



# Student/Parent Handbook

## St. Joseph School

2024-2025

The online St. Joseph School Handbook is the official version for parents, students, and employees. St. Joseph School reserves the right to amend the Student/Parent Handbook at any time. As updates to the handbook occur, parents and legal guardians will be notified of any changes by way of the school newsletter, *In The Loop*.

This version is provided on **February 26, 2025.**

(Previous version dated August 1, 2024 & January 1, 2025)

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

# Student Handbook

## 2024-2025

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principal@sjy.org

Pastor  
Fr. Kyle Sahd  
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Fr. Peter Rettig  
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Deacon Joseph Shriver

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

Welcome to the Saint Joseph School Handbook! This document contains all the rules and expectations for our school. Please read the handbook carefully and discuss all rules with your child(ren). We appreciate your assistance in helping us to instill a sense of importance in following these rules, so our teachers and staff can focus on your child's academic excellence and wellbeing.

Many Blessings,



Miss Melissa Preston  
Principal

All forms referenced to in this handbook can be found on the school website – [sjyschool.org](http://sjyschool.org)

This Student Handbook Belongs to:

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# Table of Contents

Mission Statement .....	1
Spiritual Development.....	1
Code of Christian Conduct.....	2
Memorandum of Understanding .....	3
Portrait of a Graduate .....	4
Accreditation .....	4
Administration .....	5
Admission and Enrollment	
Admission Priorities .....	6
Class Size.....	6
Necessary Documents .....	6
Required Immunizations .....	6
Tuition Information & Policy	
Enrollment Information / Fee / Activity Fee .....	7
Tuition.....	7
Payment Plan.....	7
Withdrawal Policy .....	7
Policy for Delinquent Tuition Payment .....	8-9
Scholarship / Financial Aid	
EITC/SPE .....	10
Neumann Scholarship/St. Joseph Scholarship Funds.....	10
SCRIP .....	10
Catholic School Tuition Subsidy Eligibility Requirement.....	11
Academic Policy	
Curriculum.....	12
Standardized Testing .....	12
Books and Materials .....	12
Attendance Policy	
Yearly Calendar .....	13
Absence from School .....	13
Absence Due to Illness .....	13
Planned Absence.....	14
Illness at School .....	14
Illness at Home.....	14
Tardiness.....	14
Cancellation of School.....	15
Appointments / Early Dismissal by Parent Request .....	15
Dismissal .....	15
Late Pick Up.....	15
Communication	
Home and School Correspondence .....	16
Visiting the School.....	16
Parent-Teacher Conferences .....	16
Problem Solving.....	16
Confidentiality .....	17
Custody .....	17

# Table of Contents

(continued)

Conduct and Discipline Policies	
Policies .....	18-19
Role of the Pupil.....	19
Other Rules .....	19-20
Harassment .....	20-21
Detention and Notification to Parents .....	21
Suspension.....	21-22
Expulsion .....	22
Field Trips .....	23
Water Bottles.....	23
Student Welfare	
Diocesan Wellness Policy .....	24
Food Items Brought to School.....	24
Classroom Parties.....	24
Child Abuse and Neglect .....	25
Students with HIV/AIDS or Related Diseases .....	25
School Health Services and Assessment .....	25
Insurance.....	25
Transportation	
Car Riders .....	26
Bus Riders .....	26-27
Walkers .....	27
Uniform Dress Code	
Uniforms .....	28-29
Shoes .....	29
Shoes with Summer Uniform .....	30
Preschool.....	30
Boys' Uniforms - Kindergarten through Grade 6 .....	30
Girls' Uniforms - Kindergarten through Grade 6 .....	30-31
Summer Uniform.....	31
Gym Uniform.....	31
Consignment Sale .....	32
Non-Uniform Days.....	32
Parent Involvement	
Parent Involvement Committee (PIC) .....	33
School Board.....	33
School Board Subcommittees.....	33
Parent Volunteers.....	33
Fundraising .....	33
Special Programs, Service and Activities	
Instructional Support Services .....	34
Special Programs and Activities .....	34
APPENDIX A	
Computer Acceptable Use Policy.....	35-39
Anti-Hazing Policy 5136C.....	40
Gender Identity Questions – Students 5112.6 .....	40

## ***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 principal 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.

# CODE OF CHRISTIAN CONDUCT

Diocese of Harrisburg  
St. Joseph School, York  
**2024-2025**

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 an atmosphere of mutual understanding and respect.

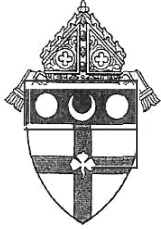
Our Christian principles provide that all members of our school community:

- 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 handwritten note.



