



**A HANDBOOK**  
**FOR STUDENTS AND PARENTS**

***Faith Filled, Academic Excellence***

## FOREWORD

This handbook has been designed to acquaint students and parents with the necessary rules, regulations and procedures of the school. It is believed that you can contribute much to the success of the school's program if you understand what the school is trying to do. The education and training of our children must remain the joint responsibility and cooperative program of the home, school, and parish.

It is hoped that you will read the entire handbook, familiarize yourself thoroughly with its contents, and consult it for the assistance it is designed to give.

Suggestions for improvement of this handbook, as well as suggestions for the improvement of the instructional and spiritual formation programs, in order to provide a better learning environment for our children, is always appreciated.

The contents of this handbook are subject to alteration or modification by the school, as circumstances may require. Official announcements will be published through the school.

***Nothing contained in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.***

Revised – March 2024

## CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally-based education can be served if 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—parents/guardians, teachers, administrators, family and friends—is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the 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, and procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles, and procedures set forth in our school's handbooks.

Our code of conduct for members of our school community was 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, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then 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 in 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 Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating 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 (Any concerns are to 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 the classroom, office, or any other area of the school property.

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**Parent and Student Handbook Agreement, page 42**

*MUST be signed and returned by September 30, 2024*

## MISSION STATEMENT

The mission of Saint Joseph School is to nurture the spiritual and academic growth of our students by challenging them to embrace the Gospel message, to achieve full academic potential, and, as Catholic Christian citizens, to make a difference in our school, our community, and our world.

*Mission Statement for St. Joseph School en Espanol:*

*La misión de la Escuela Saint Joseph es nutrir el crecimiento espiritual y académico de nuestros estudiantes animandolos a abrazar el mensaje del Evangelio, alcanzar su máximo potencial académico y, como ciudadanos cristianos católicos, marcar la diferencia en nuestra escuela, nuestra comunidad y nuestro mundo.*

### WE BELIEVE THAT...

- Saint Joseph School shares the mission of the Catholic Church by imparting the Gospel values to our students by word and example.
- Our school is a “faith community” in which students are provided with opportunities to experience and integrate their faith into their daily life.
- Our students are challenged and guided to develop to their fullest potential spiritually, academically, and physically.
- Our school community promotes the formation of personal values, such as respect, responsibility, and self-control, as well as encouraging an acceptance of the diversity of others.
- Our parents are called and empowered to accept and live out their personal responsibilities in the spiritual, moral, and academic formation of their children.
- Our students are taught the basic conceptual knowledge needed to master information and relevant skills in the academic areas, technology, and the fine arts.
- Our education program offers a well-balanced curriculum that includes a variety of instruction and support geared to the individual needs of each student.
- Our students are called to experience the joy of sharing their gifts and talents with others through service within the school family and in our outreach to the larger community.

### PHILOSOPHY OF EDUCATION

The philosophy of Catholic Education formulated by the Diocese of Harrisburg is the base upon which our own school philosophy rests.

We, as educators, seek to make the first priority of our Catholic education program the development of a relationship with Jesus Christ and a commitment to Christian living. Strengthened by the power of the Spirit, this commitment should, in turn, lead to the creation of a Christian environment where the dignity and diversity of each individual is nurtured and appreciated.

The faculty of Saint Joseph School views each student as a unique individual created and redeemed by God with the potential for becoming a more responsible Christian who, by witnessing the values of our faith, will promote peace and justice in today’s society.

In cooperation with each student’s family, Church, and community, we strive to offer an academic program, which will promote life-long learning, enabling our students to develop spiritually, intellectually, physically, socially, and aesthetically.

## **PARENTS AS EDUCATORS**

Parents have a serious obligation first and foremost of providing and supervising the education of their children. Parents must create a family atmosphere filled with love and respect for God and all people, in which a well-rounded personal and social education is fostered. Therefore, the family is the first school for developing values, attitudes, and love of Christ and humanity.

In educating children, the family needs assistance from society as a whole and from the Church. The Catholic School is an extension of the education that begins in the home. Upon entering school, children are not beginning their education but continuing it. The education and training of our children is the joint responsibility of the home and the school. Children need the help of their parents throughout their spiritual and academic development.

Parents can contribute much to the success of the school's program. Positive parental attitudes toward the school and teachers are most important as they will be reflected in the attitudes of the child.

## **PARENT MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in a Catholic School, I understand and affirm the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es) and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic school.

## **PARENTAL OBLIGATIONS AND RESPONSIBILITIES**

The obligations and responsibilities of a parent/guardian of a student in Catholic School are to:

1. Maintain a united authority between parents and the school so that the teacher in the classroom is an extension of parental authority. It is crucial for parents to avoid criticism, complaints, gossip, and words spoken in anger or jest for they will be absorbed and become part of the child's education and attitude toward the school.
2. Be cognizant of the fact that obedience has to be taught. It cannot be learned at school if it has not been taught at home.
3. Teach the child to develop responsibility and that refusing to do what is expected of him/her at home and school will not be tolerated.
4. Remember that each child is different, and that it is important to have a fair idea of your child's capabilities. Success is determined from a combination of many character traits and the way they are developed. Your child will be successful if encouraged to work up to his/her ability; your child should not be frustrated by being expected to perform on a higher level than his/her abilities will allow.
5. Teach your child respect. Respect for the property of others must be taught at home. Too often children are not concerned about destroying or defacing school property or their classmate's property.
6. Always encourage your child to do a good job. Be pleased when your child does his/her best, even if his/her best is average. Go over report cards carefully with your child. Allow your child time to take pride in accomplishments and recognize shortcomings. You add to your child's incentive when you show a sincere interest in his/her work.
7. Be aware of and know your child's friends. Recognize that all parents and children do not follow the rules of Christian living and common sense. Parents, through discipline and example, teach and

convince your child that there must be rules that he/she will be expected to obey, regardless of what his/her friends may choose to do or think of him/her.

8. Help your child develop good study habits. A specified period of time allowed for home study helps the child in his/her school adjustment. Study should be done in an orderly atmosphere with minimal distractions while the student is doing his/her homework.
9. Check your child's papers for neatness. Never accept careless work from your child or allow him/her to turn in incomplete assignments.
10. Study with your child. In addition to written work, a minimum daily amount of time for study should be:

|                |             |
|----------------|-------------|
| Grade 1        | 15 minutes  |
| Grades 2, 3    | 30 minutes  |
| Grades 4, 5, 6 | 45 minutes  |
| Grade 7, 8     | 60 minutes. |
11. Always encourage your child to read. Reading to your child, at any age, is influential.
12. Develop and instill in your children the proper attitude toward school and learning. The elementary/middle school child is developing a good attitude when he/she:
  - a) Takes pride in his/her work – doing well the work he/she is able to do.
  - b) Starts and completes work within the time limits.
  - c) Cooperates with teachers and other pupils.
  - d) Seeks help when needed.
  - e) Makes use of things learned.
  - f) Initiates projects of his/her own during leisure time.
  - g) Assumes a degree of responsibility for his/her learning.



## **School Policies, Regulations and General Information**

### **ABSENCES AND ABSENCE EXCUSES**

*Pennsylvania School Law states that "excused" absences include the following: illness, family emergencies, prearranged and approved doctor and dentist appointments, school scheduled student educational trips, and authorized school activities. The school principal has no power to grant permission to a student to be absent from school for a reason which the Commonwealth does not recognize as legitimate. It is the parents who are answerable to the state authorities for an illegal absence. Therefore, it is very important that a legitimate reason for the absence and the exact dates missed be written on the signed absentee note from the parent/ guardian.*

- 1) When a student is absent from school, the parent or guardian is to email the school office by 8:30 AM. At this time, a request for homework may be made. Homework should be picked up after 2 PM at the school office.
- 2) Absence slips are provided for parents at the beginning of the school year. Additional absence slips may be obtained from your child's teacher.
- 3) After 3 consecutive absences, a doctor's note is required to return to school.
- 4) A student who shows symptoms of any communicable disease, or has a sore throat, unusual skin condition, or eye infection, may be temporarily excluded from school by a school nurse/designee.
- 5) A doctor's certificate, which includes the dates the student is excused from school, is required before re-admission to school for the following:
  - a) If a student has been absent because of illness three or more consecutive days.
  - b) If a student has had a communicable disease.
- 6) After a student has reached 10 absences, excused or unexcused, a doctor's note will be required for all future absences for the remainder of the school year.
- 7) Truancy is reported to the Attendance Officer of the school district wherein the student resides.
- 8) Vacations during the school year are discouraged since regular attendance is essential to a student's success in school.
- 9) A parent wanting his/her child to have an educational experience/trip with the family during school hours should write an excuse note to the principal and their child's teacher at least 10 days before the trip. Teachers are under no obligation to give students class work/homework in advance of family trips. Students are responsible to make up missed work within one week of their return to school.
- 10) Half days (not including time off for appointments) will be counted toward total days absent.
- 11) After a student accumulates 20 days of missed school, an attendance meeting is required. A student with 20 or more days missed may be required to attend summer school or may be at risk of being retained.

### **Late Arrivals**

Students who arrive late for school must report to the office for a late slip. Ten tardies will result in a morning detention. Students who are more than 3 hours late to school are considered absent. Excessive tardies could result in being prohibited from re-enrolling.

### **ADMISSION POLICY**

Saint Joseph School gives preference in admission to:

- a) Catholic students whose parents are registered, active members of Saint Joseph Parish and who have siblings already enrolled in the school;
- b) Catholic students whose parents are registered, active members of Saint Joseph Parish;
- c) Catholic students whose parents are registered, active members of other Catholic parishes;
- d) Students who are not Catholic.

### **ADVISORY BOARD OF EDUCATION**

The Advisory Board of Education is a consultative body that is established by the Pastor to assist him and the principal with the Mission of Education for the school. The Advisory Board of Education is subject to the regulations that proceed from the Diocesan Board of Education's Call to Govern. This board advisory and for consultation purposes for the health and wellbeing of the school community.

### **ALTAR SERVERS**

Students in Grades 4 through 8, who are members of the parish, are eligible to serve at liturgy. Criteria for

remaining an altar server is dependent upon good character.

### **APPOINTMENTS DURING SCHOOL HOURS**

1. All appointments during school hours must be approved by the principal/designee. As often as possible, appointments should be made outside of school hours.
2. A written notice from the parent or an appointment card will be honored to release the student. Please send a note informing the teacher at least one day in advance.
3. Students leaving school for appointments will meet their parents or guardians at the school office.
4. A doctor's note should be submitted upon returning to school.

### **BOOKS AND THEIR CARE**

1. Students and parents are responsible for all books issued to students.
2. All books issued must be covered.
3. Students must not write on the cover or on the pages of the textbooks.
4. All students must use a bookbag. No books may be carried to and from school without the use of a bookbag.
5. All lost and damaged books must be replaced by full payment of their value.

### **BUS REGULATIONS**

No student may ride any bus other than the one to which he/she has been assigned. A code of bus behavior is issued through the school district. The school principal and parents are notified through written referral from the school district if a student's behavior is to be modified. Failure to adhere to bus regulations warrants suspension or expulsion from the use of transportation services.

The following rules have been established in order to ensure the safety of our children:

1. Use only the bus and bus stop assigned.
2. Demonstrate orderly and safe behavior at the bus stop and on the bus.
3. When the bus is in motion, remain seated and facing the front of the bus.
4. Talk quietly and avoid unnecessary loud noises.
5. Absolutely no fighting or violent behavior is allowed.
6. Absolutely no abusive/unacceptable language is to be used.
7. Keep head, arms, and legs inside the bus.
8. No dangerous objects/weapons of any type may be carried on the bus.
9. No littering.
10. No eating or drinking on the bus.
11. Demonstrate care for the property of others.
12. Obey the person on bus duty while waiting to board the bus.
13. Obey the rules of the bus driver.
14. Misbehavior on the bus may warrant detention time and/or the loss of bus privileges.

