

Holy Name of Jesus School

6190 Allentown Boulevard
Harrisburg, PA 17112
www.holynameofjesus.com
Phone: 717-657-1704
Fax: 717-657-9135

2025-2026 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, ranging from 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 resources, and minimal large event fundraisers. Families are required to commit to all financial tuition agreements made in order to maintain efficiency in our operating budget.

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.

We know and teach that every person is a unique creation with intrinsic value who is loved by God and has been created by Him to share in His eternal life and joy. 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:

- 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 practices 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 to apply to these groups as a first step. Additional parish scholarship 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 requires the following for admission to the school:

1. Application for admission/registration to the school. Forms are available in the school office or the school website at www.holynameofjesusschool.com.
2. Student records for students transferring from another school
3. Kindergarten admission age is age five (5) by August 31.
4. Birth Certificate
5. Baptismal Certificate (not required for Preschool)
6. Copy of Medical Immunizations
7. Any pertinent legal documents (for example, custody matters, living arrangements)

Registration for each school year begins during Catholic Schools Week (traditionally the last week of January).

Following registration, prospective Kindergarten students are screened for school readiness. Screening takes place in late Spring and is conducted by our staff team. Those students who have reached five (5) years of age by August 31, and indicate a readiness to learn as evidenced by the school readiness screening, will be accepted into Holy Name of Jesus School Kindergarten. We also screen students entering Grade 1 to verify that the student is ready for this grade before placement. All new students for Grade 1 must be six (6) years of age by August 31 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 reason 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 comprised 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 SCHEDULES

ARRIVAL AND DISMISSAL TIMES:

PreK-3

- Tuesday and Thursday mornings: 8:30 am – 11:00 am

PreK-4

- Morning Class: Monday/Wednesday/Friday: 8:00 am – 11:00 am
- Afternoon Class: Monday/Wednesday/ Friday: 11:45am – 2:45pm

Kindergarten – Grade 8

- Monday through Friday: 8:10 am – 3:00 pm

Students may enter classrooms at 7:50 am. Students arriving before 7:50 am are to report to the Social Hall and will be dismissed from the Hall to the classrooms at 7:50 am.

REGULAR ARRIVAL:

Car riders are dropped off at the Primary School building entrance.

Cars are **not permitted** behind the church/school between 7:30 am - 8:30 am ***and*** 2:30 pm - 3:30pm. Do not drop off or pick up a student in this area at these times.

SCHOOL DAY SCHEDULE:

Upon arrival in classrooms, organization time begins for students. This is a quiet time to prepare for the day. The following is a typical school day schedule:

7:50 am	Organizational time
8:10 am	Opening prayers and announcements followed by individual classroom prayers and Pledge of Allegiance
8:15 am	Classes begin
10:45 am-11:10 am	Kindergarten Lunch
11:10 am-11:35 pm	Kindergarten Recess
11:10 am-12:00 pm	Grades 1 and 2 Lunch and Recess
11:35 am-12:25 pm	Grades 3 and 4 Lunch and Recess
12:25 pm- 1:10 pm	Grades 5 -8 Lunch and Recess
1:15 pm	Classes resume for Grades 5-8
2:55 pm	Closing day prayers and announcements
3:00 pm	End of the school day

ALTERNATE SCHEDULES:

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

TWO-HOUR DELAY SCHEDULE:

Normal Time Schedule	Period	Two-Hour Delay - Time Schedule
8:15am – 9:05am	1	10:15am – 10:45am
9:05am – 9:55am	2	10:45am – 11:10am
10:45am – 11:35am	4	11:10am – 11:35am
11:35am – 12:25pm	5	11:35am – 12:25pm
12:25pm – 1:15pm	6	12:25pm – 1:15pm
9:55am – 10:45am	3	1:15pm – 1:45pm
1:15pm – 2:05pm	7	1:45pm – 2:15pm
2:05pm – 2:55pm	8	2:15pm – 2:45pm

Lunch periods remain the same.

PreK-3: 2-Hour Delay Schedule - No Preschool

PreK-4: 2-Hour Delay Schedule - AM Session 10:00 am – 12:00 pm

PM Session 12:45 pm – 2:45 pm

ONE-HOUR DELAY/MASS/MORNING ASSEMBLY SCHEDULE:

Normal Time Schedule	Period	Morning Assembly - Time Schedule
	Assembly/ Mass other than Friday	8:30am - 9:30am
8:15am – 9:05am	1	9:30am – 10:05am
9:05am – 9:55am	2	10:05am – 10:40am
9:55am – 10:45am	3	10:40am – 11:10am
10:45am – 11:35am	4	11:10am – 11:35am
11:35am – 12:25pm	5	11:35am – 12:25pm
12:25pm – 1:15pm	6	12:25pm – 1:15pm
1:15pm – 2:05pm	7	1:15pm – 2:05pm
2:05pm – 2:55pm	8	2:05pm – 2:55pm

Lunch periods remain the same.

