their fullness.
- Encourage a love for the practice of the Catholic faith through frequent celebrations of the Eucharistic Sacrifice, the sacramental life, and regular prayer and devotion.
- Incorporate our Catholic faith in all subject areas with high standards for a quality education.
- Provide a safe, healthy, and drug-free environment.
- Prepare the child for spiritual and academic success.
- Model the Christian spirit of giving to the needy and caring for others through works of mercy.
- Teach the importance of justice and fairness through daily practice and examples.
- Share the responsibility as parents, teachers, and students in maintaining cooperative relationships to cultivate the success of every child.
- Teach virtue, morality, and reverence according to God's Commandments.

## **SECTION 2**

## **ADMISSION AND MEMBERSHIP**

### **ADMISSION**

Holy Name of Jesus School does not discriminate based on race, sex, color, or nation of origin. The Principal or Pastor must approve all admissions. Holy Name of Jesus School has a tuition-based program for the school.

The Pastor and Administration do not wish to exclude any Catholic student for lack of funds. There are scholarships available through the Neumann Scholarship Foundation of the diocese and the South Central Scholarship Organization. Families who believe that they will require assistance with their tuition should apply to these groups as a first step. Additional parish support, beyond what these organizations offer, will be considered based on need, as determined by the family's application. Applications for the scholarship programs are available at the school office. **Forms must be submitted no later than March 1 in order to be considered for award.**

Holy Name of Jesus School required the following for admission to the school:

1. Application for admission/registration to the school. Forms are available in the school office or on the school website at [www.holynameofjesusschool.com](http://www.holynameofjesusschool.com).
2. Student records for students transferring from another school.
3. Kindergarten students must have reached the age of 5 by August 31 of the year for which they are applying.
4. Birth certificate
5. Baptismal certificate (not required for Preschool students)
6. Copy of medical immunizations
7. Any pertinent legal documents (i.e. custody agreements and IEPs)

Registration for each school year begins the Monday of Catholic Schools Week. This is usually the last week of January but could be the first week of February.

Following registration, prospective Kindergarten students are screened for school readiness. Screening takes place at the end of May on site and is conducted by our staff team. Those students who will have reached the age of five by August 31 of the application year, and indicate a readiness to learn as evidenced by the school readiness screening, will be accepted into Holy Name of Jesus Kindergarten. We also screen

### **ADMISSION AND MEMBERSHIP (CONT'D)**

students entering Grade 1 to verify that the student is ready for this grade before placement. All new students for Grade 1 must have reached the age of six (6) by August 31 of the application year and indicate a readiness to learn.

Admission of all new students follows Diocesan Policy 5111.

### **SCHOOL MEMBERSHIP**

Holy Name of Jesus Parish welcomes and encourages all members of appropriate ages to register at our school. HNJ includes parishioners living within the parish boundaries in our membership according to need and our ability to accommodate their request.

Holy Name of Jesus School will communicate the results of any assessments conducted prior to entrance and/or other reasons for not accepting a student for admission to the school.

According to the policy of the Diocese of Harrisburg, students with Acquired Immune Deficiency Syndrome (AIDS) may be admitted to diocesan schools. However, such admittance must meet the above academic criterion and receive unanimous approval from the screening committee. The committee is composed of a representative from the diocesan Department of Education, the student's physician. A public health representative chosen by the school, the student's parents, and the school administrator and/or pastor. Holy Name of Jesus School follows Diocesan Policy 5150.

### **SECTION 3**

## **SCHOOL DAY SCHEDULES**

### **ARRIVAL AND DISMISSAL TIMES**

#### **PRE-K 3**

| DAY               | SCHEDULE     | ARRIVAL    | DISMISSAL  |
|-------------------|--------------|------------|------------|
| Tuesday/Thursday  | Regular      | 8:30 am    | 11:00am    |
| Tuesday/Thursday  | 1-Hour Delay | No Pre-K 3 | No Pre-K 3 |
| Tuesday/ Thursday | 2-Hour Delay | No Pre-K 3 | No Pre-K 3 |

#### **PRE-K 4 MORNING SESSION**

| DAY            | SCHEDULE     | ARRIVAL  | DISMISSAL |
|----------------|--------------|----------|-----------|
| Mon/ Wed / Fri | Regular      | 8:00 am  | 11:00am   |
| Mon/ Wed/ Fri  | 1-Hour Delay | 9:00 am  | 11:00 am  |
| Mon/Wed /Fri   | 2-Hour Delay | 10:00 am | 12:00 pm  |

#### **PRE-K 4 AFTERNOON SESSION**

| DAY            | SCHEDULE     | ARRIVAL  | DISMISSAL |
|----------------|--------------|----------|-----------|
| Mon/ Wed / Fri | Regular      | 11:45 am | 2:45 pm   |
| Mon/ Wed/ Fri  | 1-Hour Delay | 11:45 am | 2:45 pm   |
| Mon/Wed /Fri   | 2-Hour Delay | 12:45 pm | 2:45 pm   |

## **SCHOOL DAY SCHEDULES (CONT'D)**

## **KINDERGARTEN - GRADE 8**

| <b>DAY</b>    | <b>SCHEDULE</b> | <b>ARRIVAL</b> | <b>DISMISSAL</b> |
|---------------|-----------------|----------------|------------------|
| Monday-Friday | Regular         | 8:10 am        | 3:00 pm          |
| Monday-Friday | 1-Hour Delay    | 9:10 am        | 3:00 pm          |
| Monday-Friday | 2-Hour Delay    | 10:10 am       | 3:00 pm          |

Students may enter the classrooms at 7:50 am. Students arriving before 7:50 am are to report to the Social Hall (Cafeteria) and will be dismissed from there to the classrooms at 7:50 am. Students are considered tardy if they are not in their homerooms at the 8:10 am bell.

### **REGULAR ARRIVAL**

Car riders are to be dropped off at the Primary Building entrance.

Cars are **NOT PERMITTED** behind the church/school from 7:30 am - 8:30 am and from 2:30 pm - 3:30 pm. **DO NOT** drop off or pick up students in this area at these times. This area is for school buses **ONLY**.

### **REGULAR DISMISSAL**

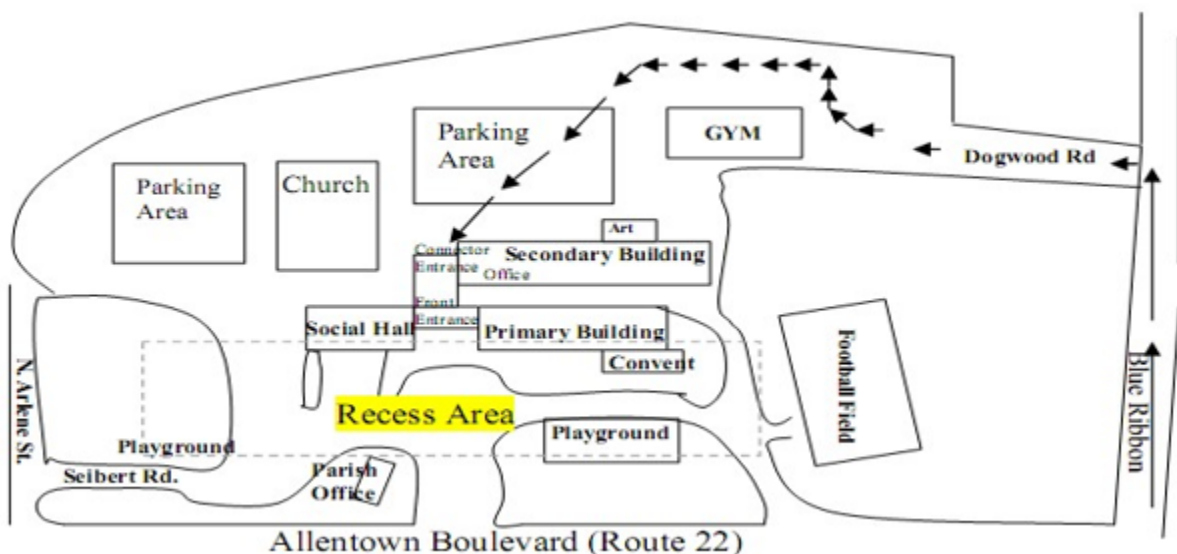
Students are either car riders or bus riders. Buses pick up students at the main entrance behind the church/school. Car riders are dismissed from St. Bernardine Hall to the doors in front of the Primary Building.

In order to prevent interference with bussing, parents/guardians picking up students by car are **NOT** permitted at the main entrance of the school during the hours of **7:30 - 8:30am and 2:30 - 3:30 pm.**

## **SCHOOL DAY SCHEDULES (CONT'D)**

## **REGULAR SCHEDULE**

| <b><u>TIME</u></b>   | <b><u>ACTIVITY</u></b>                                                                                 |
|----------------------|--------------------------------------------------------------------------------------------------------|
| 7:50 am              | Organizational Time                                                                                    |
| 8:10 am              | Opening prayers and announcements followed by individual classroom prayer and the Pledge of Allegiance |
| 8:15 am              | Classes begin                                                                                          |
| 10:45 am - 11:35 am  | Kindergarten Lunch / Recess                                                                            |
| 11:10 am - 12:00 pm  | Grades 1 and 2 Lunch / Recess                                                                          |
| 11:35 am - 12: 25 pm | Grades 3 and 4 Lunch / Recess                                                                          |
| 12:25 pm - 1:10 pm   | Grades 5-8 Lunch / Recess                                                                              |
| 1:15 pm              | Classes resume for Grades 5-8                                                                          |
| 2:55 pm              | Closing prayers and Announcements                                                                      |
| 3:00 pm              | Dismissal                                                                                              |



**NOTE:** Cars may not access the school from Allentown Blvd. during lunch/recess times. Visitors should enter the campus from Blue Ribbon Ave. (at traffic light in front of Sheetz), turn left onto Dogwood Rd. and proceed to the parking lot in front of the HNJ gymnasium.

## **SCHOOL DAY SCHEDULES (CONT'D)**



## **ALTERNATE SCHEDULES**

The school day schedule may be altered for a variety of reasons. See below for these exceptions to the regular schedule.

