2945Kingston Road
York, PA 17402
www.sjyschool.org
717-755-1797

Student/Parent Handbook

Saint Joseph School

2026-2027

Principal
Miss Melissa Preston
principal@sjy.org

Pastor
Fr. Kyle Sahd
sahd@sjy.org

This version is provided on **August 1, 2026.**

Welcome to Saint Joseph School

Dear Saint Joseph School Families,

Welcome to another wonderful year at Saint Joseph School! Whether your family is joining us for the first time or has been part of our community for many years, we are grateful that you have entrusted us with the privilege of educating your child.

At Saint Joseph School, we believe education is much more than academics. It is about forming young disciples of Jesus Christ who will use their God-given gifts to make a difference in the world. Every lesson taught, every prayer offered, every service project completed, and every relationship built is rooted in our Catholic faith.

As parents, you are your child's first and most important teachers. Our role is to partner with you in helping your child grow spiritually, academically, socially, emotionally, and physically. When home and school work together with mutual trust, respect, and open communication, children flourish.

This handbook has been prepared to provide families with important information about our school's philosophy, policies, and procedures. While it cannot anticipate every situation, it serves as a guide to help ensure a safe, faith-filled, and academically excellent learning environment for every student.

Throughout this handbook, you will notice that our policies are built upon our mission, our Catholic identity, and our commitment to forming students of virtue. We believe expectations should be clear, relationships should be strong, and every child deserves the opportunity to grow and learn from both successes and mistakes.

Thank you for choosing Saint Joseph School. We look forward to partnering with your family in another year of faith, learning, and joyful community.

May God bless you and your family throughout the school year.

Many Blessings,

Melissa Preston

Miss Melissa Preston
Principal

This handbook is intended to provide guidance for students and families regarding school policies, expectations, and procedures.

The online version of the Saint Joseph School Handbook is the official handbook of the school. Because circumstances occasionally require changes, Saint Joseph School reserves the right to modify or amend policies and procedures during the school year when necessary. Families will be notified of significant changes through official school communication, including *In The Loop.*

The Principal reserves the right to make decisions regarding matters not specifically addressed within this handbook.

Nothing contained in this handbook shall be construed as creating a contractual obligation between Saint Joseph School and any student or family.

Table of Contents

Welcome to Saint Joseph School i
Mission Statement 1
What Makes Saint Joseph School Different 1
Code of Christian Conduct 2
Memorandum of Understanding 3
Core Values
- Belief Statements 4
- Portrait of Graduates 4
- Catholic Identity 4

Accreditation 5
Administration 5
Our Home-School Partnership
- Parents as Primary Educators 6
- Christian Communication 6
- Honesty and Integrity 7
- Chain of Communication 7
- Visiting the School 7
- Parent Observation / Presence on Campus Policy 8
- Volunteers 8

Application – Admission – Enrollment
- Provisional Admission (Conditional Acceptance) 9
- Admission Eligibility 10
- Necessary Documents 10
- Required Immunizations 10
- Classroom Placement 10

Tuition Information & Policy
- Enrollment Information / Fee / Activity Fee 11
- Tuition 11
- Payment Plan 11
- Withdrawal Policy 11
- Policy for Delinquent Tuition Payment 12

Catholic School Tuition Subsidy Eligibility Requirement 13
Scholarship / Financial Aid
- EITC / SPE 13
- Neumann Scholarship / Saint Joseph Scholarship Funds 13
- SCRIP 13

Academic Policy
- Academic Excellence 14
- Curriculum 14
- Academic Support 14
- Instructional Support Services 15
- Assessment 15
- School-Wide Assessment Windows 15
- Homework Philosophy 15-16
- Academic Integrity 16
- Books and Materials 16

Student Life ✞ A Community of Faith, Learning, and Belonging
- Daily Schedule 17
- Arrival and Dismissal Procedures 17
- Student Leadership Opportunities 18
- Academic & Student Enrichment 18

Table of Contents *(continued)*

Attendance Policy
- Reporting an Absence....19
- Planned Absences....19
- Tardiness....20
- Dismissal....20
- Late Pick-up....20
- Early Dismissals....20
- Absence Due to Illness....21
- Weather Related School Delays / Early Dismissals....21

Communication
- Staying Connected....22
- Teacher / Parent Communication....22
- Resolving Concerns....22
- Parent Organizations & Involvement....22
- Confidentiality....23
- Custody....23
- Protecting Instructional Time....23

Growing in Virtue: Student Expectations & Behavior ✞ Our Philosophy
- Our Schoolwide Expectations....24-25
- Positive Behavior Recognition....25
- Schoolwide Rules....25
- School Counseling & Student Support....25
- Minor Behaviors....26
- Major Behaviors....26
- Progressive Discipline....27
- Restorative Practices....27
- Bullying....28
- Harassment....28
- Fighting & Physical Aggression....29
- Threats of Violence....29
- Technology Expectations....29
- Search of Student Property....29
- Detention and Notification to Parents....30
- Suspension....30
- Expulsion....30
- A Community of Grace....30

Field Trips....31

Water Bottles....31

Health, Safety, & Student Well-Being ✞ Our Commitment
- Student Health....32
- Allergies....32
- Emergency Contacts....32
- Student Illness....33
- Injuries at School....33
- Medication at School....33
- School Health Services and Assessment....34
- Food and Snacks....35
- Classroom Parties....35
- Wellness....35
- Electronics....35
- Personal Items....35
- Students with HIV/AIDS or Related Diseases....36
- Insurance....36

