



Student/Parent Handbook

St. Joseph School

2020-2021

The online St. Joseph School Handbook is the official version for parents, students, and employees. This version is provided on **August 1, 2020**. As updates to the handbook occur, parents will be notified by way of the school newsletter, *In The Loop*.

Mission Statement

St. Joseph School, York is an educational community, with Jesus as our cornerstone. We educate the whole child through academic excellence and faith preparation to enable our students to serve as Disciples of Christ in our global world.

SPIRITUAL DEVELOPMENT

The primary purpose of St. Joseph School is to assist the parent in passing on to their children the faith that makes them People of God. The principle goal of our religious education program is to bring the believer to full stature in Christ. The program is developed so that the children are encouraged to:

Grow in attitude of love of God and neighbor
Form habits of prayer and worship
Engage in works of service to others

Parents are expected to set the example for the religious education of their children by participating in Mass each week, attending to the sacramental growth and praying with their children. We support parents in their role as primary educators of their children in the Faith, by providing additional instruction and opportunities to continue what is being taught at home in accordance with the Catholic Church.

Student Handbook
2020-2021

Principal
Mrs. Corrinne A. Eck
eck@sjy.org

Pastor
Fr. Stephen Fernandes, OFM, Cap.
fernandes@sjy.org

Pastoral Assistance
Fr. James Menkus
Deacon Neil Crispo

St. Joseph School
2945 Kingston Rd.
York, PA 17402
717-755-1797

This Student Handbook Belongs to:

CODE OF CHRISTIAN CONDUCT

Diocese of Harrisburg
St. Joseph School, York
2020-2021

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 St. Joseph 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 St. Joseph School's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.

In most cases, 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 dis-enroll 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.

Email is not to be used to resolve any serious problems. Too often, the writer's intended meaning is not clear in an email. Instead, problems should be resolved using personal contact, such as a telephone call, in-person meeting, or hand-
written note.



ACCREDITATION

Middle States Association Commissions on Elementary Schools (MSA-CESS)

St. Joseph School completed its self-study, Excellence by Design, in the Spring of 2018, and earned full accreditation through the Middle States Association Commission on Elementary Schools in the Fall of 2018. MSA-CESS accredits PreK-12 public, private, parochial, and charter schools. Accreditation is a multifaceted evaluation process that schools and school systems voluntarily use to demonstrate they are meeting a defined set of 12 research-based performance standards. St. Joseph School Middle States plan is available for review by making arrangements through the school office.

ADMINISTRATION

The Diocesan School Board, appointed by the Most Reverend Bishop, sets the educational policies of the school. The Diocesan Secretariat for Education has the responsibility to keep abreast of the school laws of the Commonwealth of Pennsylvania as they affect parochial as well as public schools.

The pastor serves as spiritual advisor and chief administrator of St. Joseph School. He has the moral and financial responsibility to provide a qualified staff and school facilities necessary for an up-to-date program of instruction.

The Principal is the administrative and supervisory officer of the school and is responsible to the Pastor and the Diocesan Secretary of Education. The day to day operation of the school is the responsibility of the Principal. The Principal communicates Diocesan school policies to the staff and cooperates with the Diocesan Secretary of Education in educational and curriculum studies.

St. Joseph School Board serves as an advisory group to the Principal and Pastor. The Board consists of parishioners appointed by the Pastor. The school board operates under its own constitution and by-laws based on Diocesan guidelines.

The St. Joseph School Faculty members are fully degreed and certified teachers. Many of the teachers have earned or are pursuing, Master's Degrees, and all participate in workshops for professional development in accordance with Act 48 of the PDE. All faculty, staff and regular school volunteers have completed the requirements of the Diocesan Youth Protection Program.

ADMISSION AND REGISTRATION

St. Joseph School does not discriminate on the basis of sex, race, color and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships, financial grants, and other school administered programs. St. Joseph School reserves the right to deny anyone whose behavior is contrary to the teachings and ideals of the school and whose behavior or attitude is disruptive to the functioning of the student body. St. Joseph School reserves the right to amend the Student/Parent Handbook at any time. Parents and legal guardians will be notified of any changes.

ADMISSION PRIORITIES

Admission to St. Joseph School (SJY) will be on a space-available basis according to the following priorities:

- Currently enrolled students and their siblings
- Members of St. Joseph Parish - York
- Other members in the York Community

AGE ELIGIBILITY

To be eligible for admission, the child must be the following age by September 1st of the year of enrollment: Pre-K Three-year old program - 3 years old; Pre-K Four-year old program - 4 years old; Kindergarten - 5 years old; First Grade - 6 years old. Ages will be verified by birth certificate and medical records.

CLASS SIZE

To encourage maximum learning opportunities, the number of students in each grade will be limited. When necessary, grades will be closed to new students to maintain appropriate class sizes. Class size is determined by the Principal.

NECESSARY DOCUMENTS

- Birth & Baptismal Certificates
- Current immunization records
- Physical and dental records
- Check for registration payment

REQUIRED IMMUNIZATIONS

Students entering St. Joseph School need the required vaccines:

- Varicella - 2 doses
- Diphtheria/Tetanus (4th dose after 4th birthday) – 4 doses
- Polio – 4 doses
- Measles, Mumps, Rubella - 2 doses each of given at age 1 year or older (preferably given as Measles, Mumps, Rubella),
- Hepatitis B – 3 doses

These requirements are subject to change according to prevailing PA Department of Health guidelines.

REGISTRATION INFORMATION

Registration Dates 2020 - 2021

January 29, 2020: Current Family Reregistration

February 28, 2020: 6:00pm - 8:30pm for St. Joseph (York) Parish Families

March 2, 2020: 9:00am - 12:00pm open to the community

Questions regarding Registration can be directed to the Development Office at development@sjy.org or 717-755-1797 x. 328.

TUITION INFORMATION & POLICY

REGISTRATION FEE

A non-refundable registration fee of \$60 is paid for each child upon registration/re-registration for each school year. Families of two or more children pay \$75.

TUITION FEES - 2020-2021 School Tuition Costs

Catholic Parish Families

- Kindergarten – Grade 6 - \$4,275*
- Pre-K 3 - \$2,245
- Pre-K 4 (AM) - \$2,540
- Pre-K 4 (PM) - \$2,740

Non-Catholic Students

- Grades K- 6 \$5,400

*Actual cost for St Joseph Education K – 6 is \$6,336/child. The parish subsidy averages \$ 926 for every student who attends St. Joseph School and an additional \$1,250 for each parishioner who attends St. Joseph School.

PAYMENT PLANS

All families must be registered and make payments through the on-line FACTS Tuition Management System. St. Joseph School offers a variety of payment plans to suit each family's needs. Payments may be made by automatic debits from checking or saving accounts, or credit card (additional fees may apply). Information will be provided at the time of registration.

POLICY FOR DELINQUENT TUITION PAYMENT

A late fee will apply to any tuition account that is not paid according to the payment plan agreed upon. Parents are encouraged to meet with the Principal and Pastor to review reasons for delinquency. Families who do not fulfill their financial responsibility will not be provided with term grade reports/progress reports, transfer records will not be mailed, nor will reenrollment be offered until financial obligations are paid in full.

SCHOLARSHIP/FINANCIAL AID

Neumann Scholarship/St. Joseph Scholarship Funds

Our parish is committed to helping parents who need assistance to meet the financial obligations of school tuition. Tuition assistance is available and must be submitted to the Diocese of Harrisburg through FACTS and St. Joseph School, no later than April 15th. Families who receive financial aid are expected to purchase \$100 dollars in SCRIP per month.

SCRIP

St. Joseph Parish participates in SCRIP. Families who participate in the SCRIP program receive a percentage of the returned refund from retailers. An additional percentage is also given to the St. Joseph Scholarship program to be used for additional scholarship distribution. All families are highly encouraged to participate in the SCRIP program for support of St. Joseph School. Information is available in the office.

CATHOLIC SCHOOL TUITION SUBSIDY ELIGIBILITY REQUIREMENT

The York area is very blessed to have fine Catholic Schools where the Catholic way of life is taught and lived daily. St. Joseph School is one such school. York Catholic High School is another. The academic records and the success of the students have proven that both of these Catholic Schools provide the foundation parents desire for their children in order to prepare them for adult Christian life.

Catholic Schools are possible because parishes like ours subsidize (offer financial support) student education to make tuition affordable for parents. Our Catholic Schools are a wonderful gift and the mutual responsibility of both parents and the parishes who support our schools. Tuition alone does not support Catholic Schools. The financial subsidy given by the parish not only makes tuition affordable but contributes greatly toward the total cost of education in our schools.

In order to be eligible for the parish subsidy, the family must be (and remain) *registered, active* members of St. Joseph Parish or another Roman Catholic Parish and *make regular monetary contributions* to the Sunday collection. Such contributions will be recorded using the pre-printed collection envelopes. These envelopes are provided monthly when a family becomes a registered member of the parish. Such contributions not only provide support to our Catholic Schools, but they are the principle source of income for the entire mission of the parish.

If you have any questions or concerns about these eligibility requirements, please contact Fr. Stephen Fernandes, OFM, Cap., Pastor, in the Parish Office, at x202 to discuss your situation.

Thank you for your on-going support and participation in St. Joseph Parish, St. Joseph School and York Catholic High School. Catholic Education is vital to our children, the Church, and our society.

EXTENDED DAY PROGRAM

“*After Hours*” is a school program that is a supervised, educational alternative to daycare for students (Kindergarten through Grade 6) of St. Joseph School from 3:00 PM to 6:00 PM, offered only on regular school days. For full details, please contact the program director Mrs. Kim Wozniak, woz@sjy.org. The program provides students with a snack, homework supervision and support, and recreational activities. The program operates under the philosophy of the school where a family atmosphere is encouraged, along with respect for authority, care of property and a sense of cooperation.

2019-2020 “Little” After Hours Program Costs

Monday – Friday: 3:00 – 6:00PM

For children enrolled in St. Joseph School in Kindergarten, whose parents need supervision for their children after their school day ends. The children may be picked up any time before 6:00 pm.

- \$60 per student, per week

2019-2020 After Hours Program Costs – 1st – 6th graders

Monday – Friday: 3:00 – 6:00PM

For children enrolled in St. Joseph School in grades 1 through 6 whose parents need supervision for their children after their school day ends. The children may be picked up any time before 6:00 pm.

- \$50 per student, per week

ACADEMIC POLICY

The curriculum adopted by the Diocese of Harrisburg and aligned with the Pennsylvania Department of Education, can be found by going to the following web site: www.hbgdiocese.org. This information is available at the school for review, by appointment. Curriculum areas include: Religion

Integrated Language Arts

Social Studies

Physical Education

Mathematics

Art and Music

Technology

Science

Spanish

Also included as support: Instructional Support (Remedial and Enrichment), Lincoln Intermediate Unit 12 support services, SST, Standardized Testing.

Only major learning goals are included in the grade report. These are grouped in sections following Diocesan Curriculum for each area which is required to be assessed: Religion, Integrated Language Arts, Mathematics, and Science, Social Studies (grade 4-6).