PreK-3: 1-Hour Delay Schedule - No Preschool

PreK-4: 1-Hour Delay Schedule - AM Session 9:00 am -11:00 am

PM Session 11:45 am – 2:45 pm

AFTERNOON ASSEMBLY SCHEDULE:

Normal Time Schedule	Period	1:15pm or 1:30pm Afternoon Assembly - Time Schedule
8:15am - 9:05am	1	8:15am - 8:50am
9:05am - 9:55am	2	8:50am - 9:25am
9:55am - 10:45am	3	9:25am - 10:00am
1:15pm - 2:05pm	7	10:00am - 10:35am
2:05pm - 2:55pm	8	10:35am - 11:05am
10:45am - 11:35am	4	11:05am - 11:35am
11:35am - 12:25pm	5	11:35am - 12:25pm
12:25pm - 1:15pm	6	12:25pm - 1:15pm

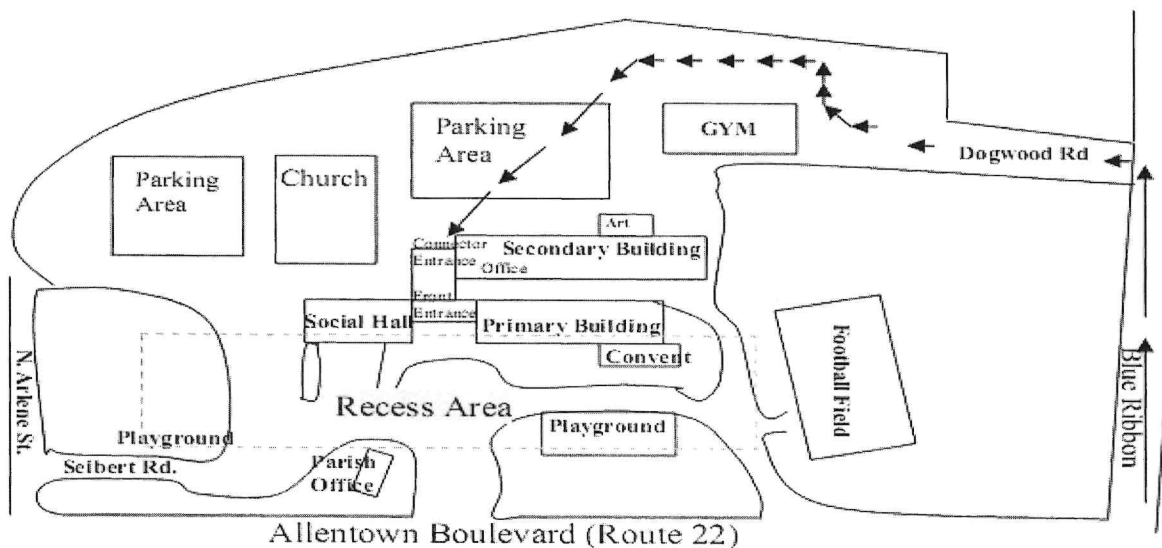
Lunch periods remain the same.

REGULAR DISMISSAL:

Students are either car riders or bus riders. Buses pick up children at the main entrance; car riders are dismissed at the back of the school.

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

Please note: Cars may not access the school from the Allentown Boulevard entrance during lunch/recess times. Visitors should enter the campus from Blue Ribbon Avenue (at traffic light in front of Sheetz), turn left onto Dogwood Road, and proceed to the parking lot in front of the HNJ gym.



Section 4

CURRICULUM

ACADEMIC CORE CURRICULUM AREAS:

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

RELIGIOUS EDUCATION:

Students in grades Kindergarten through 8 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 ranges from reading readiness, phonetics, mathematics skills, 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 Science. Students will experience hands-on experiments and learn to calculate 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.

SPECIALTY CURRICULUM AREAS

Technology

Students develop keyboarding skills, and the use of Word, PowerPoint, Excel, and Photoshop to integrate 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 color- through singing, listening, movement, and playing instruments.

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 on the Diocesan Curriculum, visit the Roman Catholic Diocese of Harrisburg website at 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 methods such as visually, hands-on, and auditorially. 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 6: Social Studies
- Grade 7: Academic and Accelerated Math
- Grade 8: Social Studies Academic and Accelerated Math Language Arts

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/children.

Parents have login access to the *Rediker Plus Portal* through the Holy Name of Jesus School website at www.holynameofjesus.com/School/. The reporting system allows parents to view student 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 into the portal for parents to view, print, sign, and return to school mid-way through each trimester.

MARKING SYSTEM:

Grades Kindergarten, 1, 2, and 3

Graded Subjects

Religion

Integrated Language Arts

Math

Marking System

E – Exceeded Expectations

P – Proficient

I – In Progress

An “N” indicates content was not taught during the trimester

Grades 4, 5, 6, 7, and 8

Graded Subjects

Religion
Language Arts
Math
Science
Social Studies

Marking System

A – Excellent
B – Above Average
C – Average
D - Progressing
F – Not meeting curriculum

Marking Code

E- Exceeded Expectations
P – Proficient
IP – In Progress

Grades 7 and 8 are also graded in the following: Art, Computer, Music, Physical Education, and Spanish

HOMEWORK/STUDY TIME:

Students in Grades 1 – 8 are given homework assignment books. This book is an integral part of home/school communication.