### **ONE-HOUR DELAY/MASS/MORNING ASSEMBLY SCHEDULE**

| <b><u>Normal Time Schedule</u></b> | <b><u>Period</u></b>                              | <b><u>Adjusted Time Schedule</u></b> |
|------------------------------------|---------------------------------------------------|--------------------------------------|
|                                    | <b><u>Assembly/Mass<br/>other than Friday</u></b> | 8:30 am - 9:30 am                    |
| 8:15 am - 9:05 am                  | 1                                                 | 9:30 am - 10:05 am                   |
| 9:05 am - 9:55 am                  | 2                                                 | 10:05 am - 10:40 am                  |
| 9:55 am - 10:45 am                 | 3                                                 | 10:40 am - 11:10 am                  |
| 10:45 am - 11:35 am                | 4                                                 | 11:10 am - 11:35 am                  |
| 11:35 am - 12:25 pm                | 5                                                 | 11:35 am - 12:25 pm                  |
| 12:25 pm - 1:15 pm                 | 6                                                 | 12:25 pm - 1:15 pm                   |
| 1:15 pm - 2:05 pm                  | 7                                                 | 1:15 pm - 2:05 pm                    |
| 2:05 pm - 2:55 pm                  | 8                                                 | 2:05 pm - 2:55 pm                    |

## **SCHOOL DAY SCHEDULES (CONT'D)**

## **TWO-HOUR DELAY SCHEDULE**

**NOTE:** Lunch periods remain the same

| <b><u>Normal Time Schedule</u></b> | <b><u>Period</u></b> | <b><u>Adjusted Time Schedule</u></b> |
|------------------------------------|----------------------|--------------------------------------|
| 8:15 am - 9:05 am                  | 1                    | 10:15 am - 10:45 am                  |
| 9:05 am - 9:55 am                  | 2                    | 10:45 am - 11:10 am                  |
| 10:45 am - 11:35 am                | 4                    | 11:10 am - 11:35 am                  |
| 11:35 am - 12:25 pm                | 5                    | 11:35 am - 12:25 pm                  |
| 12:25 pm - 1:15 pm                 | 6                    | 12:25 pm - 1:15 pm                   |
| 9:55 am - 10:45 am                 | 3                    | 1:15 pm - 1:45 pm                    |
| 1:15 pm - 2:05 pm                  | 7                    | 1:45 pm - 2:15 pm                    |
| 2:05 pm - 2:55 pm                  | 8                    | 2:15 pm - 2:45 pm                    |

## **AFTERNOON ASSEMBLY SCHEDULE**

**Note:** Lunch periods remain the same.

| <b><u>Normal Time Schedule</u></b> | <b><u>Period</u></b> | <b><u>Adjusted Time Schedule</u></b> |
|------------------------------------|----------------------|--------------------------------------|
| 8:15 am - 9:05 am                  | 1                    | 8:15 am - 8:50 am                    |
| 9:05 am - 9:55 am                  | 2                    | 8:50 am - 9:25 am                    |
| 9:55 am - 10:45 am                 | 3                    | 9:25 am - 10:00 am                   |
| 1:15 pm - 2:05 pm                  | 7                    | 10:00 am - 10:35 am                  |
| 2:05 pm - 2:55 pm                  | 8                    | 10:35 am - 11:05 am                  |
| 10:45 am - 11:35 am                | 4                    | 11:05 am - 11:35 am                  |
| 11:35 am - 12:25 pm                | 5                    | 11:35 am - 12:25 pm                  |
| 12:25 pm - 1:15 pm                 | 6                    | 12:25 pm - 1:15 pm                   |

## **SECTION 4**

## **CURRICULUM**

### **ACADEMIC CORE CURRICULUM AREAS**

Holy Name of Jesus School follows the Diocesan Curriculum for all school subjects.

### **RELIGIOUS EDUCATION**

Students in Kindergarten through 8th grade will understand that God graciously created all people to give Him glory and to have everlasting joy in heaven. Through His only Son, Jesus, God the Father invites us to become His adopted sons and daughters.

### **KINDERGARTEN**

Kindergarten students receive an educational program that is structured to provide a solid foundation for their formal education. Subject matter includes reading readiness, phonetics, mathematics, and fine motor skills.

### **GRADES 1 - 8**

#### **Integrated Language Arts**

The students learn to communicate effectively as they develop skills in comprehension, grammar, writing, and oral speaking.

#### **Mathematics**

Mathematics is a continuum of developing student ability to gain proficiency in conceptual understanding, computational and procedural skills, and problem-solving using numbers.

#### **Science**

Curriculum includes Physical, Earth, and Life Sciences. Students will experience hands-on experiments and learn to interpret the results. Additional programs are utilized at various grade levels to enhance the student's science experience.

#### **Social Studies**

Social Studies incorporates History, Geography, Economics, and Current Events at grade level appropriateness.

## **CURRICULUM (CONT'D)**

## **SPECIALTY CURRICULUM AREAS**

### **Technology**

Students develop keyboarding skills and the use of Word, PowerPoint, Excel, and Photoshop to integrate with and enhance their classroom assignments.

### **Music**

Students in all grades successively build on their knowledge of the building blocks of music - rhythm, melody, harmony, form, tone, and color - through singing, listening, movement, and playing instruments.

Additionally, students in Grades 5-8 develop music appreciation by focusing on jazz, music history, and musical theater.

### **Art**

The basic concepts of Art, including design styles of artists, value of color, and movement, are introduced and reinforced at all grade levels. Art appreciation includes history, critical thinking, and self-assessment. Students are exposed to multiple mediums including painting, sculpture, and performing arts.

### **Physical Education**

Students are involved in organized games and activities with an emphasis on sportsmanship, cooperation, and leadership.

### **World Language - Spanish**

Students are introduced to basic Spanish including vocabulary, culture, and customs.

For more information about the Diocesan Curriculum, visit the Roman Catholic Diocese of Harrisburg website at [www.hbgdiocese.org](http://www.hbgdiocese.org).

## **SECTION 5**

## **ACADEMICS**

### **INSTRUCTION**

It is our objective that Catholicism be woven into the fabric of each curriculum area for all students. We recognize that students learn in a variety of ways such as visually, auditorily, and tactily. Our teachers strive to incorporate within their lessons all opportunities for students to be successful based upon their learning styles, interest, and ability.

Students are grouped by mixed abilities in Grades K-8 in all curriculum areas with the exception of the following:

|         |                                              |
|---------|----------------------------------------------|
| Grade 5 | Math and Reading                             |
| Grade 6 | Math and Social Studies                      |
| Grade 7 | Math, Science, Language Arts, Social Studies |
| Grade 8 | Math, Science, Language Arts, Social Studies |

### **REPORTING SYSTEM**

Holy Name of Jesus School uses the *Rediker Plus Portal*, an on-line grade reporting system which allows parents/guardians to view the continuous academic progress of their child(ren).

Parents have login access to the *Rediker Plus Portal* through the Holy Name of Jesus School website at [www.holynameofjesus.com/School/](http://www.holynameofjesus.com/School/). The reporting system allows parents to view students grades, Progress Reports, and homework.

Holy Name of Jesus School issues electronic report cards three (3) times each year: December, March, and June. Teachers enter Progress Reports in the portal for parents to view, print, sign, and return to school mid-way through each trimester.

## **ACADEMICS (CONT'D)**

### **MARKING SYSTEM**

#### **GRADES K-3**

| <b><u>Graded Subjects</u></b> | <b><u>Marking Codes</u></b> |
|-------------------------------|-----------------------------|
| Religion                      | E- Exceeded Expectations    |
| Integrated Language Arts      | P - Proficient              |
| Math                          | IP - In Progress            |
|                               | N - Not taught              |

#### **GRADES 4 - 5**

| <b><u>Graded Subjects</u></b> | <b><u>Marking Codes</u></b> | <b><u>Marking System</u></b> |
|-------------------------------|-----------------------------|------------------------------|
| Religion                      | E - Exceeded Expectations   | A -Excellent                 |
| Language Arts                 | P - Proficient              | B - Above Average            |
| Math                          | IP - In Progress            | C - Average                  |
| Science                       | N - Not taught              | D - Progressing              |
| Social Studies                |                             | F - Not meeting curriculum   |

## **ACADEMICS (CONT'D)**

### **GRADES 6 - 8**

| <b><u>Graded Subjects</u></b> | <b><u>Marking Codes</u></b> | <b><u>Marking System</u></b> |
|-------------------------------|-----------------------------|------------------------------|
| Religion                      | E - Exceeded Expectation    |                              |
| Language Arts                 |                             | A - Excellent                |
| Math                          | P - Proficient              |                              |
| Science                       |                             | B - Above Average            |
| Social Studies                | IP - In Progress            |                              |
| Art                           |                             | C - Average                  |
| Computer                      | N - Not taught              |                              |
| Music                         |                             | D - Progressing              |
| Physical Education            |                             |                              |
| Spanish                       |                             | F - Not meeting curriculum   |

### **HOMEWORK / STUDY TIME**

Students in Grades 1 - 8 are given homework assignment books (Student planners). This book is an integral part of home/school communication.

Homework includes both written and study assignments. While students should complete homework assignments independently, parental interest and guidance are certainly encouraged when needed. Written work is to be done neatly and legibly. Studying is most beneficial when done in a quiet place conducive to learning. It is expected that all homework assignments will be completed.

## **ACADEMICS (CONT'D)**

## **HONORS**

- First Honors - Students must earn an A in all academic areas and a C or better in all special subjects.
- Second Honors - Students must earn at least a B in all academic areas and a C or better in all special subjects.
- Honorable Mention - Given to those students who the teachers believe are earnestly doing their best but did not achieve the grades needed for Honors.
- Honors for the Year - Final averages of B or better in academic subjects and a C or better in all special subjects.

## **STANDARDIZED TESTING**

As directed by the Diocese of Harrisburg, students in Grades K - 8 are administered the Renaissance Star Tests for Reading and Math three (3) times each year. These tests measure student progress against national norms. Teachers review each student's scores and make note of those students with weaknesses in particular areas. Students with above average scores are also noted. We work to meet the needs of all students who may benefit from remediation or challenges. Keep in mind that standardized test scores are not the only criteria used for judging the ability of the student.

## **INSTRUCTIONAL SUPPORT SERVICES**

### **Student Support Team (SST)**

Recognizing that every student has a unique gift from God, Holy Name of Jesus School strives to develop these gifts. In an effort to support children who demonstrate through classroom performance that assistance in the learning process may be required, a team of teachers, support staff, and administration meet on a weekly basis to review and address the needs of each child who is referred by his/her teacher. Academic, social, emotional, and behavioral needs are addressed, and action plans are developed in conjunction with parents. These plans include instructional strategies for teachers, progress monitoring, and assessment of the overall success or failure of the various interventions.

