



Student/Parent Handbook

St. Joseph School

2021-2022

The online St. Joseph School Handbook is the official version for parents, students, and employees. This version is provided on **August 1, 2021**. 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 of, 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
2021-2022

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

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

Parochial Vicar
Fr. Rigo Azanwi
azanwi@sjy.org

Pastoral Assistance
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
2021-2022

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.

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

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 a consultative 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 2022 - 2023

November 3-19, 2021: Current Family Reregistration

November 22, 2021: St. Joseph (York) Parish Families

January 5, 2022: Registration 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.

ACTIVITY FEE

An activity fee of \$50 will be assessed for each family. This fee will encompass the PIC dues of \$15, Knight Reader materials, Student Assignment Books, and Technology fees.

TUITION FEES - 2021-2022 School Tuition Costs

Catholic Parish Families

- Pre-Kindergarten 4 – Grade 6 - \$4,400
- Pre-K 3 - \$2,415

Non-Catholic Students

- Grades Pre-K4 - 6 \$5,525

*Actual cost for St Joseph Education K – 6 is \$6,447/child. The parish subsidy averages \$797 for every student who attends St. Joseph School and an additional \$1,250 discount for each parishioner who attends St. Joseph School and \$125 discount for all other students.

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 March 1st. 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 Catholic Schools provide the foundation parents desire for their children 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, wozniak@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.

2021-2022 After Hours Program Costs – Kindergarten – 6th graders

Monday – Friday: 3:00 – 6:00PM

For children enrolled in St. Joseph School in grades KDG. 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.

- \$60 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	Mathematics
Science	Art and Music	Spanish
Social Studies	Physical Education	
	Technology	

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

Student in grades K-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 times 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**. Following three unexcused absences, parents and the student's home school district will be notified in writing. Six unexcused absences will result in a corrective plan 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, after the second 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 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. Travel for recreational

purposes during the school year is less desirable for the purpose of maintaining consistent learning for young students. In these situations, we ask parents to notify the school in advance of your child's planned absence by completing [this form](#) and providing it to the school office at least two weeks in advance of the absence. **Failure to provide this form will result in the absence being recorded as unexcused.** 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 and teachers 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 be signed into the office by a parent for a late slip. Exceptions are made when tardiness has been caused by school buses, known traffic events, or poor weather conditions. Parents are asked to assure timely arrival each day. Habitual tardiness has a negative impact on a child's school progress and classroom disruptions. Repeated unexcused tardiness will warrant a conference with the principal.

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, post on 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 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 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 Pre-Kindergarten 4 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 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.

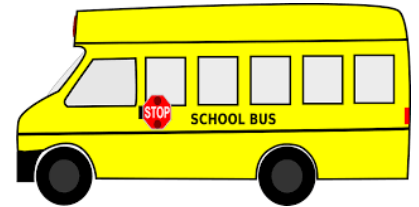
TRANSPORTATION

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.**

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 horseplay 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 – 8/23/21 through 10/12/21 and 4/19/22 through 6/2/22

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

Regular (may be worn all year) – Regular Uniforms must be worn by October 13, 2021 through April 13, 2022.

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 ***8/23/21 through 10/12/21 and 4/19/22 through 6/2/22***

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

Regular (may be worn all year) Regular Uniforms must be worn by October 12, 2021 through April 13, 2022.

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 ***8/23/21 through 10/12/21 and 4/19/22 through 6/2/22***

K through 3:

May wear blue uniform 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

Regular Uniforms must be worn October 13, 2021 through April 13, 2022.

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 sweatpants 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 8/23/21 through 10/12/20 and 4/19/22 through 6/2/22

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 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 the 2021-2022 school year, school breakfasts and lunches will be offered at NO COST to all families enrolled at St. Joseph School.** For

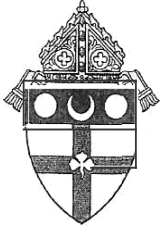
information on family lunch accounts to accommodate any extra food purchases by students, please contact the school office.

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.