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

HONORS AND EFFORT AWARDS:

Students in Grades 4 - 8 receive Honor Card awards. The requirements for honors are as follows:

- **First Honors** - Student will have earned an A in all academic subject areas, and a C or greater in all special subjects.
- **Second Honors** - Student will have earned any combination of A's or B's in all academic subjects, and a C or greater in all special subjects.
- **Honorable Mention** – Homeroom teachers choose students they feel are earnestly doing their best.
- **Overall Honors** – At year's end, teachers take into account the student's character development in addition to overall effort.

STANDARDIZED TESTING:

As directed by the Diocese of Harrisburg, students in Grades 3 - 8 are administered **IOWA Tests of Basic Skills (ITBS)** standardized tests, and **CoGAT** testing for students in Grades 3 and 5. These tests measure student progress against national norms. Teachers review each student's scores and note 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, as well as those who may require more of a challenge. Keep in mind, 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 administrators 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 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 determined by the **Student Support Team (SST)** 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 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 teacher(s) to discuss the reasons for the continued absences.

If a student misses 30 or more days of class instruction, depending upon grade average he/she 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 are asked to notify the school before 9:00 am. If calling before 7:30 am, please call 657-1704, extension 400. If calling after 7:30 am, please ask for the Attendance Line. If the parent/guardian does not call, someone from the school will contact the parent or guardian to inquire about the student's absence that day.

Excused absences:

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

Other absences will be considered unexcused unless deemed an exceptionally urgent reason by school administration. If there are any questions, please contact the office at 657-1704.

When the child returns to school following an absence, parents/guardians are required to send a written excuse explaining why the student was absent.

Please note: A student may not participate in school-sponsored activities on a school day unless he/she was present for at least two (2) hours of that school day.

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

- An excused absence exceeding 10 days;
- Accumulation of three (3) unexcused absences (subsequent unexcused absences may result in fines as required by the Pennsylvania State School Law.)

PROCEDURES FOR ABSENCE:

The student must present a note to the homeroom teacher from the parent/guardian upon return to school. A signed doctor's excuse is required for absences of three (3) or more days.

Arrival Policy:

- Arrival after the start of school, but before 11:00 am = Tardy
- Arrival after 11:00 am = ½ Day Absent

Early Dismissal Policy:

- If the student leaves before 11:00am due to illness or an appointment and does not return to school = 1 day absent
- If the student leaves after 11:00am and before 1:00pm = ½ day absent

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

MEDICAL APPOINTMENTS:

Parent/guardian should inform the homeroom teacher one (1) day prior to any scheduled appointment that will cause the student to be late for school or require him/her to be removed from class during the day.

Upon return from a medical appointment:

- Student must have a medical excuse for school absence
- Student must be accompanied to the school office by parent/guardian
- Student must sign in and receive a pass in the school office in order to return to his/her classroom

Please note: A student may not participate in school-sponsored activities on a school day unless he/she was present for at least two (2) hours of that school day.

HOMEWORK DURING ABSENCES:

When a student is absent, he/she may choose to call a fellow classmate for homework assignments. Homework may also be posted on the Rediker Plus Portal electronic reporting system. A link to Rediker Plus Portal is available on the school's homepage of the Holy Name of Jesus website at www.holynameofjesus.com

If a parent/guardian wishes to pick up books/homework for an absent student, **please contact the school office before 10:00am**. You may pick items up in the school office between 3:30 – 4:00 pm or request that items be sent home with a sibling or neighbor.

LATENESS:

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* should report to the school office. They must be signed in by a parent/guardian and will receive a pass to be presented to his/her homeroom teacher.

If a student will be late for school due to an early morning appointment, a note 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. 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.

Please note: All absences affect Perfect Attendance records.

Section 7

SCHOOL CLOSINGS AND DISMISSALS

WEATHER RELATED SCHOOL CLOSINGS AND 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 an early dismissal, please keep in mind that surrounding school districts may begin dismissing at differing times. Please take note of the school district in which you reside and note their designated dismissal time.

School districts currently providing bus transportation for HNJ students are those below:

- Harrisburg School District
- Derry Township
- Lower Dauphin School District
- Middletown School District
- Steelton/Highspire School District
- Susquehanna School District
- Susquenita School District

MEDIA OUTLETS:

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

RADIO

WHP 580 AM	www.whp580.com
Wink 104 FM	www.wink104.com
BOB 94.9 FM	www.bob949.com
The River 97.3 FM	www.theriver973.com
KOOL 99.3 FM	www.993kissfm.com

TELEVISION

WGAL – Channel 8	www.wgal.com
WLYH – Channel 15	www.cw15.com
WHP – Channel 21	www.whptv.com
WHTM - Channel 27	www.abc27.com

ONLINE

www.holynameofjesus.com/School

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 HNJ codes 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.

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

- 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 its personnel in a constructive and Christian manner within an appropriate setting

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

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

DISCIPLINE PHILOSOPHY :

At Holy Name of Jesus Catholic School, we believe 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, fostering 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 that 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.

Expectation for the school community:

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

Classroom teachers provide specific guidelines that reflect our expectations. The following conditions will remain in effect until the Disciplinary Committee meets to review and revise as necessary. If our policy changes during the school year, you will be notified of the changes.

CLASSROOM EXPECTATIONS:

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

Each teacher provides parents/guardians with a set of classroom guidelines. These guidelines describe academic and disciplinary procedures that the teachers expect the students to follow. These guidelines are different from the administrative progressive discipline that is employed. Parents receive a copy of these classroom rules at Back-To-School night. The Principal approves these guidelines and keeps them on file. The individual teachers will determine positive reinforcement activities.