DIOCESE OF HARRISBURG — SECRETARIAT FOR EDUCATION

4800 Union Deposit Road • Harrisburg • Pennsylvania 17111-3710  
(717) 657—4804 • FAX (717) 657-3790 • www.hbgdiocese.org

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## **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

## PROFILE OF GRADUATES

Upon completion of our faith-based education program, our goal is that the students of St. Joseph School will do the following:

- Live their sacramental life as demonstrated through their acts of service and participation in the life of the Church.
- Exemplify their Catholic faith by responding to the future challenges guided by the values of Catholic morality and integrity.
- Strive to achieve excellence in all academic disciplines.
- Become lifelong learners through the application of critical thinking and problem-solving skills.
- Use technology in an appropriate manner aligned with Catholic teachings to enhance their education.

## CORE VALUES

### Belief Statements

1. We believe that Jesus Christ is our role model, and that prayer is the foundation of our school community.
2. We believe that as an extension of the Church we strive to live our faith through evangelization and service.
3. We believe that children learn at different rates and in different ways, requiring differentiated instruction to meet their strengths and needs.
4. We believe in educating with a current, faith-based curriculum which develops critical thinking and leadership skills.
5. We believe an effective education develops and meets the needs of the whole child; academically, spiritually, emotionally, and physically.
6. We believe that parents are the primary educators of their children and a partnership between parents and teachers is essential.
7. We believe that clergy, parents, teachers, and parishioners play a critical role in fulfilling our mission in developing disciples of Christ in our global world.

## 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. St. Joseph School will begin its next Middle States Self-Study this year, preparing for an evaluation in 2025.



## 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 a Master's Degree, 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. Faculty members are generous with their time in responding to the individual needs of the students, in developing extended curriculum opportunities, and in moderating student activities.

## **ADMISSION AND ENROLLMENT**

St. Joseph School does not discriminate based on 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 admission or re-enrollment to 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.

### **ADMISSION PRIORITIES**

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

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

To be eligible for admission, the child must be the following age **by September 1<sup>st</sup>** 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 close 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
- Cash / Check for enrollment fee

### **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.

## TUITION INFORMATION & POLICY

### ENROLLMENT INFORMATION / FEE/ ACTIVITY FEE

A non-refundable “per family” enrollment fee is paid at enrollment/re-enrollment for each school year. This fee encompasses the PIC dues, Knight Reader materials, student assignment books, technology fees, and other items determined by the school.

Students currently enrolled in St. Joseph School will be automatically re-enrolled for the next school year in December. Parents/Guardians are also required to complete the on-line re-enrollment verification form for each student. An “incidental charge” for the re-enrollment fee will be added to the family’s **Simple Tuition Solutions** (STS) account. The fee needs to be paid by the required published deadline. Re-enrollment will NOT be considered complete until ALL requirements are met. Students may not be guaranteed placement and placement will be determined based on space availability at that time.

Early-January: Re-enrollment of current students- completions of on-line verification form

Mid-January: Enrollment applications accepted for siblings of current students and  
St. Joseph (York) Parish Families

Late-January (Celebrate Catholic Schools Week): Application for enrollment opens to the community.

Questions regarding enrollment can be directed to the school office at [office@sjy.org](mailto:office@sjy.org) or 717-755-1797.

### TUITION

Tuition rates are determined each year using the estimated cost-per pupil for the following year. A Variable Tuition Program is used by St. Joseph School. All families are to participate in either of two options.

(1.) Provide a financial assessment through Simple Tuition Solutions (STS), to determine eligibility for scholarships

and/or

(2.) Agree to participate in the EITC/SPE tax credit program sponsored by SJY.

Families participating pay the base rate of tuition, those who choose not to participate pay the subsidized cost to educate. Families are informed of tuition costs as soon as possible. Scholarship opportunities are offered to all families.

### PAYMENT PLAN

All families must be enrolled and make payments in their **Simple Tuition Solutions payment portal**. St. Joseph School offers a variety of payment plans to suit each family’s needs. Payments may be made by manual or automatic debit from checking or saving accounts, or credit card (additional fees may apply). Information will be provided at the time of enrollment.

### WITHDRAWAL POLICY

If a student is withdrawn from St. Joseph School during the school year the following policy will be followed.

- Withdrawal during 1<sup>st</sup> trimester - parents are responsible for 1/3 of the child’s tuition
- Withdrawal during 2<sup>nd</sup> trimester - parents are responsible for 2/3 of the child’s tuition
- Withdrawal during 3<sup>rd</sup> trimester - parents are responsible for full year tuition.

## TUITION INFORMATION & POLICY (CONTINUED)

### **POLICY FOR DELINQUENT TUITION PAYMENT**

St. Joseph School makes every effort to provide an affordable, quality, Christ-centered education to our students. Scholarships and financial aid are offered based on need and available resources. However, the majority of the School's funding comes from tuition, fundraising activities, and fees. SJY cannot fulfill its mission or provide fundamental school operations unless the obligations of every student are met on a timely basis.