### **CALENDAR**

A calendar for Saint Joseph School is available on the school website ([www.sjshanover.org](http://www.sjshanover.org)) and updated weekly.

Saint Joseph School generally follows the calendar of our local school districts and other deanery schools, so that our calendar is developed in conjunction with their transportation schedules.

### **CHANGE OF ADDRESS/PHONE NUMBER**

It is very important, for emergency and administrative reasons, that an up-to-date address and telephone number record is maintained for every student at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year. Failure to comply could result in removal from school.

## **COLLECTIONS**

Money or other collections for any purpose by teachers, parents, community members, or students must have the approval of the principal.

## **COMMUNICATION**

An understanding between the school and parents is of utmost importance. Each year a school calendar is sent home with your child. Communications are sent home in a family folder and in the weekly Shamrock News email. Keeping parents informed of school happenings is a goal we try to meet.

If a question or difficulty should arise, please discuss the problem with the person it concerns. Please do not come to the pastor or principal first. Please do not spread gossip to others. Often, talking to the child's teacher can solve the problem quickly. If there is no response from the teacher, within 48 hours, please reach out to the principal first, then to pastor, then education office at Diocese of Harrisburg.

## **COMPUTER/INTERNET ACCEPTABLE USE POLICY**

Students may use the computing systems/Internet at school, under school supervision, **if and only if the Computer/Internet Use Policy has been signed by both parent and student and is on file in the school office.**

### **Purpose**

Computers are a valuable tool for education at Saint Joseph School and the proper use of computer related technology, including the Internet, must be followed. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with school policy.

### **Goals**

- To provide a variety of electronic tools to help students develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technologies
- To encourage critical thinking, problem solving, and collaboration skills which will be needed in an increasingly electronic global society

### **Responsibilities of Users**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Saint Joseph School students and all those who use the school's computers are expected to exercise wise judgment, common sense, and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used, but it is ultimately the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **General Guidelines**

- Computers are to be used only for the purpose of academic or authorized activities.
- Saint Joseph School has the right to monitor and to judge the acceptability of all activities using its computing systems. Students may not attempt to deprive authorized school personnel any necessary supervision or access to school assets.
- Any attempt to bypass system security (hacking or any unauthorized activity) or in any way gaining access to secured resources is forbidden.
- Use of proxy sites or another means to circumvent security systems/software is strictly prohibited
- Users shall not deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify, or attach any unauthorized device to the school IT infrastructure/system.
- Use of school computing systems/Internet for personal/commercial gains or profits is prohibited.
- School e-mail systems may only be used by students for correspondence directly related to school studies or regarding subject matter relevant research. No personal student e-mail is permitted using school e-mail systems. Student e-mail may be periodically reviewed for proper use.
- No student is allowed to enter a chat room.
- Use of electronic mail and other Internet sites or apps to harass, offend, or annoy other users is

strictly forbidden.

- Transferring copyrighted material to and from Saint Joseph School without the express permission of the copyright owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or local media is strictly forbidden.
- Students must treat their school issued devices with respect. If they cause damage in any way, the student's family will be responsible for covering the cost of repair or replacement.
- Additional rules and restrictions may be added at any time.

## Internet

Saint Joseph School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*"The internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of image or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese."*

## Computer Use Rules

1. **Protect privacy.** For reasons of personal safety, students will not post contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and/or school computers is prohibited. All sources for research taken from the Internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral

## Legal issues

It is a violation of Pennsylvania law to access, alter, or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. It is also unlawful to knowingly and without authorization, disclose a password to any computer system, network, or to gain unauthorized access to a computer or to interfere with the operation of a computer, network, or to alter, without authorization, any computer software. Violations of these sections of the law are punishable by fines and imprisonment.

## Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts, or other web tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other tools. This includes but is not limited to profanity and racist, sexist, or discriminatory remarks.
- Students using blogs, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web including, but not limited to, last names, personal details including address or phone numbers, or photographs. Students should not, under any circumstance, agree to meet someone they have met over the Internet.
- A student should NEVER link school websites that are hosted on remote, non-school web servers from their class's blog or wiki (e.g., personal Facebook pages).

- Any personal blog a student creates in class must follow these blogging guidelines. Comments made on blogs may be monitored and will be deleted when inappropriate.
- Never link to websites from your blog or blog a comment without first reading the entire article to make sure it is appropriate for a school setting.
- Students using such tools agree not to share their usernames or passwords with anyone besides their teachers and parents and treat blog spaces as classroom spaces.
- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school device or project (e.g. no illegal copies of music, games, or movies).

## **Sanctions**

1. *Students who do not use the Internet and other computer resources in an ethical manner will lose computer privileges at the school. Further disciplinary action will also be determined by the Principal/Technology Teacher.*
2. *Disciplinary or legal action may be taken by the school or other applicable parties.*

## **CONCERNS**

It is important that parents withhold judgment on what appears to be a problem until all facts are gathered. Parents are asked to:

1. Discuss the concern with the teacher involved first.
2. Arrange an in-person conference as soon as possible so that the problem can be quickly solved.
3. If necessary, contact the Principal.

Positive parental attitudes toward the school are most important as they will be reflected in the attitudes of the child. Parents agree to support the school and their efforts as a team.

## **CONFERENCES**

1. Regular Parent-Teacher Conferences are scheduled at least once a year to discuss student progress.
2. Additional conferences may be set up with an individual teacher and/or principal to discuss personal school problems or student progress.
3. If problems arise, the parent should discuss the problem with that teacher first. If no resolution occurs, the parent may contact the Principal. Please state the nature of the problem to the teacher or principal prior to coming for the conference.
4. Parents should not expect teachers to confer with them during school hours.
5. Classroom visitations should only be made by appointment with the teacher and the Principal.
6. Arrange for conferences of a personal nature or about lengthy problems at a time other than meetings of the Home and School Association, Open House, or other school events.
7. Conferences may be arranged by contacting the School office at 717- 632-0118.
8. All visitors to the school should report directly to the School Office.

## **CURRICULUM**

All curricula in the school are guided by the Office of Education, Diocese of Harrisburg. The total development of the child depends upon his/her ability to learn as well as he/she can with interest, comprehension and enjoyment. To attain these goals, there is a multi-level range of curriculum. The objectives are listed below.

### **Religion**

Saint Joseph School is rooted in the traditions of the Catholic faith as it spreads its wings to embrace all that is good and meaningful for the education of its children. All students enrolled in Saint Joseph School must attend religion classes, Mass, and other services.

#### **Religion Objectives**

- To provide the essentials of Catholic Christian doctrine and the principles of morality
- To teach the Catholic Liturgy with the Mass as its center
- To familiarize the student with the Scriptures
- To expose the students to the historical development of the Church

- To teach truths that illuminate our understanding of the life of Jesus Christ and to allow the students to live out these truths in mission and service
- To guide the children in listening to God within, so that they will develop a prayer life
- To teach reverence of God and respect for life
- To assist in preparing students for first reception of the Sacraments
- To provide Christian Education in Human Sexuality
- To gain an understanding and respect for people from diverse ethnic backgrounds

### **Integrated Language Arts (ILA)**

Integrated Language Arts is defined as the integration of reading, writing, thinking, listening, and speaking. It is an instructional philosophy that involves the use of a literary work as the source for integrating the instruction. The students and teacher are partners in learning. To complete activities, the students work with the teacher as a group, with a partner cooperatively, or individually. An integrated language arts classroom reveals students excited about learning and celebrating literacy.

#### **Language Arts Objectives**

- To present a literature program that emphasizes positive learning experiences and assists students in rediscovering the power of a good story, the thrill of a mystery, and the magic of the written word
- To provide a program that allows for:
  - a) Carefully planned and executed activities geared to individual needs
  - b) Regular evaluation to determine levels of ability and measured progress
- To teach writing in accordance with acceptable English usage
- To develop reading and comprehension skills
- To encourage student sharing of opinions, reflections, and ideas
- To master the skill of logical organization of ideas in both written and spoken forms
- To acquaint students with literary classics in the English language
- To master spelling skills and incorporate their use in all other subject areas

### **Mathematics**

The mathematics curriculum is developed for each child to learn and grasp concepts as promoted by the National Council of Teachers of Mathematics Standards for Mathematics.

#### **Mathematics Objectives**

- To develop mathematical and application skills
- To teach quantitative concepts
- To teach the child to perform mathematical operations
- To teach the child to combine concepts and operations in practical applications
- To develop the ability to prove geometrical relationships and to use units of measurement
- To encourage sound reasoning and logical thinking
- To emphasize problem solving
- To involve the students in math competitions
- To teach pre-algebra and algebra concepts

### **Science**

Science is a field of study that is constantly changing. Therefore, science education involves a process as well as content. The content learned helps the children to understand and interpret their environment. The process involves the method of using different skills and equipment to solve problems. This leads to effective ways of working and providing experiences in thinking critically and creatively. As a result, our students will be able to move with the scientific world of the third millennium.

#### **Science Objectives**

- To seek understanding of the universe and the interdependence of man with the rest of God's creation

- To respect life and assume a responsibility as stewards of God's creation by caring for their environment
- To utilize a hands-on approach that will provide opportunities to build skills such as observing, classifying, measuring, interpreting data, forming a hypothesis, and drawing conclusions
- To integrate reading, writing, and mathematical thought processes into science instruction
- To recognize and explain cause-and-effect relationships in the world around us
- To use critical thinking process skills to solve problems and develop concepts
- To make informed choices and decisions that affect our environment and daily lives
- To understand and respect the impact of science on society and its use of technology.

## **Social Studies**

The Social Studies program, including geography, history, and current events, seeks to prepare children to identify, understand, and work to solve the problems that face our increasingly diverse American nation and independent world within the framework of Catholic values.

As children develop knowledge and cultural understanding, they will be able to incorporate what they have learned in history with the other humanities, geography, and social sciences. The children will more fully appreciate the motives of people and the forces that have molded our nation as well as other nations of the world.

### **Social Studies Objectives**

- To present the different geographical areas of the world
- To emphasize cultures, industries, and natural resources
- To chronologically trace the development of civilization throughout the world
- To guide students through the national identity of our state, country, and their individual identity as Americans
- To familiarize the student with the United States Constitution, the American political process, and the structure of the American government
- To explore with students those current events which influence our world

## **Technology/Computer Education**

Saint Joseph School is constantly investigating and executing strategies that incorporate appropriate computer, multimedia, and related informational technologies into the curriculum and administrative processes.

### **Technology/Computer Education Objectives**

- To acquaint students with state-of-the-art technology
- To reinforce basic computer literacy
- To utilize software in CAI, Computer Assisted Instruction, across the curriculum
- To provide opportunities for students to become skilled in using technology by teaching them to collect, graph, organize, and present data
- To use the computer as a creative and problem-solving tool
- To utilize technology equipment for school-wide communication
- To teach structured logical thinking through coding/programming

## **Music**

Music is offered weekly in Full time PreK4 through 8th grade. Music requires students to be creative, disciplined, flexible, and work collaboratively with others. Music helps students to explore the emotions that various songs or types of music bring them. It helps them articulate what they feel and why. Through exploring music of other cultures, students see the world through another's eyes and appreciate different ways of thinking and living.