SERIOUS OFFENSES:

Immediate intervention will occur at the discretion of the classroom teacher or principal in the event of any of the occurrences below:

- **BEHAVIOR** in a non-Christian manner toward teachers, staff, administration, adult supervisors and/or fellow students, including but not limited to, respect in speech and manner.
- **DISRESPECT** regarding any of the Sacraments, during 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 and/or dishonesty on tests or homework.
- **DAMAGING, DEFACING OR STEALING** school property or property of others
- **DISHONESTY** in conversation
- **POSSESSION** or use of dangerous materials
- **POSSESSION** or use of unloaded guns, replicas of weapons, or any object used in a threatening manner are prohibited as per Diocese of Harrisburg Policy 5137.5
- **VULGAR OR INAPPROPRIATE LANGUAGE**
- **POSSESSION OF INDECENT MATERIAL**
- **POSSESSION OF, OR ASSOCIATION WITH ALCOHOL, CIGARETTES OR**
- **OTHER ADDICTIVE SUBSTANCES** on school property or in any activity connected with the school in any way as per Diocese of Harrisburg Policy 5137
- **PHYSICAL CONTACT OR INJURY** to administrators, teachers, staff, other students, or any adult supervisor
- **TRUANCY**
- **ANY IMMORAL CONDUCT OF SERIOUS NATURE** is strictly forbidden and will result in dismissal from the school
- **CONTINUOUS OR DELIBERATE DISOBEDIENCE** regarding school rules and/or classroom rules

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

PLEASE NOTE:

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. Prompt investigation of allegations of sexual harassment will be made on a confidential basis. Sexual harassment will not be tolerated.

SCHOOL POLICY NOTICE:

If a student is expelled or withdraws from HNJ, we will notify the new school if the student has been involved with any of the following infractions:

- An act or offense involving weapons
- Sale or possession of controlled substances.
- Willful infliction of injury to another person or act of violence committed on school property, or while in the custody of the school (This policy reflects our commitment to the Safe Schools Act of 1997)

VERBAL WARNINGS:

Verbal warnings are given until Back-to-School Night. A written communication regarding the verbal warning will be given to notify parents that there is a problem before the child receives a written warning.

- **Kindergarten – Grade 3:** Will give verbal warnings for the first month of school to allow the students to become acclimated to the system
- **Grades 4-8:** Verbal warning given until Back-to-School Night for “black and white” issues: e.g. make-up/dress code

Kindergarten – Grade 2: Verbal warnings until October; after October, written warnings will be issued

Grades 3 – 8: Three (3) written warnings = Detention

DETENTION is held on Wednesdays at 3:30 – 4:15 pm.

DETENTION GUIDELINES:

- Detention is assigned on an individual basis as necessary and developmentally appropriate.
- Teachers and/or administrators will arrange an appropriate time for this disciplinary action with you, the parent/guardian.
- Students must serve detention on the date arranged.

POSSIBLE STEPS FOR DISCIPLINE PROCEDURE:

1st Detention:	Parent Contact
2nd Detention:	Conference between parents/teacher/student to devise behavior plan
3rd Detention:	Meeting between Principal/parents/teacher/student
4th Detention:	Intervention occurs at the discretion of the Principal

SUSPENSION:

The administration may suspend a student from school for an accumulation of numerous minor offenses or for any serious offense following due process procedures (e.g. truancy, vandalism, insubordination, or the use of alcohol or drugs). 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:

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

Out of-School Suspension Guidelines:

1. Student will remain out of school for a time determined by Principal.
2. Class assignments will be given to the student during out-of-school suspension.
3. The parent/guardian must bring the student to school and meet with the Principal before the student will be re-admitted.

EXPULSION:

If a student demonstrates through his/her behavior an unwillingness to comply with rules/regulations of the school, he/she may be expelled. Should this action be deemed necessary by the school administration, 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 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 student. It is our expectation that each student uses 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.

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

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 prior notice.

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

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, computer networks, Smart Boards, iPads, or any other device.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work, files, or e-mail.
- Playing games online unless assigned by a teacher for educational purposes.
- Intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
- Employing the network for commercial purposes.
- Revealing your own personal address or phone number or that of any other person 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.
- Using Email without the teacher's supervision and/or permission.

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

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:

- Be courteous to bus drivers and other students.
- Students must be seated and facing front while the bus is moving.
- Students are to remain seated until the bus comes to a complete stop.
- Windows should not be opened without the permission of the driver, nor may students put any part of their body outside of the bus.
- Students may not throw anything inside the bus or out the windows/doors of the bus.
- Aisles must be kept clear of school bags, books, lunch boxes, and other items.
- Students are not to damage or tamper with any parts of the bus. Students and/or parents may be responsible for the payment of the cost of any repairs.
- Students are to keep their voices at a conversational tone.
- Students may not ride a different bus or get off at any other bus stop than the one that is assigned them.
- The following are **not permitted** on any bus: live animals, weapons, drugs, alcohol, tobacco, flammable liquids (gasoline, propane, fuel), fireworks, firecrackers, smoke bombs, balls, glass containers, water pistols, spray bottles, pea shooters, sling shots, or any item too large for students to carry in their book bags.
- Bus drivers may have specific safety rules that they will communicate to the students for them to follow.