Standardized Testing

Beginning the 2020-2021 school year, student in grades 1-6 will be assessed using the **Renaissance STAR** Standardized Test to measure growth and achievement of skills and standards as determined by the Diocese of Harrisburg Curriculum and national normed standards. Students will be assessed three time during the school year: September, January, and May. Parents will be provided with results; teachers will use the data provided to direct instruction.

ATTENDANCE POLICY

Yearly Calendar

St. Joseph School follows the general calendar of the Diocese of Harrisburg and coordinates schedules with York Catholic. A calendar detailing the holidays and special events is provided at Back to School Night and is updated on the school website: www.sjyschool.org.

Absences from School

Regular attendance is essential for good scholastic progress. A parent should call the school by 8:00AM to report the child's absence. The school office will call for verification of absence if a parent/guardian neglects to report an absence. When returning to school the child **must** bring a note, signed and dated by the parent or guardian, no later than 3 days after the absence, stating the reason for the absence. This note is to be given to the child's homeroom teacher.

A physician's certificate is required before readmission when a child has a communicable disease or when a student has been absent **three or more consecutive days** due to illness. Failure to submit an excuse within **5 days will result in the absence being coded as unlawful**. PA state law states that 10 unexcused absences will result in a corrective plan to be put in place for the family.

The child is expected to make up any class work or tests given during his/her absence. For absences of more than one day, parents may call the school office and request that the child's books and assignments be made available for home use. The Principal or School Nurse will notify parents when a pattern of multiple absences occurs. Reasons for habitual absences must be verified by a doctor. Absences beyond 10 per year could be a serious concern. At the

discretion of the Principal, a record of excessive absences may warrant a shift to home-bound instruction from the student's school district.

We understand that some families may travel for vacations during the school months, due to parents' professional responsibilities. In addition, we believe that children should attend family events such as weddings and funeral or visit extended family members who may live a great distance from York. In these situations, we ask parents to notify the school in advance of your child's planned absence. While traveling, it is helpful for a child to spend some time reading every day. **Upon returning to school, the child will receive all missed work.** It is the parent's responsibility to assist the child to make up all work within one week of the return to school. Classroom teachers will schedule make up testing at their discretion.

Illness at School

Parents will be notified by the nurse or school office staff if their child becomes ill while at school. Parents are required to provide prompt transportation for the child from school to home in the event of acute illness. The school office keeps emergency forms on file. Parents should list any pertinent medical information for each child as well as the name and telephone number of a responsible person to be called in their absence. This information should be kept current for the welfare of each child. If phone numbers or contact persons change, please inform the school office.

If your child is sent home from school during school hours, due to fever or vomiting, we ask that you keep your child home until the child has been fever-free or vomit-free without medication for 24 hours from the last occurrence.

Illness at Home

For the protection and welfare of all children please keep your child home if he/she has any of the following **symptoms: chills, cough, earache, enlarged glands, fever, headache, abdominal pain, nausea, vomiting, skin rashes, sore throat, etc.** If your child has a communicable disease, he/she should remain at home until released from the doctor's care. For the health and safety of everyone, your child should be fever-free without fever-reducing medication for a full 24 hours before returning to school. If your child exhibits chronic allergies, please consult the school nurse.

Tardiness

A student is considered late after 8:00 AM. A student who is late must report to the school office for a late slip. Exceptions are made when tardiness has been caused by school buses. Habitual tardiness has a negative impact on a child's school progress and will warrant a conference with the Principal. Parents are asked to assure timely arrival each day.

Cancellation of School

If it is necessary to cancel or delay school due to inclement weather it will be announced through **NOTIFY, on the school website and broadcast on WGAL 8**. The name “St. Joseph – York” will be used. Please do not call the friary or school employees to inquire about delays or cancellations. In some instances, St. Joseph School might be open but outlying school districts which transport students to SJY may be closed. In this situation, parents should make the safety of the child the primary concern. When weather becomes inclement during school hours and an early dismissal is required, the school will use NOTIFY, will notify WGAL, and an early dismissal instruction will be posted on our website, www.sjyschool.com.

Please note that if your school district closes but St. Joseph’s remains open/delayed, we ask that you keep safety in mind when deciding whether to send your child to school via car. If your school district does not provide busing in the morning, you will have no busing in the afternoon. Your child’s absence is recorded as due to weather related conditions when your home school district closes. However, any time your child is not attending school when we are in session, we do require a phone call or email by 8:00 AM to let us know of your decision to stay safely at home. If we do not hear from you, we must make a phone call for accountability. Please remember that if we have a delay, the opening of the school office is also delayed.

Early Dismissal by Parent Request

Parents are asked to schedule students' medical and dental appointments after school hours if at all possible. If an early dismissal is required, the parent or guardian is asked to send a written request to the school in advance of the appointment. Any parent or guardian picking up a student for early dismissal must be listed on the students contact information, report to the school office to meet the child, and sign the release form. **To limit disruptions in the office during regular dismissal time, we ask that students be picked up before 2:30PM for appointments occurring near the end of the day. Parents must enter the car rider line for all pick-ups after 2:30PM.**

COMMUNICATION

Visiting the School

For the safety of our children, all doors are locked. Parents are welcome to visit the school at any time but are requested to make prior arrangements with the school office. Visitors must ring the bell and identify themselves to be buzzed into the building. All visitors must sign in, obtain a visitor’s badge and sign out when your visit is complete. During the school day, no one may go to a classroom without the previous permission of the Principal or her designee. Visitors and parents may not go to any classroom without first reporting to the office.

If restrooms are needed during a visit to the school please observe the signs and refrain from using the student restrooms. Please ask for directions to the adult restrooms in the school. This is for the safety of our children.

For the safety of students who may be at recess, please park adjacent to the school building, or in the Church lot beyond the playground, which is marked with traffic cones.

Parent-Teacher Conferences

Our teachers welcome the opportunity to discuss children's progress with parents. We suggest the following points to help produce a harmonious parent-teacher relationship:

- Conferences are mandatory during the first term. These conferences will be scheduled in advance by the school office.
- Additional conferences should be scheduled in advance at a time convenient to both teacher and parent. To schedule a conference, please contact the teacher or call the school office.
- All conferences must be planned in advance to respect teacher supervision and planning times.
- Conferences and/or telephone conversations with the teachers will not be held during class time. In consideration to the teacher's family life, calls should never be made to the teacher's home.

Problem Solving

It is important that parents withhold judgment on what appears to be a grievance until all facts are gathered. First, discuss the problem with the teacher involved, by arranging a conference as soon as possible so that the problem can be quickly solved. Typically, the principal will not meet with parents regarding a teacher problem until the parents have first addressed it with the teacher. The chain of communication at St. Joseph School is teacher, principal, pastor. When in doubt regarding a school regulation, please contact the Principal.

Confidentiality

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake.

Custody

In the absence of a court order to the contrary, academic records and other school information regarding his/her child will be provided to the non-custodial parent. 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 the court-certified copy of the court order.

CONDUCT & DISCIPLINE POLICIES

All discipline policies of the Diocese of Harrisburg and of St. Joseph School will be followed. The Acceptable Use Policy which covers technology applications will be followed. Additions to these policies will be in effect as soon as they are announced. Students in the elementary schools of the Diocese of Harrisburg are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their schools. Students are expected to have respect for everyone and to show consideration to other students, administration, faculty and staff. They are to cooperate to create a harmonious school atmosphere. Students are to recognize their individual responsibilities as a condition of their acceptance into the school and their fulfillment of these responsibilities as a condition for remaining enrolled in the school. Students are expected to conduct themselves inside and outside of school hours and at school-sponsored events in a manner that reflects the moral teachings of the Catholic Church. Failure to comply may result in disciplinary action, including expulsion, at the discretion of the school principal.

Corporal punishment, defined as punishment inflicted on the body, is strictly forbidden at St. Joseph School.

An investigation of all allegations of poor conduct will take place to ascertain the veracity of the complaints.

Teachers will establish developmentally-appropriate classroom rules at each grade level. Consequences will be assigned when a student begins to demonstrate unacceptable conduct. Teachers follow these guidelines when designing individual classroom rules:

- An entire class will never receive punishment due to an individual student's poor conduct.
- Each Teaching Unit will agree on general disciplinary measures that will be taught to students. Teaching Units are Early Childhood (Pre-K and K), Primary (Grades 1-3) and Intermediate (Grades 4-6).
- Teachers will make distinctions (and teach students to make distinctions) between incidents of poor conduct and actual bullying. A pattern of behavior and an imbalance of power must be present for bullying to occur. The simple rules of the Olweus Bullying Prevention Program are regularly discussed in every classroom. Special Subject teachers share responsibility with homeroom teachers for articulating and honoring these rules.
- The concept of “Zero Tolerance” may never be used in St. Joseph School. Our God is eternally tolerant of us all.
- Teachers and Volunteers are to be aware of children’s developmental stages and respond accordingly. Incidences of poor conduct are assessed according to developmental stages.

Reasonable consequences for poor conduct can include:

- Discussion of behavior with the teacher or Principal
- Restriction from privileges, such as “Time Out” for young students or detention for older students.
- An assignment of 1-2 “laps” to be made, walking or running, at the start of recess time while outside.
- An assignment of a seated, independent activity to be completed during recess while inside on inclement weather days.
- Notification of parents, resulting in a parent conference.
- Instances of true bullying will result in contact to parents.
- Instances of poor bus behavior will result in contact to parents, and may result in restriction of bus privileges.

When patterns of poor conduct, or single instances of seriously poor conduct, are noted, the principal will be consulted, and more serious consequences may be assigned. If such consequences, including parent conference with the principal, are not effective, a decision may be made to dis-enroll the student from St. Joseph School.

ROLE OF THE PUPIL

In order for a student to develop his/her individual capabilities to his/her fullest potential, he/she should:

1. Make a sincere effort to do his/her best work;
2. Develop personal standards of conduct that are reflected in socially acceptable behavior;
3. Accept responsibility for his/her own actions;
4. Respect the rights of others;
5. Obey school regulations and individual classroom rules;
6. Be regular and punctual in attending school and classes;
7. Observe the Dress Code of St. Joseph School;
8. Help maintain school property and keep the school free from damage and defacement;
9. Protect all instructional materials from damage;
10. Recognize that the teacher takes the place of the parent at school.