Therefore, it is imperative that families fulfill their financial responsibilities to pay all tuition and fees (collectively, "Tuition") in a timely manner.

**Late fees will be applied to any tuition account that is not paid according to the payment plan agreed upon.** Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, families should contact the principal of the school - in advance of missing any payments - to discuss an agreement to make alternative arrangements for payment. St. Joseph School is willing to work with families - parents cannot simply assume that missed payments will be overlooked.

Please be advised that Diocesan policy states that if there are outstanding financial obligations:

1. Student records may not be transferred to another school.
2. Re-admission of student(s) for the new school year may be denied.
3. St. Joseph Catholic School cannot accept any transfer student(s) with financial obligations from another school.

Families who do not fulfill their financial responsibility will not be provided with term grade reports / progress reports. **Final report cards will be withheld until all tuition and fees (lunch, library, band etc.) are paid in full.**

If your account remains past due without payment arrangements, additional steps will be taken to collect the outstanding balance. The following actions may occur if delinquent tuition remains unpaid:

#### **31 Days Tuition Past Due (Step 1):**

A "Past Due Notice" will be sent to any family with Tuition more than 31 days past due. If tuition account is not current, or a mutually acceptable agreement for the payment isn't reached, additional steps shall be taken, as outlined below. For purposes of this policy, payments not received by the due date are considered past due.

#### **End of 1<sup>st</sup> Trimester Tuition Past Due (Step 2):**

If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, by the end of the 1<sup>st</sup> Trimester, the School shall withhold report cards and transcripts from the student.

#### **End of 2<sup>nd</sup> Trimester Tuition Past Due (Step 3):**

If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, by the end of the 2<sup>nd</sup> Trimester, in addition to steps 1 and 2 above, enrollment will not be finalized for the following year until tuition account is brought current. Re-enrollment fees are non-refundable.

## **TUITION INFORMATION & POLICY** (CONTINUED)

### **POLICY FOR DELINQUENT TUITION PAYMENT** (continued)

#### **Unpaid balance by end of 3<sup>rd</sup> Trimester (Final Step):**

A final “Past Due Notice” will be sent to the family by certified mail. Families will have (10) ten days from the date of that letter to respond with full payment, or a mutually acceptable agreement for the payment of all past-due Tuition reached. Failure to fulfill your financial obligations to the school will result in the following:

- Placement of your account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of your balance.
- Assessment of litigation and court costs.
- Your delinquency will be reported to a national credit bureau.

In all cases, the School reserves all rights, at law or in equity, to use any legal means at its disposal to reclaim past due tuition, including the engagement of third-party collection agencies to whom financial details will be provided by the School as is permissible by law to collect outstanding tuition balances.

St. Joseph School prides itself on being able to assist our families during times of financial difficulty. In order for this to be successful, families who are experiencing challenges in meeting their financial obligations should schedule an appointment with our school administration to discuss restoring the account into good standing.

## **SCHOLARSHIP / FINANCIAL AID**

St. Joseph School is committed to helping parents who desire a Catholic education but who struggle with the financial obligations of school tuition. Tuition assistance is available for elementary grades kindergarten through 6<sup>th</sup> as well as preschool students through the Diocese and other outside programs.

### **EITC/SPE**

St. Joseph School participates in the Educational Improvement Tax Credit Act/Special Purpose Entity sponsored by the Commonwealth of Pennsylvania. Parents, businesses, and donors may direct their annual state tax liability to St. Joseph School. It is as easy as applying for credits, being approved, and forwarding your donation to the school. You will then receive a credit to submit when taxes are due. Please contact the school for more information.

### **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 Simple Tuitions Solutions and St. Joseph School, no later than March 1st. Families who receive financial scholarships are expected to purchase \$100 dollars in SCRIP per month or \$1,000 per year.

### **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 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.

### **OTHER**

Additional opportunities for scholarships may come up throughout the year. Any opportunities will be shared through an *In the Loop* message or families who qualify will be notified directly.

## **CATHOLIC SCHOOL TUITION SUBSIDY ELIGIBILITY REQUIREMENT**

The York community is very blessed to have a fine Catholic school like St. Joseph School where the Catholic way of life is taught and lived daily. Academic standings and student success have proven that Catholic schools provide the foundation parents desire for their children to prepare them for adult Christian life.

Parochial schools are a unique and intentional relationship that both the family and the church shares responsibility. Our Catholic school is financially supported by St. Joseph Parish through the subsidy it provides for the education of Catholic students. This in turn helps to keep tuition affordable for parents.

To be eligible for the Catholic tuition rate, the family must be (and remain) registered as *active* members of St. Joseph Parish or another Roman Catholic Parish. **Proof of eligibility is required.** To be considered an *active* member, the family

1. Shall attend mass regularly on Sundays and Holy Days of Obligation
2. Be active in the life of the parish through ministries or other activities
3. Support the parish financially

If you have any questions or concerns about these eligibility requirements, please contact Fr. Kyle Sahn, pastor, in the Parish office, 717-755-7503 x202 to discuss your situation.