All serious offenses listed on page 20 and 21 of school conduct apply to students riding the buses.

PLAYGROUND RULES:

When our students participate in daily playground activities, safety is our main concern.

The general guidelines include, but are not limited to, the following:

- Students should walk on rubber/wood chips.
- Students are encouraged to use school provided equipment.
- Appropriate behavior on playground equipment is expected (no hanging upside down, no hanging on merry-go-rounds, no standing, jumping or sitting on poles around playground, no hanging on basketball hoops etc.)
- Students must stay in designated play areas.
- No physical contact such as pushing, shoving, fighting, wrestling is permitted.
- When the whistle blows, all play stops. Students should walk to line up areas and wait quietly in line for teachers to bring them into the building.

Holy Name of Jesus School is not responsible for lost or stolen personal gear brought to school by a student for outside recess use. Personal playground gear brought to school by a student may be used at the discretion of the head playground supervisor.

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

Section 9

STUDENT DRESS

Uniform Dress Guidelines

A uniform Dress Code in our Catholic school emphasizes the importance our Church teaches us 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 will be followed. Should circumstances arise that necessitate an exception to the dress code guidelines, we request that parents/guardians contact the school office for temporary suspension of these guidelines.

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

All uniform items must be Flynn and O'Hara Uniform Company brand. School shoes may be purchased at Flynn and O'Hara or an alternate shoe store, provided style and color match and strictly adhere to the guidelines.

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

DRESS CODE FOR BOYS:

- Navy or khaki pants (uniform shorts – Aug./Sept., May/June)
- **Pants must sit at the waist**
- Solid black, brown, or navy belt must be worn
- Long or short sleeve white or navy knit shirt **(tucked in)**
- If the boy chooses, only white T-shirts are to be worn under the uniform shirt
- Solid flat knit white or navy V-neck, crew neck, or button down sweater may be worn
- Gym jacket and navy blue uniform ¼ zip sweatshirt may be worn with the school uniform
- Crew white, navy or tan socks over the ankle - no sport socks or no-shows
- **Solid black or dark brown standard, flat, rubber sole shoes, Sperry shoes - no yellow or tan suede, moccasin type, slipper-like, sneaker type shoes, no Skechers or Hey Dudes, no boots, no crocs, no shoes above the ankle**
- Shoes with laces need to be laced completely and tied

DRESS CODE FOR GIRLS:

- Khaki or navy pants (uniform shorts – Aug./Sept. May/June) with solid black, brown, or navy belt
- Long or short sleeve white or navy knit shirt **(tucked in)**
- Solid flat knit white or navy V-neck, crew neck, or button down sweater
- Gym jacket and navy blue uniform ¼ zip sweatshirt may be worn with the school uniform
- Navy or white tights, knee socks or plain anklets (Aug./Sept. May/June); no sport socks, no-shows, or low cuts
- **Solid plain black, dark brown, navy blue standard, flat, rubber sole shoes with a heel one-inch or lower, Sperry shoes, shoes must have backs – no moccasin type, slipper-like, or sneaker type shoes, no sandals, no crocs, no clogs, no Skechers, and no Hey Dudes. Shoes should have no stripes, glitter, sequins, beads, or bows.**
- Blue plaid jumper (Grades 1 to 4)
- Khaki or navy four-pleated skirt (Grades 5 - 8)

ADDITIONAL BOY/GIRL DRESS CODE GUIDELINES:

- Knitted shirts are to be tucked in at all times and are not to be bloused out.
- Skirts must come to the middle of the knee or below and are not to be rolled at the waist.
- Boys' pants must be worn at the waist.
- Jackets are not to be worn in the classroom and sweatshirts are not to be worn in place of sweaters.
- Hats and scarves are not to be worn in buildings.
- A watch, a thin chain with cross or religious medal may be worn with the uniform.
- Girls may wear one pair of small post earrings in the bottom earlobe. Boys are not permitted to wear earrings. Body piercings or tattoos are not permitted. Boys or girls are not permitted to wear rings or bracelets/bands of any design.
- Make-up and nail polish are not permitted with the school uniform. Acrylic nails may not be worn.
- Girls in Grades 4-8 may carry a small black/navy blue purse.
- Hairstyles for boys and girls should not cover the eye and be one inch above the eyebrows.
- Hair must be neat, well-groomed, trimmed around the ears, off the collar, and one inch above the eyebrows. Blunt cuts, shaved heads, tails, bowl cuts and spiked hair are not permitted. Hair must be blended and layered in a conservative male haircut and nothing less than #2 blade. Fad haircuts, styles, extensions and attachments are not allowed. No hair coloring, highlighting or facial hair is permitted. Sideburns may not extend beyond the middle of the ear. No designs shaved into the hair.
- During the cold months, girls are permitted to wear their gym sweatpants or fleece pants under their skirts from home to school, during outside recess, and from school to home. Sweatpants/fleece pants are not to be worn inside the building throughout the school day.
- Writing or drawing on clothing or the body is inappropriate.
- Eyebrow slits/designs/cuttings are inappropriate.