### **Intensive Instructional Support (IIS)**

While Catholic schools within the Diocese of Harrisburg do not offer exceptional programs for special education students, Holy Name of Jesus School does offer **Intensive Instructional Support (IIS)**. Students who are identified by the **Student Support Team** to be in need of intensive intervention and specially designed instruction qualify for this type of service.

## **SECTION 6**

## **ATTENDANCE AND ABSENCES**



## **ATTENDANCE**

Regular school attendance is state mandated. In addition, regular school attendance is of great importance if students are to experience the continued sequential teaching needed to attain academic goals.

In the event a student misses fifteen (15) or more days of classroom instruction due to school absences, the parent/guardian may be asked to participate in a meeting with the school administration, the Student Support Team (SST) member(s), and/or the teacher(s) to discuss the reasons for the continued absences.

If a student misses thirty (30) or more days of classroom instruction, depending on the student's grade average, s/he may not be promoted to the next grade level due to excessive absences.

## **ABSENCES**

If a student will be absent from school for any reason, parents/guardians must notify the school before 9:00am. If calling before 7:30am, please call 717-657-1704 and leave a message. Otherwise, call the school office and ask for the attendance line. You will be transferred to the nurse's office where you may leave your message. After 9:00 am, if no message has been received, parents will be called by the school nurse to inquire about the student's absence that day.

## **Excused Absences**

Excused absences include:

- Illness of the student
- Death in the immediate family
- Pre-approved educational trips

Other absences will be considered unexcused unless deemed an exceptionally urgent reason by the school administration. Contact the school office with any questions regarding absences.

## **ATTENDANCE (CONT'D)**

Student attendance is monitored by the Student Support Team (SST) in conjunction with the administration. The parent/guardian may be notified if:

- An excused absence exceeds ten (10) days.
- There is an accumulation of three (3) unexcused absences. (Subsequent unexcused absences may result in fines as required by the Pennsylvania State School Law).

Students are not permitted to participate in any school sponsored activities on a school day unless he/she was present for at least two (2) hours of that school day.

### **Absence Procedures**

The student must present a note from the parent/guardian to the homeroom teacher upon return to school. A signed doctor's excuse is required for absences of three (3) or more days. If a note is not given, the absence is unexcused.

**Any student who is absent due to a communicable disease MUST have a doctor's note to return to school.**

**NOTE: All absences affect Perfect Attendance records.**

### **LATE ARRIVALS**

Arrival at or after 8:10 am, but before 11:00 am = Tardy

Arrival after 11:00 am = ½ day Absent

Classroom instruction begins at 8:15 am. Students are to be **in their classrooms no later than 8:10 am** when announcements begin.

Students who are late for school must report to the school office with the parent/guardian **BEFORE** going to their classroom and receive a late pass which the student will give to the homeroom teacher.

If a student will be late for school due to an early morning appointment, a note or email should be sent to school at least one (1) day in advance to notify the homeroom teacher. If a note has not been sent, the parent/guardian should call the school office at 717-657-1704 to leave a message for the school nurse. With proper notification, we can avoid unnecessary phone calls and/or possible errors on attendance records.

**The parent/guardian of any student who is consistently late may be notified/ contacted by the school Principal.**

**ATTENDANCE (CONT'D)**

### **EARLY DISMISSALS**

Departure before 11:00 am with no return to school = 1 day Absent

Departure after 11:00 am and before 1:00 pm = ½ day Absent

### **MEDICAL APPOINTMENTS**

Parents/Guardians are to inform the homeroom teacher prior to any scheduled appointments that will cause the student to be late to school or require the student to leave class during the day.

Upon return from a medical appointment:

- Student must be accompanied to the school office by a parent/guardian
- Student must provide a medical excuse for the school absence
- Student must be signed in at the office and receive a pass to return to class

### **HOMEWORK DURING ABSENCES**

When a student is absent from school, he/she may choose to contact a fellow classmate for homework assignments. Homework may also be posted in the Rediker Plus Portal electronic reporting system. A link to the Rediker Plus Portal is available on the homepage of the school's website [www.holynameofjesus.com](http://www.holynameofjesus.com).

If a parent/guardian wishes to pick up books/homework for an absent student, they need to contact the school office **BEFORE 10:00 am** to give teachers enough time to compile the work. Work may be picked up outside the school office between 3:30pm and 4:30 pm or parents/guardians may request that the work be brought home by a sibling or neighbor.

## **SECTION 7**

### **SCHOOL CLOSINGS AND DISMISSALS**

## **WEATHER-RELATED SCHOOL CLOSINGS/DELAYS/EARLY DISMISSALS**

Although HNJ students reside in a variety of neighboring school districts, Holy Name of Jesus School follows the **Central Dauphin School District** with regard to school closings/delays, early dismissals.

In the event of a delayed opening or an early dismissal, please keep in mind that surrounding school districts may begin transporting/dismissing at different times. Please take note of the school district in which you reside and their designated pick up/dismissal time.

The following school districts currently provide transportation for HNJ students:

- Central Dauphin
- Harrisburg
- Susquehanna Township
- Middletown
- Steelton/Highspire
- Derry Township
- Lower Dauphin

## **MEDIA OUTLETS**

Information regarding school closings/delays/early dismissals may be obtained at the following news outlets:

### **TELEVISION**

- WHTM (ABC) - Channel 27
- WHP (CBS) - Channel 21
- WGAL (NBC) - Channel 8
- WLYH - Channel 15

### **WEBSITES**

- [www.holynameofjesus.com](http://www.holynameofjesus.com)
- [www.abc27.com](http://www.abc27.com)
- [www.whptv.com](http://www.whptv.com)
- [www.wgal.com](http://www.wgal.com)
- [www.cw15.com](http://www.cw15.com)

## **SECTION 8** **DISCIPLINE**

## **CODE OF CHRISTIAN CONDUCT**

The Catholic Church and Holy Name of Jesus School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. Students are more likely to receive a quality, morally-based education when students, parents, and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth, including parents/guardians, teachers, administrators, family, and friends is expected to behave in accordance with these principles.

It is an express condition of enrollment that students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles, or procedures set forth in the school handbook.

It is also expected that the parents/guardians of a student follow the standards of conduct consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles, or procedures set forth in the school handbook.

The Holy Name of Jesus Code of Conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility, and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, it is possible to resolve differences. In some rare instances, however, the partnership may be irretrievably broken due to the severe nature of the student's conduct. In these cases, the school administration reserves the right to disenroll a family.

The purpose of this policy is to provide a reminder to all members of the community of the expected conduct so that we may continue to thrive, progress, and achieve an atmosphere of mutual understanding and respect.

## **DISCIPLINE (CONT'D)**

Our Christian principles provide that all members of our school community should:

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and/or its personnel in a constructive and Christian manner within an appropriate setting

In order to support a safe Christian school environment, the following behaviors have been deemed inconsistent with the Christian principles of the school and are therefore unacceptable:

- Physical or verbal intimidation of a member of the school community
- Defamatory, offensive, or derogatory comments regarding the school or any of its students, parents, or staff posted on any social media platform (Concerns should be addressed through the appropriate channels.)
- Abusive and/or threatening behavior and/or communication whether electronic, written, or verbal
- Disruptive behavior which interferes, or threatens to interfere, with the operation of a classroom, office, or any other area of the school property

### **DISCIPLINE PHILOSOPHY**

At Holy Name of Jesus Catholic School, we believe that our behaviors, both individually and as a community, are a sign of Christian witness to the broader society. Our goal is to guide each student's development as a Christian disciple who seeks to live a life modeled after Jesus Christ. Gospel values and the Ten Commandments guide our discipline policies in an effort to foster self-respect and socially responsible behaviors. Through demonstration and instruction, students will develop self-discipline to assist them in making good choices when presented with challenges. As Catholics, we believe parents are the primary educators. To achieve the type of learning environment required by our goals, home and school must be mutually supportive. Our objective is to provide students with an education that prepares them to live lives where love and knowledge of God is displayed through words and actions.

### **DISCIPLINE (CONT'D)**

The expectations for the school community are as follows:

- Display responsible behavior
- Demonstrate respect to adults, other students, themselves, and our environment
- Exhibit reverence
- Strive for academic excellence

### **CLASSROOM EXPECTATIONS**

As part of our Christ-centered school, teachers will reinforce positive behaviors to avoid inappropriate actions. To assist with classroom management the teachers will set up classroom procedures.

Classroom teachers provide specific guidelines that reflect our expectations. Each teacher provides students and parents/guardians with a set of classroom guidelines. These guidelines describe academic and disciplinary procedures that the students are expected to follow. These guidelines are different from the administrative progressive discipline that is employed. Parents/guardians receive a copy of these guidelines at the beginning of the school year. These guidelines have been approved by the Principal and are kept on file. The individual teachers will determine positive reinforcement activities.

These conditions will remain in effect until the Disciplinary Committee meets to review and revise as necessary. If our policies change during the school year, parents/guardians will be notified.

### **DISCIPLINE (CONT'D)**

#### **SERIOUS OFFENSES**

**Immediate intervention** will occur at the discretion of the classroom teacher or Principal in the event of an occurrence of any of the following:

- **BEHAVIOR** in a non-Christian manner toward teachers, staff, administration, and/or adult supervisors and/or fellow students including, but not limited to, respect in speech and manners.
- **DISRESPECT** toward any of the Sacraments, during the reception of the Sacraments, and/or during other religious activities
- **DELIBERATE** disobedience or defiance toward administration, staff, teachers, and/or adult supervisors
- **FALSIFICATION** of signatures, cheating, and/or dishonesty on tests or assignments
- **DAMAGING, DEFACING, OR STEALING** school property or the property of others
- **DISHONESTY** in conversation
- **POSSESSION OR USE** of dangerous materials
- **POSSESSION OR USE** of firearms, replicas of weapons, or any object used in a threatening manner (Prohibited as per Diocesan Policy 5137.5)
- **VULGAR OR INAPPROPRIATE LANGUAGE**
- **POSSESSION OF INDECENT MATERIAL**
- **POSSESSION OF, OR ASSOCIATION WITH, ALCOHOL, CIGARETTES, E-CIGARETTES OR OTHER ADDICTIVE SUBSTANCES** on school property or in any activity connected with the school in any way (Diocesan Policy 5137)
- **PHYSICAL CONTACT AND/OR INJURY** to administrators, teachers, staff, other students, or any adult supervisor

## **DISCIPLINE (CONT'D)**



- **TRUANCY**
- **ANY IMMORAL CONDUCT OF SERIOUS NATURE** is strictly forbidden and may result in dismissal from the school
- **CONTINUOUS AND/OR DELIBERATE DISOBEDIENCE** regarding school and/or classroom rules
- **IGNORING INSTRUCTIONS**
- **DISREPECTFUL BEHAVIOR**
- **DISRUPTIVE BEHAVIOR**
- **DEFIANT BEHAVIOR**

*Teachers and/or administrators will use discretion in the use of progressive discipline for repeat offenses.*

### **CRIMINAL VIOLATIONS**

If a student is accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved or another determination has been made by the administration.

