

## Section 12 GENERAL INFORMATION

### 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 related to students' 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. In a healthy school environment, students will learn about the participation of wellness in positive dietary and lifestyle practices that can improve student achievement.

#### SCHOOL LUNCHES:

School lunches are \$2.80 per day. For those who pack their lunches, milk may be purchased for \$.50 per day. Students are expected to pay daily, however, they may charge their lunch/milk if they do forget their money. Holy Name participates in the National School Lunch Program. Question and answer information, instructions for applying, and the application are available on our website: <http://www.holynameofjesus.com/school> under the National School Lunch Information link.

**Non-discrimination Policy** (derived from policy 5112-Admissions)

Catholic schools in the Diocese of Harrisburg do not discriminate with respect to race, sex or ethnic origin.

**Appeal Process:**

The Diocesan policy 4102-*Procedure for investigating complaints and resolving conflicts*, is available to participants for complaints regarding the lunch program. Complaints may also be directly sent to the USDA Office of Civil Rights.

Students can either buy school lunch or bring lunch from home. **Parents are not permitted to bring fast food (such as McDonalds, Burger King, etc.) in for lunch.**

All drinks must be in non-breakable containers. Sodas are not permitted.

#### **Payments**

Each child has a lunch account. It is possible to pre-pay lunch for your child(ren). The school supplies a lunch menu every month. If you know what lunches your child(ren) want to purchase or if you want them to buy on certain days you may pre-pay the cafeteria for these days. For your convenience please complete the green Lunch Order Form envelopes that we provide and send it in to school with your child(ren). You may pay using cash or by writing a check made payable to Holy Name of Jesus School. ***It is expected that all lunch/milk debts will be paid on the next school day.*** ***Payments for lunches need to remain current.***

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### **STUDENT COUNCIL:**

The purpose of the Student Council is to allow all 8<sup>th</sup> 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 their grade level. Some of these activities are:

- Band and choral groups
- Annual Drama Presentation
- Living Stations
- National History Day competition
- Pennsylvania Junior Academy of Science, Capital Area Intermediate Unit Science competitions
- Diocesan Spelling Bee competition
- Scripps/Patriot News Spelling Bee
- Essay and Poetry Contests
- Diocesan Forensics Competition
- Student Council
- Geography Bee
- Community-sponsored art contests
- Cheerleading/majorettes, football/basketball/soccer/track teams, youth groups, Squires, Boys/Girls Scouting
- Diocesan Faith Bee
- County Band
- County Chorus

### **STUDENT GROUP ACCIDENT INSURANCE:**

Parents may purchase two plans of insurance:

1. General Accident
2. Dental Accident

Information on rate and coverage will be given early in the 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 the trip is necessary, please complete the Vacation/Educational Trip Form. Complete**

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one 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 this form to the homeroom teacher at least one-week before leaving. This request must be approved by the principal.

Students will receive missed assignments upon their return to school. Students are required to complete assignments in a time period not to exceed the number of days missed due to the vacation/educational trip.

The Vacation/Educational Trip Form, may be printed from our website [www.holynameofjesus.com](http://www.holynameofjesus.com) using the **FORMS** link or by picking one up from the school office. This form may also be faxed (717-657-9135) to the school office according to the above instructions.

### **STUDENT PLACEMENT:**

Student placement for the following school year is based on:

- Instructional needs
- Balance of genders
- Classes of mixed abilities

If your child has specific instructional needs that you would like to have considered as a basis for the child's class placement for the following school year, present this request in writing to the administration by May 15<sup>th</sup>.

### **WITHDRAWALS FROM SCHOOL:**

Parents/guardians should notify the school office as promptly as possible regarding the withdrawal of a student/s. Holy Name of Jesus School must receive a confirmation of registration/request for records from the new school to forward academic records. All financial obligations must be met to forward academic records.

### **FAMILY INFORMATION SHEET:**

It is essential for the safety and welfare of the child that the parent/guardian fill in and return the Family Information Sheet. This form is sent home on the first day of school or upon admission to school.

**It is vitally important that the parent/guardian gives the school office a usable telephone number and keeps the school informed of any changes of address or telephone numbers.**

All telephone numbers, including unlisted numbers, remain confidential.