DRESS UP/DOWN GUIDELINES:

NOTE: If a student cannot follow the guidelines below, the school uniform is to be worn. Otherwise a student may forfeit privileges on the next special dress day and receive a parent communication form.

DRESS UP:

Girls:

- Dresses and skirts must be to the middle of the knee.
- Dress pants are permitted
- Dress shoes with backs and low heels – no sneaker type shoes or sneakers
- Socks or stockings can be worn – no sport socks or no-shows, no spandex or leggings
- Jeans, tight pants, joggers, cold shoulder tops/dresses, capri pants, shorts, sweatpants, jeggings, tight-fitting pants or tops, T-shirts, short midriff tops, tank tops, spaghetti straps, sleeveless, low cut tops or dresses, or sports related clothing are not permitted and **may not be worn.**

Boys:

- Dress pants, buttoned down dress shirts, polo shirts and crew neck shirts, crew neck shirts
- Dress shoes – no sneaker type shoes or sneakers
- Socks must be worn – no sport socks or no-shows
- Jeans, shorts, sweatpants, cargo pants, T-shirts, or sports related clothing **may not be worn.**

DRESS DOWN/CASUAL/INFORMAL DRESS:

- Nice jeans, cargo pants, sneakers and tops
- No T-shirts, tank tops, sleeveless tops, spaghetti strap tops, low cut tops, sports-related shirts, shorts, sweatpants or sweatshirts, capri pants, jeggings, joggers, or tight fitting clothing, jeans with holes or thread bare areas in the jeans
- Specially made sweatshirts may be worn on special holidays
- Socks or stockings
- Shoes must be flat and have backs

FIELD TRIPS:

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

ADDITIONAL SPECIAL DRESS GUIDELINES:

- Elastic tights, spandex pants or tight-fitting clothing is not permitted.
- T-shirts and sweatshirts must have appropriate language or slogans on them.
- Make-up, nail polish or acrylic nails may not be worn.
- When shorts are permitted, they must be to the middle of the knee and loose fitting.
- Short midriff tops, Spaghetti straps, sleeveless, or low cut tops or dresses are not permitted.

PHYSICAL EDUCATION DRESS CODE:

All students are to wear the Holy Name Physical Education uniform. The uniform is a warm-up jacket, warm-up pants with white piping or navy blue sweatpants, a grey T-shirt, a grey T-shirt with navy trim, and navy nylon gym shorts, all with an HNJ logo. All four (4) pieces are to be worn on gym day.

We require a note of explanation when it is impossible to observe these regulations.

Students who do not wear the proper uniform will not be allowed to participate.

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

If a student is unable to participate in physical education class due to injury or illness, a note from the doctor/parent is required.

All Physical Education uniforms must be Flynn and O'Hara Uniform Company brand.

LABEL UNIFORMS:

Parents should label all uniform items. Please make sure the name/s or initials of your child(ren) and their homeroom appears on these items. This will make it possible to return lost items and for your child to identify any lost item. This includes labeling gym clothes, book bags, lunch boxes, etc.

Section 10

AUXILIARY SERVICES

HEALTH CARE SERVICES

The Health Room is staffed 9:00 am – 2:00 pm 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, weight and performs a vision test on all students annually.

The school health services program is planned to be educational in every phase and none of its services are performed 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:

1. Medical examinations are required for students in Kindergarten and Grade 6. A medical form, supplied by Holy Name of Jesus School, must be completed by the family physician prior to entering either of these grades. The date of the exam may be up to one (1) year prior to the first day of school during the year of requirement.
2. Dental examinations are required for students in Kindergarten, Grade 3, and Grade 7. A dental form, supplied by Holy Name of Jesus School, must be completed by the family dentist. The date of the exam may be up to one (1) year prior to the first day of school during the year of requirement.
3. Vision screening tests, height, and weight measurements are completed annually by the Central Dauphin School District Nurse.
4. Audiometer (hearing) tests are given annually to students in Kindergarten, Grades 1, 2, 3, and 7, as well as to students known to have a hearing problem. New students entering Holy Name of Jesus School will be given a hearing test by the Central Dauphin School District Nurse.
5. Scoliosis screening is performed by the Central Dauphin School District Nurse for students in Grade 7.
6. Basal Metabolic Rate screening is calculated for all students in Kindergarten through Grade 8.

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

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.

Immunizations

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 presented 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 & RELEASE OF SICK OR INJURED CHILDREN:

Except under dire, emergency or 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 (under supervision) in the Health Room.

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 and give a recommendation as to whether to take the child home or receive medical treatment as indicated. Transportation for the student is the responsibility of the parent/guardian.

MEDICAL TREATMENT & MEDICATIONS:

When specific written instructions are provided from a child's physician for prescription or non-prescription drugs, the school nurse, principal, or her designee will administer or assist the child according to the following requirements:

1. Parents must sign the ***Parental Request***, the ***Physician's Order for Medication*** **AND** the ***Authorization for Non-Prescription*** forms allowing school personnel to dispense medications as specified by these forms.

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. Medicine **must be** properly labeled and in an **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 (not requiring a physician's prescription) may be administered in school as necessary. The ***Authorization for Non-Prescription*** form is required.

Forms may be obtained from the Health Room or by logging onto the school website at www.holynameofjesus.com; go to 'Forms' under the Quick Links menu.