Students are not permitted to use the internet at home or in school to threaten, harass, or bully another student or faculty/staff member. Bullying, harassing, threatening, or physical violence toward faculty, staff, adult supervisors, or fellow students will not be tolerated.

### **HARASSMENT IS UNLAWFUL.**

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers, or students. Any student who experiences some form of sexual harassment should report it to the school administration immediately. Prompt investigation of allegations of sexual harassment will be made on a confidential basis. Sexual harassment will not be tolerated.

### **DISCIPLINE (CONT'D)**

### **SCHOOL POLICY NOTE:**

If a student is expelled, or withdraws, from Holy Name of Jesus, we will notify the new school if the student has been involved with any of the following infractions. This policy reflects our commitment to the Safe Schools Act of 1997.

- An act or offense involving weapons
- Sale of possession of controlled substances
- Willful infliction of injury to another person
- Act of violence committed on school property or while in the custody of the school

## **PROGRESSION OF DISCIPLINARY MEASURES**

### **WARNINGS**

**Verbal** warnings will be given during, but not limited to, the first three (3) weeks of school. Documented verbal warnings will be given to notify the parents that there is a problem.

**Written** warnings will be given for infractions other than the serious offenses in the previous section. The teacher who observed the infraction will complete the form. Copies will be sent home to the parents/guardians. The white copy is to be signed and returned to school the next day. The yellow copy is to be kept by the parents/guardians. One copy will be kept on file with the administration.

First three (3) written warnings = First detention

Two (2) additional written warnings = Second detention

One (1) additional warning = Third detention

Any infraction = Fourth detention **NO written warning** will be given.

## **DISCIPLINE (CONT'D)**

### **DETENTIONS**

Detention is assigned on an individual basis as necessary and developmentally appropriate.

Detention is held on **Wednesdays from 3:30pm - 4:15pm** in the Library. In some circumstances, another day or time for this disciplinary action may be arranged by the teacher and/or administrator.

Students MUST serve the detention on the arranged date at the arranged time.

Parents may pick up their students at the main entrance with the maroon awning at 4:15 pm.

**1st Detention** - Parent/Guardian will be notified

**2nd Detention** - Conference with parent/guardian, teacher who issued the written infraction, and student to develop a behavior plan

**3rd Detention** - Meeting with the Principal, parent/guardian, teacher who issued the written infraction, and student to revisit the behavior plan

**4th Detention** - Intervention occurs at the discretion of the Principal/Dean of Students including, but not limited to, in-school suspension/out-of-school suspension/loss of recess with a solitary lunch.

## **DISCIPLINE (CONT'D)**

### **SUSPENSION**

The administration may suspend a student from school for an accumulation of numerous minor offenses or for any serious offense following the due process procedures (e.g. truancy, vandalism, insubordination, use of alcohol or drugs, etc.) The parent/guardian is notified and required to meet with school authorities in order for the student to be re-admitted to classes. At the discretion of the school authorities, the suspension may be served in school or out of school. A student may be expelled for any further serious infractions of the rules or regulations of the school.

### **In-School Suspension Guidelines**

- The student rides the bus or is dropped off by the parent/guardian as on a normal school day
- The student reports directly to the office for the day
- The student will be isolated from peers and given work to be completed before returning to the classroom the next day
- The student must pack a lunch and will eat separately from classmates. The student may purchase milk
- The student will be dismissed from the office

### **Out-of-School Suspension Guidelines**

- The student will remain out of school for a period of time determined by the Principal
- The student will complete all assignments given to him/her during the out-of-school suspension period
- The parent/guardian must bring the student to school and meet with the Principal before the student will be re-admitted

## **DISCIPLINE (CONT'D)**

### **EXPULSION**

If a student demonstrates through his/her behavior an unwillingness to comply with the rules and/or regulations of the school, he/she may be expelled. Should this action be deemed necessary by the school administration, the parents/guardians will be contacted to discuss the severity of the infraction. Parents/guardians may choose to review the expulsion with the Pastor of Holy Name of Jesus Parish. Until the Pastor has had an opportunity to review the facts of the case, the expelled student will not attend classes.

### **RULES FOR INTERNET USAGE**

The Holy Name of Jesus internal network is connected to the internet. Use of the internet provides great educational benefits to our students. It is our expectation that each student will use this teacher-supervised resource responsibly and respectfully.

Unfortunately, some materials accessible via the internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the internet is given as a privilege to students who agree to act in a considerate and responsible manner.

Network storage areas will be treated as school property. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should expect that files will be subject to review by appropriate school officials without any prior notice.

We require that students and parents/guardians read the following rules for acceptable on-line behavior. Students are responsible for good behavior on the internet just as they are in the school building. General school rules for behavior and communication apply.

### **DISCIPLINE (CONT'D)**

With regard to internet usage, the following actions are not permitted:

- Sending or displaying offensive messages and/or pictures

- Using obscene language
- Harassing, insulting, or verbally attacking others
- Damaging computers, computer systems, computer networks, SmartBoards, iPads, Chromebooks, or any other device
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work, files, and/or email
- Playing games online unless assigned by a teacher for educational purposes
- Intentionally wasting limited resources including the use of "chain letters" and messages broadcast to mailing lists or individuals
- Employing the network for commercial purposes
- Revealing your own, or that of another person, personal address and/or phone number without permission from the teacher
- Using "Chat Rooms" which are morally inappropriate and violate doctrinal or moral teaching
- Loading and/or using personally owned software on school owned computers without the approval of the Technology Coordinator
- Sending email without teacher permission

Violations will result in a loss of internet access as well as other disciplinary or legal actions.

## **DISCIPLINE (CONT'D)**

## **BUS SAFETY RULES**

The school administrator works collaboratively with the cooperating school districts who provide transportation for our students. For the safety of our students, the following general bus safety rules have been established.

- Students are to be courteous to bus drivers and other students
- Students must remain seated and facing the front when the bus is moving and until the bus comes to a complete stop
- Students are not to open bus windows without the permission of the bus driver
- Students are not to put any part of their body outside of the bus windows
- Students may not throw anything inside the bus or out of the bus windows/doors
- Students must keep bookbags, lunch boxes, and other items clear of the aisle
- Students may not damage or tamper with any parts of the bus. Students and/or parents/guardians may be held responsible for the payment of the cost of any repairs
- Students are to keep their voices at a conversational level
- Students may not ride any bus other than the one to which they are assigned or get off of the bus at any stop other than their designated stop
- Students **may not** bring any of the following items on the bus: live animals, weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, balls of any size, glass containers, water pistols, spray bottles, pea shooters, sling shots, or any item too large for the students to carry in their bookbags
- Students are expected to follow all specific safety rules communicated to them by the bus driver
- **ALL SERIOUS OFFENSES LISTED ON PAGE 24 OF THIS HANDBOOK REGARDING SCHOOL CONDUCT ALSO APPLY TO STUDENTS RIDING THE BUSES**

## **DISCIPLINE (CONT'D)**

### **PLAYGROUND RULES**

When our students participate in daily playground activities, safety is our main concern. The general guidelines for playground behavior include, but are not limited to, the following:

- Students are to walk on rubber/wood chips
- Students are encouraged to use the school-provided equipment
- Students are to refrain from inappropriate behavior on the playground equipment. This includes, but is not limited to, hanging upside down, standing/jumping/sitting on poles around the playground, or hanging on the basketball hoops
- Students are expected to stay in their designated play areas
- Students are not permitted to make physical contact with another student. This includes, but is not limited to, pushing, shoving, fighting, and/or wrestling
- Students are expected to show respect for all playground supervisors
- When the whistle blows to end recess, students are expected to stop play, put away the equipment, walk to the line up area, and wait quietly for their teachers to bring them into the building

Inappropriate behavior will result in, but is not limited to, time outs and/or loss of recess.

Holy Name of Jesus School is not responsible for lost or stolen personal property brought to school or taken out to recess by a student. Personal playground equipment brought to school by a student may be used at the discretion of the lead playground supervisor.

## **SECTION 9**

### **STUDENT DRESS**



A uniform Dress Code in our Catholic school emphasizes the importance of our Church teaching regarding the equality of all. Therefore, Holy Name of Jesus School continues to implement guidelines for student dress. As a member of the student body, each student is expected to follow the established guidelines.

It is our expectation that all dress code guidelines be followed. Should circumstances arise that necessitate an exception to the dress code guidelines, parents/guardians must contact the school office to request a temporary suspension of the guidelines.

**ALL SCHOOL UNIFORM ITEMS FOR BOTH GIRLS AND BOYS MUST BE PURCHASED FROM THE FLYNN O'HARA SCHOOL UNIFORM COMPANY.**

Flynn O'Hara  
869 Eisenhower Boulevard  
Harrisburg, PA 17111  
Phone: 717-939-5600

Items such as shoes, belts, socks, tights, and knee socks may be purchased at an alternate store provided style and color match and strictly adhere to the guidelines.

**DRESS CODE FOR BOYS**

- Navy or khaki pants which **must sit at the waist**. (Uniform shorts are an option in August, September, May, and June)
- Solid black, brown, or navy belt which must be worn when in uniform
- Long or short-sleeved white or navy knit shirt with "Holy Name of Jesus" stitched in the upper left corner. Shirts must be **tucked in** at all times
- Optional - white T-shirts may be worn under the school uniform shirt
- Optional - Gym jacket or navy blue uniform quarter-zip sweatshirt may be worn with the school uniform
- Solid, flat-knit navy sweater; V-neck, crew neck, or button down
- White, navy, black, or tan over-the-ankle crew socks; NO sports socks or no-shows
- **Solid black or dark brown standard, flat, rubber- soled shoes.** Sperry shoes are acceptable. **NO yellow or tan suede, moccasin type, slipper-like, sneaker- type shoes are permitted. NO Skechers! NO Hey Dudes! NO boots or crocs. No shoes above the ankle.** Shoes with laces must be completely laced and tied at all times. Students are **NOT** permitted to walk on the backs of their shoes.