Table of Contents *(continued)*

Transportation
- Car Riders 37
- Bus Riders 38
- Walkers 38

Uniform & Appearance
- Uniform Philosophy
- Purchasing Uniforms 39
- General Appearance 39-40
- Jewelry & Personal Appearance 40
- Uniform Expectations 40
- Shoes 41
- Preschool Dress 42
- Boys' Uniforms – Kindergarten through Grade 6 42
- Girls' Uniforms – Kindergarten through Grade 6 43
- Physical Education Uniform 44
- Non-Uniform Days 44
- Birthday Dress Down 44

School Safety & Security
- School Security 45
- Safe Environment 45
- Mandatory Reporting 45
- School Closings & Delays 45
- Emergency Procedures 46
- Crisis Response 46
- Child Protection & Well-Being 46
- Working Together for Student Success 46

Technology & Digital Citizenship ✞ Technology as a Learning Tool
- School-Issued Technology 47
- Artificial Intelligence (AI) 47
- Digital Citizenship 48
- Social Media 48
- Cell Phones and Smart Watches 48

Our Shared Commitment 49

Final Blessing 49

APPENDIX A
- Computer Acceptable Use Policy 50-54
- Anti-Hazing Policy 5136C 55
- Gender Identity Questions – Students 5112.6 55

MISSION STATEMENT

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

What Makes Saint Joseph School Different?

At Saint Joseph School, education is about more than preparing students for the next grade level. It is about preparing young people to become faithful disciples of Jesus Christ who lead with integrity, serve others with compassion, and use their gifts to make a positive impact on the world.

When families choose Saint Joseph School, they become part of a community rooted in faith, academic excellence, and partnership.

Our students experience:

Christ at the Center
Jesus Christ is our cornerstone. Faith is integrated into every aspect of the school day through prayer, worship, service, and daily classroom instruction.

Academic Excellence
Students are challenged through a rigorous curriculum that encourages critical thinking, collaboration, creativity, and problem-solving while providing individualized support to help every learner succeed.

Formation of the Whole Child
We believe children grow academically, spiritually, emotionally, socially, and physically. Our goal is to develop not only knowledgeable students, but compassionate, responsible, and virtuous young people.

Leadership Through Service
Students are given opportunities to lead and serve through programs such as Student Ambassadors, service projects, prayer leadership, peer mentoring, and school-wide initiatives that encourage them to live their faith in meaningful ways.

Strong Home-School Partnership
Parents are the primary educators of their children. Together, families and school work collaboratively to support every child's success.

Safe and Joyful Learning Environment
Students thrive in classrooms where they feel known, valued, respected, and challenged. Through consistent expectations, caring relationships, and positive support, we strive to create a school culture where every child can flourish.

CODE OF CHRISTIAN CONDUCT

Diocese of Harrisburg
Saint Joseph School, York
2026-2027

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 Saint 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

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

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.

PROFILE OF GRADUATES

Upon completion of our faith-based education program, our goal is that the students of Saint 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.

CATHOLIC IDENTITY

Catholic identity is at the heart of Saint Joseph School. It is not limited to religion class—it is woven into every aspect of our school community.

Students participate in:

- Daily Classroom Prayer
- Weekly Mass
- Eucharistic Adoration
- Sacramental preparation
- Prayer Services and Seasonal Liturgies
- Service-Learning Opportunities
- Catholic traditions and feast day celebrations
- Faith integration across all subject areas

We encourage students to deepen their relationship with Jesus Christ by growing in virtue, practicing kindness and forgiveness, serving others, and recognizing God's presence in their daily lives.

Together, we strive to create a school community where faith is lived, celebrated, and shared.

ACCREDITATION

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

Saint Joseph School completed its self-study, Excellence by Design, in the Spring of 2025, and earned full accreditation through the Middle States Association Commission on Elementary Schools in the Fall of 2025. 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. Saint Joseph School Middle States plan is available for review by making arrangements through the school office.

ADMINISTRATION

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

The **Pastor** serves as spiritual advisor and chief administrator of Saint 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.

Saint Joseph School Board serves as a consultative group to the Pastor and Principal. The purpose of the School Board is to support the mission and advancement of the school by contributing time, talent, and expertise toward the achievement of the school's institutional and development goals. The School Board is composed of parents and/or parishioners appointed by the Pastor, along with the Pastor and Principal. Members server a (3) three-year term of office.

The School Board operates in accordance with its Constitution and By-Laws and follows the policies, regulations, and guidelines established by the Diocesan Board of Education.

The School Board is a consultative body and does not supersede the authority or responsibilities of the Pastor, Principal, or Diocesan Board of Education.

> Parents are welcome to attend school board meetings and may bring routine concerns to the School Board during the first fifteen (15) minutes of a regularly scheduled meeting.
>
> Parents who wish to address the School Board must notify the Principal at least one (1) week prior to the scheduled meeting so that appropriate time can be reserved on the agenda. If time is not available on the agenda, the Principal will make every reasonable effort to address the concern and, when appropriate, communicate the matter to the School Board.

The **Saint 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.