2. Central Dauphin School District policies with regard to **Cough Drops and **Field Trips**:**

- **Cough drops** are dispensed from the Health Room. The Health Room requires a note from the parent/guardian. The parent/guardian should place the cough drops in a Ziploc bag properly marked with the name of the child and the homeroom.
- **Field Trips** - Only emergency medications such as Epi-Pens and inhalers will be sent on field trips; a first-aid kit is also on board. All daily or over the counter medications will remain at school.

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

If medication is to be administered during the school day, parents/guardians must bring the medication and the ***PARENTAL REQUEST AND PHYSICIAN'S ORDER FOR MEDICATION*** or ***Authorization for Non-Prescription Medication forms*** to the Health Room. Non-prescription medication is to be administered on a limited basis only. Please refer to the ***Authorization for Non-Prescription Medication form***.

Students may **not** carry prescription or non-prescription medication on their person, in backpacks, or in handbags.

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 the Health Room Staff members in conjunction with the student, parent/guardian, 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 school by the parent. Upon receipt, 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 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.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). 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 himself/herself or others.

If, for reasons of health or 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 related diseases in order that the school principal may 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 students on an age-appropriate basis.

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

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 and support our program. By law, they cannot replace any curriculum that we teach.

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 and language.

Students determined to be in need of these services meet once or twice per 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 help, 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 to 6:00 pm.

Families pay a fee to enroll their child/children in the After School Program. Fees are based on full-time attendance, although it is not required for the child/children 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.

TRANSPORTATION/BUSSING:

The public school district where you reside is responsible for the bus transportation for your child(ren). The HNJ school office works cooperatively with the transportation departments in each school district who provide bus transportation for students of Holy Name of Jesus School.

Parents/guardians should contact the school office at 717-657-1704 regarding any requests for changes to bus stop, address, or day care provisions.

Section 11

FINANCIAL INFORMATION

FINANCIAL MEMBERSHIP:

The financial philosophy of the Holy Name of Jesus School continues in the tradition of encouraging families to make financial pledges for their children's education, asking them to reflect on what they can honestly and ethically afford to pay for their children's education based upon the cost of that education. Parents sign a pledge agreement indicating their promise to pay the amount they designate.

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 parent(s) that may be construed to create a legally enforceable obligation on the part of the school, or 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 budget is fulfilled based upon the pledges made by the families:

1. Tuition is paid through Simple Tuition Solutions.
2. Re-registration will occur during Catholic Schools Week (last week of January). Re-registration will become activated when the first six (6) months of the current school year pledge agreement is fulfilled.
3. The family financial pledge agreement must be current in order for 8th grade students to participate in the class trip and graduation activities.
4. Financial pledges must be paid in full by mid-July in order for students to receive classroom assignments for the upcoming school year.
5. 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.
6. In the event of financial hardship, we encourage the family to contact the school office indicating their inability to follow-through with their financial pledge.

ACTIVITY FEE:

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

1. 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.
2. Defray the cost of transportation for educational field trips
3. Support supervisory services provided during recess.

Families are financially responsible for the annual Activity Fee; unpaid amounts will be reflected in the monthly statement until paid in full.

RE-REGISTRATION FEE

A \$100.00 re-registration fee each year helps to cover administrative costs at the school. This fee is due at the time of registration for each upcoming school year.

BAND FEE:

In cooperation with Bishop McDevitt High School, Holy Name of Jesus l is able to offer an instrumental 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.

SUPPLY FEE:

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. HNJ is committed to providing a school environment promoting student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. Students will learn about the participation of wellness in positive dietary and lifestyle practices that improve student achievement.

SCHOOL LUNCHES:

School lunches are \$4.35 per day. For those who pack lunches, milk may be purchased for \$.50, and bottled water for \$.75. The school has set up lunch accounts for each student. Parents pay into the lunch account to cover the purchase of lunch and/or milk.

Holy Name participates in the federal lunch program. More information regarding the National School Lunch Program may be found on the school website at www.holynameofjesus.com/School/.

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.

EXTRACURRICULAR ACTIVITIES:

Many extracurricular activities are available to students according to grade level. Some of these activities are:

- Band, string and choral groups
- National History Day Competition
- Science Fair
- Spelling Bee competitions
- Forensics competition
- Math Counts
- Science & 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 on the first day of each school year.

VACATIONS/EDUCATIONAL TRIPS

It is preferred that family vacations or trips not be taken during the school year. This is difficult for the student due to missing class instruction, skills and homework. If a trip is necessary, please complete the *Vacation/Educational Trip Form*. Complete one (1) form per child, list the exact days of absence and the reason the child(ren) will be out of school. Please sign, date, and return the form to the homeroom teacher **at least one (1) week before leaving**. Each request must be approved by the school principal. Students will receive missed assignments upon return to school; they are required to complete assignments in a time period not to exceed the number of days missed. Every family receives a *Vacation/Trip Form* at the beginning of each school. You may also print forms from the school website at www.holynameofjesus.com/School/.

STUDENT PLACEMENT:

Student placement for each school year is based on instructional needs, balance of genders, and classes of mixed abilities. If your child has specific instructional needs that you would like to be considered in the placement process, send a written note to the school principal by May 15.