**STUDENT DRESS (CONT'D)**

**DRESS CODE FOR GIRLS**

### **Grades 1-4**

- Blue, plaid jumper
- Navy or khaki pants which **must sit at the waist** and be worn with a solid black, brown, or navy belt. (Uniform shorts are an option in August, September, May, and June)
- Long or short-sleeved white or navy knit shirt with “Holy Name of Jesus” stitched in the upper left corner. Shirts must be **tucked in** at all times
- Solid, flat-knit navy sweater; V-neck, crew neck, or button down
- Optional - Gym jacket or navy blue uniform quarter-zip sweatshirt may be worn with the uniform
- Navy or white tights or knee socks. NO sports socks or no-shows. (Plain white anklets are an option in August, September, May, and June)
- **Solid black, dark brown, or navy blue standard, flat, rubber- soled shoes with a one inch heel or less.** Sperry shoes are acceptable. **NO backless shoes! NO moccasin-type, slipper-like, or sneaker-type shoes. NO sandals, crocs, clogs, Skechers, or Hey Dudes. NO stripes, patterns, designs, glitter, sequins, beads, bows, etc.** Shoes with laces need to be laced completely and tied at all times. Students are NOT permitted to walk on the backs of their shoes.

### **Grades 5-8**

- Khaki or navy four-pleated skirt. May not be more than 3” above the knee. Skirts **MAY NOT BE ROLLED UP!**
- Khaki or navy pants. Pants **must sit at the waist** and be worn with a solid black, brown, or navy belt. (Uniform shorts are an option in August, September, May, and June.)
- **NEW OPTION!** - Navy two-pleat skort
- Long or short-sleeved white or navy knit shirt with “Holy Name of Jesus” stitched in the upper left corner. Shirts must be **tucked in** at all times.
- Solid, flat-knit navy sweater; V-neck, crew neck, or button down
- Optional - Gym jacket or navy blue uniform quarter-zip sweatshirt may be worn with the uniform
- Navy or white tights or knee socks. NO sports socks or no-shows. (Plain white anklets are an option in August, September, May, and June)

### **STUDENT DRESS (CONT'D)**

- **Solid black, dark brown, or navy blue standard, flat, rubber- soled shoes with a one inch heel or less;** Sperry shoes are acceptable. **NO backless**

**shoes! NO moccasin-type, slipper-like, or sneaker- type shoes. NO sandals, crocs, clogs, Skechers, or Hey Dudes. NO stripes, patterns, designs, glitter, sequins, beads, bows, etc. Students are NOT permitted to walk on the backs of their shoes.**

#### **ADDITIONAL DRESS CODE GUIDELINES**

- Jackets and sweatshirts are **NOT** to be worn in the classrooms
- Hats and scarves are not to be worn in the buildings
- A watch and/or a thin chain with a cross or religious medal may be worn with the uniform. No Smart/Apple watches are permitted.
- Girls may wear one pair of small post earrings in the bottom earlobe
- Boys are NOT permitted to wear earrings
- No body piercings or tattoos of any kind are permitted for boys or girls
- Rings, bracelets, or wrist/ankle bands of any kind are not permitted for boys or girls
- Make-up, nail polish, and/or acrylic nails are not permitted for boys or girls with the following exception:
  - Girls in Grades 5 through 8 are permitted to wear light application of skin tone concealer
- Girls in Grades K-8 may wear clear Chapstick/lip balm that appears colorless when applied; No sparkles or gloss
- Girls in Grades 4-8 may carry a small, navy blue or black purse
- Hairstyles for boys and girls may not cover the eye(s) and must be at least one inch above the eyebrows
- Hair must be neat and well-groomed
- Boys hairstyles must be trimmed around the ears, off the collar, and at least one inch above the eyebrows. Hair must be blended and layered in a conservative male haircut and nothing less than a #2 blade
- The following are **NOT** permitted:
  - Blunt cuts
  - Shaved heads or designs shaved into the hair
  - Tails
  - Bowl cuts
  - Spiked hair
  - Fad haircuts, styles
  - Extensions and/or attachments
  - Hair color and/or highlights
  - Facial hair - Sideburns may not extend beyond the middle of the ear

#### **STUDENT DRESS (CONT'D)**

- Eyebrow slits, designs, and/or cuttings are **NOT** appropriate

- Writing and/or drawing on personal and/or another's clothing or body is inappropriate and **NOT** permitted
- During the cold months, girls are permitted to wear their gym sweatpants or fleece pants under their uniform skirts from home to school, during outside recess, and from school to home. Sweatpants and fleece pants are not to be worn inside the building throughout the school day

## **SPECIAL DRESS GUIDELINES**

### **DRESS UP GUIDELINES**

Girls:

- Dresses or skirts no shorter than 3" above the knee
- No sleeveless, low-cut, tight, spaghetti-strap, cold-shoulder, or plunging neck-line dresses are permitted
- Dress pants
- Dress shoes with backs and low heels - no sneakers or sneaker-type shoes
- Socks or stockings may be worn - no sport socks or no-shows; no spandex or leggings
- The following are **NOT permitted** and may not be worn:
  - Jeans
  - Tight fitting pants or tops
  - Joggers
  - Capri pants
  - Shorts
  - Sweatpants
  - Jeggings
  - T-shirts
  - Short midriff tops
  - Tank tops
  - Sports-related clothing

Boys:

- Dress pants
- Button-down dress shirts, polo shirts, or crew-neck shirts
- Dress shoes - no sneakers or sneaker-type shoes
- Socks must be worn - no sports socks or no-shows

### **STUDENT DRESS (CONT'D)**

- The following are **NOT permitted** and may not be worn:

- Jeans
- Shorts
- Sweatpants
- Cargo pants
- T-shirts
- Sports-related clothing

### **DRESS DOWN GUIDELINES**

- Nice jeans with no holes or threadbare areas, cargo pants, uniform pants, or gym uniform sweatpants. NO jeggings, joggers, shorts, skinny jeans, leggings, or anything tight-fitting.
- Capri pants are permitted in August, September, May, and June
- When shorts are permitted, they must be to the middle of the knee and loose-fitting for both boys and girls
- The following tops are **NOT PERMITTED**:
  - T-shirts - unless specified otherwise. T-shirts must have appropriate language, slogans, and/or pictures
  - Tank tops
  - Sleeveless
  - Spaghetti-strap
  - Low-cut/plunging neckline
  - Sweatshirts - unless specified otherwise
  - Mesh shirts
  - Sports-related - unless otherwise specified
- Socks or stockings
- Sneakers

### **FIELD TRIP GUIDELINES**

For educational trips during the school year, students must wear their school uniforms unless the activity merits an alternate form of dress. Parents will be notified by the classroom teachers of the dress code for the day.

### **STUDENT DRESS (CONT'D)**

## **PHYSICAL EDUCATION DRESS CODE**

All students are to wear the Holy Name Physical Education uniform. The uniform consists of navy blue warm-up pants or warm-up pants with white piping, a grey T-shirt with or without navy trim, navy nylon gym shorts, and an optional warm-up jacket all with an HNJ logo.

**All Physical Education uniforms MUST be Flynn O'Hara Uniform Company brand.**

Parents must send a note of explanation if, for any reason, a student is unable to adhere to this dress code. Students who are not wearing the proper gym uniform will not be allowed to participate in gym class that day.

If a student is not able to participate in gym classes due to injury or illness, a note from the doctor and the parent is required.

Parents should label all uniform items. Please make sure that the name(s) or initials of your child(ren) and their homerooms appear on these items. This will make it possible to return lost items and for your child to identify any lost item. This includes, but is not limited to, gym clothes, book bags, lunch boxes, sweaters, jackets, and water bottles.

- Students in **Grades 1-3** do not need to wear their gym warm-up pants/sweatpants over their gym shorts during the months of August, September, May, and June,. Students must wear their gym warm-up pants/sweatpants over their gym shorts from October 1 through April 30.
- Students in **Grades 4-8** must wear their gym uniform warm-up pants/sweatpants over their gym uniform shorts throughout the entire school year.
- Students may not wear plain white T-shirts as part of their physical education uniform.
- Students are to wear their gym uniforms to school when scheduled for physical education class.
- Only school approved gym uniforms are permitted - **NO** basketball sweatpants.
- Sneakers are to be worn with the physical education uniforms. Sneakers must have backs and must be completely laced and tied.
- Socks must be worn and they must be above the ankle.

## **STUDENT DRESS (CONT'D)**

## **DRESS CODE VIOLATIONS**

**First Offense** - Written notification will be sent home to parent/guardian. The white copy is to be signed and returned to school the next day.

**Second Offense** - Second written notification will be sent home to parent/guardian. The white copy is to be signed and returned to school the next day.

**Third Offense** - Third written notification will be sent home to parent/guardian. The white copy is to be signed and returned to school the next day.

**Fourth Offense** - Disciplinary referral written warning will be sent home to parent/guardian. The white copy is to be signed and returned to school the next day.

Violations include, but are not limited to, the following:

- Hair
- Makeup
- Nails
- Jewelry
- Shirts
- Sweatshirt (non-uniform)
- Pants
- Belts
- Shorts
- Skirts/Skorts
- Jumpers
- Shoes
- Socks/Tights

## **SECTION 10** **AUXILIARY SERVICES**

## **HEALTH CARE SERVICES**

The Health Room is staffed from 8am until 3pm on school days to provide first aid and emergency care for the students. Health room personnel will contact the parent/guardian when a student is ill or injured. The Central Dauphin School District provides our school with one (1) nurse who checks height and weight, and performs vision and hearing testing on all students annually.

The school health services program is designed to be educational in nature and none of its services are intended to remove fundamental privileges or responsibilities from the parent in relation to the child.