**ALL ARE REMINDED OF THE CODE OF CHRISTIAN CONDUCT,
FOUND AT THE BEGINNING OF THIS HANDBOOK.**

Other rules:

- BULLYING is forbidden, including Cyber Bullying. The school follows the Olweus Bully Prevention Program. Students are expected to conduct themselves inside and outside of school hours and at school-sponsored events in a manner that reflects the moral teachings of the Catholic Church. Any aggressive behavior that negatively impacts the educational experiences of others is subject to discipline, at the discretion of the Principal. This includes spoken, written, and digital communications. Parents are always expected to monitor their students' use of digital media .
- CELL PHONES, SMART WATCHES AND OTHER PERSONAL DIGITAL DEVICES **must remain in students' book bags at all times.** Students may not make calls, text or take photographs or videos with cell phones, smart watches or personal digital devices during school activities, including field trips. Calls on behalf of the student are made by the school office only. Cell phones, smart watches and other personal digital devices may not make noise from the book bag.
- ELECTRONIC READERS are permitted; teachers will monitor the content on electronic readers as they would any print material brought from outside the school. The school accepts no responsibility for the loss or damage to any electronic device.
- ELECTRONIC TOYS should remain home with all other toys, unless needed for a classroom activity, such as Show and Tell, but shall never be taken to the school playground.
- If a teacher plans instruction that makes use of personal electronic devices, a separate permission form will be sent home describing the scope of the activities and the requirements for such use. Teachers may review and monitor the content of any devices brought to the school. Content found which is contrary to the conduct and discipline policies of the school may warrant consequences, including suspension or expulsion, at the discretion of the Principal. The school accepts no responsibility for the loss or damage to any electronic device.
- DIGITAL PHOTOGRAPHS OR RECORDINGS OF ANY FORM may not be made by students except at the direction and under the supervision of a teacher.
- GUM CHEWING is not permitted in the classroom or on the school grounds in regular circumstances and may warrant a detention.
- FIGHTING may warrant a detention. This includes physical or verbal fighting. The values of the Olweus Bullying Prevention Program, mentioned above, apply.
- DISRESPECT will not be tolerated and may warrant a detention.
- DAMAGING SCHOOL PROPERTY in any way is subject to detention, and a fine and/or restitution as determined by the Principal.
- Students are not permitted to leave the school grounds during school hours except with a written request from a parent or guardian, or with the direct approval of the Principal and while under the supervision of an adult. Students will only be released to an adult during school hours. If the child is to be taken from the school grounds for a field trip or special individual or group programs, the parent will be notified in advance and written permission will be secured.

HARASSMENT

All students are required to adhere to the Diocesan policies on Harassment and Sexual Harassment which are quoted here:

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the diocese is committed to providing for its employers, employees, students and volunteers a working and educational environment which is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment of or by employers, employees, students or volunteers. Any student who experiences some form of harassment should report to the school administration. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. (Diocesan Policy # 5136A)

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary, or other sanctions on a person unless sexual favors are given; 2.) promising favorable benefits for sexual favors; 3) conduct or suggestion of a sexual nature which would be offensive to a reasonable person.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances, which are spoken, written, or transmitted electronically.
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings, or gestures including derogatory and/or sexually oriented materials.
3. Unwanted physical contact or sexual overtures which unreasonably interfere with an individual's work or academic performance or which create an intimidating, hostile, or offensive environment.
4. Threats or demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc., or to avoid some other loss and offer of benefits in return to sexual favors.
5. Retaliation for having reported or threatened to report sexual harassment.
6. Any student who experiences some form of sexual harassment should report it to the school administration.

Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings. (Diocesan Policy # 5136B)

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

- An act or offense involving weapons.
- Sale or possession of controlled substances.
- Willful infliction of injury to another person, or an 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.)

DETENTION and Notification to Parents

Students will receive a notification of detention for parents to sign. Thursday, from 3:00-3:45PM is the usual day and time for detention, but it can be assigned at other times. A parent or responsible adult must arrive to pick up the student at 3:45PM.

SUSPENSION

Students may be suspended from school for serious offenses. An accumulation of minor offenses or one serious offense may result in suspension at the Principal's discretion. Parents will be notified immediately by telephone and in writing of the suspension and will be required to meet with the Principal before the child will be readmitted to class. The suspension will be for a definite period of time. Suspension may be served in or out of school.

The following infractions will warrant a conference with parents and may result in suspension:

1. Causing danger to the physical and spiritual health of other children. Any behavior deemed by the Principal to be bullying is considered to be a danger to the health of other children.
2. Continued and willful defiance of authority, including the authority of any adult assigned to supervise the welfare of children.
3. Continued and willful disobedience, including noncompliance with classroom rules.
4. Defacement or destruction of school property.
5. Repeated violation of school rules by:
 - fighting
 - smoking
 - use of profanity
 - leaving school without permission
 - truancy
 - Use of drugs and/or alcohol.

6. Weapons or Threats of Violence:

The possession of any weapon on school property or at any school-related activity, and/or a threat to inflict violence on another person are actions which may be reported immediately to law enforcement officials at the Principal's discretion. Any student in possession of a weapon or threatening violence to another person may be immediately suspended from the school at the Principal's discretion. If, in the Principal's judgment, there are no extenuating circumstances, the student shall be expelled from the school. The Principal reserves the right to define "weapon" in the case of objects other than obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category. The Principal may inform the Superintendent of Schools and the local police if anyone is accused of possessing a firearm or of threatening to inflict violence on another individual.

EXPULSION

After two suspensions in a single year a student may be expelled for any further serious violation of the rules, at the Principal's discretion. A single action deemed to be extremely serious may warrant immediate expulsion, at the Principal's discretion. Students may be expelled for the following reasons:

1. Proven moral delinquency, which has a bad influence on other students.
2. Chronic and incorrigible misbehavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule for which the obvious penalty is expulsion.

Expulsion requires written notification to the pupil and to the parents.

FIELD TRIPS

Field trips are a privilege, not a right. If a student fails to meet academic and/or behavioral requirements they may be denied the benefits of a field trip. Children not permitted to attend or who do not have permission to attend a field trip must attend school as regularly scheduled. If a student is to be taken from the school ground for a field trip, special individual programs or group programs, the parent/legal guardian will be notified in advance and written permission will be secured. School field trips needing transportation will use buses. Chaperones serve under the direction of the supervising teacher and must be able to assist all students, not just their own child. Only those parents/legal guardians selected as chaperones may accompany classes on trips. Siblings of the student may not accompany the class on the trip and families may not attend the field trip separate from the class field trip. Where numbers are limited by space or regulation, the teacher will choose randomly from the volunteers to chaperone. Most places do not refund monies after reservations are made.

No student may go on a field trip without a written permission form issued by the school and signed by a parent or guardian. A phone number is required for emergency contact during any trip.

All children must return to and be dismissed from school with the group.

STUDENT WELFARE

DIOCESAN WELLNESS POLICY

St. Joseph School complies with the Diocese of Harrisburg Wellness Policy. The policy, available in the school office upon request, covers nutrition, physical education and allergy care for students. You may also access it at the following link <http://bit.ly/SJYwellnesspolicy>. The guidelines that St. Joseph School implements on behalf of its students comply with these directives.

FOOD ITEMS BROUGHT TO SCHOOL

St. Joseph School has a Wellness Plan and teaches healthy habits. The School has a sincere concern for the safety of all students who live with food allergies or other dietary concerns. Families of these children are asked to communicate fully with the school nurse, to pack their children's snacks and lunches, and to carefully instruct their children about any possible breakfast or lunch purchases. All students are directly instructed not to share food, in consideration for a classmate's possible dietary concerns. Food items are never sold in school for fundraisers and are not used as rewards in individual classrooms. We additionally ask that **classroom celebrations** use games, a craft activity and snacks that comply with the approved list for St. Joseph School.

Families may not send food items to classrooms to celebrate birthdays. A non-food item may be sent. Families must use the School Cafeteria's Birthday Bag Program if they wish to celebrate with a snack.

Students from Kindergarten through 6th grade may bring a snack to be eaten in their classrooms during the morning recess time. Choosing foods from the approved snack list for St. Joseph School is strongly encouraged. Students should never bring candy or items considered to be "junk food."

If there is a specifically life-threatening allergy within a particular homeroom, the school will advise families in that homeroom to avoid sending allergy-inducing items.

CLASSROOM PARTIES

Celebrations of any kind must be **planned by the teacher** and should be limited in duration, scheduled after the lunch period. Please be sure to refer to the St. Joseph School policy for approved snacks which will be sent through a communication from your classroom teacher.

APPROVED SNACK FOODS

Nutritious: Fresh fruit, fresh vegetables, cheese (with/without crackers)

Salty: Pretzels, Popcorn, crackers (plain or sandwich type)

Sweet: Cookies, Granola bars, Rice Krispie squares

Teachers will determine the specific foods to be brought to school for **classroom celebrations**, based on knowledge of individual class allergy restrictions. Teachers are also aware of the specific restrictions that apply to the serving size of foods on the approved list.

CHILD ABUSE AND NEGLECT

It is the policy of St. Joseph School and all Catholic Schools in the Diocese of Harrisburg to take responsible action to prevent and reduce incidents of child abuse and neglect. We comply with the Diocesan Youth Protection Program as well as PA Child Protective Services and law enforcement officers. Our staff is required to report suspected cases of child abuse to the police and/or the Department of Social Services.

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students. 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 curtail a student's activity (curricular, co/extra-curricular). This will be done on a case-by-case basis by the principal, in consultation with the student's attending physician if it is determined that a student presents a substantial risk to 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 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.

SCHOOL HEALTH SERVICES AND ASSESSMENT

A school nurse is available at school every day. In the event of an emergency, local EMT services also can provide care. Health assessments are expected according to the following schedule:

- A **MEDICAL EXAMINATION** is required by Dec. 1st, on original entry into school and in grade 6. Your family physician can give the exam.
- A **DENTAL EXAMINATION** is required by Dec. 1st, on original entry into school and in grade 3. This may be done by your family dentist or hygienist.
- **VISION** will be checked annually for each student by the school nurse.
- **HEARING** will be checked for each student in grades K, 1, 2, and 3 by the school nurse.
- **HEIGHT AND WEIGHT** will be checked annually for each student by the school nurse. Body Mass Index (BMI) is checked per School District requirements.
- A **SCOLIOSIS** examination (for curvature of the spine) is done in grade 6 by your family doctor or by the school doctor as part of the 6th grade Medical exam.
- **MEDICATION** is to be administered by the parent before and after school. When that is not possible, only medication in the original container provided by the parent will be administered. **Prescription medication** must be accompanied by a permission form. Students with long-term medical issues must meet with the school nurse to create a medication plan. School personnel are prohibited from giving the first dose of any medication. **Non-prescription medication** will only be administered if a medication permission form is provided.

INSURANCE

A diocesan-sponsored accident insurance policy is offered to each student at the beginning of each year. Cost is nominal. Participation is not required.

TRANSPORTATION

CAR RIDERS

If your child is transported to and from school by private car, it is imperative that the driver abide by school regulations regarding safety. Drivers are expected to show courtesy to other drivers, faculty, and safeties in the school area.



In the morning, all cars are to enter the campus from Cortleigh Road. Follow the regular route around the north side of the parking lot, along the Access Road and to the East - back door of school. Form a **SINGLE** line there. Please stay in the line – no passing. Parents are to remain in the car while students are greeted by our safety patrol and staff, who will open your car doors. The children will enter the school through the back door. The traffic circle by the front entrance is **BUS ONLY**. Please do not enter the traffic circle with the buses or park in the front of the school. If you have a scheduled meeting with someone in school, please park in the church lot and enter the school at the front door. Morning arrival time for cars is between 7:30 and 8:00AM.