OUR HOME-SCHOOL PARTNERSHIP

PARENTS AS PRIMARY EDUCATORS

The Catholic Church recognizes parents as the first and primary educators of their children.

Saint Joseph School considers it a privilege to partner with families in providing an education rooted in faith, academic excellence, and virtue.

The strongest schools are built on trust, communication, honesty, and mutual respect. Together, we share the responsibility of helping students become the people God created them to be.

FAMILIES CAN EXPECT SAINT JOSEPH SCHOOL TO:

- Provide a safe, faith-filled learning environment.
- Deliver rigorous, engaging instruction.
- Foster spiritual, academic, and personal growth.
- Communicate openly and regularly.
- Treat every student with dignity and respect.
- Maintain consistent academic and behavioral expectations.
- Partner with families in support of each child's success.

SAINT JOSEPH SCHOOL ASKS FAMILIES TO:

- Support the mission and Catholic identity of the school.
- Ensure students attend school regularly and arrive on time.
- Reinforce school expectations at home.
- Communicate honestly and respectfully.
- Read school communications.
- Follow the school's Chain of Communication.
- Model Christian behavior and respectful speech.
- Support professional decisions regarding classroom placement and school operations.
- Encourage independence, responsibility, and integrity.

When home and school work together, students thrive.

CHRISTIAN COMMUNICATION

Because we are a Catholic community, we strive to communicate with one another in a manner that reflects the Gospel.

We ask that all members of our school community:

- Speak with kindness and respect.
- Assume positive intentions.
- Address concerns privately rather than publicly.
- Seek understanding before forming conclusions.
- Work toward resolution rather than conflict.

Public criticism of students, faculty, staff, volunteers, or the school through social media or other public forums is inconsistent with our Code of Christian Conduct and may jeopardize the partnership between home and school.

OUR HOME-SCHOOL PARTNERSHIP *(continued)*

HONESTY AND INTEGRITY

Honesty is one of the virtues we intentionally teach our students each day.

Children learn honesty not only through classroom instruction, but by observing the adults in their lives.

Parents are expected to provide truthful and accurate information regarding:

- Student absences
- Tardiness
- Early dismissals
- Medical concerns
- Family circumstances that may impact a student's education

Misrepresenting the reason for an absence, requesting inaccurate attendance documentation, or asking school personnel to disregard school policies models behavior inconsistent with the Christian values we seek to instill in our students.

We appreciate families partnering with us to teach integrity, accountability, and honesty in all situations.

CHAIN OF COMMUNICATION

Questions and concerns are best resolved by communicating directly with the person most closely connected to the situation.

Our communication process is:

1. Classroom Teacher
2. Principal
3. Pastor

Most concerns can be resolved quickly through respectful conversation.

Email is an excellent tool for scheduling meetings or sharing brief information; however, concerns involving student behavior, disagreements, or sensitive topics are best discussed through a phone call or in-person meeting.

We ask parents to allow staff members a reasonable amount of time to respond to emails and phone calls, typically within one school day.

VISITING THE SCHOOL

The safety of our students is our highest priority, requiring careful monitoring of all visitors.

All exterior doors remain locked during the school day.

All visitors must:

- Enter through the main office.
- Present identification if requested.
- Sign in upon arrival.
- Wear a visitor badge while in the building.
- MUST use designated adult restrooms NOT student restrooms.
- Sign out before leaving campus.

Visitors may not proceed to classrooms or other areas of the building without permission from the office.

Parents dropping off forgotten items should leave them in the school office.

To minimize instructional disruptions, students will not be called from class unless necessary.

OUR HOME-SCHOOL PARTNERSHIP *(continued)*

PARENT OBSERVATION / PRESENCE ON CAMPUS POLICY

We value parent involvement and appreciate the many ways families support Saint Joseph School. We recognize that parents enjoy seeing their children participate in school activities.

To maintain a safe, focused learning environment and encourage student independence:

Parents **may not observe**:

- Classroom instruction
- Lunch
- Recess
- Field Day
- Outdoor learning activities
- Physical Education classes
- Other school activities

unless they are:

- Serving as an approved volunteer,
- Specifically invited by the classroom teacher or school administration,
- Participating in a scheduled school event.

These procedures help maintain instructional continuity and minimize distractions while allowing students to develop confidence and independence throughout the school day.

VOLUNTEERS

Saint Joseph School is blessed by the generous support of parents, grandparents, parishioners, and community members who volunteer throughout the school year.

The safety of our students is our highest priority requiring **every volunteer** who works with students in any capacity to complete all Diocese of Harrisburg Safe Environment requirements before volunteering.

This includes:

- Required background clearances (fingerprinting if necessary)
- Safe Environment training
- Any additional diocesan requirements

Volunteer opportunities include:

- Classroom assistance
- Lunch duty
- Library
- Field trips
- Classroom celebrations
- School events
- Clubs
- Coaching

Approved volunteers receive a **badge from the Diocese** which must be **visible and worn above the waist**.

Volunteer clearances must remain current throughout the school year.

We are grateful for the many individuals who generously share their time and talents in support of our students.

APPLICATION – ADMISSION – ENROLLMENT

Saint Joseph School does not discriminate based on sex, race, color and/or national or ethnic origin in the administration of its educational policies, enrollment policies, scholarships, financial grants, and other school administered programs.