### **Music Objectives**

- To help students differentiate their speaking and singing voice
- To teach students to keep a steady beat
- Use games and activities to teach simple songs
- To help students sing in harmony



- To teach reading and recognition of different music styles
- To familiarize students with different stages of music, composers, and the history of music
- To apply the knowledge of music theory through the use of recorders and rhythm instruments
- To develop advanced skills in playing instruments
- To offer performance opportunities, such as a Christmas show, talent show, and choirs

#### Music Programs:

- Students in grades 4 through 8 are invited to join the School Choir. After Christmas, 3rd graders are allowed to participate.
- Students in grades 1 and 2 are welcome to participate in cherub choir.
- Band and Instrumental Lessons are available to any interested students in grades 4 through 8.
- After reaching a certain level of proficiency, students may be eligible to participate in the Delone Catholic Junior Band.

### **Physical Education**

If a child is to be successful in school and in life, he/she should be strong, healthy, disciplined, and active. It is through such activity that growth occurs and physical and mental coordination develops. Our physical education program helps students to be successful in achieving the objectives of our school's curriculum.

#### Physical Education Objectives

- To teach the student basic calisthenics with sequential skill development
- To develop a healthy spirit of competition and a spirit of enthusiasm
- To present and develop understanding of rules and regulations
- To develop self-confidence in the student as well as a spirit of independence
- To integrate movement within other areas of the curriculum
- To teach the student the basics in hygiene and health care

### **Art**

Children express their feelings and ideas about the real world and the world of imagination through various types of media. As they learn to express their own feelings, they learn to appreciate ways in which others express themselves.

#### Art Objectives:

- To develop the principles of Art – line, texture, color, shape, etc.
- To expose the child to various art forms and styles
- To familiarize the students with artists and art history
- To allow for creativity in the student's own expression of art

### **Christian Human Sexuality Program**

The Diocese of Harrisburg has approved the Virtus Safe Environment Program for grades kindergarten through 8. Saint Joseph School integrates the Virtus Empowering God's Children lesson plans into the religion curriculum.

Students in grades kindergarten through eight are guided in identifying life as a gift from God to be explored and respected. The emphasis is upon an awareness and simple appreciation of creation in all forms: plants, animals, family, and self. In addition, students are encouraged to become more aware of their personal attitudes toward life, their dignity as humans, along with their normal physical and emotional development. They explore the wonders of life through sound theological materials and under the watchful eye of parents, church, and faculty. Students are presented with the idea that "what they are is God's gift to them and what they become is their gift to God." Included in this program are safe touches, boundaries, and safety plans.

This program is to help us ensure the safety of our students. The prevention of child sexual abuse

requires more than adult awareness, education, and training about the nature and scope of the problem. We must also give our children the tools they need to overcome the advances of someone who intends to do them harm. This program provides tools designed to assist parents and teachers in this important task. The Teaching Safety program is a vehicle through which parents and teachers give students the tools they need to protect themselves from those who might harm them.

### **Chastity Program**

Students in grades 4 through 8 will receive lessons through a program called, *Formation in Christian Chastity*. The program reminds students to apply their Catholic Faith in all relationships. This program has parents as educators, working collaboratively with the school and pastor. More information about this program can be found on the Diocese of Harrisburg's website, [www.hbgdiocese.org](http://www.hbgdiocese.org).

## AUXILIARY SERVICES

### Remedial Reading and Mathematics

Remedial services are provided to those students who are diagnosed as needing this service through Act 89 and Title I, Lincoln Intermediate Unit.

### Speech and Language

Therapy and help are provided for students who have a speech and/or language delay or deficiency through Act 89, Lincoln Intermediate Unit.

\*Services are provided through Act 89, Lincoln Intermediate Unit.

- Guidance and Counseling Provide counseling services for individual students who are experiencing problems related to home and family relations, social or emotional adjustment;
- To assist the student toward personal growth and maximum achievement of his/her potential;
- To aid students in becoming increasingly self-directed and better able to make decisions;
- To assist parents and teachers in understanding and satisfying the developmental needs of their children;

\* Services are provided through Act 89, Lincoln Intermediate Unit.

### Educational Consultation, Psycho-Educational Assessment

When a student experiences difficulty in school, the teacher utilizes differentiated instruction and a variety of teaching strategies to help the student. If the student needs more help, the teacher requests assistance from the Student Support Team. The Student Support Team is made up of the principal, instructional support teacher(s), guidance counselor, and classroom teacher. The team discusses the student's progress and makes recommendations. The team may also develop a learning plan for the student. If further help is required, the principal may request Educational Consultation or Psycho-Educational Assessment through the Lincoln Intermediate Unit or local school district. The testing must be requested by the principal and is subject to approval by the Lincoln Intermediate Unit or school district. If the testing is approved, then parent permission is requested for the assessment to be done. After the evaluation/observation, the psychologist develops recommendations to help school personnel, the parents, and the student.

## DAILY TIME SCHEDULE

Supervision begins at school each morning at 7:35 AM. Children are not to be dropped off at school before 7:35 AM. For dismissal, families are asked not to line up in the car line prior to 2:15 pm to maintain the safety of our students.

|  |                   |
|--|-------------------|
| Drop to school via the social hall doors (Grades K – 8)                                  | 7:35 AM – 7:45    |
| Pre-K drop-off at Front Entrance   | 7:35 AM – 7:45    |
| Homeroom   | 7:45 AM           |
| Prayers/Announcements begin  | 7:50 AM           |
| Classes begin  | 8:00 AM           |
| Morning Recess & snacks (Grades PreK-5)  | By Class          |
| Lunch by grade/class. 20 minute lunch for all students.                                  | By Class          |
| Each grade gets a 20 minute recess daily, held either before or after their lunch period |                   |
| Dismissal: Grades PreK – Grade 8   | 2:45 PM - 3:00 pm |

### Students (Grades K – 8)

Students dropped off by car will enter the school through the social hall. Students dropped off by bus will enter through the Narthex. Students walking will enter through the social hall. All Students report to their homerooms upon arrival. No students are permitted to be dropped off via carline prior to 7:35am. Saint

Joseph School is responsible for students:

- on school property during the instructional hours of the school day
- on school district owned, leased, or rented transportation to and from school
- at school events/activities that take place before, after, or during school that are directly observed and supervised by school staff.

## **DISCIPLINE**

The purpose of discipline is to help the child to develop Christian character and to assume responsibility for his/her actions.

Saint Joseph School asks that each student accept responsibility for conduct expressive of a Catholic School Student.

Discipline is necessary to provide an atmosphere conducive to academic excellence and to protect the rights, welfare, and reputation of the individual student and the school community.

Each student has the right to be educated to his/her fullest potential. Inappropriate behavior is a violation of the students' rights and the rights of others. Therefore, school discipline is a necessity if the student is to learn.

Students must behave properly at all times, including

1. Displaying acceptable conduct to and from school, at school, and on the school grounds
2. Respecting the school, his/her own and others' property, teachers, school personnel, and fellow students
3. Being considerate of the rights of others
4. Being courteous and honest.

Typical disciplinary measures are:

1. Restricted recess/lunch/specials periods with constructive assignments
2. Communication home to parents/families
3. Conferences with students, parents, teachers, and principal
4. Detention for major/repeated minor conduct offenses.
5. Suspension, either in school or out of school, for major offenses.
6. Removal from extracurricular activities such as sports, clubs, socials, field trips, etc

Corporal punishment is not practiced at Saint Joseph School.

If disciplinary action toward a student is necessary, the school must have the full support of the parents.

The principal of Saint Joseph School reserves the right to review any disciplinary case or other serious situation on an individual case basis and, based on any extenuation or mitigation, to present an alternate decision to the one generally prescribed in the school handbook.

# Code of Christian Behavior for a Student of Saint Joseph Catholic School

## INTRODUCTION

The Diocese of Harrisburg, to which Saint Joseph School is accountable, states in its School Policies and regulations.

Regulations:

Students in our schools are expected to conduct themselves in a manner that reflects favorably on themselves, their family, and their school. Students are expected to have respect and to show consideration to other students, the administration, faculty, and staff. They are to cooperate to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for remaining at the school. Students are expected to conduct themselves, inside and outside of school and at sponsored school activities, in a manner that reflects the moral teachings of the Catholic Church. Failure to do so may result in disciplinary action, including expulsion.  
Diocesan Policy # 5131

In keeping with this policy, Saint Joseph School promulgates this Code of Christian Behavior to assist our students in conducting themselves properly. We endeavor to have each student attain self-discipline and self-control; Christian traits needed for learning and for life. The expectations set forth in this code are designed to help the child recognize and choose acceptable, appropriate conduct. This, however, is the choice of the student. While we strive to guide each student in a positive manner, the student may choose to misbehave, in which case, consequences for misbehavior are included in this code.

## EXPECTATIONS

### A. COOPERATION

*Saint Paul asks us to conduct ourselves in a way worthy of the Gospel. To live the Gospel, we need to live with one another in a spirit of cooperation. It will then be clear that we are standing firm in unity of spirit and love.*  
(Phil 1:27)

- 1) Students are expected to maintain silence at specified times and areas. These include but are not limited to- after the bell has rung in the schoolyard/cafeteria, at assemblies, during emergency drills, and going to and from liturgies. Students are expected to move quietly and respectfully during the change of classes.
- 2) Students are expected to be courteous and to listen to ideas and information being shared.
- 3) Students are expected to contribute to class discussions in a polite manner.
- 4) Students are expected to raise their hands and wait to be acknowledged before speaking.
- 5) Students are expected to address everyone in a respectful tone of voice, using appropriate language.
- 6) Students are expected to not disturb other students or a teacher during instructional time.
- 7) Students are expected to arrive at school and class on time.
- 8) Students are expected to act appropriately in order to enhance the learning/teaching environment.
- 9) Students are expected to follow directives of faculty and staff without complaint or inappropriate comment.
- 10) Students are expected to accept corrections in a respectful manner.

### B. RESPECT FOR OTHERS

*Each of us is a temple of the Lord. We show our love of Jesus by treating others with love and respect. Even though we get along with some people better than others, we must love each person we meet and show respect in our words and actions and build the Kingdom of God in our midst. (1 John 3)*

- 1) Students should uphold the reputation and character of each member of Saint Joseph School Community, as well as the school name itself.
- 2) Students are to resolve any conflicts that arise in a peaceful manner.
- 3) Students are to communicate appropriately in their use of language and gestures.
- 4) Students are to avoid behaviors that exclude, bother, disturb, and/or disrupt others. This includes the following behaviors: name calling, belittling, teasing, threatening, or infringing upon the rights of others.

- 5) Students are expected to practice courtesy and proper manners at all times.
- 6) Students are expected to treat others with kindness, dignity, and respect.

### C. RESPECT THE RIGHTS AND POSSESSIONS OF OTHERS

*Each of us possesses the Spirit of God. To radiate that Spirit, we must recognize it in ourselves and in others by loving with sincere hearts. With help from God, the source of all patience and encouragement, we are able to live in perfect harmony with one another according to the Spirit of Christ Jesus. (Romans 15:5)*

Students are expected to ask permission to use or handle the possessions of others, to refrain from use if permission is not granted, to use and handle them with care and return them in acceptable condition when permission is granted.

- 1) Students are expected to refrain from copying the academic work of others.
- 2) Students are expected to give others their right to an education free from harassment, disturbance, and disruption. Therefore, students are expected to contribute, in a positive manner, to the establishment of a favorable atmosphere for learning.
- 3) Students are expected to refrain from writing on, scribbling on, drawing on, and/or otherwise damaging or defacing any school property. This includes books, furniture, walls, floors, supplies, equipment, etc.
- 4) Students are expected to use proper receptacles to dispose of trash/recycling items.
- 5) Students are expected to use a school bag to carry all books.
- 6) Students are expected to keep designated books in clean covers.
- 7) Students are expected to use and handle all school property and the property of others with care.

### D. GENERAL RULES AND REGULATIONS

*Saint Matthew tells us that “we are the light of the world” and that our light must shine before all so that they may see the goodness in your acts and give praise to your heavenly Father. (Matthew 5: 13)*

*With a sense of Christian responsibility, students are expected to:*

- 1) Participate in religious services by singing, praying, and creating a reverent atmosphere.
- 2) Keep the building and grounds clean, and to assist in maintaining classroom care.
- 3) Help willingly when asked to do something extra.
- 4) Set a good example for other students.