In the afternoon, drivers **MUST** follow the procedure explained in this handbook. Dismissal procedures are as follows: enter via Cortleigh Road and follow the traffic line to the north and east of the school building. Car riders are dismissed from the East - back door of the school. Drivers are to form two lines and remain in their cars until school staff escorts the children to each car. Cars which are turning **RIGHT** onto Kingston Road should be in the **RIGHT** lane. Cars which will turn **LEFT** should choose the **LEFT** lane.

Car riders must be picked up by 3:00 PM on regular school days.

BUS RIDERS

Pennsylvania law requires that public school districts provide comparable bus service for parochial students as they do for their own school students. St. Joseph School supports the school district efforts to provide safe transportation. Parents who have concerns regarding bus transportation should contact their own public school administration office. An exception is the students from York City who are currently transported to school on buses provided by St. Joseph School.



It is imperative that each student ride only the bus to which he/she has been assigned. Children are not permitted to switch bus routes, bus districts or bus stops, and permission for this cannot be given through the school office.

The following will be enforced by all drivers:

1. Students shall wait in an orderly fashion at the approved stops. Many bus stops are on private property and the property owners' rights must be respected.
2. Students must wait on the sidewalks or completely off the highway until the bus comes to a full stop before attempting to board the bus.
3. Students must go immediately to their seats **and remain seated** until the bus comes to a complete stop at the school or the stop where the student disembarks.

4. Students shall always act as courteous and safe travelers by observing the following:
 - a. Eating or drinking is not permitted on the buses, and smoking is not permitted on the bus.
 - b. Students shall never put hands, arms, legs or any part of the body out of the windows
 - c. No loud talking, yelling, or abusive language is permitted on the school buses.
 - d. No horse-play or fooling around is permitted.
 - e. Students shall not spit or throw trash in or around the bus.
 - f. Students shall not tamper with the bus or any of its equipment.
 - g. Students may not use electronic items while on the bus.
 - h. Students may not use their cell phones to watch videos or take any type of video or photographs while being transported on the bus.
5. Students shall respect the authority of the bus driver always.
6. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus.

Failure to comply with these regulations may result in the student being refused permission to ride the bus for periods of time, at the Principal's discretion and with consultation with the school district. **Continued** refusal to comply will result in the student being permanently prohibited from riding the bus, at the Principal's discretion and with consultation with the school district. The School supports the goals of separate Bus Drivers to maintain acceptable behavior on buses, and will comply with requests of School District transportation authorities to maintain discipline.



WALKERS

Students who live within walking distance are dismissed after car and bus riders for safety purposes. A faculty member shall assist the children when crossing Kingston Road and/or Cortleigh Road when requested.

UNIFORM DRESS CODE

Uniform components may be purchased from **Flynn & O'Hara Uniform Company**, throughout the year, either online www.flynnohara.com or by calling 1-800-441-4122. The following plaid items **MUST** be purchased through Flynn & O'Hara:

- Jumpers
- Ties
- Skirts or kilts

All other uniform components purchased from other suppliers **must be identical** to the Flynn & O'Hara styles, with the exception of logos. Logos are optional.

At all times, students are to be:

- Neat and clean in appearance.
- Hair should be neatly arranged in **conservative styles which cause no distractions**.
- Boys' hair must be cut above the collar, ears and eyebrows and remain out of the face.
- Dyed, highlighted, or extreme hairstyles are not permitted. This includes any type of extensions.
- Hair accessories are to be **modest** in size, shape and color, which should coordinate with the uniform. Navy, dark green, red, white, black and yellow coordinate.
- Cat ears, sequins, puff balls, athletic head gear, etc. are not considered modest.
- If a student is not dressed in the school uniform, parents are to send a note to the classroom teacher explaining the reason.
- If the Principal feels that a student's clothing is not appropriate, an attempt will be made to supply the student with appropriate items from the Uniform Exchange. If no appropriate items are available, parents will be contacted to bring a change of clothing to school.
- Spirit Wear or any other non-uniform sweatshirts **may not** be worn in the school.
- SLIP-ON SHOES IN ANY STYLE MAY NEVER BE WORN.
- HIGH TOP SNEAKERS OR SNEAKERS WITH WHEELS MAY NEVER BE WORN.
- Necklaces may not be visible above the collar.
- Multiple rings or bracelets are not permitted. Bracelets are for wrists only.
- Girls may wear small earrings on the earlobe only. Boys may not wear earrings. No other body piercing may be visible.
- Makeup is not to be worn or brought to school.
- Nail polish, fake nails, make up or tattoos **may not** be worn or brought to school.
- Neon socks should only be worn on gym day.
- Blouses with Peter Pan collars are NOT to be worn by girls in 4th, 5th, or 6th Grades.
- No undergarments should be visible through uniform shirts or blouses, or from under skirts/kilts and jumpers.
- **Please label everything your child wears to school. Lost and Found items not claimed in two weeks are distributed to the needy.**

Preschool:

Play clothes are most appropriate for the preschool classroom. Clothing that displays images contrary to Catholic teachings are not appropriate. Girls who wear leggings/tights to school must have a long top or skirt covering the leggings/tights.

Sneakers and rubber-soled shoes are recommended. Please no flip-flops.

Boys and Girls, Shoes: Kindergarten through Grade 6:

An Oxford-style shoe is required. Flynn & O'Hara stocks oxford-style tie shoes in three styles. These shoes are guaranteed to meet the requirements of the St. Joseph Uniform Code and are available in all sizes and widths. **Shoes purchased by other suppliers must be identical to the Flynn & O'Hara styles.**

Examples of **Acceptable** Shoe Styles



Examples of **Unacceptable** Shoe Styles



With the Summer Uniform – 8/25/20 through 10/9/20 and 4/19/21 through 6/4/21

Low-top, predominantly dark blue, dark grey, black sneakers or regular school shoes may be worn. Sneakers and shoes must tie, must have heels of one inch or less, and must have rubber soles. Velcro shoes delay development of shoe-tying skills and are not permitted.

Boys' Uniforms, Kindergarten through Grade 6

Winter (may be worn all year) - Winter Uniforms must be worn by October 13, 2020 through April 16, 2020.

K through 3:

Long navy slacks with white polo shirt, long sleeve or short sleeve. A black, brown, or navy belt must be worn with slacks if they are tailored with belt loops. **Pull-on slacks are acceptable for K and 1 only.** Black or Navy crew socks are to be worn. Sweaters (optional) are to be long sleeved V-neck, pullover, and solid blue.

4 through 6:

Long navy slacks with white oxford button-down shirt, long sleeve or short sleeve, and the Flynn and O'Hara blue and green striped tie. This tie coordinates with the plaid fabric of the jumpers and kilts. A black, brown, or navy belt must be worn with slacks. Black or Navy crew socks are to be worn. Sweaters (optional) are to be long sleeved V-neck, pullover, and solid blue. Sixth Grade boys may wear a navy-blue long-sleeved pullover York Catholic sweater.

Summer (optional)

May be worn from *8/25/20 through 10/9/20 and 4/19/21 through 6/4/21*

K through 6:

May wear blue walking shorts with white polo shirt. Cargo shorts are not acceptable. A black, brown, or navy belt must be worn with the walking shorts if they are tailored with belt loops. **Pull-on shorts are acceptable for K and 1 only.** Sixth Grade boys may wear a York Catholic polo shirt. Crew socks which are white, black or navy, are to be worn. Long slacks may be worn with the polo shirt, but **shoes, not sneakers, must be worn with long slacks.**

Girls' Uniforms, Kindergarten through Grade 6

Winter (may be worn all year) Winter Uniforms must be worn by October 13, 2020 through April 16, 2021.

K through 3:

Green plaid jumper, with white peter-pan collar blouse. Long or short sleeves are permitted. **Note: Polo shirts are NOT to be worn with a jumper.** Navy blue tights or knee socks must be worn. Leggings must be removed after arrival at school. The Jumper must be hemmed at 3 inches or less above the knee. Students usually wear shorts under the kilt for modesty but should not be visible. Sweaters (optional) are to be long-sleeved, V-neck, pullover, solid blue.

4 through 6:

Green plaid kilt or skirt with white oxford button-down shirt, long or short sleeves are permitted. Navy blue tights or knee socks must be worn. Kilts/skirts must be hemmed at 3 inches or less above the knee. Students usually wear shorts under the kilt or skirt for modesty but should not be visible. Flynn and O'Hara offers a skirt in the same fabric which is tailored with a side zipper. This may be purchased instead of the wrap kilt if the fit is better for your daughter. Leggings must be removed after arrival at school. Sweaters (optional) are to be long-sleeved V-neck, pullover, solid blue. Sixth Grade girls may wear a navy blue, long-sleeved pullover York Catholic Sweater.

Summer (optional)

May be worn from ***8/25/20 through 10/9/20 and 4/19/21 through 6/4/21***

K through 3:

May wear blue walking shorts with white polo shirt. Cargo shorts are not acceptable. A black, brown, or navy belt must be worn with walking shorts if they are tailored with belt loops. **Pull-on shorts are acceptable for K and 1 only.** Shorts must be hemmed at 3 inches or less above the knee. White, blue or black crew socks are to be worn.

4 through 6:

A white polo shirt with plaid kilt or skirt from the Winter Uniform must be worn. The hem for the skirt or the kilt must be 3 inches or less above the knee. Sixth Grade girls may wear a York Catholic polo. Students usually wear shorts under the kilt or skirt for modesty but should not be visible. Crew socks which are white, blue, black, or navy-blue knee socks may be worn.

Gym Uniform – Boys and Girls K-6

Winter Uniforms must be worn October 13, 2020 through April 16, 2021.

Long-sleeved navy-blue sweatshirt and sweatpants must be worn to and from school over the gym shorts and T-shirt.

Students in K and 1 may wear navy blue sweat pants without wearing gym shorts underneath in winter months. These children should still wear their gym T-shirts under their navy-blue sweatshirts on Gym days. The full sweat suit is to be worn outside the classroom. Teachers may allow student to remove sweatshirts at their discretion while in the classroom.

Summer

May be worn from 8/25/20 through 10/9/20 and 4/19/21 through 6/4/21

All students, grades K-6 must wear navy blue gym shorts not less than 3 inches above the knee, and a light gray T-shirt. Race for Education T-shirts are also acceptable. Note: No other T-shirt, such as a t-ball or basketball shirt, may be worn on Gym days. Sneakers must be worn on Gym Day by all students, K-6.

A Uniform Consignment is held each year in May. During this event, families may sell outgrown uniform items which are in good condition. This allows all families to purchase needed uniform items at very reasonable prices. A limited number of uniform items are kept in the school throughout the year, to assist families as needed. Shoes are not included.

Non-Uniform Days

Grades K-6, Boys and Girls

On days designated as Non-Uniform days, students' apparel is to be neat, modest and reflect the image of a Catholic school.