Approved: July 1, 2014
Ronald W. Gainer/Bishop of Harrisburg

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

2021-2022 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, 2021

ADDENDUM

During the 2021-2022 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 21-22 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 2021-2022

School Name: ST.JOSEPH SCHOOL	School Location: YORK
Principal: CORRINNE A. ECK	Date of Reopening: AUGUST 23, 2021
Type of Reopening: Total Reopening for all students and staff.	The Diocese will continually review this plan in light of CDC and Department of Health guidelines and in collaboration with school principals. (last update: July 19, 2021)
Health & Safety Team These individuals play a role in drafting the school plan and in responding to Covid-related matters during the school year.	
Individual	Stakeholder Group Represented
Father Steve Fernandes Corrinne Eck Kristy Baker Jennifer Danczyk Meghan Huff Gilgore Rebecca Olinger Melissa Preston Michelle Pugh John Reisenweber Danielle Springer Karla Staub	St. Joseph Parish - Pastor St. Joseph School - Principal Development Director Administrative Manager Faculty - Special classes Former School Board/Parent/Faculty (21-22) Faculty - Lower Hall/ Primary Faculty - Upper Hall/ Intermediate School Board/ Parent Faculty - Special Classes/Parent Faculty - Middle School/Parent

DIOCESAN GUIDELINES	LOCAL IMPLEMENTATION PLAN: Please include site-specific details and plans for communication to all stakeholders.
<p>Acknowledgement Forms: All parents will be required to sign an updated “acknowledgements and notices” form before the start of the 2021-22 school year. These will be similar to the forms signed before the 2020-21 school year.</p>	<p>St. Joseph School (SJY) will require all parents to sign an updated “acknowledgements and notices” form before the start of the 2021-22 school year. These forms will be made available in mid-August on the website and in the “In the Loop” newsletter.</p>
<p>Weekly Data Collection: Schools will continue to complete the weekly survey from the Office of Catholic Schools on Covid-related matters until further notice in order to ensure consistent data collection efforts.</p>	<p>SJY will continue to provide a weekly survey from the Office of Catholic Schools, on Covid-related matters, until further notice. This is done through the principal’s office.</p>
<p>Virtual Learning - Individual Request: Permission must be given for children to attend our Catholic schools virtually in the 2021-22 school year. We believe it is best to have our students in person in our schools, whenever possible.</p> <p>Parents may make an application to the re-opening committee (not to the building principal) for consideration for virtual education. The application includes completion of a Google Form and an email including the needed medical documentation. Only medically-documented reasons will be considered. When the re-opening committee receives the application, the committee will consult with the building principal on the matter. The application, pertinent dates and email link can be found here.</p>	<p>SJY recognizes the importance for students to receive an education that develops the “whole-child”. All classes will be in-person in the 21-22 school year.</p> <p>Virtual learning will be reserved for students approved by the reopening committee through the planned application process.</p>
<p>Virtual Learning - Response to Exposure: If quarantine is needed for a group of students, the school will strive to accommodate that group through a combination of virtual and traditional learning methods. Schools need to be prepared to offer virtual instruction in case an entire class needs to be quarantined.</p>	<p>In cases of quarantine of a student group, SJY will review the learning needs, and accommodate the group, as needed, of students with virtual learning support.</p>
<p>Temperature & Symptom Checks: Temperature checks will not be done on a daily basis; rather, they will be reserved for screening potentially ill students or faculty and staff.</p>	<p>SJY will no longer require families to check-in online each morning.</p> <p>SJY staff will monitor temperature and symptoms checks for any student who</p>

<ul style="list-style-type: none"> • Parents will be asked to be vigilant in checking students for symptoms of illness and to keep students home when ill. • As details of specific symptoms of concern are known, the school will advise parents of any symptoms that require students to remain at home. • Faculty and staff are asked to do a daily self-check for symptoms. 	<p>presents with potential symptoms during school hours.</p> <p>To protect all families:</p> <ul style="list-style-type: none"> • Parents will be asked to be vigilant in checking students for symptoms of illness and to keep students home when ill. • As details of specific symptoms of concern are known, the school will advise parents of any symptoms that require students to remain at home. • Faculty and staff are asked to do a daily self-check for symptoms.
<p>Social Distancing: Students are expected to be three feet apart in the classroom, to the extent feasible.</p>	<p>SJY will continue the expectation that students will remain three to four feet apart in the classroom, hallways and other areas of the school.</p>
<p>Masks: Masks will not be required in our schools for faculty, staff and students. They are optional for those who would prefer to wear them. Schools must ensure that that option is honored and respected.</p> <ul style="list-style-type: none"> • Students will follow the rules of their school district re: masks when utilizing district transportation. 	<p>At SJY, masks will be optional to those who wish to use them, and will not be a requirement for any faculty, staff or students.</p> <p>Students who use transportation options from their home school districts will follow any mask requirement issued from that entity.</p>
<p>Vaccines: Vaccines will not be required for anyone.</p> <ul style="list-style-type: none"> • Those vaccinated will not be required to quarantine if exposed to Covid. 	<p>SJY will not require vaccinations for any faculty, staff or student. Vaccinated individuals will not be required to quarantine if exposed to Covid.</p>
<p>Record of Vaccines: Principals will need to know the vaccination status of the people in the buildings in order to be aware of the overall health situation in the schools and to be able to make quarantine decisions, if needed.</p> <ul style="list-style-type: none"> • Faculty and staff in our schools will inform the principal about their vaccination status at the proper time and through the proper channels. • Parents of students are encouraged to let principals know, in the manner the 	<p>In order to be aware of the overall health situation in the schools and to be able to make quarantine decisions, the administration at St. Joseph School will maintain a record of the vaccination status of all faculty and staff.</p> <p>At this time, understanding that the age group of our students are less likely to be vaccinated, all students will be considered unvaccinated unless the administration</p>