Thank you for your on-going support and participation in St. Joseph parish and St. Joseph School.

# ACADEMIC POLICY

## **CURRICULUM**

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](http://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	Technology
Social Studies	Physical Education	

Also included as support: Instructional Support, Lincoln Intermediate Unit 12 support services, SST, Standardized Testing.

Only major learning goals are included in the grade report. These are grouped into 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**

Students 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. Additional formal and informal means of assessment may be used to identify specific learning needs of students allowing teachers to target and deliver the most effective learning opportunities.

## **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. All books must be covered, with the exception of copybooks. All covers must be neat and clean, and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name and grade. All lost or damaged books must be paid for in full by the student and parent/guardian. A charge will be made at the rate at which the books were purchased by the school. Label all student articles with the student's name. Students are expected to take care of their personal belongings, their books, and their clothing. They are also asked to help care for the school building and all campus property. Any malicious damage will necessitate compensation. Damage to property reflects on both school and home training.



## 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](http://www.sjyschool.org).

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Pennsylvania State passed Attendance Law, Act 138 stating: illness of the child, death in the family, and exceptional instances that affect the child are the only legitimate reason for absence from school.

### ABSENCE FROM SCHOOL

Parents should email the school - [office@sjy.org](mailto:office@sjy.org) - by 8:00 AM to report the child's absence. An emailed notification of a child's absence satisfies the note required by PA School Code 1327. This email should state the specific reason for the child's absence. A telephone call from parents reporting the absence by 8:00 AM will require a note, signed and dated by the parent or guardian, stating the reason for the student's absence, **no later than 3 days after the absence.** The school nurse will call for verification of absence if a parent/guardian neglects to report an absence. When we don't receive a note or email from you, your child will be marked as **unexcused**. Under the new law, if your child has 3 unexcused absences, you will receive a letter from the school.

### ABSENCE DUE TO ILLNESS

A **physician's certificate is required** before readmission when a child has a communicable disease or when a student has been absent **three (3) or more consecutive days** due to illness. Failure to submit an excuse within **five (5) days will result in the absence being coded as unexcused and unlawful**. Following three (3) unexcused absences, parents and the student's home school district will be notified in writing. Six (6) unexcused absences will result in a corrective plan, in collaboration with the student's home school district. Pennsylvania State Law requires the school to report ten (10) unexcused absences to the county's child and youth protective services as this is considered neglectful.

The child is expected to make up any class work or tests given during his/her excused absence. For absences of more than one (1) 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. Absences beyond ten (10) per year are a serious concern.

**Reasons for habitual absences (10+) must be verified by a doctor for each recurring absence.** 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 or result in repeating the academic year.

## **ATTENDANCE POLICY (CONTINUED)**

### **PLANNED ABSENCES**

We believe that children should attend family events such as weddings and funerals or visit extended family members who may live a great distance from York. Travel for vacation and recreational purposes during the school year is discouraged as it is less desirable for the purpose of maintaining consistent learning for young students. In these situations, parents are to notify the school in advance of the planned absence by completing and submitting to the school office the **Administrative Pre-Approval Request for Planned Student Absences** form for consideration for approval, at least two (2) weeks in advance of the absence.

**Failure to provide this form will result in the absence being recorded as unexcused. Planning vacations during school time is discouraged, and work missed during this time becomes the student's responsibility upon return. Teachers will not provide schoolwork prior to a vacation. 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 (1) week of the return to school. Classroom teachers will schedule make up testing at their discretion. **Only seven (7) days of extended vacation per year will be approved.** Additional absences for vacation will be marked unexcused. Beyond those seven (7) days, students will not be allowed to make up missed classwork or homework. In the event that a test or quiz is missed, students will be required to take that immediately upon return to school.

### **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, he/she must remain at 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 at 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 must 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.

No cough drops or throat lozenges are allowed to be brought to school – they are a choking hazard. Students are not allowed to self-medicate while at school. Students are to see the nurse if feeling ill.

### **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 ensure timely arrival each day. Habitual tardiness has a negative impact on a child's school progress and causes classroom disruptions. Ten (10) days of accumulated lateness to school or repeated unexcused tardiness will warrant a conference with the principal.

## **ATTENDANCE POLICY (CONTINUED)**

### **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 rectory, parish office, 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.org](http://www.sjyschool.org).

Please note that if your school district closes but St. Joseph School 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 excused 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.

### **APPOINTMENTS/EARLY DISMISSAL BY PARENT REQUEST**

Students/parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments with a written request from parents, stating the purpose and time of the appointment, the time the student will be picked up and by whom, the length of the time of the appointment and the approximate time of return. The student must present a slip from the doctor stating that he/she has been to the doctor’s office and has permission to return to school.