Saint Joseph School follows an Application and Admission process for Enrollment. Saint Joseph School will evaluate student application, request records from current and/or previous school, and require student to complete an academic screening to determine eligibility and acceptance of student for enrollment.

Saint Joseph School welcomes families who desire a faith-filled education grounded in the teachings of the Catholic Church and a commitment to academic excellence.

Admission decisions are based upon:

- Available classroom space
- Academic readiness
- Previous school records
- Student screening when appropriate
- Family support of the mission and expectations of Saint Joseph School

Enrollment at Saint Joseph School is a privilege that carries with it the expectation of a positive partnership between students, parents, and school personnel.

The school reserves the right to deny admission or continued enrollment if it determines that the needs of the student cannot be met, or if the partnership between home and school has broken down to the extent that it interferes with the school's mission.

PROVISIONAL ADMISSION (CONDITIONAL ACCEPTANCE)

In accordance with Diocese of Harrisburg policy, **all newly admitted students are accepted on a provisional basis for the first trimester** of enrollment.

The provisional admission period allows the school to evaluate whether Saint Joseph School is an appropriate educational placement while allowing students and families to become familiar with the expectations, academic program, and Catholic culture of our school community.

During this period, administration and faculty will monitor:

- Academic progress
- Attendance
- Behavior
- Social-emotional adjustment
- Ability to meet school expectations
- The effectiveness of the home-school partnership

At the conclusion of the first trimester, the principal will review the student's progress and determine whether full acceptance into Saint Joseph School will be granted.

If it is determined that Saint Joseph School is unable to meet a student's educational or behavioral needs, or if the partnership between home and school is not successful, the school reserves the right to discontinue enrollment in accordance with diocesan policy.

APPLICATION – ADMISSION – ENROLLMENT *(continued)*

ADMISSION ELIGIBILITY

To be eligible for admission, the child must be the following age **by September 1st** of the year of enrollment:

Pre-K Three-year old program – 3 years old
Pre-K Four-year old program – 4 years old
Kindergarten – 5 years old
First Grade – 6 years old

Ages will be verified by birth certificate and medical records.

NECESSARY DOCUMENTS

- Cash / Check for Enrollment Fee
- Birth & Baptismal Certificates
- Current Immunization Records
- Physical and Dental Records

REQUIRED IMMUNIZATIONS

Students entering Saint 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.

CLASSROOM PLACEMENT

Each spring, considerable time, collaboration, and prayerful consideration are given to the development of balanced classroom rosters.

Teachers and administrators consider many factors, including:

- Academic needs
- Learning styles
- Student personalities
- Peer relationships
- Social-emotional needs
- Class size and balance
- Individual supports

Because of the many factors involved, Saint Joseph School **does not accept requests for specific teachers or classroom assignments.**

Parents are welcome to share information regarding their child's learning style or unique circumstances that may assist in the placement process. While this information will be thoughtfully considered, final classroom assignments remain the responsibility of the principal.

We appreciate families trusting the professional judgment of our faculty and administration as we strive to create learning environments where every child can be successful.

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, student assignment books, technology fees, and other items determined by the school.

Students currently enrolled in Saint 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 Saint 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** 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 Saint 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.** Saint 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 Saint Joseph School during the school year the following policy will be followed.

- Withdrawal during 1st trimester – parents are responsible for 1/3 of the child's tuition
- Withdrawal during 2nd trimester – parents are responsible for 2/3 of the child's tuition
- Withdrawal during 3rd trimester – parents are responsible for full year tuition.

TUITION INFORMATION & POLICY *(continued)*

POLICY FOR DELINQUENT TUITION PAYMENT

Saint Joseph School is devoted to making an affordable, quality, Christ-centered education to our students. We are invested in making tuition as affordable as possible by offering scholarships and financial aid. We cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis.

Therefore, it is imperative that families pay all tuition and fees (collectively, "Tuition") in a timely manner. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, families should contact the School to discuss an agreement to make alternative arrangements for payment.

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. Saint Joseph Catholic School cannot accept any transfer student(s) with financial obligations from another school.

For purposes of this policy, payments not received by the due date are considered past due.
The following actions will occur if delinquent tuition remains unpaid:

31 Days Past Due:

A "Past Due Notice" will be sent to request they bring their account current within ten (10) days. In addition, a $25.00 late fee will apply.

61 Days Past Due:

A letter will be sent to notify the parents that report cards and progress reports will be withheld until the account is current or arrangements have been made to do so. The withholding of report cards/progress reports includes access to the student files and transcripts. In addition to the initial $25.00 late fee, a 1.5% fee will be assessed on the amount delinquent.

91 Days Past Due:

Families ninety (90) days delinquent will be sent a letter that their student(s) will not be permitted to attend classes until payment arrangements are made. These arrangements must be made within ten (10) business days. In addition to the initial $25.00 late fee, a 1.5% fee will be assessed on the amount delinquent.

Unpaid balance by May 15:

Families will have ten (10) days from that date to respond with full payment. Failure to fulfill your financial obligations to the school will result in the following, in addition to the above:

- Student records/transcripts shall not be released.
- Placement of your account with a licensed collection agency.
- Assessment of litigation and court costs.
- Delinquency will be reported to a national credit bureau.

A family may not return for a new school year unless tuition from the previous year has been paid in full.