The following health services are mandated by the Central Dauphin School District and the Pennsylvania Department of Health:

- **Physical/Medical examinations** are required for students in **Kindergarten and Grade 6.** A complete medical form with the child's name, the date of the exam, and the physician's signature must be submitted to the Health Room personnel prior to the student entering either of these grades. A form is available in the school office if needed. The date of the examination may be up to one(1) year prior to the first day of school during the required year.
- **Dental examinations** are required for students in **Kindergarten, Grade 3, and Grade 7.** A dental form with the child's name, the date of the examination, and the dentist's signature must be submitted to the Health Room personnel. A form is available in the school office if needed. The date of the exam may be up to one (1) year prior to the first day of school during the required year.
- Height and weight measurements, as well as vision screening tests, are completed annually by the Central Dauphin District Nurse.
- Audiometer (hearing) tests are given annually to students in Kindergarten, Grade 1, Grade 2, Grade 3, and Grade 7. They may also be given to students known to have a hearing loss. All new students entering Holy Name of Jesus School will also be given a hearing test by the Central Dauphin District nurse.
- **Scoliosis screening** is performed by the Central Dauphin District nurse for students in **Grade 7.**
- Basal Metabolic Rate screening is performed by the Central Dauphin District nurse for all students Kindergarten through Grade 8.

With regard to the tests listed above, the Central Dauphin District nurse will report any results showing a deviation from the normal standards to parents by email. A comprehensive medical and dental record is documented in each student's health file.

## **AUXILIARY SERVICES (CONT'D)**



There is prevention and control of contagious disease through the exclusion from school of children exhibiting symptoms of contagious disease or pest infection. The control of communicable disease begins at home when the parent consults the family physician or clinic prior to sending the child to school with a suspected illness.

## **INNOCULATIONS**

The Pennsylvania School Health Law requires written proof of immunizations as a condition of admission to school. Therefore, a record of the following immunizations must be provided to the school office at the time of registration:

### **ALL children entering school for the first time:**

- Diphtheria/ Tetanus - 4 doses
- Polio - 3 oral/4 injectable doses
- Measles/Mumps/Rubella (MMRI)
- Measles (MMRII)
- Hepatitis B Vaccine (HBV) - 3 doses
- Varicella (Chicken Pox) - 2 doses

### **Students in Grade 7:**

- Tetanus/Diphtheria/Acellular Pertussis (Tdap) - 1 dose if five (5) years have elapsed since last vaccination
- Meningococcal Conjugate Vaccine (MCV) - 1 dose

## **CARE AND RELEASE OF SICK OR INJURED CHILDREN**

Except in the event of a dire emergency or under life-threatening circumstances, parents will be contacted prior to any treatment. Under non-emergency conditions, the child will remain in school under supervision or may lie on a cot in the Health Room under supervision.

The Health Room is limited with regard to space and cannot provide extended care for students who are ill. A staff member will contact the parent/guardian by phone to notify him/her of the child's illness. A recommendation will be made to either take the child home or seek medical treatment. Transportation for the student is the responsibility of the parent/guardian.

## **AUXILIARY SERVICES (CONT'D)**

## **MEDICAL TREATMENT AND MEDICATIONS**

### **Prescription Medications**

In accordance with the current Diocesan policy, if a student requires the administration of prescription medication during the school day for a temporary, chronic, or occasional condition, a **PARENTAL REQUEST** and a **PHYSICIAN'S ORDER FOR MEDICATION** must be on file along with the medication. These forms must be completed in order for school personnel to dispense medications. The medicine **must** be in a properly labeled, **original pharmacy container**. Most pharmacies will provide this container for school upon request.

### **Non-Prescription Medications**

Medications should be given by the parent/guardian at home. Over-the-counter medications (those not requiring a physician's order) may be administered in school as necessary. For these medications, an **Authorization for Non-Prescription Medication** form is required. These medications are administered on a limited basis only.

Forms may be obtained from the Health Room or on the school website at [www.holynameofjesus.com](http://www.holynameofjesus.com) by selecting "Forms" under the Quick Links tab.

In accordance with Central Dauphin School District, the following policies apply:

#### **Cough Drops**

Cough drops are dispensed by Health Room personnel. A written note from the parent/guardian is required. Cough drops are to be placed in a Ziploc bag clearly marked with the child's name and homeroom.

#### **Field Trips**

Only emergency medications such as Epi-Pens and inhalers will be sent on field trips. A First-Aid kit is also provided. All daily or over-the-counter medications will remain at school.

All medical treatment, including the administration of simple remedies (e.g. Advil) is considered outside the scope and providence of school authority.

Students may **NOT** carry **any** medications of any kind on their person, in their backpacks, or in handbags. Parents must transport all medications to the school.

## **AUXILIARY SERVICES (CONT'D)**

When medical conditions necessitate a more extensive intervention, **a written order from the attending physician** must be provided to the school by a parent/guardian. A Health Room Action Plan for implementation will be developed by Health Room personnel in conjunction with the student, parents/guardians, and administration. This confidential plan will be shared with faculty/staff members who are responsible for the child's safety and well-being throughout the day.

For unusual medical conditions, a **written order from the attending physician** must be provided to the school by the parent/guardian. Upon receipt of the order, a plan for administration of medication will be implemented. **No medication will be administered without a written order.**

**Parents/Guardians are responsible for picking up all medications at the end of each school year. Any medications that are not picked up by the last day of school will be discarded.**

### **Students with HIV/Aids or Related Diseases**

Students who are HIV-infected, have AIDS or a related disease and wish to attend a Diocesan elementary or secondary school, will not be denied admission or discriminated against solely because of their medical condition(s).

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular or extra-curricular). This will be done on a case-by-case basis by the Principal, in consultation with the student's attending physician, if it is determined that a student presents a substantial risk to him/herself and/or others.

If, for reasons of health and safety, a student can no longer continue to attend classes, the Principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the Principal if a child has HIV/AIDS or a related disease in order for the administration to provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS will be included as part of the school curriculum for the students at age-appropriate levels.

The school follows the **Universal Precautions to Prevent the Spread of Infectious Diseases** to reduce the risk to employees, volunteers, and students.

### **AUXILIARY SERVICES (CONT'D)**

## **CAPITAL AREA INTERMEDIATE UNIT (CAIU 15) SERVICES**

Federally funded resources are allocated to Holy Name of Jesus School through the supplemental services provided by the Capital Area Intermediate Unit (CAIU 15). These services are based upon the school's perceived needs, as well as the population of the school. Services are supplemental in nature and support our program. By law, they cannot replace any curriculum taught at Holy Name of Jesus School.

At Holy Name of Jesus School, supplemental services are accessible through the **Student Support Team (SST)** process. These services include remedial reading, remedial math, counseling, and speech/language.

Students determined to be in need of these services meet once or twice a week with the Pennsylvania Certified CAIU staff member to improve their skills.

### **After School Program**

The purpose of the After School Program is to provide quality childcare in a safe and nurturing environment. Our program includes innovative activities that expand upon and enrich the activities of the school day. Activities focus on recreation and physical exercise, homework assistance, social skills, and Christian character development. Consistent with the mission of the school, this after-school service represents a community where staff and children grow together as a faith community in an atmosphere fostering love and respect for each person. The program assures working parents/guardians that their child(ren) will continue their after-school hours in a Christian atmosphere consistent with their school days.

Faculty and staff of Holy Name of Jesus School provide supervision for the After School Program Monday through Friday from 3:30 pm until 6:00 pm.

Families pay a fee to enroll their child(ren) in the After School Program. Fees are based on full-time attendance although it is not required for the child(ren) to attend full-time. Payment for the program must remain current. We reserve the right to terminate services should payment become delinquent.

After School Program information, including handbook and registration forms, is available in the school office or on the school website at [www.holynameofjesus.com](http://www.holynameofjesus.com).

## **AUXILIARY SERVICES (CONT'D)**

## **TRANSPORTATION/BUSING**

The public school district in which you reside is responsible for the bus transportation for your child(ren). The Holy Name of Jesus School office works cooperatively with the transportation departments of each district that provides bus transportation for our students.

Parents must register their child(ren) each year for busing. Busing assignments do not roll over from the previous school year.

Parents should contact the school office at 717-657-1704 regarding any questions, requests for bus stop changes, requests for day care, or change of address.

## **SECTION 11**

## **FINANCIAL INFORMATION**

### **FINANCIAL MEMBERSHIP**

#### **TUITION**

Holy Name of Jesus School is operated as a faith community, and not as a commercial or secular enterprise. The school provides the opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents/guardians that may be construed to create a legally enforceable obligation on the part of the school, or with its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any level of educational services or to provide such services involuntarily.

The following financial procedures will be implemented for the current school year in an effort to ensure the fulfillment of the budget:

- Tuition is paid through an account with Simple Tuition Solutions
- Re-registration will occur each year during Catholic Schools Week (usually the last week in January). Re-registration will be activated when the first six (6) months of the current school year pledge agreement is fulfilled.
- The family tuition agreement must be current in order for 8th grade students to participate in the class trip and/or graduation activities.
- Financial accounts must be paid in full by mid-July in order for students to receive classroom assignments for the upcoming school year.
- All financial obligations must be paid in full in order for academic records to be forwarded at the end of the eighth grade year or upon the request of the family.
- In the event of financial hardship, we encourage the family to contact the school office indicating their inability to follow through with their financial obligation.

## **FINANCIAL INFORMATION (CONT'D)**

### **ACTIVITY FEE**

Each year, an activity fee account continues to support our instructional program at Holy Name of Jesus School. The required activity fee is used for three (3) primary purposes as outlined below:

- Specialty instructional materials needed by the child's teacher including items needed for special projects, instructional bulletin board materials, posters, or other items that are specific to that particular classroom.
- Defray the cost of transportation for educational field trips
- Support supervisory services provided during recess

Families are financially responsible for the annual Activity Fee. The Activity Fee invoice is included in the white envelope sent home the first week of school. This fee can be paid in cash or by check. We cannot accept credit card payments for this fee. Unpaid fees will be reflected in monthly statements until paid in full.

### **SUPPLY FEE**

Each year the school purchases select supplies on behalf of the students. The cost of these supplies is reflected in the Supply Fee. These fees vary by grade level and are dependent on the items purchased for each grade. The Supply Fee invoice is included in the white envelope sent home the first week of school and is due by the end of September. The Supply Fee can be paid by cash or check. We cannot accept credit card payments for this fee.