**To limit disruptions at dismissal time, students needing to be dismissed for appointments occurring near the end of the day must be picked up before 2:20 PM. Parents must enter the car rider line for all pick-ups after 2:20 PM.**

**There will be NO ENTRY into the building between 2:30 PM and 3:00 PM.**

### **DISMISSAL**

St. Joseph School dismisses each day at 2:45 PM. All students being transported by car are to be picked up in the car rider line immediately. If there is an emergency and a student will not be picked up by 3:00 PM, the school must be notified prior to dismissal. When St. Joseph School observes an early dismissal, students are dismissed at 12:00 noon. All changes to dismissal must be reported to the office by 2:00 PM. No change by student will be honored without parent notification.

### **LATE PICK UP**

If a student is not picked up by 3:00 PM on full days or 12:15 PM on early dismissal days, **11:30 AM P4C (Monday-Wednesday-Friday), 11:15 AM P3 (Tuesday-Thursday)** a fee of \$1 per minute will be added as an incidental charge to the family’s Simple Tuition Solutions account. This also applies to detention, band, choir, Armata Bianca, or any other after school activities.

# COMMUNICATION

## **HOME AND SCHOOL CORRESPONDENCE**

The “*In the Loop*” newsletter is a weekly communication from the school to all families. It arrives directly to parent emails and contains announcements, important news, and links to necessary forms. To communicate as rapidly as possible, St. Joseph School will use email primarily. It may be necessary at times to send home hardcopy forms. Please read the material and take appropriate action as necessary.

Parents are encouraged to remain in contact with the school about any topics of concern as they pertain to their child or the safety and wellbeing of the school community. All communication should be addressed directly to the person most directly involved in the concern to increase the speed of response while also gaining the clearest understanding of the situation.

## **VISITING THE SCHOOL**

For the safety of our children, all doors are locked. Visitors must ring the bell and identify themselves at the school office to be buzzed into the building. All visitors must **sign in and sign out** when the visit is complete. During the school day, no one may go to a classroom without the previous permission of the principal or his/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 use designated adult restrooms 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 of 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. If in doubt regarding a school regulation, please contact the principal.

## **COMMUNICATION (CONTINUED)**

### **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

### 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 for 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. 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 with parents.
- Instances of poor bus behavior will result in contact with parents and may result in restriction of bus privileges.

## **CONDUCT & DISCIPLINE POLICIES (CONTINUED)**

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 disenroll the student from St. Joseph School.

### **ROLE OF THE PUPIL**

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. 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. Devices creating disruption in school will be held by the principal. Repeated disruptions will result in the loss of the privilege of bringing them to school.
- **NO TOYS MAY BE BROUGHT TO SCHOOL** unless needed for a classroom activity, such as Show and Tell, but shall never be taken to the school playground.
- Students are limited to one (1) item hanging from their backpack (this includes key chains, hand sanitizer, etc.).
- St. Joseph School provides individual electronic devices for each student. No student may bring a personal electronic device to school.

## CONDUCT & DISCIPLINE POLICIES (CONTINUED)

### OTHER RULES (continued)

- 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.
- FIGHTING, including physical or verbal fighting, will not be tolerated. The values of the Code of Conduct, mentioned above, apply.
- DISRESPECT will not be tolerated.
- DAMAGING SCHOOL PROPERTY in any way is subject to 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.

**At the discretion of the principal, detention will be a consequence given to students who participate in any of these infractions.**

### 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.



## **CONDUCT & DISCIPLINE POLICIES (CONTINUED)**

### **HARASSMENT** *(continued)*

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 for 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)*

### **DETENTION and NOTIFICATION TO PARENTS**

Students will receive a notification of detention for parents to sign. Thursday, from 3:00 PM -3:45 PM 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 promptly at 3:45 PM. If a parent arrives after 3:45 PM the \$1 per minute late pick up fee will be applied.

### **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 is readmitted to class. The suspension will be for a definite period of time. Suspension may be served in or out of school at the discretion of the principal.

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.

## CONDUCT & DISCIPLINE POLICIES (CONTINUED)

### SUSPENSION (continued)

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.**

**Notice:** It is the policy of St. Joseph School to notify the school to which a student transfers if that 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.)

## 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 grounds 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. Selected parents must be in compliance of all Diocesan/PA Child Protection clearances. Contact the school office to learn how to secure necessary clearances. Where numbers are limited by space or regulation, the teacher will choose randomly from volunteers to chaperone.

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. 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.

## WATER BOTTLES

The school has hydration stations / water fountains at the end of each hallway and outside the gym in the lobby. Water bottles are encouraged to be left at home. If your child **needs** a water bottle, requirements are as follows:

- Must be 24 ounces or smaller
- Translucent plastic
- Spill / Leak proof - NO Squeeze Sports Bottles

Examples of **Acceptable** Water Bottles



Students in PreK classrooms should follow the directions provide by the homeroom teacher.