<p>school establishes, if children have been vaccinated.</p> <ul style="list-style-type: none"> In all cases, the school will take every reasonable precaution to safeguard the privacy and dignity of all students, faculty and staff regarding vaccination status. 	<p>is informed to the contrary. Parents of students are encouraged to let the principal know, if their children have been vaccinated.</p> <p>Knowledge of vaccinations will be kept in confidence by school administration.</p>
<p>Quarantines: We will await more information from the state to see if contact tracing and quarantine are required at all for those students and faculty and staff who are exposed to a Covid-positive person. We will assume that we will operate as we did in 2020-21 unless told otherwise.</p> <p>Therefore, unvaccinated faculty, staff or students who are exposed to a Covid-positive person will need to quarantine based on time frames established by the CDC and adopted by the State of Pennsylvania. Fully vaccinated faculty, staff and students will NOT need to quarantine, and no contact tracing is needed. Clearly, any student or faculty or staff member who tests positive for Covid must quarantine, with the length of the quarantine to be determined by the Board of Health.</p>	<p>While SJY awaits more information from the state to see if contact tracing and quarantine are required at all for those students and faculty and staff who are exposed to a Covid-positive person. We will assume that we will operate as we did in 2020-21 unless told otherwise.</p> <p>Unvaccinated faculty, staff or students who are exposed to a Covid-positive person will need to quarantine based on time frames established by the CDC and adopted by the State of Pennsylvania. Fully vaccinated faculty, staff and students will NOT need to quarantine, and no contact tracing is needed.</p> <p>Any student or faculty or staff member who tests positive for Covid must quarantine, with the length of the quarantine to be determined by the Board of Health.</p>
<p>Parents, visitors and volunteers: Parents, volunteers and other visitors will be allowed in schools.</p> <ul style="list-style-type: none"> Those who are fully vaccinated will not be asked to wear masks. Signage will be posted prominently in the lobby/office indicating that parents, visitors and volunteers in our school who are not fully vaccinated are asked to wear masks while in the school. When signing in, parents, visitors and volunteers will sign that they understand and will comply with the request to mask if they are not fully vaccinated. No one will be asked for proof of vaccination when signing in. 	<p>At SJY, parents, volunteers and other visitors will be allowed in the school for the purposes of supporting the educational mission.</p> <ul style="list-style-type: none"> Those who are fully vaccinated will not be asked to wear masks. Signage will be posted prominently in the lobby/office indicating that parents, visitors and volunteers in our school who are not fully vaccinated are asked to wear masks while in the school. When signing in, parents, visitors and volunteers will sign that they understand and will comply with the request to mask if they are not fully vaccinated.
<p>Cleaning:</p>	<p>SJY will continue to implement the stringent cleaning routines established in 20-21.</p>