WITHDRAWAL FROM SCHOOL:

Parents/guardians should notify the school office promptly in the case of intended withdrawal of a student. HNJ will forward appropriate academic records to the new school when the student's registration at the school has been confirmed **and** provided that all financial obligations to HNJ 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. Forms are sent home on the first day of each school year. **It is vitally important that the parent/guardian provide the school with current contact information. Changes to telephone numbers and/or address should be brought to the school's attention immediately in order that our files be updated accordingly. All contact information is kept confidential.**

SAFETY AND SECURITY:

Holy Name of Jesus School takes various measures in order to ensure the safety of our students. School doors are locked throughout the day.

- Security cameras in the school office allow our staff to monitor activity in various areas throughout the school.
- Visitors must ring in at the front door in order to be admitted to the school.
- Cameras allow office staff to see the visitor(s) prior to admittance and may ask for identification if deemed appropriate.
- Walkie-Talkies are utilized by staff members throughout the school campus in order to facilitate communication.
- Many faculty and staff members are trained in Heart Saver First Aid.
- Safety cones and barriers are placed in various areas around the school 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 scenarios. 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.

EMERGENCY DISMISSAL FORMS AND CONTACT INFORMATION:

Parents receive an *Emergency Dismissal Form* on the first day of each school year. It is important that forms be completed and returned 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.

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 to participate in a field trip. Field trip permission forms will be sent home with students for signature by the parent/guardian. No student may participate in a field trip without the consent of a parent or guardian.

USE OF TELEPHONE/CELL PHONES:

For students with cell phones:

From 7:00 am – 3:30 pm, all cell phones must be turned off and stored in the student's backpack. Students may not carry or use a cell phone during the school day for any reason. If a student must contact his/her parent during the school day, he/she should 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 child'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 incurrance of a fine. Holy Name of Jesus School is not responsible for lost, stolen, or damaged cell phones. Students may not have/wear Apple Watches, any electronic watches or fitbits. The *Cell Phone Agreement* in the Parent/Student Handbook must be completed and returned to the school office during the first week of each school year.

ELECTRONIC DEVICES:

Electronic Devices including, but not limited to, an iPod, a Sandisk, MP3 players, and/or CD players may be used **before** 7:00 am and **after** 3:30 pm on school days. Please note that 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, damaged, or stolen electronic devices.

SCHOOL PICTURES:

Professional photographers will take individual pictures of the students during the first half of the school year. Information regarding the purchase of pictures is sent home prior to Picture Day. No parent/guardian is under any obligation to purchase school pictures. 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 worn by students for these photos. 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 in the school office. For students with birthdays during summer months, half-birthdays are celebrated in January, February, and March.

Students are permitted to bring in a birthday treat to share with classmates. Please check with your child's homeroom teacher for food allergies among classmates so no one will be excluded. Deliveries of flowers and/or balloons to students are not permitted.

With regard to party invitations, we encourage that they be distributed OUTSIDE of the school.

BOOKS AND SCHOOL PROPERTY:

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

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 HNJ school philosophy, parental participation and cooperation play an important role in the successful implementation of our goals. We encourage all parents to participate in the school's PTO, and opportunities to volunteer in school activities are listed in a document which is distributed at the beginning of each school year.

To ensure the safety of all students, the Diocese of Harrisburg mandates that every volunteer complete the *Diocese of Harrisburg, Youth Protection Program Online Training Course*. Additionally, the Diocese of Harrisburg and Pennsylvania State Law requires that prospective volunteers complete the *Pennsylvania State Police Clearance, Child Abuse Clearance* applications, and sign a *Disclosure Statement*. Forms and online instructions are on the school website: www.holynameofjesus.com.

Clearances must be obtained and submitted to the school before anyone may volunteer for 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 check in at the school office upon arrival to show their badge or receive a Visitor's Pass. Volunteers should return to the school office by 2:30 pm to sign out.

VISITORS TO THE SCHOOL:

Parents are always welcome at school! To preserve the quality of education, however, interruptions should be minimal. 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, please contact the teacher via email or written note.

For the safety and security of our students, all visitors to the school during school hours (8:10am-3:30pm) must use the door at the entrance to the school connector. **No one may use the primary building entrance from 8:10am to 3:30pm, or go directly to any classroom on the school campus (including the gymnasium or art room) without approval from the office to verify clearances or to receive a visitor's pass.**

PARENT-TEACHER CONFERENCES:

Parent/Teacher Conferences are held in November of each school year. Parents may also request conferences at other times throughout the year as required.

The Parent/Teacher Conference is critical to the success of each student's progress at school. As partners in the conference, parents and teachers share valuable information and plan together for the continuous growth of each child in relation to the student's individual work.

PARENT-PRINCIPAL CONFERENCES:

Parent/Principal Conferences will be conducted as needed, determined by the principal and/or teacher. The principal is happy to meet and/or talk with parents regarding any concern once the parent 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 will be notified of changes in writing.

CONTACTING THE SCHOOL:

Please feel free to contact the school office by telephone at 717-657-1704 with any questions or concerns.

Calls to teachers during regular school hours may be forwarded to the teacher's voice mailbox. The teacher should return your call within 48-hours. If the teacher does not contact you within this timeframe, please contact the school office. Please try to refrain from contacting school personnel at home after school hours.

Our teachers also use school email to correspond with parents/guardians.