## 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/office, 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 of 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.**

Students from Pre-Kindergarten 4 through 6<sup>th</sup> grade may bring a snack to be eaten in their classrooms at a time determined by the classroom teacher. Choosing foods from the approved snack list for St. Joseph School is expected. 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.

There are times during the year when children have parties at home. The school will not supply the names, addresses and phone numbers of class members.

## **STUDENT WELFARE (CONTINUED)**

### **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. For information regarding this process, please refer to the following links:

<https://www.compass.state.pa.us/cwis/public/home> and/or <https://www.hbgdiocese.org/safeyouth/>

### **STUDENTS WITH HIV/AIDS OR RELATED DISEASES**

This school follows 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 can also provide care. Health assessments are expected according to the following schedule:

- A **MEDICAL EXAMINATION** is required by Dec. 1<sup>st</sup>, on original entry into school, and in grade 6. Your family physician can give the exam.
- A **DENTAL EXAMINATION** is required by Dec. 1<sup>st</sup>, 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 parents 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. Slowly 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 the car doors for young students. Older students may be responsible to exit the car on their own. Once your child has exited the car, parents must drive away. Parents may not wait to watch their child enter the building – this delays the other vehicles waiting behind and slows the process. The children will enter the school through the back door.

**The traffic circle at the front entrance is BUS ONLY.**

Please do not enter the traffic circle with the buses or park in front of the school. If you have a scheduled meeting with someone in the school, please park in the church lot and enter the school at the front door. Morning arrival time for cars is between 7:30 AM and 7:58 AM. **School starts at 8:00 AM.** Families are expected to allow ample time to arrive by 8:00 AM. Riders arriving later than 8:00 AM must be signed in at the office by a parent, and attendance will be recorded as tardy.



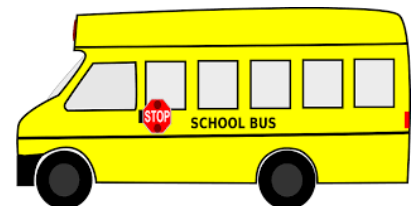
**In the afternoon**, drivers **MUST** follow the procedure through the parking lot. Dismissal procedures are as follows. Enter the campus from Cortleigh Road and follow the traffic line to the north and east of the school building. Car riders are dismissed from the East back door of the school.

Drivers are to form **two (2) lines, with less than three (3) feet separating them and the car immediately in front and** remain in their cars until school staff escorts the children to each car. **Engines must be turned off during dismissal and student loading.** Cars which are turning **RIGHT** onto Kingston Road should be in the **RIGHT** lane. Cars which will turn **LEFT** should choose the **LEFT** lane. All drivers must observe the directions of the supervising teachers on duty.

Car riders must be picked up by 3:00 PM on regular school days. If a student is not picked up by 3:00 PM on full days or 12:15 PM on early dismissal days, 11:30 AM P4C (Monday-Wednesday-Friday). 11:15 AM P3 (Tuesday-Thursday), a **LATE PICK UP** fee of \$1 per minute will be added as an incidental charge to the family's Simple Tuition Solutions account. Parents must come into the school to sign their child out.

### 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.

## TRANSPORTATION (CONTINUED)

### **BUS RIDERS** *(continued)*

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, facing front**, 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 or smart watches 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

### UNIFORMS

The appearance and attire of our students is of utmost importance. Research has shown that student behavior, attitudes and effective learning improve when students are dressed appropriately. School is not primarily social and fashionable in nature and students need to see their school uniform as different and more “professional” than their “play” clothes.

Students are expected to present a neat and clean appearance, and to have their uniform clothing **marked with their names**. Uniforms are mandatory for grades K - 6 and are to be worn from the first day to the last day of school in accordance with the school’s uniform policy. Parents/guardians will be notified of exceptions.

Uniform components may be purchased from **FlynnO'Hara Uniforms** company, throughout the year, either online [www.flynnohara.com](http://www.flynnohara.com) or by calling 1-800-441-4122.

The following plaid items **MUST** be purchased through FlynnO’Hara Uniforms because other uniform companies do not provide identical items:

- Jumpers
- Ties
- Skirts or kilts

All other uniform components purchased from other suppliers **must be identical** to the FlynnO'Hara Uniforms styles, with the exception of logos. Logos are optional. Accessories such as lace, bows, ruffles, and puffy sleeves are not considered compliant with the uniform policy.

At all times, students are to be:

- Neat and clean in appearance.
- Hair should be neatly arranged in **conservative styles which cause no distractions, including shave lines/shapes, spikes, faux or mohawks**.
- 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. **Purple, pink, aqua, orange, lime green, sparkles, glitter, and feathers do not coordinate.**
- Cat ears, sequins, puff balls, athletic head gear, scarves, 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 school during the regular school day.
- SLIP-ON SHOES IN ANY STYLE MAY NEVER BE WORN. (including Crocs, flip-flops, etc.)
- 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; one per wrist.
- Girls may wear small earrings on the earlobe only. Boys may not wear earrings. No other body piercing may be visible.