In all cases, the School reserves all rights, at law or in equity, to collect outstanding tuition balances.

CATHOLIC SCHOOL TUITION SUBSIDY
ELIGIBILITY REQUIREMENT

Saint Joseph School is financially supported by Saint 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 Saint 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 Sahd, pastor, in the Parish office, 717-755-7503 x202 to discuss your situation.

SCHOLARSHIP / FINANCIAL AID

Saint 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 6th as well as preschool students through the Diocese and other outside programs.

EITC / SPE

Saint 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 Saint 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 / SAINT 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 Saint 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

Saint 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 Saint Joseph program to be used for additional scholarship distribution. All families are highly encouraged to participate in the SCRIP program for support of Saint 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.

ACADEMIC POLICY

ACADEMIC EXCELLENCE

Saint Joseph School is committed to providing an academically rigorous education rooted in Catholic values. Our curriculum, instructional practices, and assessment methods are designed to challenge students while meeting their individual learning needs.

We believe that every child can grow and succeed when provided with engaging instruction, high expectations, and appropriate support. Our teachers utilize a variety of research-based instructional strategies, including whole-group instruction, small-group learning, differentiated instruction, hands-on experiences, collaborative learning, and technology integration to help every student reach his or her fullest potential.

In addition to academic achievement, we seek to develop students who demonstrate integrity, perseverance, responsibility, and a love of lifelong learning.

CURRICULUM

Saint Joseph School follows the curriculum established by the Diocese of Harrisburg and aligned with the Pennsylvania Academic Standards.

Students receive instruction in:

- Religion
- English Language Arts
- Mathematics
- Science
- Social Studies
- Technology
- Spanish
- Art
- Music
- Physical Education
- Library

Faith is intentionally integrated throughout all subject areas so that students recognize the relationship between academic learning and Christian living.

Curriculum is reviewed regularly to ensure students receive instruction that is both academically rigorous and developmentally appropriate.

ACADEMIC SUPPORT

Children learn in different ways and at different rates. Teachers continually monitor student progress and provide support and enrichment through a variety of instructional practices.

Support may include:

- Small-group instruction
- Differentiated assignments
- Individual conferencing
- Academic interventions
- Enrichment opportunities

Parents will be notified whenever significant academic concerns arise.

ACADEMIC POLICY *(continued)*

INSTRUCTIONAL SUPPORT SERVICES

Instructional Support is provided by Saint 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, and testing.

ASSESSMENT

Assessment is an important part of the teaching and learning process.

Teachers use both formal and informal assessments throughout the school year to monitor student understanding, guide instruction, and celebrate growth.

Students participate in:

- Classroom Assessments
- Projects
- Performance Tasks
- Teacher Observations
- Diocesan Assessments
- Renaissance STAR Assessments
- Other Assessments as determined appropriate

Assessment data is used to identify student strengths, monitor progress, and determine appropriate instructional support.

SCHOOL-WIDE ASSESSMENT WINDOWS

Several times throughout the school year, students participate in school-wide assessments.

These assessment windows provide valuable information used to:

- Measure academic growth
- Guide instruction
- Identify student needs
- Plan interventions and enrichment
- Evaluate curriculum effectiveness

Families are strongly encouraged to avoid scheduling vacations, appointments, or extended absences during assessment windows whenever possible.

Assessment dates will be communicated through the school calendar and ***In the Loop***.

HOMEWORK PHILOSOPHY

Homework serves as an extension of classroom learning and provides students opportunities to practice newly learned skills, develop responsibility, and prepare for future instruction.

Homework should:

- Reinforce classroom learning
- Encourage independent responsibility
- Foster good study habits
- Promote organization and time management

Homework should not create unnecessary stress or replace meaningful family time.

ACADEMIC POLICY *(continued)*

HOMEWORK PHILOSOPHY *(continued)*

Parents are encouraged to:

- Provide a quiet workspace.
- Provide basic supplies: pencils, crayons, scissors, glue, paper, etc.
- Establish consistent homework routines.
- Encourage independence while offering appropriate support.
- Communicate with teachers if homework becomes consistently difficult or time-consuming.

Students are expected to complete assignments on time and to the best of their ability.

ACADEMIC INTEGRITY

Academic honesty reflects the Christian values of integrity, responsibility, and respect.

Students are expected to complete their own work and honestly represent their learning.

Academic dishonesty includes, but is not limited to:

- Cheating
- Copying another student's work
- Plagiarism
- Unauthorized use of Artificial Intelligence (AI)
- Altering grades
- Forging signatures
- Sharing answers during assessments

Teachers will address incidents of academic dishonesty in a developmentally appropriate manner.

Repeated or serious violations may result in disciplinary consequences.

BOOKS AND MATERIALS

- Students must bring their books to and from school in a suitable book bag.
- All textbooks must be covered. Copybooks do not require covers.
- Book covers must be neat, clean, and free from inappropriate words, pictures, or markings.
- All books, copybooks, and school materials must be clearly labeled with the student's name and grade.
- Students are expected to take good care of their books, personal belongings, and clothing.
- Lost or damaged books must be paid for in full by the student and parent/guardian.
- The replacement cost of a lost or damaged book will be based on the price paid by the school.
- Students should help keep the school building, campus, and all school property clean and in good condition.
- Any deliberate or malicious damage to school property will require full compensation.
- Respect for school property is an important part of being a responsible member of the school community.