*With a sense of academic responsibility, students are expected to:*

- 1) Complete all written class work neatly, legibly and carefully.
- 2) Keep all copybooks and workbooks neat and up-to-date.
- 3) Turn in all assignments on time.
- 4) Complete all written homework neatly, legibly and carefully, and turn in all assignments on time.
- 5) Use an assignment book/homework pad to copy all assignments.
- 6) Study for a minimum of:
  - 45 minutes – Grades 4, 5, and 6
  - 1 hour – Grades 7 and 8
- 7) Come prepared to class with all supplies and materials that are needed.
- 8) Request and complete all work that was missed during an absence from school or from class. If an absence is three days or longer, this becomes the responsibility of the parent.
- 9) Participate in class, be attentive, and follow directions.
- 10) Put forth his/her best work.

*Utilizing self-control, in concern for personal safety, the students are expected to:*

- 1) Walk through the school building.
- 2) Observe silence during emergency drills.
- 3) Enter the school building before school or re-enter after leaving ONLY with the permission and the accompaniment of a faculty member.
- 4) Go directly home or to a place designated by the parent when dismissed.
- 5) Remain on the school premises at all times during the school day, except with the expressed, written

- consent of parent or guardian.
- 6) Refrain from picking up, throwing, kicking, etc. objects, snow or ice on or near the school premises and in dismissal lines.
  - 7) Observe all safety rules for walkers, car riders, and buses.

*In a spirit of cooperation, students are expected to:*

- 1) Comply with these regulations concerning food: food is permitted at the mid-morning recess breaks in the schoolyard for grades K-5 and in the social hall/classrooms for grades 6 - 8; lunch must be finished before entering the schoolyard; chewing gum is not permitted at any time.
- 2) Behave properly in the cafeteria, including speaking in quiet tones, remaining seated, refraining from throwing food, trash or other items; being silent after the bell has been rung.
- 3) Stand silently in line when the bell rings, proceed in line to reenter the school building in silence.
- 4) Enter and exit assemblies in silence and refrain from speaking to or disturbing others while the assembly is in progress.
- 5) Deliver and return all communications to and from parents on time.
- 6) Obey all classroom rules and regulations.
- 7) Follow proper school dress code.

### **Positive Behavior System**

St. Joseph Catholic School students participate in a school wide *Saints in Training* program. This is a house system that promotes Christian conduct that is modeled in our Faith. Students are awarded tickets by staff members for going above and beyond what is expected of them. Each month, rewards are given to the House that acquires the most tickets. Rewards include: extra recess, ice cream party, dance party, homework passes, dress down days, etc.

Additionally, each classroom teacher establishes their own positive behavior support system. This will be communicated to students at the start of the year as well as send information home to parents.

### **CONSEQUENCES**

Each individual makes his/her choices regarding behavior. Students of Saint Joseph Catholic School are expected to make choices that will promote Christian and academic growth in our school. Positive choices will benefit the entire school community. However, when one makes a choice that inhibits Christian and academic growth, correction is needed.

There are various levels of discipline at the elementary level (preschool-8). The least serious in nature are generally handled by the teacher. Examples are running, minor horseplay, classroom disruption, defiance/disrespect. Discipline responses may include verbal warning, withdrawal of privileges, parent contact, infraction/write up, removal from class, conflict resolution. A second type of infraction that is more serious in nature such as repeated minor infractions, inappropriate physical contact, inappropriate language or gestures, vandalism, extreme disrespect, would include the involvement of the building level administrator. Discipline responses may include withdrawal of privileges, parent contact, removal from class, conflict resolution, lunch/recess detention, after-school detention, in-school suspension, out of school suspension, or expulsion.

Continued poor behavior choices could result in a student not receiving an E or P in Christian Values/Work Habits on their report card.

**MINOR OFFENSES** include, but are not limited to:

1. Excessive or inappropriate talking in class
2. Minor disturbance
3. Lack of cooperation
4. Failure to complete homework assignments or class work assignments.
5. Improper language

6. Rudeness
7. Using another's possessions without permission; misuse of another's possessions; misuse of own possessions
8. Littering
9. Improper use of school supplies and equipment
10. Running in the school building
11. Entering the building without permission
12. Chewing gum on school premises
13. Writing/passing notes
14. Inappropriate behavior in class, in Church, in the cafeteria, in the schoolyard, in hallways, on the bus, at dismissal, during an emergency drill, etc.
15. Remaining/loitering in undesignated areas
16. Repeated failure to comply with the school and gym dress code
17. Repeated failure to have necessary books, materials, forms, etc.

\* Chronic incorrigible behavior is a serious offense that may warrant suspension or expulsion.

**MAJOR OFFENSES** include, but are not limited to:

1. Use of indecent language – spoken, written or gestured
2. Disrespect or disobedience
3. Fighting
4. Abuse of student's rights; habitual acts of berating or ridiculing a fellow student through name-calling, bullying, etc.
5. Cheating/copying work
6. Throwing objects, including ice or snow
7. Lying
8. Defacing/damaging school property
9. Misbehavior at a religious service
10. Any misbehavior that endangers the safety of another person
11. Inappropriate display of affection
12. Failure to observe bus regulations
13. Taking another's belongings without permission
14. Using personal communication devices without permission
15. Forging names of parents/guardians on tests, homework, forms, etc.
16. Possession of indecent literature/materials
17. Failure to report to private detention
18. Leaving the school premises without permission.

**SERIOUS OFFENSES** include, but are not limited to:

1. Chronic incorrigible behavior
2. Persistent truancy
3. Possession, use, or sale of alcohol, drugs, drug-related paraphernalia, tobacco and vaping devices
4. Possession or use of dangerous/disruptive devices or substances
5. Possession of a dangerous weapon
6. Proven moral delinquency
7. Assault of another student or faculty or staff member
8. Serious threat to inflict violence on another person.

*The school administration reserves the right to make additional regulations as time progresses and new situations arise. Student and staff safety are of the utmost importance to our school community. All safety threats will be taken extremely seriously.*

**Tutorial/Make-Up Work Sessions** – These sessions may be provided at recess periods for students who need to complete homework/class work.



Detention: Before or after school detention will be held at a time and day that is mutually agreed upon by the parent and teacher. In-school detention will be held during lunchtime/recess/specials periods as determined by the teacher.

### Suspension

Suspension usually will be served in school.

In-School Suspension - While on suspension, the student will not be allowed to attend classes or communicate with his/her classmates. Work will be assigned to the student to occupy his/her time during the suspension.

Out-of-School Suspension - All make-up work will be assigned when the student returns and is to be made up within one week of the student's return to school. At least one parent or guardian may be required to meet with the principal before the student is readmitted to class.

A student who has been suspended may not participate in any extra-curricular activities on a day (or weekend) of suspension. It is expected that parents communicate suspensions to their child's coach, group leader, etc.

### Expulsions

Diocesan Catholic Schools attempt to form young people in the ways of the Lord Jesus. If a student is unwilling or unable to abide by the rules and regulations of our Diocesan Catholic School and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of reasons students may be expelled.

1. Proven moral delinquency which has a negative influence on other students;
2. Incurable behavior which undermines classroom discipline;
3. Persistent truancy;
4. Repeated deliberate violation of school rules or regulations
5. Serious acts of violence, the possession of a dangerous weapon, the attempt to sell drugs.

Expulsions will be invoked as a last resort and after consultation with all parties concerned. The following procedures will be followed:

1. When a student is guilty of an action that warrants expulsion, after consultation with the pastor, the principal may expel a student. The principal will consult with the Superintendent of Schools and the Secretary of Education for the Diocese of Harrisburg before the expulsion occurs.
2. The school will communicate directly with the parents/guardians of the student in question concerning the nature of the alleged offense.
3. The student in question will be suspended for a period of not fewer than three school days and not allowed on school property during that period. If the parents/guardians have any information regarding the situation that would be relevant to the school's decision, they may present it to the principal during this time period.
4. If it is decided that the student must leave, the parent will be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If parents/guardians choose not to withdraw the student, the principal will inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. In this written document to the parents/guardians, the appeal procedure will be outlined.

### Appeal Procedure for Expulsion:

When an appeal over expulsion is made by a student to the designated committee of the local Board of Education, the appeal is made by the student and his/her parents or guardians. Neither the student nor the board will be represented by legal counsel. A student who has been expelled is not eligible to attend school while the appeal is being made.

Should a student be 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.

Notice: It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons;
2. Sale or possession of controlled substances – alcohol, drugs, drug-related paraphernalia;
3. 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.)

For the health, welfare, and safety of the children, if there is reason to believe that a law or a school rule has been broken, the principal or designee has the right to conduct a proper, reasonable search and to seize any evidence.

## DRESS CODE

Neatness and cleanliness in personal attire are very much a part of a child's education and are the responsibility of the parent.

**Uniform Company Address:** Flynn & O'Hara Uniform Company  
869 Eisenhower Boulevard  
Harrisburg. PA 17111  
phone – (717) 939-5600

Order our school uniform online at [www.flynnohara.com](http://www.flynnohara.com)

### **Students must wear uniforms (Grades K – 8)**

#### Standard For All Boys

- Neat, well-groomed hair (no fad bleached/ colored/ tinted hair; no tails or fad haircuts; No shaved/partially shaved heads; Acceptable hair length...front: above the eyebrows, back and sides: above the shirt collar and at the bottom of the ear lobe)
- Watches may be worn (no smartwatches).
- No jewelry may be worn.
- No earrings may be worn.
- Appropriate underwear that fits properly underneath the uniform.
- School dress shoes must be worn. Color – plain black, brown, tan (No Sneakers, sport shoes, sandals, flip-flops, or boots).

#### Standard For All Girls

- Neat, well-groomed hair (May be only those colors which are genetically possible; no fad bleached/ colored/ tinted hair; no hair pieces)
  - Hair bands – uniform plaid/plain colors
  - Small earrings – one pair, at the traditional place on the ear (no large hoops; no dangling earrings)
  - Watches may be worn (no smartwatches).
  - Other jewelry may not be worn.
  - Colored nail polish and makeup may not be worn.
  - Appropriate underwear that fits properly underneath the uniform.
  - School dress shoes must be worn. Color – plain black, brown, tan (No sneakers, sport shoes, sandals, flip-flops, or boots).

### **UNIFORM FOR BOYS IN KINDERGARTEN THROUGH GRADE 8**

- Uniform khaki pants with uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve)
- **Fall and Spring Uniform Option:** May be worn from the ***1st day of school through October 31st and from April 1st until the last day of school.*** Uniform khaki shorts with uniform hunter green knit polo shirt with embroidered school logo.
- Belts must be worn with pants that have loops
- White or tan socks - crew length (No sport socks)
- School dress shoes (Color – plain black, brown, tan) (No sneakers, sport shoes, sandals, flip flops, or shoe boots)

### **UNIFORM FOR GIRLS IN KINDERGARTEN THROUGH GRADE 5**

- Uniform green plaid skirt (worn close to the knee) or khaki skirt and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve)
- Uniform green plaid jumper and uniform white blouse with peter pan collar (long or short sleeve)
- Uniform khaki pants and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve)
- **Fall and Spring Uniform Option:** May be worn from the ***1st day of school through October 31st and from April 1st until the last day of school.*** Uniform khaki shorts and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve).