## UNIFORM DRESS CODE (CONTINUED)

### UNIFORMS (continued)

- 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 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup> 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 (2) weeks are distributed to the needy.**

### SHOES - KINDERGARTEN through GRADE 6:

An oxford-style shoe is required. FlynnO'Hara Uniforms 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 FlynnO'Hara Uniforms styles.**

Examples of Acceptable Shoe Styles



Examples of Unacceptable Shoe Styles



## **UNIFORM DRESS CODE (CONTINUED)**

### **SHOES with the SUMMER UNIFORM**

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.

### **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 bulky boots, high heels, or flip-flops.

### **BOYS' UNIFORMS - KINDERGARTEN through GRADE 6**

***REGULAR (May be worn all year.)***

#### **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 FlynnO'Hara Uniforms 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 - See school calendar for start and end dates.)***

#### **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 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.)***

#### **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 may wear shorts under the kilt for modesty but should not be visible. Sweaters (optional) are to be long-sleeved V-neck, pullover, and solid blue.

## UNIFORM DRESS CODE (CONTINUED)

### GIRLS' UNIFORMS - KINDERGARTEN through GRADE 6 (continued)

#### **REGULAR** (May be worn all year.)

##### **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 may wear shorts under the kilt or skirt for modesty but should not be visible. FlynnO'Hara Uniforms 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, and solid blue. Sixth Grade girls may wear a navy blue, long-sleeved pullover York Catholic sweater.

#### **SUMMER** (Optional - See school calendar for start and end dates.)

##### **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, navy, or black crew socks are to be worn.

##### **4 through 6**

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

### GYM UNIFORM – Boys and Girls K-6

#### **REGULAR**

Navy-blue long-sleeved sweatshirt and sweatpants must be worn to and from school over the gym shorts and T-shirt. A full sweatsuit is to be worn outside the classroom. Teachers may allow students to remove sweatshirts at their discretion while in the classroom.

Students in Kindergarten and Grade 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.

#### **SUMMER** (See school calendar for start and end dates.)

All students, grades K-6 must wear navy-blue gym shorts 3 inches or less 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. There is no color specification for crew socks on gym day!

## **UNIFORM DRESS CODE (CONTINUED)**

### **CONSIGNMENT SALE**

A uniform consignment sale is held each year in May. During this event, families may sell outgrown regulation 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 with sleeves.
- Hems for shorts or skirts must be 3 inches or less above the knee.
- Leggings or tight-fitting pants are NOT permitted to be worn to school.
- Sneakers or shoes must allow safe play on the recess yard. Sandals, Crocs, or other 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.

All students may dress down on their birthday! Summer birthdays will be celebrated on a day designated by the school in the spring or fall.

## **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 included in the family enrollment fee. The PIC Leadership Team is a group of members who have accepted additional responsibilities for school programs and events. Parent Ambassadors also assist classroom communications for the PIC. 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 meeting must make a request to the principal at least one (1) 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 be in compliance with all Diocesan and PA Child Protection Policies which can be found on our website under the heading “Get Involved”.

### **FUNDRAISING**

Parental and parishioner participation is strongly encouraged in our Scrip program, the Race for Education, Annual Appeal and EITC/SPE tax credit programs 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 Trips
- Safety Patrol
- Instrumental Band
- Field Day
- Junior Achievement
- Choir

## Appendix A – Computer Acceptable Use Policy

### ACCEPTABLE USE POLICY

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#### Purpose

Computers are valuable tools for education at St. St. Joseph School. The administration/faculty/staff encourage the proper use of computer-related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. Written consent for the use and access of the Internet and the server will be required in writing for each student and kept on file each new school year.

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#### Goals

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

#### Limits on St. Joseph School Liability

- St. Joseph School will not certify that the filtering service, will always be free of errors.
  - St. Joseph School will not be responsible for any data that may be lost or for any interruption in computer services or any other inconveniences the user may experience.
  - St. Joseph School will not be responsible for any willful damages incurred by a user, to technology oriented devices.
- 

#### Responsibilities of User

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

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#### Internet

St. Joseph School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph from Policy 6230:

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

## General Guidelines for use of the Internet

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- Computers are to be used only for the purpose of academic or other authorized activities.
  - The Principal/Network Administrator/Computer Teacher/Technology Coordinator has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
  - Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gaining access to secured resources is forbidden.
  - Uses of proxy sites or other means to circumvent filtering software is strictly prohibited.
  - No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify, or attach external devices to the systems.
  - Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. Student email is only used with permission. No personal email is permitted using a school email account.
  - No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
  - Use of email and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
  - Transferring copyrighted material to or from St. Joseph School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
  - Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
  - Additional rules and restrictions may be added at any time.
- 

## Computer Use Rules

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

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The use of the Internet, server, and computer equipment is a privilege, not a right. Attempts at inappropriate use will result in the **cancellation** of those privileges. If there are violations of this privilege, depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the server or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under appropriate school and diocesan policies, or civil or criminal liability under other applicable laws.