- Ripped or torn clothing is not considered neat or modest.
- Sleeveless shirts must be layered with another shirt.
- Hems for shorts or skirts must be 3 inches or less above the knee.
- If leggings are worn, **the hem of the shirt must be no more than 6 inches above the knee.**
- Sneakers or shoes must allow safe play on the recess yard. Sandals or slip-on shoes are not permitted. Sneakers with wheels are never permitted.
- Wording or graphics on clothing may not be negative, violent, or offensive to others.
- If a student's non-uniform apparel is deemed by the Principal to be inappropriate, an attempt will be made to supply appropriate items from the uniform items kept at school. If appropriate items are not available, parents will be contacted to bring other clothing to school. Students who do not comply with non-uniform expectations will forfeit participation in future non-uniform days.

PARENT INVOLVEMENT

Parent Involvement Committee (PIC)

The education of your child involves a cooperative enterprise between home and school. One means of reaching this goal is to become a member of the Parent Involvement Committee (PIC) and to participate as often as possible. The objectives of the PIC are to bring school and parents into closer contact, to encourage the efforts of the teachers, to improve the surroundings of the children, and to arouse the interest of the community in the welfare of the school. Annual membership dues are \$15.00. The PIC Leadership Team is a group of members who have accepted additional responsibilities for school programs and events. New members are always welcome.

School Board

The specific mission of the St. Joseph School Board is to assist with Institutional Advancement. That is, to support with time and talent all of the Development goals of the school. Parents are welcome to attend school board meetings and may discuss routine concerns during the first 15 minutes of any board meeting. Such visitors to the School Board must make a request of the Principal at least one week prior to the scheduled meeting so that time can be reserved on the agenda. If time is not available, the Principal will endeavor to resolve the concerns and communicate the issue to the Board in an appropriate manner. The School Board is comprised of several members, in addition to the Pastor and the Principal. The term of office is 3 years. This Board is a consultative body, subject to the regulations that proceed from the Diocesan Board of Education.

School Board Subcommittees

Separate committees are subsidiary to the School Board and assist the school in the areas of fund raising, endowment, publicity and alumni relations.

Parent Volunteers

Our school is always in need of volunteer help. A member of the PIC Leadership Team serves as coordinator of volunteer activities. Some of the volunteer activities include library aides, cafeteria helpers, playground aides, and teacher aides. Volunteer signup sheets are available by accessing the “Sign Up Genius” website logo on our website. All volunteers must comply with Diocesan Youth Protection Policies which can be found on our website under the heading “Get Involved”.

Fundraising

Although it is optional, parental and parishioner participation is strongly encouraged in our Scrip program, the Race for Education, and our Annual Appeal to help pay for special school projects and to keep tuition affordable.

SPECIAL PROGRAMS, SERVICES AND ACTIVITIES

Instructional Support Services

Instructional Support is provided by St. Joseph School using school employees and resources, as well as personnel from the Lincoln Intermediate Unit 12. These services include special assistance with math, reading, speech and language therapy, guidance counseling, testing and a program for academic enrichment.

Special School Programs and Activities

- School Liturgies
- Devotional opportunities
- Assemblies
- Field Day
- Field Trips
- Sports Program
- Safety Patrol
- Instrumental Band
- Choir
- Envirothon
- Junior Achievement
- Science Explorers

Breakfast and Lunch Program

Breakfast and lunch menus adhere to the nutritional standards of the Federal Free and Reduced School Lunch Program. Meals are selected for their nutritional value and their appeal to children. Costs are kept as reasonable as possible. Families may apply for the Federal Free and Reduced Meals benefits for their students. For information on family lunch accounts, please contact the school office.

Thank you for your assistance in complying with the directives of this handbook.

Sincerely,

Mrs. Corrinne A. Eck

Principal



DIOCESE OF HARRISBURG — SECRETARIAT FOR EDUCATION

4800 Union Deposit Road • Harrisburg • Pennsylvania 17111-3710

(717) 657—4804 • FAX (717) 657-3790 • www.hbgdiocese.org

CATHOLIC SCHOOL PARENTS 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.

ANTI-HAZING POLICY

5136 C

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: "Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding."

(From Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Policy adopted: July 1, 2016

RWG/Bishop of Harrisburg

GENDER IDENTITY QUESTIONS - STUDENTS

5112.6

Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church.

The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia 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.

This 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 publically 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 adopted: January 1, 2015

RWG/Bishop of Harrisburg

2020-2021 ST. JOSEPH SCHOOL HANDBOOK VERIFICATION FORM

I hereby affirm that I have thoroughly read and support the policies stated in the St. Joseph School Handbook. I understand what is expected of students and parents/guardians at St. Joseph School. I have discussed the expectations with my child/children and I agree to abide by the policies in the Handbook.

Parent/Guardian Signature: _____
(Please print)

Date: _____

Parent/Guardian Signature: _____
(Please print)

Date: _____

Student Names: _____

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE

by September 30, 2020

ADDENDUM

During the 2020-2021 school year, we recognize the importance of informing our families of the plans we expect to take to provide in person learning for our students. We ask that all parents read the SJY Reopening Plan as well as the COVID Acknowledgement, both included here. Families are expected to adhere to all expectations under these documents.



DIOCESE OF HARRISBURG CATHOLIC SCHOOLS REOPENING PLAN FRAMEWORK 2020-21

Updated September 3, 2020

School Name	St. Joseph School	School Location	York, PA
Principal	Corrinne A. Eck	Reopening Date	August 24, 2020
Type of Reopening	Total Reopening for all students and staff (but some students/families opt for distance learning out of safety/health concern).		
Pandemic Coordinator and Team			
<ul style="list-style-type: none">• Health and Safety Plan Development: Individual will play a role in drafting the Health and Safety Plan• Pandemic Crisis Response Team: Individual will play a role in within-year decision making regarding response			

efforts in the event of a confirmed positive case or exposure among staff and students

- Both: Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
Father Steve Fernandes Corrinne Eck Kristy Baker Jennifer Danczyk Meghan Huff Gilgore Tina Kent Motter Rebecca Olinger Melissa Preston Michelle Pugh John Reisenweber Danielle Springer Karla Staub	St. Joseph Parish - Pastor St. Joseph School - Principal Development Director Administrative Assistant Faculty - Special classes Parent School Board/Parent Faculty - Lower Hall/ Primary Faculty - Upper Hall/ Intermediate School Board/ Parent Faculty - Special Classes/Parent Faculty - Middle School/Parent	Both - Partner for Promoting Catholic Identity in Remote Spaces Both - Partner for Creating and Maintaining Community Both - Partner for Creating and maintaining Community Both - Partner for Logistics and Planning Both - Partner for Technology Support Both - Partner for Logistics and Planning Both - Partner for curriculum and Instruction Both - Partner for Technology Support; Team Co-coordinator Both - Partner for Curriculum and Instruction Both - Partner for Logistics and Planning Both - Partner for Creating and Maintaining Community Both - Partner for Promoting Catholic Identity in Remote Spaces: Team Co-coordinator

Logistics and Planning

- Creating well defined entrance protocols for students, teachers, and visitors
- Developing a plan for social distancing outside of the classroom in highly populated areas like hallway/locker areas, restrooms, locker rooms, cafeteria, library, etc. This includes a plan for Mass and extra-curricular activities.

LP 1 - Arrival Procedures -

Green Phase:

Students will use two separate entrances to accommodate arriving by bus and arriving by car.

- **Bus students will arrive via the front school entrance. Upper Hall students will proceed directly to their classrooms by turning left inside the front entrance. Lower Hall students will proceed through the St. Joseph Hallway to the Lower Hall turning left to their classrooms.**
- **Car students will enter the building using the door in the back of the school. Upper Hall students will be directed to travel through the gym to the lobby entrance and continue to their homeroom.**
- **Upper hall students will give the right of way to all lower hall students if crossing traffic is necessary. Car riders will give right of way to bus students.**

Yellow Phase:

Students will use four separate entrances to accommodate arriving by bus and car.

- **Bus students will arrive via the front school entrance. Upper Hall students will proceed directly to their classrooms by turning left inside the front entrance. Lower Hall students will proceed through the St. Joseph Hallway to the Lower Hall turning left to their classrooms.**
- **Car students will enter the building using the doors located at the end of the upper and lower hallways. Following the standard drop-off, students will travel outside, on the recess path, to their respective hallway doorways and enter there.**
- **Preschool students will enter at the back door adjacent to the preschool room.**
- **This system will result in the need for some additional time allotted for the process.**

The production of instructional videos will support student understanding of procedures and the difference in the two options.

Signage will be produced by school staff to assist with directionality of students.

Social distancing will be observed in all lines with students remaining in classrooms until traveling at a distance is possible.

Announcements will be made to direct students' movements.

LP 2 - Dismissal Procedures -

Green Phase:

Students will use two separate exits to accommodate dismissal by bus and arriving by car.

- **Bus students will dismiss via the front school entrance.**
- **The Upper Hall students will be dismissed first through the upper hall and turning right out the front entrance, and board busses. The Lower Hall will be dismissed second through the Lower Hall turn right, travel through the St. Joseph hallway and out the front entrance and board busses.**
- **Car riding students will dismiss via the back door of the school. Preceded by the preschool students, lower hall students will be dismissed first and travel through the lower hall to the back door and leave the building immediately. The upper hall students will be dismissed second, travel through the upper hall, across the lobby, through the gym and out the back door behind the lower hall students.**

Yellow Phase:

Students will use four separate exits to accommodate dismissal by bus and car.

- **Bus students will dismiss via the front school exit.**
- **The Upper Hall students will be dismissed first through the upper hall and turning right out the front exit, and board busses. The Lower Hall will be dismissed second through the Lower Hall turn right travel through the St. Joseph hallway and out the front exit and board busses.**
- **Car riders will dismiss the building through the back door and exits at the end of each hallway. Preschool will dismiss through the back door, while lower hall students exit through the door at the end of the lower hallway, first, and the upper hall students will exit following the lower hall students.**

The production of instructional videos will support student understanding of procedures and the difference in the two options.

Signage will be produced by school staff to assist with directionality of students.

Social distancing will be observed in all lines with students remaining in classrooms until traveling at a distance is possible.

Announcements will be made to direct students' movements.

LP 3 - Extended Day -

After Hours students will wait in their classrooms until all bussed and car riding students have exited the classrooms. At that time, lower hall students will travel through the lower hall, using social distancing in the line, to the back entrance of the gym to their assigned socially distanced space. Upper hall students will travel through the upper hallway, using social distancing in the line, through the lobby and into the front entrance of the gym to their assigned socially distanced spaces.

All other exits from After Hours will be done through the south gym doors.

Pick up will be through the south gym doors.

Temperature rechecks will be given to students upon arrival at After Hours. Social distancing protocols will be extended throughout the duration of After Hours, including staggered recess and snack, cohort recess, and spacing.