- White or tan dress socks (knee high or crew length) or white tights
- Belts must be worn with pants that have loops

## **UNIFORM FOR GIRLS IN GRADES 6 THROUGH 8**

- Uniform khaki or green plaid kilt (worn close to the knee) and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve)
- Uniform khaki slacks and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve)
- **Fall and Spring Uniform Option:** May be worn from the **1st day of school through October 31st and from April 1st until the last day of school.** Uniform khaki shorts and uniform hunter green knit polo shirt with embroidered school logo (long or short sleeve).
- White or tan dress socks (knee high or crew length) or white tights
- Belts must be worn with pants that have loops
- School dress shoes Color – plain black, brown, tan (No sneakers, sport shoes, sandals, flip-flops, or boots)

Gray sweaters, cardigans, green half zip sweater, and vests will also be available for all students.

## **GYM UNIFORM FOR ALL STUDENTS IN GRADES K - 8**

*Worn to school on the day of gym class. The Uniform Gym T-shirt and Uniform Gym Shorts need to be ordered from the Flynn & O'Hara Uniform Company.*

- Uniform Gym T-shirt with school logo
- Uniform mesh or cotton blend shorts with school logo
- Green sweat pants and Green sweatshirt – plain or with school logo (worn during cooler weather/Nov. 1st to Mar. 31st). Note: Can also be purchased from Athletic Spirit Wear Sale.
- White socks – crew socks or sport socks
- Sneakers (white, gray, black, or navy)
- No part of the gym uniform should be over-sized.
- Any girl with shoulder length or longer hair needed to have it up (pony tail, braids, pigtails, etc.) during class as per it being a safety issue. Failure to do so can be considered a uniform violation.

**In case of inclement weather when boots are necessary, shoes should be sent and worn in school.**

## **OPTIONAL UNIFORM FOR PRESCHOOL AND PRE-KINDERGARTEN STUDENTS**

***Pre-K and preschool students may choose to wear either the school gym uniform, or nice regular clothing. For comfort and safety at play, Pre-K and preschool students should wear sneakers or other rubber-soled shoes. No dress up shoes, crocs, or other similar.***

**\*Please label all clothing items with your child's name, especially sweaters, sweatshirts, and coats.**

\*Uniforms must be worn on the first day of school and at all times unless special permission is given by the principal to omit them.

## **DRESS DOWN DAYS (Casual Dress)**

\*Dress Down Days are a privilege.

On dress down days, students may wear casual attire or their school uniform.

- Nice jeans (free from holes), khakis, nice sweatpants and T-shirts are fine. (Bermuda length shorts may be worn in August, September, April, May and June.) (No short shorts - no shorter than 3 inches above the knee)
- Sneakers may be worn. (Due to safety issues, sandals, crocs, and flip-flops may not be worn.)
- Tops with spaghetti straps that don't cover the shoulders, or tops that don't cover the midriff are not acceptable.
- No inappropriate slogan apparel or accessories may be worn.
- No jewelry or makeup as per the regular uniform dress code.

On special spirit days, colors to be worn may be designated. If a student does not wear the appropriate color or clothing, the parent will be called to bring appropriate clothing, or we will supply the student with a uniform.

**DRESS-UP DAYS** Occasionally, we will have a “dress-up” day. Any child coming to school dressed inappropriately will be sent to the Used Uniform Shop for a uniform to wear. The following are general guidelines on these days:

**Girls:** Dress, skirt, blouse, dress slacks, (skorts/walking shorts, during warm weather option, no shorter than 3 inches above knee) and coordinating top or sweater. Leggings or spandex pants may not be worn unless under a dress. No Tank Tops, Belly Tops, Crop Tops may be worn. No tight tops are to be worn to school. This includes spaghetti strap tops or halters. Bottoms and chest area must be covered at all times. Socks, stockings, shoes. (No high heels, clogs, or flip-flops)

**Boys:** Dress pants, coordinating shirt, or sweater. Absolutely no jeans, baggy pants, or pants worn down around the hips will be permitted. Underwear is NEVER to be showing. During warm weather option, walking shorts are appropriate. (Not shorter than 3 inches above the knee. No long, baggy shorts are permitted.)

**DRESS-DOWN DAYS** As a reward or for fundraising efforts (proceeds benefit our school or a special cause in our community.) , we will sometimes offer a “dress- down” day. Students may wear jeans, sneakers, sweatshirts (NO HOODIES), T-shirts (see below). Jeans must be clean, have no holes, and fit properly. Skintight jeans, jeggings or leggings are not permitted. Bottoms and chest area must be covered at all times. No flip-flops may ever be worn by students. Appropriate T-shirts may be worn. (No obscene sayings, rock groups, or other inappropriate pictures or sayings are permitted.)

## **EMERGENCY DRILLS**

The safety and security of our students and staff is a top priority. Saint Joseph School conducts emergency drills on a regular basis. These drills are designed to practice emergency response skills for various types of situations. These include building evacuations and shelter-in-place drills for different scenarios (i.e. fire drills, lockdown drills, weather related drills, off-site evacuations).

## **ENTERING AND LEAVING SCHOOL**

1. It is vital that students arrive to school on time.
2. Parent must abide by the speed limit in the parking lot and beware of the safety of others.
3. If arriving by car, drop-off begins at 7:35 AM. .
4. Our day begins with prayers and announcements at 7:50 AM.
5. Prekindergarten students and their siblings that arrive by car will be dropped off at the main school entrance. Preschool 3 students will be picked up in the same location at 11:00 AM. Preschool Students will arrive via the church Narthex. PreK-4 students will dismiss in the afternoon at 2:45 PM in the car line at the social hall entrance with all car-riding students.
6. All students will report directly to their homeroom classrooms in the morning.
7. School will dismiss in the afternoon at 2:45 PM. (11:45 AM on early dismissal days).
8. Pick-up by car will occur at the social hall entrance.

### **Notes:**

- **Students not following their regular dismissal procedure need a signed note from their parent/guardian to inform the main office and teacher of the intended change. Changes must be made prior to 2 PM via email or early dismissal link (as listed on the website).**
- **After dismissal, students should proceed directly home unless other arrangements have been made by the parents and teachers.**

## **CAR DROP-OFF AND PICK-UP PROCEDURES**

Grades (K – 8): The drop-off area for students arriving by car will be at the **social hall** entrance.

- Please enter the parking lot from Grandview Road closest to the Parish Administration Building and proceed to the back of the lot.
- Turn to the left and proceed along the last row of parking spaces (farthest away from Grandview Road).
- Turn to the left prior to the gym and pull forward in a single lane. Please do not exit your car.

- Please have your children exit your vehicle on the passenger side, closest to the school.
- Please follow staff directions and pull forward so that we can have 3 or more vehicles dropping off children at the same time.
- After dropping off your children you will proceed forward and make a right-hand turn near the church and continue forward to exit back onto Grandview Road.
- Pickup in the afternoon will occur at the same location as drop off.
- Pull forward into the parking lot from Grandview forming two lanes. When designated, merge carefully and respectfully into a single lane.
- Once near the school, please follow staff directions and pull forward to the cones so that 6 vehicles can load at the same time.
- Do not exit your car, staff members and safety patrol are there to help open doors for your student(s).
- Please wait for staff directions to dismiss.

#### Grade PreK and Siblings of PreK Students:

The drop-off area for children and their siblings will be at the main entrance to the school building.

- Please enter the parking lot from Grandview Road closest to the Parish Administration Building and proceed to the back of the lot.
- Turn to the left and proceed along the last row of parking spaces (farthest away from Grandview Road).
- Continue to the end of the building and turn left.
- Pre-K students will report directly to their classroom. SJS has 5th grade students and aides to escort students to class. We ask parents to remain in their vehicles during drop off.
- PreK-3 students will be picked-up at the main entrance to the school at 11:00 AM
- PreK-4 students will be picked-up at the social hall entrance with regular school dismissal at 2:45 PM

### **LATE ARRIVALS**

If arriving after 7:45 AM by car, please park in the lot near the front entrance.

Please Note: Parents need to escort their children into the office area for late sign-in. When a student receives 10 tardies in one marking period, a morning detention will be assigned. Excessive tardies could result in failing one or more classes or prohibit re-enrollment for the following year.

### **LEAVING EARLY**

No child is permitted to leave the premises prior to dismissal without a signed written excuse from the parent. The note must be provided to the main office at the start of the school day. During school hours, children should only leave school in the company of a parent or guardian. The child needs to be signed out at the main office by a parent or guardian.

### **AFTER SCHOOL HOURS**

Saint Joseph School offers an after-school program (C.A.R.E.S.) for a separate fee. This program runs from the time that school is dismissed until 5:30 PM. Information regarding this program and its fees are available at the school office and the school website.

### **ENTERTAINMENT AND ELECTRONIC DEVICES**

Entertainment devices are not conducive to the educational environment and are not to be at school. Personal electronic devices such as laptops, cell phones, smart phones, smartwatches, iPods, iPads, notebooks, tablets, etc. must be stored away in lockers or backpacks during the school day.

With a first offense, such devices will be confiscated and returned at the end of the school day. For a repeated offense, items will not be returned until the end of the school year and/or through a parental conference.

## **EVALUATION SYSTEM**

### **GRADE REPORTING SYSTEM**

The formal grade reporting system document will be issued three times within the school year at the end of each trimester. Midway through each trimester a progress report will be sent to parents to update them on their child's progress. Grades on assignments and tests (Grades 4 – 8) that are provided throughout the year are available for viewing via the Parent Plus Portal.

The Marking Code for Students in Kindergarten through Grade 3 is:

“E” for skill growth that Exceeds Expectations

“P” for skill growth that is Proficient

“I” for skill growth that is still In Progress

The Marking Code for students in grades 4 through 8 is

“A” for Excellent

“B” for Above Average

“C” for Average

“D” for Progressing

“F” for Not Meeting Curriculum

Students in grades 4 through 8 receive letter grades for Religion, Integrated Language Arts, Mathematics, Science, and Social Studies. Students in grades 6, 7 and 8 also receive letter grades for Art, Music, Health, Physical Education, Spanish, and Technology.

The Marking Code for Art, Music, Physical Education, and Technology for students in grades 4 and 5 is:

“E” for skill growth that Exceeds Expectations

“P” for skill growth that is Proficient

“I” for skill growth that is still In Progress

The Marking Code for *Christian Values* and *Work Habits* for all students and *Skill Assessments for Subjects* for students in grades 4 through 8 is:

“E” for skill growth that Exceeds Expectations

“P” for skill growth that is Proficient

“I” for skill growth that is still In Progress

Progress Reports must be signed by the parent and returned to the school. Report cards will be sent electronically and/or posted to Portal.

### **HONOR ROLL**

The Honor Roll is applied to students in grades 4 through 8.

#### **DISTINGUISHED HONORS**

##### **Grades 7 – 8**

**A's** in all major subjects

**A's or B's** in Art, Music, Physical Education, Technology, Health, and World Language

“E” or “P” in Christian Values and Work Habits

##### **Grades 4 – 6**

**A's** in all major subjects

“E” or “P” in Christian Values, Work Habits, and specials classes

### **FIRST HONORS**

##### **Grades 7 – 8**



at least three **A's** and two **B's** in all major subjects  
**A's or B's** in Art, Music, Physical Education, Technology, Health, and World Language  
"E" or "P" in Christian Values and Work Habits

#### **Grades 4 - 6**

at least three **A's** and two **B's** in all major subjects  
"E" or "P" in Christian Values, Work Habits, and specials subjects

### SECOND HONORS

#### **Grades 7 – 8**

at least **B's** in all major subjects  
**A's, B's, or C's** in Art, Music, Physical Education, Technology, Health, and World Language  
"E" or "P" in Christian Values and Work Habits

#### **Grades 4 – 6**

at least **B's** in all major subjects  
"E" or "P" in Christian Values, Work Habits, and specials subjects

End of Year awards will be awarded at the concluding Mass, our final week of school.