### **RE-REGISTRATION FEE**

A re-registration fee of \$100.00 is assessed each year to help cover administrative costs at the school. This fee is non-refundable and is due at the time of re-registration for each upcoming school year which begins during Catholic Schools Week.

**NOTE:** This fee increases to \$125 on April 1 of the registration year.

### **BAND FEE**

In cooperation with Bishop McDevitt High School, Holy Name of Jesus School is able to offer an instrumental music program to students in Grades 4 through 8. Students who choose to participate in this program are required to pay a band fee to Bishop McDevitt High School by October 31 of each school year.

## **SECTION 12**

### **GENERAL INFORMATION**

## **STUDENT WELLNESS POLICY**

Holy Name of Jesus School, in collaboration with the Diocese of Harrisburg, recognizes that student wellness and proper nutrition are vital to the student's physical well-being, growth, development, and readiness to learn. Holy Name of Jesus School is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Students will learn about their participation in wellness through positive dietary and lifestyle practices that improve student achievement.

## **SCHOOL LUNCHES**

School lunches are served daily for \$4.40. For those who pack lunches, milk may be purchased for \$0.50. The school has set up lunch accounts for each student. Parents pay into the lunch account to cover the purchases of lunch and/or milk. Money can be added to a student's account by cash, check, or credit card.

If a student forgets a lunch, it may be dropped off at the school office. **NO FAST FOOD IS PERMITTED.**

Holy Name of Jesus School participates in the federal lunch program. More information regarding the National School Lunch Program can be found on the school website at [www.holynameofjesus.com/School/](http://www.holynameofjesus.com/School/) or by contacting the school office.

## **STUDENT COUNCIL**

The Student Council is composed of any Grade 8 student who wishes to participate. Faculty moderators are on hand to guide the students and provide direction. The purpose of the Student Council is to allow 8th grade students to develop and use their talents by working as a team in leadership and service to the school and church community. The Student Council may assist the Principal, teachers, and students in a variety of ways. The students plan and carry out spiritual and social activities within the school. They help to promote the theme for the school year through planning and implementing celebrations and activities for the whole school.

## **GENERAL INFORMATION (CONT'D)**

### **EXTRACURRICULAR ACTIVITIES**



There are many extracurricular activities available to students according to grade level. These activities include, but are not limited to:

- Band, strings, and choral groups
- National History Day Competition
- Science Fair (CASA and PJAS)
- Spelling Bee Competitions
- Forensics Competitions
- Geography Bee Competitions
- Faith Bee
- Science and Math Night
- Talent Show

### **STUDENT GROUP ACCIDENT INSURANCE**

Parents have the option of purchasing General Accident and/or Dental Accident insurance through the school. Information regarding rates and coverage is sent home in the white envelope on the first day of each school year.

### **VACATIONS/EDUCATIONAL TRIPS**

*It is preferred that family vacations/trips NOT be taken during the school year.* It is difficult for the student due to missing class instruction, skills, and assignments. If a trip is necessary, parents must complete the *Vacation/Educational Trip Form*. This form may be obtained on the school website at [www.holynameofjesus.com](http://www.holynameofjesus.com) or from the school office. Each family receives one of these forms at the beginning of each school year.

A separate form must be completed for each student. Parents are to list the exact day(s) the student will be out of school and the reason(s) the student will be out of school. The form must be dated and signed by the parent and returned to the homeroom teacher **at least one week prior to the vacation/trip.** Each request must be approved by the Principal.

Students will receive missed assignments upon their return to school. They are required to complete all missed assignments in a time period not to exceed the number of days missed.

### **GENERAL INFORMATION (CONT'D)**

#### **STUDENT PLACEMENT**

Student placement for each school year is based upon each student's instructional needs, balance of genders, and classes of mixed abilities. If your child has specific instructional needs that you would like to have considered in the placement process, a written note must be sent to the Principal no later than May 15 of the current school year.

### **WITHDRAW FROM SCHOOL**

Parents/guardians should notify the school office promptly in the event of an intended withdrawal of a student. Holy Name of Jesus School will forward appropriate academic records to the new school once the student's registration at the new school has been confirmed **and** provided that all financial obligations to Holy Name of Jesus School have been satisfied.

### **FAMILY INFORMATION SHEET**

It is essential for the safety and welfare of every student that the parent/guardian complete and return a *Family Information Sheet* each school year. These forms are sent home in the white envelope on the first day of school each school year. **It is vitally important that the parent/guardian provide the school with current and accurate contact information. Changes to telephone numbers and/or addresses should be brought to the school's attention immediately in order that our files can be updated accordingly. All contact information is kept confidential.**

### **EMERGENCY DISMISSAL FORMS AND CONTACT INFORMATION**

Parents receive an *Emergency Dismissal Form* in the white envelope on the first day of each school year. It is important that these forms be completed and returned to the school office in order to ensure that we have accurate information with regard to transportation in the event of a scheduled early dismissal or emergency dismissal. Any changes to the information contained on the *Emergency Dismissal Form* should be brought to the attention of the school office promptly.

### **GENERAL INFORMATION (CONT'D)**

#### **SAFETY AND SECURITY**

Holy Name of Jesus School employs various measures to ensure the safety of our students. These include:

- School doors are locked throughout the day
- Security cameras in the school office allow our staff to monitor activity in various areas of the school
- Visitors are required to ring the doorbell at the main entrance (door with the maroon canopy) in order to be admitted to the school. Security cameras allow the office staff to see the visitor(s) prior to admittance. All first-time visitors **MUST** provide a valid government issued ID card which will be entered into our Visitor Management system.
- Walkie-talkies are utilized by faculty and staff members throughout the school campus to facilitate communication
- Many faculty and staff are trained in Heart Saver First-Aid
- Safety cones and barriers are placed in various locations around the campus to prohibit traffic flow and maintain safe speeds through and around play areas.

The Holy Name of Jesus School Safety Committee works toward improving student and school safety through the development of extensive emergency procedures for a variety of crisis situations. Fire drills, severe weather drills, and active shooter drills are practiced at the school in order to prepare staff and students to react promptly and efficiently in the event of an emergency.

### **FIELD TRIPS**

Holy Name of Jesus School encourages educational field trips for each grade level. These trips are monitored by the administration to align with curriculum goals and ensure age-appropriate activity. Some trips may require a small fee for each participating student. Parent permission is required for participation in a field trip. Field trip permission forms will be sent home with the student for a parent/guardian signature. No student will be permitted to participate without the consent of a parent/guardian.

### **GENERAL INFORMATION (CONT'D)**

#### **USE OF TELEPHONE/CELL PHONES**

All cell phones **must be turned off** and stored in the student's backpack from **7:00am - 3:30pm**. Students may **NOT** carry or use a cell phone during the school day for any reason. If a student must contact a parent/guardian during the school day, he/she must go to the school office and ask to use the telephone in the office.

Students who take out a cell phone or use a cell phone during school hours will be required to turn the phone in to the school office as stated and agreed upon in the *Cell Phone Agreement Form*. The parent/guardian will be responsible for personally picking up the student's cell phone at the convenience of the administration.

Subsequent confiscation of a cell phone may result in further consequences, loss of privileges, and/or the incurrence of a fine. Holy Name of Jesus School is NOT responsible for lost, stolen, or damaged cell phones.

Students may not have/wear Smart/Apple Watches, electronic watches, or Fitbits. The *Cell Phone Agreement Form* in the Parent/Student Handbook must be completed, signed, and returned to the school office during the first week of each school year.

### **ELECTRONIC DEVICES**

Electronic devices including, but not limited to, iPods, a Sandisk, MP3 Player, CD players, headphones, Airpods, and/or Ear buds may be used BEFORE 7:00am and AFTER 3:30pm on school days. These devices may NOT be used during indoor or outdoor recess.

Personal electronic devices brought to school should be kept in the student's backpack unless used for instructional purposes. Holy Name of Jesus School is not responsible for lost, stolen, or damaged electronic devices.

### **GENERAL INFORMATION (CONT'D)**

### **DIOCESE OF HARRISBURG CELL PHONE AND PERSONAL DEVICE POLICY**

## Purpose and Rationale

Catholic education is ordered toward the integral formation of the human person, within a community rooted in the Gospel. Use of cell phones and personal electronic devices during the school day often disrupts learning, diminishes interpersonal relationships, can undermine the development of virtue, discipline, and attentiveness and facilitates exposure to social media content that can be harmful to our students.

Therefore, a policy limiting student access to cell phones and personal electronic devices will support student well-being, minimize distractions and facilitate a safe, positive learning environment. This policy promotes respectful community life and safeguards the well-being of students in our Diocesan schools while cultivating:

- Respectful face-to-face communication
- Attentiveness to learning and prayer
- Responsible stewardship of technology
- Habits of self-discipline and moderation

Accordingly, this policy establishes clear expectations regarding the possession and use of cell phones and personal electronic devices by students during the school day.

## General Policy

While students may bring a personal electronic device to school, during the day, bell-to-bell, students are prohibited from using cell phones or personal electronic devices as follows:

1. Devices must be powered off (not to silent or vibrate) and stored in accordance with school procedures
2. Cell phones and personal electronic devices (e.g. smart watches, earbuds) may not be used at any time during the school day unless explicit permission is granted by school administration
3. This policy does **not** apply to school-issued technology (e.g. Chromebooks, tablets, laptop computers) used for instructional purposes under faculty supervision.
4. Personal electronic devices/cell phones will be stored for the duration of the school day or until students otherwise leave the school grounds.

## **GENERAL INFORMATION (CONT'D)**

### Scope

This policy applies to all students enrolled in all grade levels at Diocesan Catholic schools during the entire school day including all classes, school activities, liturgies, communal

prayer, assemblies, lunch and recess periods and any other school-supervised activity unless otherwise specified..

Individual schools may not adopt policies that are less restrictive than this diocesan policy but may implement additional restrictions consistent with diocesan guidance.

### Definitions

- Cell Phone: Any personal mobile device capable of voice communication, text messaging, internet access, photography, or video recording.
- Personal Electronic Device: Includes, but is not limited to, smartwatches, tablets, gaming devices, earbuds, or any device capable of digital communication or media use.
- School Day: The period beginning upon a student's arrival on campus and ending at dismissal, including transitions, lunch periods, and study halls.