LP 4 - Cohorts -

At St. Joseph School, cohorting will occurring the following manner:

Students in grades PreK through 3, students will be self-contained for all regular classes.

Special classes will be delivered within the homeroom.

Students in grades 4 - 6, although departmentalized, will remain in their homeroom to receive all their content area classes, with teachers traveling to the students to deliver instruction.

Every homeroom will be equipped with a daily record form on which the names of all individuals (students, staff, faculty, visitors, etc.) who enter the homeroom will be recorded.

LP 5 - Signage and Travel in the Building -

Signage will include:

Hand washing instructions in the bathrooms.

Proper water filling instructions at water filling stations

Visual social distancing markers include:

Crosses hung from the ceiling at 6 foot intervals.

Pictures of saints on the walls at 6 foot intervals.

Signs with arrows to show directionality in the hallways.

LP 6 - Recess -

As SJY has done for many years, students will enjoy recess in cohorts on a variety of areas on the playground.

A map of play areas will be posted in each classroom with a schedule indicating the area of play for the day. Areas will rotate throughout the week. Also posted are the playground rules, as explained on the first day of school, outside, by the principal to hallway groupings. Smaller grouping will be created this year for demonstration of recess expectations.

As in the past, each classroom/cohort will be given their own playground bag with designated play equipment. Classes will be responsible for the care and cleaning of their equipment each day. Recess will be scheduled mid-day and in the afternoon for the lower hall student, with the addition of a morning recess at the discretion of the teacher. Upper hall students will enjoy a mid-day recess with the addition of an additional recess at a time mutually agreed upon by the class and teacher.

Teachers are asked to provide at least one instructional class outside to provide for additional outside time for students (when feasible).

The Phys. Ed. teacher will instruct students in ways to play games that incorporate social distancing (spacing, no touch, etc.).

Inside recess will incorporate activities that include distancing, while enjoying group interactions with individual results (art activities, trivial matches, "Would you rather?"-like discussions, free or club reading, individual-set lego building etc.) Creativity will be the order of the day!

LP 7 - Lunch -

Breakfast and lunch will be delivered to students in their homeroom.

Lunches and breakfasts will be served in disposable wares to eliminate cross contamination of students.

Eating lunch outside will be recommended to teachers who will accompany their students during the lunch hour, when possible.

Note:

SJY was gifted with a water filling station during the 2019-2020 school year for the upper hall students to use. For the 2020-2021 school year, a second station is being installed for the lower hall students to use. All students will be required to bring a reusable water bottle to school for use each day regardless in which phase we are operating. We are strongly recommending a plastic, stout shaped water bottle to avoid toppling. Transporting the bottle in a zip lock bag offers a layer of protection from spilling. No metal or glass bottles are permitted.

LP 8 - Visitors & Volunteers

Green Phase:

All visitors -

request entrance prior to arrival if possible.

Establish essential reasons for entrance to school building.

Receive a temperature check and self report symptoms on arrival.

Log in in visitor log, recorded by school secretary.

Separated by a physical barrier

Essential reasons:

Complete maintenance

Parent picking up a student

Pastoral staff

Instructional Support

Principal discretion

Yellow Phase:

No visitors will be permitted during school hours.

Students will be delivered to parents who need to pick up.

LP 9 - Trial Run -

SJY will provide a few videos to post on the website showing students following new procedures for entering the school.

A goal will be for teachers to provide a similar visual opportunity for students to see into their classrooms and learn a few important points prior to school beginning.

Logistics and Planning

- Developing routines for daily health checks

LP 10 - Faculty and Staff -

Faculty and staff will monitor their temperatures and identifiable symptoms each morning and self-report the results to the principal via electronic communication (TBD) by 6:30 AM.

A daily report will be kept of faculty and staff self-reporting results in the nurse's office.

Any teacher with a temperature of 100.4 or greater or identified symptoms will not report to school.

Staff will be inserviced on the expectations of social distancing measures that need to be kept to protect all individuals. Use of common areas will require social distancing and enhanced cleaning. Restrictions will be placed on numbers of teachers using common areas within a time frame.

LP 11 - Parent/Guardian and Student -

Parents or guardians of each student will take the student's temperature and assess identifiable symptoms each morning.

Parents or guardians will check in through (electronic communications - TBD). Any student with a fever of 100.4 degrees F or greater (38 degrees C) or a coronavirus symptom (see Appendix A) will not report to school.

LP 12 - Designated Individual -

Staff and faculty will “check-in” to the principal prior to arriving at school. Check in by 6:30.

Staff and Faculty who remain at home based on the presence of fever or coronavirus symptoms, will not be allowed to report back to school until a “fever-free” period of 48 hours has elapsed AND they have been cleared by a physician’s note.

Students will be checked in by their parents prior to the school day opening to the school office. Check in by 7:15. Office personnel will review the check-in list of students beginning 7:30.

Any child not included on the list, will be checked by school personnel (teacher, office attendants, nurse). These evaluations will be recorded.

A school nurse will monitor and evaluate student health throughout the day.

- **Professional development on student care during COVID-19 pandemic will be made available to all staff and faculty.**
- **Protection, health and safety efforts at St. Joseph School will be based on CDC protocols for these evaluations, including required PPE - gloves, face shield and masks.**
- **Student privacy will be guarded following FERPA and HIPPA regulations.**

Following current school procedures, parents will be notified when their child is evaluated by the nurse for any purpose, including temperature and symptom evaluation. A daily log of student evaluations is kept in the nurse’s office.

LP 13 - Other Methods of Verification and Symptoms

-

St. Joseph School will utilize the diocesan recommended symptom screening survey and provide temperature checks as needed to assure that each child has been reported and is verified healthy for the day.

Any student found to present with symptoms listed on the evaluation instrument will be quarantined in an isolation room to rest quietly until parents are notified and come to pick up the student.

The student will not be allowed back at school until a "fever-free" period of 48 hours has elapsed AND when the student has been cleared by a physician's note.

Staff who remain at home based on the presence of fever or coronavirus symptoms will not be allowed back at school until a "fever-free" period of 48 hours has elapsed AND they have been cleared by a physician's note.

LP 14 - Attendance -

Student attendance at school is critical for their social, emotional, spiritual and academic growth. Understanding the unique circumstances that St. Joseph School must operate during the 2020-2021 school year, a best faith effort will be the expectation from our partner families.

All students will follow the attendance reporting procedure for calling in an absence. This policy will follow students who attend either in person classes or SJY Connected Education.

Logistics and Planning

- Developing protocols for social distancing in the classroom.
- Developing scheduling options to facilitate reduced capacity at school.
- Developing any necessary protocols for wearing face masks including creating plans for students with sensory issues.

LP 15 - Structure of Classes/Cohorts -

Green Phase:

Preschool - Self-contained cohort

Classroom will be set up with tables of assigned spaces for each student.

Individual cubbies will be assigned to each child.

Students will be spaced three-four feet apart.

Spacers will be provided.

Kindergarten - Self-contained

Classrooms will be set up with tables or desks of assigned spaces for each student.

Students will be spaced three-six feet apart.

Spacers will be provided.

Grades 1-3 - Self-contained cohort

Classrooms will be set up with desks facing the instructional area as designated by the teacher.

Desks will be spaced between three and six feet apart.

Each student desk will be equipped with a transparent desk shield.

Grades 4-6 - Self-contained/developmental cohort

Classrooms will be set up with desks facing the instructional area as designated by the teacher.

Desks will be spaced between three and six feet apart.

Each student desk will be equipped with a transparent desk shield.

Teachers will travel with instructional carts.

Yellow Phase:

All Green Phase protocols will be followed with the addition of:

Students will wear masks during designated times within the school.

Note:

Every homeroom will be equipped with a daily record form on which the names of all individuals (students, staff, faculty, visitors, etc.) who enter the homeroom will be recorded.

LP 16 - Face Masks/Shields -

Green Phase:

We intend to welcome all students to return to school in person in August 2020. The school will make every effort to adhere to federal and state social distance guidelines and the CDC standards during the entire school day. The students will always be seated at a minimum of three feet apart, the WHO standard, if a six-foot distance is not feasible. When students are not able to be seated six feet apart, face coverings will be required, per the PA DOH order of July 1, for all students age two and older.

Since PA DOH allows for face shields as an alternative to face covering, St. Joseph School will use this alternative coupled with the desk shields during instructional time. Masks will be expected for times when students must move throughout the building - bathroom trips, arrival, dismissal, exiting for recess. Students may wear a mask anytime throughout the day.

Yellow Phase:

Since PA DOH allows for face shields as an alternative to face covering, St. Joseph School will use this alternative coupled with the desk shields during instructional time. Masks will be expected for times when students must move throughout the building - bathroom trips, arrival, dismissal, exiting for recess.

In both phases:

Staff members will wear face shields or masks as needed. If a student or staff member prefers a face mask, they may use it in place of the face shield.

Outside areas will be designated as learning spaces.

Inside spaces will be ventilated with open windows.

St. Joseph School will provide face shields to each student and staff member.

Face masks will be available to students and staff in emergency cases, as needed.

Each student should have a face mask available for use during school hours which is provided from home. We continue to review best options and are recommending the neck garter type which can be easy placed on or off as needed. We ask that parents please coordinate masks as a part of the uniform, choosing plain blue, black, white, red, yellow or green options.

LP 17 - Classroom Environment and Spacing -

All non-instructional items will be removed from the classrooms to maximize social distancing spaces.

Teachers will be instructed to use outside spaces when feasible to increase fresh air.

Classroom will ventilate rooms with open windows when feasible to increase fresh air.

Our air conditioning system provides 330 cfm (cubic feet per minute) of outside air, which would allow for 33 people to occupy each room based on recommended ventilation rates.

For small group work in the classroom -- defined as a maximum of four individuals, including the teacher, facing one another and engaged in teaching and learning activities -- the group may face one another and collaborate for a limited period of time, if: a) they all wear face masks AND b) they are at least six feet apart.

Logistics and Planning

- Creating a plan to handle confidentiality issues
- Reviewing and updating the Emergency Contact Plan

LP 18 - Coronavirus Parent Information -

To assure our parents' full understanding of the abilities and expectations of St. Joseph School, they will be provided with copies of informational notices, which they will acknowledge receiving, with

verification of a signature. These forms will be provided by the Office of Catholic Schools from the Diocese of Harrisburg.

These will become an addendum to the Family Handbook.

LP 19 - Coronavirus Confidentiality -

St. Joseph School will utilize the diocesan provided communication template to inform staff and parents of a diagnosed or presumed positive coronavirus infection. This will be one of the notices provided - see LP18.

Current procedures will continue to be followed to record and store personal information in locked files.

LP 20 - Emergency Contact Plan -

St. Joseph will follow its current emergency contact plan.

The school office will use the Notify feature of our school information system to inform parents of emergencies and the actions that need to be taken for an emergency dismissal.

Information for parents, students and staff is kept in the SIS. Periodic reminders will be sent to assure that emergency contact information is updated.