### **FIELD TRIPS (grades K-8)**

Field trips are a privilege, not a requirement. Classroom teachers plan and schedule their own field trips. Plans will be communicated to families once established. Field trips may also be virtual.

- 1) No student may go on a field trip without the *Parent Permission and Waiver for Field Trip Participation Form*, which is the written permission slip that must be signed by the parent or guardian.
- 2) Parents who are *School Volunteers* (those who have the necessary clearances and training) may help chaperone field trips.
- 3) All trips must be adequately chaperoned by responsible adults. For trips to public institutions/settings, the number of chaperones generally required will be:  
Kindergarten – Grade 6....one chaperone per 5 students  
Grade 7 – Grade 8            one chaperone per 8 students
- 4) Field trips that are not adequately chaperoned will be canceled.
- 5) A student who has behavior problems may not be allowed to accompany his/ her class on field trips – but he/she must report to school.
- 6) Only those on the class roster are permitted to attend class trips with the chaperones and the teacher.
- 7) Walking trips are permitted.
- 8) Following recommendations from the Diocesan Office of Education, public licensed carriers or school buses will be the general mode of transportation for field trips.
- 9) If a private vehicle is to be used to transport students, the driver must have the amount of insurance coverage on the vehicle that is required by Diocesan Policy. The driver also must complete and sign the *Volunteer Driver Information Sheet* provided as an attachment to Diocesan Policy 5134.1a.
- 10) All field trips must follow Diocesan Policy and must be approved by the principal.
- 11) All field trip fees will be collected via STS (Simple tuition solutions)

### **GRADUATION**

Diocesan regulation states that graduation from the eighth grade is to be simple, consisting of a liturgical service, awarding of diplomas and awards, and concluded with light refreshments. Parties and dances related to graduation may not be advertised for, sponsored by, or held at the school.

## **HEALTH SERVICES AND EMERGENCY INFORMATION**

\*In the absence of a school nurse, it is the Principal's discretion to send home students who are potentially ill or infectious.

### **Health Services**

The School Health Program is intended to assist in the identification and correction of physical defects, and in the control of communicable diseases.

The School Health Law requires the following:

1. Physical examinations upon entry into school and in Grade 6.
2. Dental examinations upon entry into school and in Grades 3 and 7.
3. Upon entry into school the following immunizations must be complete: 4 DTaP (last dose on or after the 4th birthday), 4 Polio (last dose on or after 4th birthday), 2 MMR's, 3 Hepatitis B, and 2 doses of varicella (Chicken Pox) or evidence of immunity.
4. Before beginning 7<sup>th</sup> grade, the following immunizations are required for students: 1 dose of acellular pertussis (Tdap) if 5 years has elapsed since last tetanus immunization and 1 dose of meningococcal conjugate vaccine (MCV). If your child is in 8<sup>th</sup> grade and has never had an MCV, it is required to have 1 dose of MCV.
5. Height and weight screening annually by the school nurse.
6. Vision screening annually by the school nurse.
7. Hearing screening by the school nurse in Kindergarten and in Grades 1, 2, 3 and 7.

Parents/Guardians are encouraged to have the physical and dental examinations performed by your child's doctor and dentist.

8. Any student who is known to have hearing loss, or a history of hearing difficulty, shall have their hearing tested. Please make the nurse aware of health info.

The school nurse is available part-time via Southwestern School District (9a-2pm daily) for the care of accidents and illnesses that occur during school hours. Illnesses and injuries occurring at home are the responsibility of the parent. Parents should be sure that the required emergency information has been supplied to the school. Transportation for students who must be excused from school because of illness or accident is the responsibility of the parent.

### **Administration of Medication**

If it is essential that a student receive medication during school hours, the following procedure is to be followed:

1. Medication, either Prescription or over-the-counter, must be brought to the school office by the parent, guardian, or another designated adult in the original, properly labeled container. Students may not bring any medication into school themselves.
2. The original container is to be accompanied by a school form containing the information listed below:
  - a. Student's name
  - b. Name of physician prescribing medication
  - c. Physician's signature
  - d. Name of medication with physician's directions including:
    - Amount to be given
    - Time to be given
    - Date(s) to be given
    - Reason
    - Curtailment of specific school activities (if any)
    - Parent's signature

The permission form for requesting medication to be given at school is available in the school office or online. The original container for the medication should be child-proof.

### **Epipen:**

If your child has severe allergic reactions requiring an epi-pen/epi-pen jr., please know that your child will not be permitted on any field trips if the nurses have not received the medication along with the physician's orders

for the medication. The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their child. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review, and sign the opt-out form.

### **Inhalers**

State law requires that school districts have a policy regarding students' self-administration of asthma inhalers. Students are permitted to carry and self-administer emergency medication such as an asthma inhaler, with the written permission of the student's parent(s), a physician's order, and after review by the school nurse. New forms will be sent home via students' backpacks at the end of the school year to be completed over the summer for the new school year. Please return these with the medication to the nurse's office one week before school starts. It is the parent's responsibility to be certain that their child has their inhaler with them at all times while engaged in school activities.

### **Illness:**

Students who become ill in school should report to the health room office with the teacher's permission and nurse's pass. If the nurse is not available, they should report to the school office. If the condition is thought serious enough, the parents will be contacted and the child may be taken home. Parents are responsible for the transportation of ill students to their homes. In case of an emergency when parents cannot be contacted, the child will be taken to the family physician, the school physician, or the hospital's emergency room at the parents' expense. Any student with a fever of 100° or above will be sent home and should not return to school until their fever is under 100° for 24 hours without fever reducing medications.

### **Communicable/Infectious Diseases**

All students suspected of having a communicable or infectious disease will be excluded from school and will be issued an exclusion notice stating the reason for exclusion. Your child will not be allowed to return to school until judged noninfectious by their physician and included date of return. The following is a list of childhood diseases along with the length of time a child must remain out of school:

- German Measles (rubella) 4 days after the appearance of the rash
- Mumps 9 days from the onset or until all glandular swelling has disappeared
- Measles 4 days from onset
- Whooping Cough 4 weeks from the onset or 7 days from an institution of appropriate therapy
- Strep Infection 7 days from the onset or 24 hours after institution of appropriate therapy
- Impetigo (Crusty Sores) Until judged noninfective by child's physician
- Pediculosis (Head Lice) Until judged noninfective by child's physician
- Influenza Until fully recovered
- Tonsillitis 24 hours from institution of appropriate therapy
- Hepatitis 3 weeks after onset
- Meningitis Until fully recovered
- Conjunctivitis (Pink Eye) 24 hours from institution of appropriate therapy
- Scabies (itch) Until judged noninfective by child's physician
- Chicken Pox 6 days after the appearance of the last crop of vesicles
- Ringworm Until judged noninfective by child's physician
- Coxsackie Virus Until judged noninfective by child's physician (Hand, Foot, Mouth) or until the blister-like lesions have disappeared

The school cannot assume responsibility for injuries that did not occur at school. Parents are asked to refrain from asking school personnel to treat such injuries. If your child has an injury at home, please treat it at home. Students are encouraged to take out the School Accident Insurance which covers accident expenses of private physicians and hospitals. The school is not responsible for physicians' fees or other charges connected with follow-up treatment of injuries sustained. The insurance is offered to students during the first month of school at a nominal fee.

### **Sunscreen**

PA School Code allows students to use FDA approved nonaerosol topical sunscreen. The parent/guardian and student must submit a school form allowing the student to use the nonaerosol sunscreen. The form

states that the parent/guardian and student are aware of the proper use and safety precautions of the sunscreen and will handle it appropriately. If the student does not follow the school rules the school may rescind or restrict the use of the sunscreen. The form is available in the health room.

### **Emergency Procedure Forms**

Parents are required to complete Emergency Procedure Forms for each child. This form should be filled out completely at the start of each school year and kept up-to-date. Should an emergency arise these forms are vital instruments needed to properly care for the student and to contact parents/guardians. Any changes should be submitted immediately to the school office. If we do not receive emergency information (including alternate contacts), we cannot treat your child in the health room.

### **Emergencies**

1. No sick or injured student will be released from school without notifying the family and without an escort provided either by the family or school.
2. Unless a student's life is obviously in danger and/or immediate emergency aid is necessary, the parent of the student will be consulted before treatment is administered.
3. If an emergency exists, the student will be taken to the hospital by car or ambulance.

### **HOME AND SCHOOL ASSOCIATION**

All parents are encouraged to become members of the Home and School Association. Parents are expected to carry on the work of the Association and assist in school programs through work on committees. Volunteers can begin work on one of the various committees as soon as school opens. The name and function of each committee is listed in the Association's Constitution and Bylaws. A list of the Home and School Advisory Committee members is published annually. It is imperative that all members of the HSA follow diocesan policy. The HSA is under direction and guidance of the principal and pastor. All by-laws and projects must be approved by both principal and pastor.

### **MEETINGS**

A General Home and School Association Meeting will be held each year. The Association and the School issue informational reports to parents and teachers. Parental input on Home and School Association activities and general school-related matters is encouraged. Parents are encouraged to attend the General Meeting and to join/help the Home and School Committee which will meet bi-monthly.

### **FINANCIAL PROJECTS**

The Home and School Association sponsors several fundraising projects.

- The school holds several fundraisers each year which may include candy sales, fruit sales, sub/sandwich sales, raffles, gift item sales, and special events. These fundraising projects benefit the school.
- Parents are encouraged to support and cooperate with these activities.
- Proceeds are used to help keep tuition down, to provide for special school projects, and to maintain updated educational materials.
- These projects and the supervision of sales are the responsibility of the parents.
- Saint Joseph School does not encourage door-to-door sales by students without a parental chaperone.
- All fundraisers for Saint Joseph School that are planned and provided by the Home and School Association must be approved by the principal, and the pastor. These fundraisers are provided under the auspices of the Home and School Association Committee.
- A thorough record keeping of all financials is required and subject to evaluation by both principal and diocese.

Any updates or changes to Home and School Association will be communicated via the school principal and/or Diocese when deemed necessary.

### **INSURANCE**

All students may be covered by the special school accident policy. Parents must request coverage. Claims will be handled by the principal.

### **LIBRARY**

The school library is open to all students on a regularly scheduled basis.

- Any books that are lost or damaged must be replaced by full payment of their value.
- Any overdue, lost, or damaged books not rectified may result in delay of a student's report card/graduation

### **LUNCH PROGRAM**

Students have the opportunity to purchase hot lunch at school each day. They may choose the lunch shown on the monthly-published calendar or the alternate lunch. Lunch for students is \$3.75, extra drink is \$0.75 and ice cream on Whole School Mass Friday is \$1.25. Extra main meal is \$1.50.

- Lunch needs to be paid for through our online lunch program, LunchTime.
- Log-in information will be provided by the school during registration.
- Students may bring lunch to school. Milk and water are available for purchase for students who choose to carry lunch.
- Failure to pay lunch account by May 1st may result in delay of report cards/graduation
- If you are in need of financial assistance for Lunch, please contact Advancement director or Parish

### **NON-CUSTODIAL PARENT**

The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **PARTIES – CLASSROOM CELEBRATIONS**

Small classroom celebrations may be planned and provided by the teacher on special occasions and will be communicated prior to the day (i.e. St. Valentine's Day, Christmas, etc.)

Students are encouraged to celebrate their birthday with their classmates however, please remember that foods (specifically cupcakes, brownies, cake, ice cream, etc) will not be permitted. There are many options for non-food birthday celebrations! If you would like to provide non-food treats or goodie bags to celebrate your child's birthday, each student in the classroom must be included. Treats such as pencils and individually-packaged Play-Doh and Slime Cans are acceptable. If in doubt, ask your child's teacher. Students are not permitted to distribute personal party invitations in the classroom unless the entire class is invited.