STUDENT LIFE

A Community of Faith, Learning, and Belonging

Student life at Saint Joseph School extends far beyond the classroom.

Every part of the school day—from morning arrival to afternoon dismissal—is an opportunity for students to grow academically, spiritually, socially, and emotionally.

We believe routines, clear expectations, and meaningful relationships create an environment where students feel safe, confident, and ready to learn.

Students are expected to demonstrate respect for God, themselves, others, and school property throughout the entire school day.

DAILY SCHEDULE

The school day begins promptly at **8:00 a.m.** and concludes at **2:45 p.m.**

Students are expected to arrive on time and prepared for learning each day.

Specific classroom schedules will be communicated by individual teachers.

To teach responsibility, students are **NOT** permitted to re-enter the school to retrieve forgotten items.

ARRIVAL PROCEDURES

Morning arrival begins at **7:30 a.m.**

Students should arrive ready to begin their day with a positive attitude and all necessary materials.

Families using the car rider line should follow all posted traffic patterns and directions from school staff and student safeties.

To ensure safety and efficiency:

- Parents should remain in their vehicles during morning drop-off.
- Students should be prepared to exit their vehicles promptly when directed by staff.
- Students should proceed directly into the building upon arrival.
- Parents should not park or leave vehicles in the drop-off line.

Students arriving after **8:00 a.m.** must be signed into the school office by a parent or guardian.

DISMISSAL PROCEDURES

Student safety is our highest priority during dismissal.

All dismissal changes must be communicated to the school office **before 2:00 p.m.**

To maintain a safe and orderly dismissal:

- Students may not be signed out after **2:20 p.m.**
- Parents may not enter the school office between **2:30 p.m. and 3:00 p.m.**, except in an emergency or at the direction of school administration.
- Families arriving after **2:20 p.m.** should participate in the regular dismissal procedures.

These procedures allow staff to maintain accountability for every student during one of the busiest times of the school day.

Students are **NOT** permitted to re-enter the building after dismissal.

STUDENT LEADERSHIP OPPORTUNITIES

Saint Joseph School believes every student has unique gifts that can be used to serve others.

As students grow, opportunities for leadership increase through programs such as:

- Student Ambassadors (Grade 6)
- Altar Servers
- Mass Readers
- Service Projects
- Prayer Leadership
- Safety Patrol
- Choir
- Band
- Drama Club
- Armata Bianca

These experiences help students develop confidence, responsibility, leadership, and servant hearts.

ACADEMIC & STUDENT ENRICHMENT

Students are encouraged to participate in opportunities that extend learning beyond the classroom.

These may include:

- Student Ambassadors
- Band
- Choir
- Geography Bee
- Spelling Bee
- Prayer Group
- Service Projects
- Academic competitions
- School clubs
- Leadership opportunities

Participation requirements may vary depending on grade level and program expectations.

ATTENDANCE POLICY

Regular attendance is essential to student success.

Classroom instruction, discussion, collaboration, and hands-on learning experiences cannot always be replicated through make-up work. Every day of school provides valuable opportunities for academic growth, relationship building, and participation in the life of the school community.

Parents are expected to make every effort to ensure students attend school regularly and arrive on time.

Students who are absent are responsible for completing missed work within the timeline established by their teacher.

REPORTING AN ABSENCE

If a student will be absent, a parent or guardian must notify the school office by **8:00 a.m.** through the school's designated communication method.

The reason for the absence should be provided.

*Please see the **"Honesty and Integrity"** section under Home-School Partnership.

Documentation may be required for extended absences or as required by Pennsylvania Law.

PLANNED ABSENCES

Saint Joseph School recognizes that family events and special circumstances occasionally require students to miss school.

Whenever possible, vacations and non-emergency travel should be scheduled during school breaks.

If a planned absence is necessary, parents must submit the Administrative Pre-Approval Request for Planned Student Absence Form **at least one (1) week prior** to the absence.

To minimize the impact on student learning, families are strongly encouraged to avoid scheduling vacations during:

- The **first four weeks** of the school year
- The **last four weeks** of the school year
- The **week prior to the end of each trimester**
- **School-wide assessment windows**
- Other significant academic events identified by the school

These times are particularly important for establishing classroom routines, building relationships, administering assessments, reviewing learning, and completing trimester evaluations.

Teachers will **NOT** provide assignments in advance of planned vacations. Upon returning to school, students will receive missed work and will be expected to complete it within the timeline established by the classroom teacher.

Generally, no more than **five (5) school days** of planned absences will be approved during a school year.

ATTENDANCE POLICY *(continued)*

TARDINESS

School begins promptly at **8:00 a.m.**

Students arriving after 8:00 a.m. must be signed into the school office by a parent or guardian.

Repeated tardiness interrupts classroom instruction, impacts student learning, and disrupts the educational environment.

Families are encouraged to establish routines that allow students to arrive at school on time each day.

Excessive tardiness may result in a conference with school administration.

DISMISSAL

School dismisses each day at **2:45 p.m.**

If a student will not be picked up by 3:00 p.m., the school must be notified prior to dismissal.

Scheduled Early dismissal is at **12:00 noon**.

All **changes to a student's normal dismissal** transportation must be **reported to the office by 2:00 p.m.** No change by a student will be honored without parent notification.