LP 21 - Communication and Quarantine -

St. Joseph School will utilize the diocesan provided communication template to inform staff and parents of a diagnosed or presumed positive coronavirus infection.

If one student in a class is diagnosed with coronavirus or has a presumptive positive test, that student and his/her family will quarantine for a period of time determined by the school in consultation with the board of health. The same applies for staff. Students or staff who are symptomatic will quarantine until they have tested negative for Covid 19 or have fully recovered based on CDC guidelines. The school will consult with the Office of Catholic Schools and the board of health on such matters. If more students become ill, the school will consult with the board of health and the Office of Catholic Schools to make determinations on when to have the whole cohort, or possibly the whole school, quarantine.

Determination on who in the school community will quarantine will come from current guidance from the CDC and the recommendations of the board of health.

Each classroom will maintain a daily record of individuals who enter a classroom or other gathering space. This list will be provided to health and diocesan officials to assist in making contact with the school community.

St. Joseph School works closely with several LEA (local education agencies) or school districts to transport children to our building. This contact will continue to be closely observed to assure that students from our school are being protected to the highest possible degree to mitigate and minimize student illness.

Decisions for St. Joseph School will be made in conjunction with the CDC, PA DOH, Diocesan recommendations.

All schools and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. As of the writing of this document, July 2, 2020, anyone entering PA from 15 different states (listed in the order) "will need to quarantine for 14 days," according to the order.

Schools will not be able to take field trips until further notice and permission from the Secretary for Education.

When informed of a positive Covid 19 test, or presumed positive test, among students or staff, the school will:

isolate the affected individual;

inform the parents of the affected student and have the child picked up immediately;

inform the Office of Catholic Schools and the board of health;

inform all school staff and parents;

create a complete contact list for the affected individual;

and prepare to take the necessary steps for cleaning and quarantine.

All schools, school staff and school community members will abide by the requirements of the State of Pennsylvania on travel restrictions and quarantine. Anyone entering PA from the states listed in the

order "will need to quarantine for 14 days." See: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Logistics and Planning

- Procuring the necessary supplies for hygiene like hand sanitizer, wipes with bleach, etc.
- Creating a plan for deep-cleaning of facilities and high touch areas daily, between alternate schedules, in the case of positive cases, etc.

LP 22 - Responsibilities and Protocols -

St. Joseph School is dedicated to keeping all community members safe while working diligently to provide a consistent and engaging education experience for its treasured students. In doing so, we are planning to provide health and safety protections recommended by health authorities that have the best interest of all individuals.

By agreeing to attend St. Joseph School, the expectation of our families is that each will comply with the determined safety measures outlined in the reopening plan, student handbook and addendum COVID-19 responsibilities, to assist our school in being as successful as possible in mitigating and minimizing virus spread.

We will work in partnership to keep our students and staff safe, which may include protective equipment, helpful reminders, conferencing and any other helpful, positive steps to lift up the efforts of SJY.

LP 23 - Hygiene Practices -

Each classroom and other spaces will be equipped with touchless hand-sanitizing dispensers for use when hand washing is not feasible.

Students will be directed to use handwashing at least four times during the day.

Hand washing or sanitizing happens -

- **At arrival**
- **Before and after snack and lunch.**
- **When leaving for, and arriving from recess.**
- **At dismissal.**
- **During trips to the bathroom.**
- **Before and after using recess or PE equipment,**
- **Any other time deemed necessary by a student or teacher.**

LP 24 - Cleaning Plan and Schedule -

The maintenance crew at St. Joseph School is drafting a cleaning schedule of all spaces, surfaces and high touch areas.

A daily cleaning checklist will be maintained to communicate across the team.

Cleaning supplies are being provided to classrooms for cleaning of areas that may need to be addressed when needed (after snack or lunch, high touch activity, etc.)

A written clearing plan will be provided to the parish religious education program to assure that cleaning and sanitizing takes place after each use.

Logistics and Planning

- Periodically surveying stakeholders to evaluate programming and support and make adjustments.

LP 25 - Survey -

Following diocesan expectations, St. Joseph School will survey all families for feedback back on the opening of our 2020-2021 school year by Thursday, September 3, 2020.

A second survey will be provided for family feedback by Thursday, October 1, 2020.

Creating and Maintaining Community

- Maintaining daily rituals (daily announcements, prayer, etc.)
- Creating community and connecting with students in new school configurations
- Facilitating community and connection with faculty and staff
- Developing authentic ways for parents to connect with the school community in a virtual world
- Structuring social opportunities for students and families

CMC 1 - Community and Culture -

St. Joseph school enjoys a culture of joy! In the time of isolation, many attempts were made for, and enjoyed by, our families to lift the spirits of our community. Our development staff continues to work and plan for events that provide for compliance to all health and safety mandates, while keeping the purpose of bringing joy to the families who attend our school.

We are currently anticipating our Sixth Grade Sending forth, Race for Education, New Family Orientation and uniform exchange all planned to take place within the guidelines of CDC and PA DOH recommendations.

We are a people who believe in Jesus Christ and His resurrection. Our hope remains in Him and we look to His teachings and example to guide our words and actions, even in this time of uncertainty. We prayerfully ask the Holy Spirit to envelop our school community, give us strength, knowledge, and fortitude to sustain us as we navigate these efforts.

CMC 2 - Communication -

St. Joseph School has been providing communication to its families via a weekly newsletter, coupled with a few video messages, through the school closure and summer months.

Understanding that this is a time of many questions, we will continue to update our home page on the website with new FAQ's beginning in August 2020. This reopening plan is scheduled for distribution to our families through notice in the newsletter, and NOTIFY messaging system, of its placement on the website during the week of July 20, 2020.

Parish bulletin notices will be shared with the greater parish community of the school's plans and updates regarding the 20-21 school year.

CMC 3 - Online Communications -

St. Joseph School's homepage on the website included a specific COVID-19 information space beginning

shortly after the school closure of March 2020. We will continue to use this space to provide our school community, and beyond, with the measures that we are taking to keep our families safe. It includes news, announcements, FAQ's, contact information and parent resources. School reopening and information for the upcoming school year will be the focal point of this space now.

Teachers also maintain communication plans that include weekly announcements via online platforms.

CMC 4 - Parent Connections -

St. Joseph School is exploring new and innovative ways in which we can bring parents together while observing social distancing guidelines.

We currently have mentor parents reaching out through electronic means to introduce new parents to our school and provide familiarity for our new families.

We expect to arrange former person-to-person contacts like back to school, open houses, and parent information nights into online experiences using several formats.

It is critical for our community to know, now more than ever, the importance of the Church's principle of subsidiarity: taking a problem to its source, and problems are best solved at the lowest level. If there are concerns on health and safety protocols or other concerns that need to be addressed, we ask parents to speak with school officials and not to post concerns on social media first or speak negatively in the community. This is the time for togetherness, solidarity and community; let's remember to keep our focus on what is most important.

Creating and Maintaining Community

- Onboarding students to orient to the new realities of the classroom and school
- Developing a differentiated on-boarding plan for students that are new to the school
- Adjusting recruiting and marketing practices to attract new families and maintain contact with those newly enrolled.

CMC 5 - Testing of Procedures and Facilities -

As St. Joseph School grows through the preparation plans to reopen, we will use the reopening committee to evaluate the feasibility of all measures put into place, as being acceptable for providing our school community a safe, healthy, and joyful educational experience.

CMC 6 - Marketing -

As we have been providing comprehensive messaging to our families throughout the school closure and summer months. St. Joseph School continues its effort to inform the school and parish community weekly.

Our development office is working diligently to create daily social media announcements, showing and reminding our community why they have chosen SJY for their children, while giving new families a view to the excellent programs we offer.

Creating and Maintaining Community

- Creating ways to mitigate stress responses in students, teachers, and families
- Enhancing approaches to support social emotional learning

CMC 7 - Catholic Identity and Social Emotional Health -

St. Joseph has always, and will continue to, guide and support our student's social, emotional and spiritual well-being. School-wide prayer throughout the day (morning, noon and end-of-day) incorporates relevant community intentions. Teachers use prayer to begin and end classroom activities, including rosaries, meditations, private and communal prayers.

Beginning in 2019 SJY implemented " Growth Mindsets in the Classrooms" and continues to strengthen these efforts to build disciples through holy virtue and character building.

The guidance counselors collaborate with our classroom teachers to reinforce the social/emotional growth of our students, and are willing to continue to do so.

CMC 8 - Safety, Health, and Wellness Team -

Teaming the school nurse, guidance counselors, administration and faculty, St. Joseph will support the health, safety and wellness of its students throughout the pandemic and beyond as its mission of developing disciples of Christ for our world.

We have been blessed to have members of our school community support the children and teachers of our school by coming into the classroom and offer enriching experiences that assist in growing and supporting our students. We hope to find innovative ways to virtually continue these opportunities until they can resume again, in person.

Curriculum and Instruction

- Ensuring all instructional experiences include modeling, guided instruction, collaborative work, and independent work rather than over-reliance on independent work during remote learning. This requires strategic use of synchronous and asynchronous lessons.
- Varying the way content is delivered to students and the way students can demonstrate their understanding
- Engaging students through setting a purpose for the work and providing choice in the process and product of the work.
- Ensuring all learning is respectful. Students are not given busy work to fill time or provide an item to grade. Videos and apps are age-appropriate.
- Creating year-long plans to facilitate more meaningful, interdisciplinary units that can be delivered face to face or remotely
- Utilizing frequent and varied formative assessment methods in both face-to-face and remote learning.
- Meeting in small groups or one-on-one as needed for connection, instruction, and assessment.
- Reviewing and implementing best practices in synchronous and asynchronous instruction to meet student needs and engagement.

CI 1 - Quality of Education -

The principal keeps written records of informal “walk through” visits to classrooms.

Three versions of lesson plan templates are used by faculty to provide consistency across all grades.

Student assessment data is evaluated by the faculty to formalize instructional paths.

The principal visits Zoom meetings held by teachers across the grades.

CI 2 - Distance Learning and Blended Instruction -

St. Joseph School will be providing SJY Connected Education, an online education option to “brick and mortar” programming, for students who are not comfortable to return to in-person learning. This program will be offered to any student who will need to experience a long term absence from school.

There will be a special introductory session offered to parents and students to clarify the expectations of this program.

Following the procedure of the Spring of 2020, all teachers of SJY will be managing online instruction with the LMS, Google Classroom and the many extensions that are provided through the G Suite for Education.

School-wide Professional development will be provided to the faculty beyond their personal professional development. Implementing best practices of online and blended learning will be the focus. Several teachers are now Google Certified.

Each classroom will provide simultaneous instruction to students attending SJY Connected Education, as needed.

All teachers are equipped with the necessary components to provide SJY Connected Education.

Teachers will be required to prepare lesson plans to be used in either the face-to-face or online environments. Technology will be integrated into lessons and students will be instructed in its use within the regular learning day.

CI 3 - Interdisciplinary Work and Engaged Learning -

Integrating the Catholic Faith into all content areas has been a practice of the teachers for several years.