### **PICTURES**

School pictures will be arranged through a school photographer. Notification will be sent home a week in advance. One picture day will be in the fall and one will be in the spring. The school will notify parents which picture day is school uniform and which is dress up/down option. A make-up date will be scheduled for absent students. The packet of pictures will be sent home with the students upon completion. All monies are payable directly to Jostens. No money paid to the school will be accepted.

### **PROMOTION AND RETENTION**

#### **PROMOTION**

1. A student is promoted when he/she adequately demonstrates mastery of material covered in all or the majority of major subject areas.
2. Promotion is left to the discretion of the teacher and principal.

#### **RETENTION**

- If a student experiences serious learning difficulty, he/she will be referred to the student support team for appropriate services and intervention.
- If a student does not meet the requirements to be promoted to the next grade by the end of the

school year, the principal may require that the student attend summer school and/or tutoring by a school-approved tutor. The summer school/tutoring would need to provide the student with the skills necessary to be promoted to the succeeding grade.

- Retention would be recommended when necessary to enable a student to gain future developmental, emotional, and/or educational maturity and success.

### **RECORDS**

The Family Educational Rights and Privacy Act grants parents the right of access to their child's records. If a parent wishes to view their child's records, a request should be made in writing with twenty-four hours advance notice to the principal.

### **REGISTRATION AND RE-REGISTRATION**

NO parent/family requests for placement of student(s) in a specific teacher's classroom can be or will be accepted. We believe in a fair and equitable policy for classroom assignments.

#### **Kindergarten Registration**

1. Will be held in January/February.
2. All children entering school must be present at the time of registration.
3. Kindergarten children must be five years old on or before September 1st.
4. The child's Birth Certificate, Baptismal Certificate, Social Security Card, and Immunization Records must be presented at registration, along with the last progress report if the child attended preschool or kindergarten.
5. A Kindergarten Screening Inventory is administered to incoming Kindergarten Students in the Spring of the year prior to their start of school. The screening helps the teacher plan for the upcoming school year by indicating the skill and ability levels of the children.

#### **Registration of new students for grades 1 through 8**

1. Will begin during the months of January/February.
2. All new applicants must submit the child's Birth Certificate, Baptismal Certificate, Social Security Card, Immunization Records and last Progress Report from the school attending.
3. New students and parents will be interviewed by the principal.
4. Students will not be allowed to start school until all paperwork has been received and approved.

**\*\*Please Note: New/transfer students will be on probation for the first marking period of school following admittance.**

### **REGISTRATION AND RE-REGISTRATION FEE**

A registration/annual re-registration fee (per family) is needed to defray the cost of record cards, registration materials and testing materials.

Once a child is accepted into Kindergarten, non-acceptance later is determined by the following:

1. Willful delinquent tuition
2. Lack of cooperation on the part of both parent and student
3. Record of several suspensions during the school year
4. Record of excessive absences/tardiness

### **RELIGION PROGRAM**

1. All Catholic children are encouraged to attend Mass either in-person on Saturday evening or Sunday and on all Holy Days of Obligation.
2. Regularly scheduled penance services and liturgies will take place during the school year for the reception of the Sacraments of Reconciliation and Eucharist.
3. Students participate in School Liturgies for devotion and instruction in the faith.
4. All children registered in the school must participate in all religious exercises. Non-Catholic students are not permitted to receive the Sacraments.
5. Parents of children receiving the Sacraments for the first time must attend the preparation sessions for parents.
6. Any students or parents interested in becoming Catholic or receiving sacraments, can consult with our

Religious Education Director.

### **SCHOOL PROPERTY**

The school provides coatrooms, lockers, storage units, desks, computers, and other materials for student use as designated by the homeroom teacher. Students are responsible for maintaining these areas and materials in an orderly and proper way. These areas and materials are the property of the school and are fully available for inspection by school staff at any time. This also includes areas during recess, lunch, specials, and after school activities.

### **SCHOOL STAFF MEMBERS**

A listing of the faculty and staff will be published annually for parents in September. Any changes or updates will be communicated by the principal, school office, or pastor.

### **SCHOOL SUPPLIES**

Notebooks, folders, paper supplies, pens, pencils, etc. are not included in the school tuition. Students should not purchase supplies until directives for supplies needed are administered by his/her teacher. Class supply lists will be provided prior to the start of each school year. Typically classroom supply lists are listed on the school website by the first week of August.

### **SCHOOL TELEPHONE**

1. The school telephone is for the school staff.
2. Students may only use the telephone in the case of an urgent situation with the principal's/ designee's permission.

### **SNOW DAYS AND EMERGENCY CLOSINGS**

Sometimes it is necessary to delay the opening of school or to close the school for the day because of the weather.

Saint Joseph School will make necessary weather announcements via the AdminPlus Notify voice system. Information will also be available via the ParentPlus Portal that may include voice, text, and e-mail notifications. Notification will also be published on Facebook. It is essential that parents provide all of these contacts in order to receive notifications by each method.

When we have snow, ice, or other inclement weather, we are informed of closings/delays by the transportation coordinators of the local school districts. Please note that when there are delays, you will need to follow the modified bus schedule provided by your local school district. Students who ride buses on a delayed schedule will not be marked late.

When the children are in school and the weather becomes hazardous, announcements via the AdminPlus Notify voice system will be utilized. The children who ride buses may have to be dismissed early if the buses are sent to the school before regular dismissal. The children who walk or come by car will be dismissed if hazardous conditions become apparent.

## **SPECIAL ISSUES POLICIES**

### **Policy on Gender Identity**

In compliance with the Diocesan Board of Education - Catholic educators, school staff, and members of the Saint Joseph School community, mindful of our mission to be witnesses to Jesus Christ and His Church, shall uphold Diocesan Policy 5112.6 on Gender Identity.

The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitals and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

The policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese, they agree that they will not publicly act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

### **Policy on Harassment**

In compliance with the Diocesan Board of Education, Saint Joseph School, mindful of its primary mission as an effective instrument of the educational ministry of the church and witness to the love of Christ for all, shall affirm the inherent value of every individual and uphold the respect due to each because of his/her uniqueness as a child of God. Saint Joseph School is committed to providing an educational environment that is free from physical, psychological, sexual, or verbal harassment.

### **Policy on HIV/AIDS or Related Diseases**

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a Diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or to 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, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents/guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all 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.

### **Policy on the Use of the Internet at School**

Under the supervision of a teacher, students may use the Internet at school if (and only if) the Internet Use Policy has been signed by both parent and student and is on file in the school office. Students and parents must abide by the computer/internet policy that is provided in this handbook.

### **Policy on Racial Non-Discrimination**

In compliance with the Diocesan Board of Education Policy, Saint Joseph School, mindful of its primary mission as an effective instrument of the educational ministry of the Church and witness to the love of Christ for all, shall not discriminate on the basis of race, color, national or ethnic origin in the administration



of educational policies, admission policies, loan programs, and athletic or other school-administered programs.

#### Policy on Non-Discrimination Based on Sex

In compliance with the Diocesan Board of Education Policy, Saint Joseph School shall not discriminate against any student because of sex in any educational program or activity.

#### Policy on Weapons and Threats to Inflict Violence

A weapon is defined as any instrument, device, or means that is used for offense or defense. Guns or any other potentially lethal weapon will be confiscated.

Following Diocesan Policy #5137.5, for the safety and protection of all students, the following procedures will be followed for a student who is found to have a weapon in his/her possession on school property or at any school-related activity and/or is found to have made a serious threat to inflict violence on another person:

- 1) immediate reporting of the possession of any weapon and/or of serious threats to inflict violence to law enforcement officials
- 2) immediate out-of-school suspension with the possibility of expulsion, if there are extenuating circumstances
- 3) notification of the Superintendent of Schools of the Diocese of Harrisburg concerning the incident

Materials such as scissors, paper clips, rubber bands, etc. that are being misused and potentially could cause harm will be confiscated and disciplinary measures will be in keeping with the purpose and intent to harm expressed by the student.

#### Hands-On Policy Guidelines

Administrators, faculty, and staff may lay hands on a student under the following conditions:

1. To separate confrontational students from one another;
2. To assist a student in case of an accident or injury;
3. To escort a student to the office or to an administrator if verbal directive is ignored;
4. To defend oneself with no intent to harm a student.

#### Policy on Bullying:

Students in our schools are expected to conduct themselves in a manner that reflects favorably on themselves, their family, and their school. Students are expected to have respect and to show consideration to other students, the administration, faculty and staff. They are to cooperate to create a harmonious school atmosphere.

Students are to recognize their individual responsibilities as a condition for their acceptance into the school and their fulfillment of them as a condition for remaining at the school. Students are expected to conduct themselves, inside and outside of school and at school sponsored activities, in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action, including expulsion. In keeping with this policy, Saint Joseph Catholic School utilizes our Code of Christian Conduct to assist our students in conducting themselves properly. The expectations set forth in this code are designed to help the child recognize and choose acceptable, appropriate conduct. This, however, is the choice of the student. While we strive to guide each student in a positive manner, the student may choose to misbehave, in which case, consequences for misbehavior will result.

Our Catholic Schools are committed to providing a safe, caring, and supportive learning environment free from all types of bullying, cyberbullying, harassment and intimidation. Therefore, Bullying is prohibited.

Definitions:

A. Bullying – Aggressive, unwanted behavior among students that involves a real or perceived power imbalance. Bullying behavior is repeated over-time and is intentional.

- B. Cyberbullying – Bullying that happens on electronic/digital devices such as computers, tablet, or cell phones via texting, social media, and/or gaming devices, where hurtful, harmful and negative information is shared about a student causing embarrassment or humiliation.
- C. Harassment – Perceived or actual negative actions that ridicule, offend or demean a student.
- D. Intimidation – Any action or communication directed at a student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

Standards/Procedures:

- A. A school-wide Anti-Bullying Program will be implemented that includes prevention, intervention, consequences and remedial actions for any student found to engage in any form of bullying, cyberbullying, harassment or intimidation.
- B. School Setting means in the school, on school grounds, in school vehicles, or at any school activity supervised or sanctioned by the school.
- C. The Anti-Bullying Program Procedure will include but not be limited to the following:
1. Use Incident Form to use to report any act of bullying, cyberbullying, harassment or intimidation. The Incident Form can be found on the school's website for all students, parents, and staff to use.
  2. School will promptly investigate any act of bullying, cyberbullying, harassment or intimidation.
  3. Parents/Guardians, if involved students, will be notified promptly.
  4. Consequences for students committing acts of bullying, cyberbullying, harassment and intimidation as documented in the school's Student Code of Conduct and Discipline Policy.

D. Consequences:

Serious Offense: (not limited to the following)

- For Grades Pre-K-3:
  1. The classroom teacher will immediately remove the student from the situation with an explanation of the infraction.
  2. Student will have a conference with the Principal and/or the Executive Pastor.
  3. Lunch/recess detention
  4. After-school detention
  5. In-school suspension

After three major consequences, subsequent offenses will be determined by the Principal and/or Pastor.

- For Grades 4-8, conference with the Principal and/or Executive Pastor AND any of the following:
  1. After-school detention
  2. In-school suspension
  3. After three major consequences, subsequent offenses will be determined by the Principal and/or Pastor.

E. Communication of the Incident Form

1. Informing staff about the Incident Form and where to find the form during the 1st staff in-service of the school year and then periodically throughout the year at staff meetings. The form can be found of the School's Website Homepage.

2. Informing students and parents/guardians about the Incident Form annually in the Student Handbook. The form can be found on the School's Homepage.

a. The students will be informed about the Incident Form on the 1st day of school. In the Elementary Classrooms the teachers will introduce the Incident Form and where it can be found. In the Secondary Classrooms the homeroom teachers will introduce the Incident Form and where it can be found. The Incident Form will be reviewed periodically throughout the school year.

b. The parents/guardians will be informed about the Incident Form and where it can be found at Back-To-School Night by the Building Administrator.