### Exceptions

The following limited exceptions may be permitted at the discretion of the president, principal, or designee:

1. Medical or Student Support Needs: Students with documented medical conditions or support plans (e.g. Instructional Support Plan, Medical Support Plan) requiring device access may be granted written exemptions.
2. Emergency Situations: In the event of an emergency, school administrators may authorize temporary use of cell phones under staff supervision.
3. Administrative Discretion: The president and principal or designee may, at their discretion, allow temporary and limited cell phone use, as particular circumstances may require.

The school and diocese are not responsible for lost, stolen, or damaged personal devices brought onto campus.

### Parent and Guardian Communication

Parents and guardians are expected to support this policy by ensuring students understand and comply with device restrictions and communicating with students through school offices during the school day.

## **GENERAL INFORMATION (CONT'D)**

### **Diocese of Harrisburg Catholic Schools**

### **Guidelines on the Use of Artificial Intelligence**

## Purpose and Rationale

The Diocese of Harrisburg Office of Catholic Education recognizes the growing role of Artificial Intelligence (AI) in society and education and the need for guidelines. As Pope Leo XIV states, "The challenge before us is not to stop digital innovation, but to guide it, to be aware of its ambivalent nature. It's up to each of us to raise our voices in defense of humankind, so that these tools can truly be integrated by us as allies. This alliance is possible, but it needs to be based on three pillars: *responsibility, cooperation, and education.*" (Leo XIV, 2026) As Catholic educators, we are called to form students who are not only academically excellent but also morally grounded and prepared to engage the world with wisdom and faith. These guidelines are meant to create parameters for AI use in our Catholic-school communities.

## Guiding Principles

### Human Dignity and Moral Responsibility

- All use of AI must respect the inherent dignity of each person as created in the image and likeness of God.
- AI must supplement - not replace - human judgment, creativity, and relationships in education

### Digital Citizenship and Ethics

- Students, faculty, and staff are expected to use AI tools with integrity, transparency, and responsibility.
- Misuse of AI for plagiarism, dishonesty, harassment, bullying, or harmful conduct is strictly prohibited.
- Decisions assisted by AI must always include human discernment, ensuring that technology serves, not governs, the educational mission.

## **GENERAL INFORMATION (CONT'D)**

### Privacy and Data Protection

- Use of AI in our Catholic schools must honor the privacy of all in our communities.

- Schools will maintain a list of approved AI tools that provide proper safety and data security.
- AI should be used to enhance learning, foster critical thinking, support creativity, and develop problem solving skills.
- Educators may use AI as an instructional aid, but not as a replacement for teacher evaluation of student work.
- Students should be taught AI literacy - understanding both its benefits and its limitations - within a Catholic worldview.

### Acceptable Use of AI in Schools

- Students, with teacher permission, may use AI for:
  - Brainstorming ideas, study support, and skill practice.
  - Research assistance, provided sources are verified with proper citations.
  - Creative projects in which AI is one tool among many.
- Teachers may use AI for:
  - Lesson planning, differentiation, and instructional design.
  - Generating practice questions, rubrics, or supplemental materials.
  - Administrative tasks, provided student privacy is maintained.
  - Grading support - but not as the sole evaluator of student work.
- School leaders may use AI for:
  - Efficiency in administrative functions.
  - Support for planning and communications.
  - Reviewing AI educational tools to ensure alignment with these guidelines.

### Prohibited Uses of AI

- Submission of AI-generated work as one's own (plagiarism).
- Using AI for cheating, academic dishonesty, or deception.
- Sharing with AI platforms any student, staff, or community member's PII (personally identifiable information) or sensitive information.
- Employing AI tools that promote immorality, bias, discrimination, bullying, or harassment, or content contrary to Catholic teaching.
- Using AI for surveillance or monitoring beyond educational and safety needs.

## **GENERAL INFORMATION (CONT'D)**

### Transparency and Accountability



- When AI is used to complete assignments, students must acknowledge and cite its use.
- Teachers must communicate clearly when and how AI is permitted in their classrooms.
- Schools must develop a consistent approach to the use of AI in the building, so that students are not uncertain or confused because of perceived or actual inconsistency among teachers.
- Schools will provide professional development for faculty and staff on AI.

### Formation and Catholic Identity

- AI education will be integrated into lessons on digital citizenship and Theology of the Body.
- Students will be encouraged to reflect on the moral implications of AI and discern its place in their future vocations and careers.

### Conclusion

The Diocese of Harrisburg Catholic Schools embrace technology as a gift when used wisely, ethically and in service to the human person. Artificial intelligence, when combined with faith and reason, can support our mission to form disciples who are academically prepared, morally responsible, and witnesses to Christ in the modern world.

Let us be inspired by Pope Leo's exhortation in *Magnifica Humanitas*: "Let us invest in education, beginning with ourselves! We all need to learn how to engage with the digital world in a human way, as an integral part of our education in the faith and in a life lived according to the Gospel." (Leo XIV, 2026, 238)

The Office of Catholic Education will revisit and revise these guidelines as needed.

## **GENERAL INFORMATION (CONT'D)**

### Resources

Dicastery for the Doctrine of the Faith, & Dicastery for Culture and Education. (2025, January 28). *Antiqua et nova: Note on the relationship between artificial intelligence and human intelligence*. The Holy See.

[https://www.vatican.va/roman\\_curia/congregations/cfaith/documents/rc\\_dcf\\_doc\\_20250128\\_antiqua-et-nova\\_en.html](https://www.vatican.va/roman_curia/congregations/cfaith/documents/rc_dcf_doc_20250128_antiqua-et-nova_en.html)

Francis. (2023, December 14). *Message for the 57th World Day of Peace: Artificial intelligence and peace*. The Holy See.

Francis. (2024, June 14). *Address to the G7 session on artificial intelligence*. The Holy See.

Leo XIV. (2026, January 24). *Message of His Holiness Pope Leo XIV for the 60th World Day of Social Communications : Preserving human voices and faces*". The Holy See.

Leo XIV. (2026, May 15). *Magnifica humanitas: On safeguarding the human person in the time of artificial intelligence* [Encyclical letter]. The Holy See.

<https://www.vatican.va/content/leo-xiv/en/encyclicals/documents/20260515-magnifica-humanitas.html>

## **BOOKS AND SCHOOL PROPERTY**

Each student is responsible for the proper care of the textbook(s) assigned to him/her for the school year. All textbooks are to have covers on them at all times. If a book is lost, stolen, damaged, or destroyed, the student/parent may be responsible for reimbursing the school for the cost of the book.

## **GENERAL INFORMATION (CONT'D)**

### **SCHOOL PICTURES**

Professional photographers will take individual photos of the students during the first half of the school year. Information regarding the purchase of pictures will be sent home prior to Picture Day. No parent/guardian is under any obligation to purchase school pictures. All students will be photographed for the yearbook whether or not pictures are being purchased.

The dress code for Picture Day is described in a memo sent home with students prior to Picture Day.

Class pictures are taken in the Spring. School uniforms are to be worn for these pictures. Again, parents/guardians are under no obligation to purchase class pictures.

### **BIRTHDAYS**

On a student's birthday, his/her name is announced to the school, and he/she is invited to pick up a birthday pencil from the Student Council mailbox. For students with birthdays during the summer months, half-birthdays are celebrated in January, February, and March.

Students are permitted to bring in a birthday treat to share with their classmates. Parents/guardians must check with the homeroom teacher regarding any possible food allergies so that no one is excluded from the treat. Deliveries of flowers and/or balloons to students are not permitted.

With regard to party invitations, we encourage parents to distribute them OUTSIDE of the school.

### **MAY PROCESSION**

Each year Holy Name of Jesus School traditionally honors Mary through our annual May Procession.

## **SECTION 13**

### **PARENTAL INVOLVEMENT**

## **VOLUNTEERISM**

As indicated in the Holy Name of Jesus School philosophy, parental involvement and cooperation play an important role in the successful implementation of our goals. We encourage all parents to participate in the school PTO, and opportunities to volunteer in school activities are listed on the PTO flyer which is sent home at the beginning of each school year.

To ensure the safety of all students, the Diocese of Harrisburg mandates that every volunteer completes the *Diocese of Harrisburg Youth Protection Online Training Course*. Additionally, the Diocese of Harrisburg and Pennsylvania State Law requires that prospective volunteers complete the *Pennsylvania State Police Clearance* and *Child Abuse Clearance* applications as well as sign the *Disclosure Statement*. Forms and online instructions are on the school website: [www.holynameofjesus.com](http://www.holynameofjesus.com) or parents may call the school office for assistance.

Clearances must be obtained and submitted to the school before participation in any school activity. Volunteers with approved clearances will receive a badge from the Diocese of Harrisburg. This badge must be displayed when volunteers are on school property or participating in school field trips. Clearances must be renewed every 36 months.

For the safety and security of our students, all volunteers must report to the school office upon arrival to show their badges and be checked into the Visitor Management System. Volunteers must also return to the office to be checked out when leaving the property. All volunteers must be signed out by 2:30pm.

## **PARENTAL INVOLVEMENT (CONT'D)**

### **VISITORS TO THE SCHOOL**

Parents are always welcome at school! To preserve the quality of education, however, interruptions should be kept to a minimum. We will not interrupt teachers while classes are in session to answer the phone or to confer with a parent/guardian. If a conference with your child's teacher is desired, parents/guardians should contact the teacher via email or written note.

For the safety and security of our students, all visitors **MUST** use the main entrance. **No one may enter using the doors of the primary building from 8:10am-3:30pm. No one may go directly to any classroom (including the gymnasium or art room) without approval from the office where clearances will be verified.**

### **PARENT-PRINCIPAL CONFERENCES**

Parent/Principal conferences will be conducted as needed based upon principal and/or teacher determination.

The Principal is happy to meet and/or talk with parents regarding any concern **AFTER** the parent/guardian has discussed the situation with the homeroom teacher.

### **RIGHT TO AMEND**

The school administration of Holy Name of Jesus School, in consultation with the Pastor, reserves the right to amend this handbook at any time. Parents/guardians will be notified of any changes in writing.

### **CONTACTING THE SCHOOL**

Parents/guardians are welcome to contact the school office by telephone at 717-657-1704 with any questions or concerns.

Calls to teachers during regular school hours will be forwarded to the teacher's voicemail. The teacher should return your call within 48 hours. If the teacher does not contact the parent/guardian within this timeframe, parents/guardians should contact the school office. Parents/guardians may also contact the teacher via school email. Parents/guardians should refrain from contacting school personnel outside of school hours.