Authentic, engaging instruction allows for greater mastery in all content areas. Partner, special and departmental teachers have begun the conversations that will allow all teachers to integrate objectives and meet the “super standards” of the curriculum.

Specific professional development sessions are planned to strengthen engagement in both standard and online instruction.

CI 4 - Specials and Electives -

St. Joseph School will make every effort to maintain the “special” programs that have been a valuable part of our curriculum for many years. Special classes will be held in the regular classroom during the 2020-2021 school year or until it is deemed safe to move students throughout the school.

Providing extra-curricular activities, (band and choir) will be done based on the recommendations of the CDC and PA DOH as we move closer to the opening of school.

Students will use personal supplies for any activities and sharing of materials will be greatly limited. If it is necessary to share items, proper sanitizing will take place between student use.

CI 5 - Substitutes -

St. Joseph School works with several very dedicated individuals who serve our students when their teachers can not be with them. The 2020-2021 school year will generate a number of scenarios in which we will use the services of these individuals. When substitutes are not available to assist in our classrooms, SJY will use the special teachers that they employ as needed to supervise and instruct our students.

Curriculum and Instruction

- Coordinating assignments, deadlines, projects and assessments among teachers to ensure a manageable workload.
- Utilizing authentic assessments rather than an over-reliance on tests.
- Evaluating grading practices to ensure grades reflect progress on standards rather than dispositions such as responsibility or work ethic.
- Making adjustments to school-based services plans for students with disabilities to account for accommodations and modifications needed in a remote learning environment.
- Ensuring meaningful support is provided for English Learners and their families including that teachers, students, and parents are adept at utilizing translation tools.

- Creating an “early warning system” to identify and intervene with students who may be exhibiting academic and/or behavioral concerns.
- Develop a plan for benchmark screening and intervention delivery during face-to-face and remote learning.

CI 6 - Intervention -

St. Joseph School will be utilizing the Renaissance STAR assessment for all students, no less than three times throughout the school year.

The early assessment will provide a baseline measure to each student, and instruction levels and grouping will be determined based on these assessments.

Several options are being explored to continue the FUN intervention program in our primary grades in both the in-person and virtual environments.

St. Joseph School has delivered a strong intervention/ instructional support/enrichment program for many years to support all its students. We will continue to use this program in its many facets to strengthen the progress of its students and program, regardless of its delivery format.

CI 7 - Testing and Grading -

Renaissance STAR tests can be used to establish academic proficiency in early literacy, reading and math. STAR tests can be used reliably once a month in order to chart progress (each of the three tests takes about twenty minutes) and all students will take the tests in three testing windows each year.

The STAR tests are excellent tools to be used in intervention and academic support. If needed, STAR tests can be taken from home under parental supervision.

Students' level of achievements will be provided to parents in the standard reporting periods, each trimester.

Teacher professional development will provide teachers with several alternatives to measure learning, mastery and growth in both in-person and online environments.

The use of Unit planning will provide ample opportunity for teachers and students to assess the learning that takes place both in the regular and online classroom.

Curriculum and Instruction

- Avoiding new initiatives and protecting professional learning time for teachers to develop flexible learning plans for next year.
- Adjusting curricular and supply orders to reflex the most useful tools for both face-to-face and distance learning.

CI 8 - Academic Standards -

Authentic, engaging instruction allows for greater mastery in all content areas. Partner, special and departmental teachers have begun the conversations that will allow all teachers to integrate objectives and meet the “super standards” of the curriculum.

Assessments upon return to classes will apprise teachers of the intervention/instructional needs of all students. These needs will be addressed individually and class-wide, to support ongoing progress of all

students.

Maintaining our Catholic Identity in Virtual Spaces

- Providing opportunities for school-wide Eucharistic celebrations and other prayer services, involving students in the planning.
- Invite parents and families to join in virtual prayer and faith life activities.
- Creating explicit service activities that can be completed in a virtual community.
- Continue to integrate Catholic worldview and gospel values with content lessons.
- Created a plan for both Pastor and Principal to be present and visible.

MCI 1 - Spiritual Focus -

St. Joseph School will continue to celebrate its “Virtues” program. The strong Catholic identity will continue during this time of uncertainty by placing our faith in God, knowing that His love surrounds us and will give us the strength to hold, and lift each other up!

We look forward to celebrating the virtues of faith, hope and love, this year, reflecting on the lives of the holy people of our Faith, holy people of our world, and holy people of our school community.

MCI 2 - Mass -

Attending weekly Mass is one of the most important celebrations that we offer our students, and is very important to our mission.

St. Joseph School will follow all current Diocesan guidance regarding norms for attendance at Mass during the coronavirus pandemic by the Diocesan Office of Divine Worship to celebrate Holy Mass weekly. Socially distancing will require an alternating schedule of student attendance in church. When students are unable to celebrate in the church building, attendance will take place through the live-stream as it did during the spring of 2020.

Entrance in the church and seating areas will observe guidelines to restrict the interaction of cohorts during attendance at Mass.

MCI 3 - Sacraments -

It is a blessing to St. Joseph Parish that our school students have received the sacrament of Reconciliation and Eucharist during the summer of 2020.

Father Steve and Mrs. Eck will be conferring to determine the feasibility of students receiving the Sacrament of Confession throughout the school year in a way that follows socially distancing requirements.

MCI 4 - Allowing Students to Serve -

St. Joseph School will explore the opportunities we can afford our student leaders to be a part of the Mass, morning, mid-day and dismissal prayers, and other liturgical celebrations throughout the school year. We will follow directives provided from the Office of Worship of the Diocese of Harrisburg.

MCI 5 - Parental Involvement -

St. Joseph School has enjoyed the blessing of special parent groups supporting our school through prayers. We will coordinate this continued practice through the connection of our faculty spiritual committee and parish staff organizers.

MCI 6 - Virtual Service Activities -

The spiritual committee of the SJY faculty have been planning special activities that embrace the "virtues" theme under which St. Joseph School celebrates each day at school.

Providing service to our wider parish, local and global community, students will continue to experience the love and value of service to others.

MCI 7 - Presence -

Fr. Steve and Mrs. Eck have, and continue to, provide every effort to communicate with students, families and staff to offer spiritual, emotional and communal support to St. Joseph School.

Weekly newsletters, Masses(live and live-streamed), classroom visits, retreats both virtual and live are all part of the spiritual life of our community and will continue to be a priority.

Technology

- Creating an at-home learning schedule that incorporates best practice in both synchronous and asynchronous learning.
- Coordinating consistent apps and platforms across grade levels.
- Developing learning plans that offer rigorous learning for those without predictable access to online learning.
- Identifying ways for school-owned devices to download new technologies (once they have left school).
- Ensuring school safety policies exist including training of digital citizenship for all device users, use of student passwords, protection provided by a school firewall, etc.
- Surveying school population to determine what equity and access to technology exists.
- Providing a pick-up line with social distancing for families to pick up devices.

T 1- Accessibility -

School bandwidth was recently expanded in 2018. PJ Piccone, technology manager is reevaluating the needs of our technology within the building. These needs include the addition of Renaissance STAR testing being initiated for all students K-6 beginning in September 2020.

Although a recent survey, responded to by most of our families, indicated that most of our students have access to devices and the Internet at home, St. Joseph School is making provisions for students who need a dedicated learning device for use during SJY Connected Education or an extended quarantine period. Chromebooks are being provided for this use.

T 2 - Health, Paper and Technology -

Google Classroom will be used as the LMS for online teaching at St. Joseph School, and in preparation for any need, teachers will instruct students at all grade levels in its use. Google Classroom will be integrated into the regular classroom learning. Parent information will be provided to families on ways it is being used in various classrooms.

Professional development prior to school's opening and at monthly faculty will provide tools to teachers and students in creating paperless assignments. Other student work will be completed in personalized journals, folders and work options.

When papers are collected, schools should allow 48 hours to pass before a staff member handles the papers. Anyone handling the papers in the school environment before 48 hours elapsed must use proper gloves as PPE. Likewise, library books and similar materials should not be handled for 48 hours without gloves once the materials are used. Staff are asked to bring a minimum number of items from home to school and vice versa to avoid potential contamination.

T 3 - Digital Citizenship -

Each homeroom teacher will provide digital citizenship instruction to students following diocesan curriculum guidelines. This grade level instruction will begin by September 30, 2020 and will be reviewed throughout the year.

Appendix A: Example School Symptom Screening Tool - PDE Guidance for Reopening Schools

- Employee or Student Name:
- Assigned Cohort:
- Temperature:
- Has the student/employee taken any medication to treat or reduce a fever? If so, when?
- Is the student/employee experiencing any of the following

•

Group A 1 or more symptoms	Group B 2 or more symptoms
<ul style="list-style-type: none">• Fever (100.4 or higher)• Cough• Shortness of breath• Difficulty breathing	<ul style="list-style-type: none">• Sore throat• Runny nose/congestion• Chills• New lack of smell or taste• Muscle pain• Nausea or Vomiting• Headache• Diarrhea

- **Stay home or go home if a student/employee has: one or more symptoms in group A, two or more symptoms in group B, or has taken fever reducing medication.**

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Appendix B - Resources

The following are resources that may be helpful to schools in these conversations:

- CDC coronavirus symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC strongly advocates for schools to reopen, July 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/reopening-schools.html>
- American academy of pediatrics guidance June 2020: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- PDE on face covering mandate in schools:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Waivers/MaskWearing/Pages/default.aspx>
- Guidance on k-12 athletics from PDE:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolSportsGuidance/HealthSafetyPlanningGuide/Pages/default.aspx>
- CDC guidance on when to quarantine and exposure to Covid: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- Catholic Mutual suggests a particular temperature scanner that schools could lease.
<https://www.safecheckusa.com/sales-and-leasing/>

- PDE June 3 preliminary guidance: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>
- PDE research with REL: <https://ies.ed.gov/ncee/edlabs/regions/midatlantic/pdf/ReopeningPASchools.pdf>
- What was learned on transmission from child care centers that stayed open: https://www.npr.org/2020/06/24/882316641/what-parents-can-learn-from-child-care-centers-that-stayed-open-during-lockdowns?utm_term=nprnews&utm_source=facebook.com&utm_campaign=npr&utm_medium=social
- Boston Globe: Listen to science and open schools https://www.bostonglobe.com/2020/07/20/opinion/listen-science-reopen-schools/?p1=HP_Feed_ContentQuery
- Forbes article on simultaneous/concurrent teaching: <https://www.forbes.com/sites/tedladd/2020/06/19/optimizing-concurrent-classrooms-teaching-students-in-the-room-and-online-simultaneously/#1db7a8853451>
- Relationship building at the start of school: particularly critical now <https://www.cultofpedagogy.com/relationship-building/>
- NWEA research on learning loss: https://www.nwea.org/content/uploads/2020/05/Collaborative-Brief_Covid19-Slide-APR20.pdf
- Nine Ways Online Teaching Should be Different from Face to Face Teaching: <https://www.cultofpedagogy.com/9-ways-online-teaching/>

