

Section 12

GENERAL INFORMATION

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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 \$3.00 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.

EXTRA-CURRICULAR ACTIVITIES:

Many extra-curricular 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

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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.**

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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 work 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.

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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 incurrence 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, 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

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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 textbook 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.