### **SAFETY AND SECURITY:**

To provide security for all Holy Name of Jesus School faculty, staff, and students:

- The school doors are locked throughout the school day.
- Security cameras have been installed for the main buildings.
- Visitors must ring the buzzer and wait to be admitted by the office staff.
- Walkie-Talkies are utilized by most staff members throughout the school

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- campus.
- 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/around play areas.

For the past eleven years Holy Name of Jesus School has had a faculty Safety Committee. They meet regularly and continued to work toward improving student and school safety by developing extensive emergency procedures for a variety of crisis scenarios.

### **FIELD TRIPS:**

Holy Name of Jesus School encourages educational field trips for each grade level. These trips may or may not require a small fee for each participating student. Field trips are monitored by the administration to align with the curriculum and be age appropriate.

Parent permission is required to participate in a field trip. The field trip permission form will be given to the students to take home to be signed by the parent/guardian. The form must be signed and returned before the child may participate in the field trip.

Parents/Guardians may chaperone on Field Trips with teacher permission and verification of Pennsylvania State Law/Diocese of Harrisburg Youth Protection clearances. See Section 13-Volunteerism for more information.

### **TELEPHONE/CELL PHONE:**

**The school telephone** is for official school business only and the lines need to be open for such calls. Therefore, students may only use the school phones for very serious reasons, in case of emergency, and only with proper permission from the office.

We will not interrupt the classrooms to get a student in order to receive phone calls from parents, unless it is an emergency. The office will pass on all messages to the students.

We understand for safety reasons parents permit their children to carry cell phones. During the school day between the hours of 7:00am - 3:30pm cell phones must be turned off and stored within the student's backpack. The student may not carry or use their cell phone for any reason during the school day.

If a student would have their cell phone on during the school day that it audibly rings or vibrates, out of their backpack, on his/her person, making calls or texts, they will be required to turn in his/her cell phone to the school office. **The parent/guardian will be responsible for personally picking up their 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/s.

Holy Name of Jesus School is not responsible for lost, stolen, or damaged cell phones.

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### **ELECTRONIC DEVICES**

During the school day electronic devices including but not limited to iPods, iPads, Sandisks, MP3 players, Smart Watches, Fitbits, cameras, CD players, hand held game systems, and Tablets may not be used between the hours of 7:00am and 3:30pm. Should these personal electronic devices be brought to school for any reason, they need to be kept in the student's backpack unless used for teacher approved instructional purposes.

If a student should use or have the above mentioned electronic devices out of their backpack or turned on, the student will be required to turn in his/her electronic device to the school office. **The parent/guardian will be responsible for personally picking up their child's electronic device at the convenience of the administration.**

Subsequent confiscation of an electronic device may result in further consequences, loss of privileges, and/or the incurrence of a fine/s.

Holy Name of Jesus School is not responsible for lost, damaged, or stolen electronic devices.

*Please note: These electronic devices may not be used during inside or outside recess.*

### **SCHOOL PICTURES:**

Professional photographers will take individual pictures of the students during the first half of the school year. At that time, students receive flyers to notify the parents/guardians of "picture day" and picture packages. No parent/guardian is under any obligation to purchase the school pictures.

Students may dress up for individual school pictures.

In the spring, the picture company will take Class pictures. Again, parents/guardians are under no obligation to purchase class pictures. For class pictures, students are expected to wear the school uniform.

### **BIRTHDAYS:**

On the day of a student's birthday their name is announced to the school community and they are invited to pick up a birthday pencil outside the school office. Half-birthdays are celebrated during the months of January, February, and March.

We recognize that parents want to celebrate this special day with their child. A suggested way to share this occasion with others would be to provide healthy birthday treats for the homeroom or to make a donation for a book to be placed in the school library.

Please check with the homeroom teacher if any students in the class have food allergies.

However, we cannot permit a personal delivery of flowers or balloons to celebrate the day.

### **PARTY INVITATIONS:**

Parents and students are encouraged to distribute party invitations outside of the school day so as not to ostracize students who are not invited.

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### **LOST AND FOUND:**

We have three areas where students may find items that they have lost:

- **A table in the lobby area of the primary building** - where clothing, lunch boxes, books, papers, etc. might be found
- **In the gym** - for any items found after a physical education class
- **In the school office**, where jewelry, glasses, money might be found

Students who have lost items are encouraged to check these locations.

Please label all personal items with name, address and telephone number.

### **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.