Students are NOT allowed back into the school building after dismissal.

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, PreK-4 Half Day by 11:45 AM, PreK-3 by 11:30 AM, a fee of $1 per minute will be added as an incidental charge to the family's Simple Tuition Solutions account.

This late pick-up fee also applies to detention, band, choir, Armata Bianca, or any other after school activities.

EARLY DISMISSALS

Parents are encouraged to schedule medical, dental, and other appointments outside of school hours whenever possible.

When an early dismissal is necessary, parents must notify the school office in advance.

To ensure the safety and efficiency of dismissal procedures:

- Students may **not** be signed out after **2:20 p.m.**
- Parents may not enter the school office between **2:30 p.m. and 3:00 p.m.**, except in the event of an emergency or at the direction of school administration.
- Families arriving **after 2:20 p.m.** should follow the school's regular dismissal procedures.

A **doctor's note** must be submitted to the school nurse upon return to school.

These procedures help ensure accountability for every student and allow staff to focus on a safe and orderly dismissal.

ATTENDANCE POLICY *(continued)*

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.**

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 contact / e-mail the student's teacher 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.

WEATHER RELATED SCHOOL DELAYS / EARLY DISMISSALS

If inclement weather forces school delays or early dismissal, official announcements will be made via **NOTIFY**, the **school website (www.sjyschool.org)**, and **WGAL-TV Channel 8** (listed as **Saint Joseph – York**).

- Prioritize safety if your local public school district closes but Saint Joseph remains open.
- Morning bus cancellations mean your child will also have no afternoon busing.
- Absences are excused if your home school district closes due to weather.
- Contact the office by 8:00 a.m. via phone or email if your child is staying home.
- Unreported absences will trigger an automatic accountability phone call from the school.

COMMUNICATION

STAYING CONNECTED

Open communication strengthens the partnership between home and school.

Families should regularly review:

- Newsletter via e-mail - *In the Loop*
- School email communications
- The school website
- Classroom newsletters
- Teacher communications
- School calendar

Parents are responsible for remaining informed regarding school events, deadlines, and announcements.

TEACHER – PARENT COMMUNICATION

Teachers strive to respond to emails and phone calls within one school business day.

Please remember that teachers are actively instructing students throughout the school day and may not be able to respond immediately.

School-wide conferences are mandatory during the first term – scheduled in October

For urgent matters, parents should contact the school office.

RESOLVING CONCERNS

Questions or concerns should be addressed promptly and respectfully.

Whenever possible, concerns should be resolved using the following process:

1. Classroom Teacher
2. Principal
3. Pastor

It is important to withhold judgment on what appears to be a grievance until all facts are gathered.

We ask families to seek understanding and resolution through direct communication before discussing concerns with others.

PARENT ORGANIZATIONS & INVOLVEMENT

Saint Joseph School is strengthened by the generous support of our families.

Parents are encouraged to become actively involved through opportunities such as:

- Parent Involvement Committee
- School Advisory Board
- Fundraising Committees
- Lunch and Recess Volunteering
- Classroom Volunteering
- Field trip chaperoning
- School events
- Service opportunities

Together, we build a vibrant Catholic school community.

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 students 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.

PROTECTING INSTRUCTIONAL TIME

Instructional time is one of our most valuable resources.

To maximize student learning:

- Students should arrive on time each day.
- Early dismissals should be limited whenever possible.
- Family vacations should be scheduled during school breaks whenever possible.
- Forgotten lunches, homework, instruments, and other items should be left in the school office for delivery when practical.
- Classroom interruptions will be minimized.

These procedures help ensure every student has the opportunity to benefit from uninterrupted learning.

GROWING IN VIRTUE: STUDENT EXPECTATIONS & BEHAVIOR

Our Philosophy

At Saint Joseph School, we believe discipline is an opportunity for growth.

As a Catholic school, our goal is not simply to correct inappropriate behavior, but to help students develop self-discipline, responsibility, empathy, respect, and virtue. We recognize that children are continually growing academically, socially, emotionally, and spiritually. Mistakes are opportunities to learn, reflect, repair relationships, and grow in character.

Through positive relationships, clear expectations, consistent routines, restorative conversations, and appropriate consequences, we partner with families to help students become disciples of Jesus Christ.

Our approach to discipline is grounded in three beliefs:

- Every child deserves dignity and respect.
- Every child is capable of growth.
- Every child should be held accountable for his or her choices.

OUR SCHOOLWIDE EXPECTATIONS

Everything we do at Saint Joseph School can be summarized by five simple expectations.

Our Schoolwide Pledge:

God gave me this day, and today I want to give Him the best version of myself.
I will show respect and kindness in my words and actions.
I will be responsible for being safe and keeping others safe.
I will be a peaceful learner by listening carefully and always doing my best work.
Today I want to be a disciple of Jesus at Saint Joseph School.

Living Our Pledge - Every expectation at Saint Joseph School comes back to our daily pledge.

Give God Your Best

- Participate reverently in prayer and Mass.
- Do your best in all you do.
- Honor God through your choices.

Show Respect and Kindness

- Use kind words.
- Include others.
- Follow adult directions.
- Respect people, property, and school.

Keep Everyone Safe

- Walk safely.
- Keep hands, feet, and objects to yourself.
- Make smart choices that protect yourself and others.