C. Annual training for staff and students on how to recognize, report, and respond to all acts of

## **SPORTS**

The sports programs are offered under the auspices of the Diocese of Harrisburg Catholic Youth Organization and are directed by the Saint Joseph Athletic Association or under the auspices of Delone Catholic High School. Students in the parish school and School of Religious Instruction program may participate. Eligibility is dependent upon scholastic achievement, performance according to each youth's capability, application, cooperation, and conduct in and out of the classroom. If a student should have serious academic difficulty, the principal may recommend that the student be suspended from the program until improvement is shown.

Students participating in the sports program are responsible for the care of uniforms. If lost or damaged through carelessness, the uniform must be replaced by the student responsible. Uniforms are only worn for athletic events scheduled by the Athletic Association unless pre-approved by principal. Announcements and regulations governing the Sports Program will be made prior to each season.

The sports program is inter-scholastic and is comprised of:

- Boys' Basketball
- Girls' Basketball
- Girls' Volleyball
- Cheerleading
- Delone Football – boys in grades 7 and 8
- Delone Wrestling – boys in grades 3 – 8
- Delone Cross Country – girls and boys in grades 5 - 8
- Students may not participate in sports activities on a day of absence from school due to illness.
- Students may not participate in sports activities if suspended from school.
- All students participating in the sports programs must be covered by accident insurance- either individual or the 24-hour school insurance plan.
- Students are expected to show respect and cooperation to coaches and those involved in the sports programs.
- Coaches, parents, and spectators are key role models and should display good sportsmanship and respect for all team members and for all those in authority - referees and coaches.

## **STUDENT COUNCIL**

Students in our 5<sup>th</sup> to 8<sup>th</sup> grade classes can run for office to serve as our Student Council. Our Student Council seeks to use their gifts and talents to assist with school activities and service projects. Student Council members are expected to follow the christian code of conduct. Any discipline infractions could lead to removal from council. Student Council members must also maintain appropriate grades in all classes, including specials.

## **STUDENT SAFETY**

Students are not allowed to have scissors or anything of that nature in their book bags or desks. Students are not allowed to bring scissors (or other sharp objects) to school. When it is necessary to use scissors in class, the teacher will provide them and collect them at the end of the class. Misuse of materials will result in disciplinary action.

Students are not allowed to bring or to use White Out or Rubber Cement in school.

## **TECHNOLOGY USAGE**

Saint Joseph School uses Instructional Technology as a way of enhancing the mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community.

Saint Joseph School provides technology that is appropriate and adequate to support instructional purposes.

### **Guidelines for Bringing Technology Devices to School**

- The student is solely responsible for any equipment that he/she brings to school. Saint Joseph

School is not liable for lost, stolen, or damaged equipment. Students are required to secure any devices in their lockers.

- Students and parents/guardians must adhere to the Student Code of Discipline, Student Handbook, and the Computer/Internet Acceptable Use Policy.
- Students should not share their personal devices or login information with anyone except their parent.
- Devices should be charged at all times in preparation for class.
- Saint Joseph School will not service any technology that does not belong to the school.
- Students are responsible for securing their devices and making sure that they follow teacher instruction for up-to-date anti-virus software installation, if applicable.
- Students may not use devices for non-instructional purposes (i.e.: making personal phone calls, text/instant messaging, taking photos/videos, or to cheat on assignments or tests). Any student involved in such an act will be subject to disciplinary action.
- The principal reserves the right to confiscate any technology “privately owned or school owned” when it is being used as a means that does not support a wholesome and safe educational atmosphere for our students or is used for non-instructional purposes. Students involved will be disciplined according to Diocesan and School Policy.

### **TESTING PROGRAMS**

A Screening Inventory is administered to students prior to entrance into Kindergarten. In May, Readiness Tests are administered to Kindergarten students.

A standardized test, STAR, is administered each trimester to students to evaluate student progress and the effectiveness of the school program. Appointments should not be made during these scheduled testing times. Reports will be sent home and results communicated to parents.

### **TUITION**

Tuition rates will be published annually prior to re-registration in December.

#### **Applicable Tuition Rates**

- Parishioner/Catholic Rate applies to those who are registered, supporting, active parishioners, utilizing the church envelope system on a regular basis.
- Non-Catholic Rate applies to those who are not registered/supporting parishioners.

The school is operated as a faith community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents 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 type or level of educational services, or to provide such services involuntarily.

### **TUITION ASSISTANCE AND SCHOLARSHIP APPLICATION**

To apply for tuition assistance, parents/guardians may request an application form from the Advancement Director or via STS. Applications will be considered on an individual basis. Application deadline will be published annually. Applications MUST be submitted on time in order to be considered for financial assistance.

### **TUITION POLICY**

Saint Joseph School charges tuition to its students, which is determined by the Pastor, in consultation with the Advisory Board of Education and Parish Finance Council. It should be understood by all families, tuition can and will likely increase from year to year. The parents/guardians become liable for tuition when the first payment is due in July.

Saint Joseph Catholic School uses Simple Tuitions Systems (STS) to extend payment plans to fulfill and manage tuition obligations.

**Simple Tuitions Systems (STS)** offers:

1. **An Easy Enrollment Process:** Since all families participate in this program, you'll be able to visit our school's Web site and click the Simple Tuitions Systems logo to enroll.
2. **Payment Options:** Once you enroll in STS, you can choose your payment plan, selecting a monthly due date and payment method that works best for your family:

- an invoice mailed to your home, so you can pay with a check,
  - an invoice delivered electronically for online payment,
  - an automatic debit from a savings or checking account, or
  - payment via a credit card (with a nominal convenience fee added)
  - a late fee of \$25. will be charged for late payments.
3. **Convenient & Secure Account Management:** You will have the ability to manage your account via STS secure Web site, <https://app.simpletuitionsolutions.org/en/login> 24/7, and have access to account managers around the clock to answer your questions. Checking your account balance, making a payment, adding bank account or credit cards for added convenience, adding an additional authorized payer, or updating your personal information is a couple of clicks or taps away.

STS Actively Managed Payment Plans allow you to choose your tuition payment plan. Choose one payment, semester payments, or various monthly payments to spread your students' education expenses over smaller monthly installments paid over the course of the school year. Perhaps best of all, there is no out-of-pocket fee you have to pay to enroll in a payment plan.

Please know that STS will be serving all families in our school. If you do not choose a payment plan, one will be chosen for you.

Withdrawal from Saint Joseph School at any time during the first trimester would be considered attending for one-third of the school year. The parents/guardians would be liable for tuition for one-third of the year. Withdrawal at any point during the second trimester would be considered as attending for two-thirds of the school year. The parents/guardians would be liable for two-thirds of the tuition. Withdrawal at any point during the third trimester would be considered as attending for the entire school year. The parents/guardians would be responsible for the entire year's tuition.

Parents/guardians sign a written agreement to fulfill their financial obligations to the school. All tuition must be paid by April 30th. Any amounts not received by June 15<sup>th</sup> will be referred to the Credit Bureau for collection. Delinquent payments may also be pursued through the Magistrate's Office.

If tuition is delinquent and the family has not made alternate payment arrangements with the school, the student's grade report will be withheld and they will not be permitted to attend end of year activities, including graduation. If, unfortunately, a student must leave the school because of unpaid tuition and is transferred to another school, no academic records or grade reports will be forwarded until all debts are fully paid.

In the case of unexpected hardship, the parents are responsible for contacting the principal in writing prior to May 1<sup>st</sup>. Individual cases will be reviewed by the Parish Finance Council and/or Pastor.

If financial assistance is needed, parents should seek financial aid through Parish Scholarship Funds, Diocesan Scholarship Funds, or other tuition assistance funds available. The due date for submitting the Neumann Scholarship application and most other applications for scholarships is before April 1<sup>st</sup>. All such arrangements are strictly confidential.

### **VISITORS**

**Anyone visiting the school for any reason is to go directly to the school office.**

Visitors will be asked to provide valid identification, sign in, and obtain a visitor's badge. The badge identifies the visitor as having a legitimate right to be in the building. Visitors will be escorted by a staff member at all times. Visitors are subject to approval by the principal and/or pastor. Upon leaving, the visitor is required to return the badge and to sign out.

If a parent or guardian wishes to deliver something to a student during school hours, the item should be marked with the student's name and grade and left at the school office. The item(s) will be delivered to the classroom by school personnel. This will avoid unnecessary disruption of class during instructional time.

### **VOLUNTEERS**

Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extra-curricular activities of the school.

### Policy for School Volunteers

In compliance with the Diocesan Board of Education, for the safety of the children, Saint Joseph School will require each school volunteer who works with our students to complete the required Diocesan training program and to obtain the required clearances.

### **Application packets, which include the forms and instructions for obtaining the clearances and training, are available at the School office.**

- In order to volunteer to help with any school activity either at school during the school day or after school hours when children are present, you must *obtain the PA State Police Check, the Department of Welfare Check, and register with the Diocesan Youth Protection Program Learning Management System and register/complete the **3 Hour** State Mandated Reporter Training for Child Abuse through the University of Pittsburgh.*
- After obtaining the clearances and completing the training, volunteers receive a special *Diocesan Volunteer Badge* from the Diocese that is to be worn when doing any volunteer work with children in the school or parish.
- Records of clearances and the completion of the Diocesan Youth Protection Training Program are kept on file for all School Volunteers.

This documentation is required for all those who wish to volunteer at school and for school activities including chaperoning field trips, helping with the Secret Santa Shop, assisting with Home and School events, helping with sports events, etc. Badges must be worn at all times. Any questions shall be directed to our main office.

### **WELLNESS PROGRAM**

In conjunction with the schools in the Diocese of Harrisburg, Saint Joseph Catholic School recognizes that student wellness and proper nutrition are related to students' growth, physical well-being, development, and readiness to learn. We are committed to providing a school environment that promotes proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about healthy lifestyle practices that can improve their overall wellness and improve their ability to learn.

To ensure the health and well-being of our students, the school will provide:

- Access at reasonable cost to foods and beverages that meet established guidelines.
- Physical education courses and opportunities for developmentally appropriate physical activity during school days.
- Curriculum and programs that are designed to educate students about proper nutrition and lifelong physical activity.

*Thank you for choosing a Catholic Education for your child.*

*Your choice represents an investment of love, commitment, time,  
money, and dedication.*

*Let us strive to work together to enable your child to achieve full  
academic potential and Christian maturity.*



**SAINT JOSEPH CATHOLIC SCHOOL**

Parent and Student Handbook  
Agreement 2024-2025

My parent/guardian has reviewed the “Code of Christian Behavior for a Student of Saint Joseph School” with me. I agree to follow this code as stated in the school handbook. I will conduct myself in a manner that reflects positively on me, my family and my school. I recognize that, as a student in our school, it is my responsibility to conduct myself in accordance with the guidelines set for a student in Saint Joseph Catholic School in the Diocese of Harrisburg. I also realize that willingness to abide by these guidelines is a condition for remaining in the school. I will show respect and consideration to all members of the school and parish community and cooperate to create a harmonious school atmosphere.

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have received my copy of the 2024-2025 Saint Joseph School Handbook which contains the rules, regulations and procedures of the school and the “Code of Christian Behavior for a Student of Saint Joseph School”. I will support the rules and regulations of the school and the code for behavior. I will expect my child to fulfill his/her responsibilities as set forth in the school handbook and in the code for behavior.

***I understand and agree that I am responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.  
I understand that the handbook does not create any contractual obligations, express or implied, on the part of the diocese or the school.***

***I understand that any amendment of the handbook will always govern and supersede any prior versions.***

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This agreement is required to be signed and returned by no later than  
Friday, September 30, 2024.**