<p>Areas in schools for common use -- that is, used regularly by multiple groups within the school -- need to be cleaned regularly.</p> <ul style="list-style-type: none"> • Locker rooms, gyms, band and chorus areas, and any other spaces used by multiple school groups are to be cleaned in the middle of the week, ideally, but at least once a week. • Lunchroom surfaces need to be sanitized between lunch shifts. • Classroom desks and high-traffic areas should be cleaned daily at the end of the school day. 	<ul style="list-style-type: none"> • Lunchroom surfaces will be sanitized between lunch shifts. • Classroom desks and high-traffic areas will be cleaned multiple times daily and at the end of the school day.
<p>Ventilation: Schools will make every effort to provide as much ventilation as possible in each classroom, as we did in 2020-21. Leaving windows and doors open in an appropriate manner is the simplest approach.</p>	<p>SJY will continue to use excellent ventilation efforts, as in 20-21. Teachers are highly encouraged to use all the outdoor learning spaces prepared in the 2020-2021 school year, allowing for ample fresh air opportunities for student groups throughout the day.</p>
<p>Handwashing and hygiene: Students will be asked to wash/sanitize hands at sensible times, as always: at start and end of the school day, before and after lunch, when they have sneezed or used the restroom, and as needed. Water fountains may not be used. Schools may ask students to bring water bottles to school.</p>	<p>SJY faculty, staff and students will continue to encourage and monitor handwashing and hygiene efforts.</p> <p>SJY uses water bottle filling stations. All students are required to bring a personal drinking bottle to school to be used for all hydration needs.</p>
<p>Field trips: Reasonable field trips can be taken in the local area and that decision resides with the school. Proposed trips beyond the local area are to be brought to the Secretary for Education for discussion. However, the responsibility to vet the locations and situations encountered on these trips resides with the school. Schools will need to do homework and be sure of the situation students will encounter during the field trip: crowded areas, etc. -- and will prepare appropriately. High schools will be able to offer overnight retreats, as long as there is a thorough, written health and safety plan in place.</p>	<p>SJY will review all opportunities for field trips for our students. Permission to attend will be granted following a thorough exploration of all safety measures taken by the intended destination.</p>
<p>Social, emotional and spiritual care for students: We need to make sure, in each school, that we are carefully monitoring student learning and providing all possible resources to meet individual learning needs and to provide the</p>	<p>At St. Joseph School, it is our mission to provide to our students an education steeped in excellence in spiritual, academic, social and emotional learning experiences. As in the past, SJY will</p>

<p>best resources for social, emotional and spiritual growth for our students. As we did last year, we will take a team approach in our schools: school nurses, counselors, social workers (if available) and priests will bring powerful resources to benefit our students. That team will need close collaboration with parents and with teachers, who know the needs of their students well.</p>	<p>continue this effort in collaboration with faculty, support staff, clergy and families.</p>
<p>Groupings: cohorts, assemblies, Mass, small group work While we will not start the year with the strict cohorting system we used last year, each school is asked to plan the daily interaction of student groups. Each school will determine the range of those groups. In the end, if there is a potential exposure to Covid, we need to know how to proceed. As an example: a school may decide that one group will be grades K-2, as they need to eat lunch at the same time.</p> <p>Schools may have small groups work together within the classroom. Maintain the three-foot distance, to the extent feasible.</p>	<p>In 2021-2022, SJY will offer students an educational opportunity in which they may interact with appropriate learning groups to provide the most enhanced learning experience.</p> <p>Classes may work together in small groups of no more than three or four students maintaining the three-foot distance.</p>
<p>Groupings - Cafeteria: The cafeteria may be used. To the extent feasible, students should be three feet apart in the cafeteria. Commonly-used surfaces in the cafeteria must be cleaned between lunch shifts. A clean and simple approach for the school is to make the groups mentioned above the same as the lunch groups that share the cafeteria.</p>	<p>SJY will provide breakfast/lunch service in the cafeteria. Students will be required to maintain a social distance of three feet in lines and in seats.</p> <p>Tables and benches will be sanitized between each lunch session.</p>
<p>Groupings - Assemblies: Schools may have assemblies, as needed. As assemblies will bring together more than one school group, schools are encouraged to start with a small number of assemblies in the first quarter of the school year, until we see the overall impact.</p>	<p>Pre-COVID, SJY assembled each morning for community prayers. This practice will be reinstated in the 2021-2022 school year, while observing social distancing.</p> <p>Assemblies for other purposes will be reviewed for relevance of instructional support and benefit to support a positive student learning experience. All providers of assemblies will be required to maintain SJY safety measures while in the building.</p>
<p>Groupings - Mass: School Masses will continue, as per Diocese of Harrisburg guidelines for Mass.</p>	<p>St. Joseph School will attend weekly Mass following Diocese of Harrisburg guidelines for Mass.</p>