- Students who do not use the Internet and other computer resources in an ethical manner will lose computer use privileges at school. The principal will determine if further disciplinary action is necessary.
- Disciplinary or legal action may be taken by the school or by other interested parties.



## **Loan of School-Owned Chromebooks or iPads**

In an effort to ensure that all students are able to access educational materials while in school and at home, St. Joseph School will loan Chromebooks or iPads to students.

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### **Device Usage**

1. All usage of the device must be school related. Students must continue to abide by the school's Acceptable Use Policy when using the device at home.
  2. The device's Internet connection is filtered. However, no filter is perfect, and it is acknowledged that some objectionable material may still be accessible.
  3. Altering the device's settings or configuration or content on the device (apps or eBooks) is strictly prohibited; doing so will result in loss of the privilege to sign out devices in the future. The iPad case should not be removed.
  4. St. Joseph School does not actively track student activities on the devices. Security software utilizing the microphone, webcam, or a keystroke logger is not used. Web browsing history and system logs may be consulted if necessary.
- 

### **Financial Responsibility**

The student's family will become financially responsible for the device in certain situations.

Areas of financial responsibility covered by the student's family:

1. Preventable damage from liquid, excessive heat, or other foreseeable environmental threats.
2. Preventable damage from carelessness - i.e. closing the LCD display of a laptop on a pen or pencil.
3. Theft or loss resulting from inadequate security precautions - i.e. leaving the device in plain sight inside a parked car.

Areas of financial responsibility covered by the school:

1. Hardware problems that may occur during normal.
2. Theft of the device when adequate security measures have been taken - an official police report must be supplied.

The school office should be notified immediately in the event of any damage or theft.

### ***Cyber Bullying Clause***

#### **Purpose**

St. Joseph School strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of St. Joseph School to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

#### **Authority**

All forms of bullying and cyberbullying by St. Joseph School students are prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

- Students who have been bullied or cyberbullied shall promptly report such incidents to the designated employees.
- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.
- St. Joseph School shall annually inform students that bullying or cyber bullying of students will not be tolerated.

## **Definition of Cyber Bullying**

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of St. Joseph School by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of St. Joseph School, offenders shall be the subject of appropriate discipline. This includes home devices as well as school equipment.

## **Delegation of Responsibility**

- Each staff member shall be responsible for maintaining an educational environment free of bullying and cyberbullying.
- Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.
- Students shall be encouraged to report bullying or cyberbullying complaints to St. Joseph School employees.
- All employees who receive a bullying or cyber bullying complaint shall investigate to determine if bullying or cyberbullying has occurred. If the behavior is found to meet the definition of bullying or cyberbullying, written documentation must be submitted to the principal.
- The principal will inform the parents of the victim and person accused.

## **Complaint Procedure Guidelines**

1. A student or parent shall report a complaint of bullying or cyberbullying, orally or in writing, to a St. Joseph School employee.
2. The St. Joseph School employee will bring the report to the principal.
3. The St. Joseph School employee and the principal will investigate the alleged conduct that occurred.
4. The St. Joseph School employee and principal may ask assistance from other St. Joseph School employees in the investigation process.
5. After the investigation, the principal shall take corrective action to ensure that the conduct ceases.

## **Computer and network use is also subject to Pennsylvania and Federal laws and regulations.**

Suspected violations of applicable law are subject to investigation by school and law enforcement officials. Among applicable laws are:

- Federal Copyright and Wire Fraud Laws
- Federal Computer Fraud and Abuse Law
- Federal and Pennsylvania Child Pornography Laws
- Children's Online Privacy Protection Act
- Pennsylvania Computer Crime Law
- Pyramid Schemes/Chain Letters
- Defamation and Common Law Actions for Invasion of Privacy

## **Legal Issues**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law.

As an example, under Pennsylvania law:

“...it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1)...”

“...Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)...”

**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 publicly act in opposition to Catholic teaching. Notification of a student’s determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015

RWG/Bishop of Harrisburg

**2024-2025 ST. JOSEPH SCHOOL HANDBOOK VERIFICATION FORM**

*I understand and agree that I am responsible for knowing and understanding its contents and abiding by the procedures, rules, and policies set forth in the handbook.*

*I understand that the handbook does not create any contractual obligations, express or implied, on the part of the diocese or the school.*

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

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 this Handbook.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Please print)

Student Names: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE**

**by September 30, 2024**