Be a Peaceful Learner

- Listen carefully.
- Follow routines.
- Participate.
- Complete assignments.
- Persevere.

GROWING IN VIRTUE: STUDENT EXPECTATIONS & BEHAVIOR *(continued)*

OUR SCHOOLWIDE EXPECTATIONS *(continued)*

Living Our Pledge *(continued)*

Be a Disciple of Jesus

- Tell the truth.
- Take responsibility.
- Forgive.
- Serve others.
- Choose what is right.

POSITIVE BEHAVIOR RECOGNITION

Saint Joseph School believes positive behavior should be recognized and celebrated.
Students who consistently demonstrate Christian character may be recognized through:

- Principal recognition
- Classroom recognition
- Positive office referrals
- Leadership opportunities
- Student Ambassador selection
- Service opportunities
- Special classroom privileges

Our goal is to build a culture where doing the right thing becomes the expectation rather than the exception.

SCHOOLWIDE RULES

Each classroom establishes age-appropriate procedures that support learning while remaining consistent with schoolwide expectations.

Teachers will explicitly teach classroom routines and behavioral expectations throughout the school year.

These rules are used in every classroom and every area of the school.

1. Follow directions quickly.
2. Raise your hand before speaking or leaving your seat.
3. Show respect and kindness in your words and actions.
4. Be responsible for keeping yourself and others safe.
5. Be a peaceful learner and always do your best.
6. Be a disciple of Jesus in everything you do

SCHOOL COUNSELING & STUDENT SUPPORT

The faculty and administration recognize that students occasionally experience academic, emotional, behavioral, or social challenges.
When concerns arise, the school may recommend additional supports, including:

- Parent conferences
- Academic interventions
- Instructional Support Team (IST) meetings
- Behavior support plans
- Referrals for outside services when appropriate

Saint Joseph School partners closely with families to ensure students receive the support necessary for success.

MINOR BEHAVIORS

Minor behaviors are generally handled by the classroom teacher.

Examples include:

- Talking out of turn
- Off-task behavior
- Running in the hallway
- Dress code violations
- Incomplete homework
- Minor classroom disruption
- Horseplay
- Minor disrespect
- Failure to follow classroom routines

Teachers use age-appropriate interventions to help students learn from these situations.

MAJOR BEHAVIORS

Major behaviors significantly interfere with learning or compromise safety and are referred to administration.

Examples include:

- Fighting
- Bullying
- Harassment
- Threats
- Repeated defiance
- Profanity directed toward others
- Vandalism
- Theft
- Leaving supervision
- Possession of prohibited items
- Inappropriate use of technology
- Academic dishonesty
- Unsafe behavior

Each situation is investigated individually before consequences are assigned.

GROWING IN VIRTUE: STUDENT EXPECTATIONS & BEHAVIOR *(continued)*

PROGRESSIVE DISCIPLINE

While every situation is unique, student behavior is generally addressed using the following progression:

Step 1
Teacher reminder or redirection

Step 2
Student reflection and reteaching of expectations

Step 3
Teacher consequence
Examples may include:

- Seat change
- Reflection activity
- Conduct Notice
- Loss of classroom privilege
- Temporary removal from an activity
- Parent communication

Step 4
Administrative referral

Step 5
Administrative conference

Step 6
Behavior intervention plan when appropriate

Step 7
Suspension or expulsion if warranted

Not every situation follows every step. Serious behaviors may require immediate administrative intervention.

RESTORATIVE PRACTICES

Because discipline is intended to teach rather than simply punish, students may be asked to participate in restorative practices.

These may include:

- Reflecting on their choices.
- Identifying who was affected.
- Repairing damaged relationships.
- Apologizing appropriately.
- Restoring damaged property.
- Practicing replacement behaviors.
- Developing a plan for future success.

Our goal is always to restore relationships whenever possible while maintaining accountability.

BULLYING

Saint Joseph School is committed to providing a safe environment where every student feels valued and respected.

Bullying is defined as repeated aggressive behavior involving a real or perceived imbalance of power.

Bullying may be:

- Physical
- Verbal
- Social
- Emotional
- Digital (Cyberbullying)

Not every disagreement or conflict between students is considered bullying.
School administration investigates each reported incident to determine the appropriate response.
Bullying is not tolerated and may result in significant disciplinary action.

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.

HARASSMENT

Harassment of any kind is inconsistent with the teachings of Jesus Christ and the mission of Saint Joseph School.

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)

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)

Students are expected to treat every person with dignity and respect.

All reports of harassment will be investigated promptly.

FIGHTING & PHYSICAL AGGRESSION

Students are expected to resolve disagreements peacefully.

Physical aggression - including hitting, kicking, pushing, choking, throwing objects, or encouraging others to fight - is prohibited.

Each incident will be investigated individually.

Consequences will depend upon:

- Student age
- Intent
- Severity
- Safety concerns
- Previous behavior
- Circumstances surrounding the incident

THREATS OF VIOLENCE

Any threat of violence, whether spoken, written, digital, or implied, will be taken seriously.

This includes:

- Jokes
- Drawings
- Gestures
- Written statements
- Online postings
- Artificial Intelligence-generated images or messages
- Statements made to other students

The school reserves the right to involve law enforcement whenever necessary to protect the safety of students and staff.

TECHNOLOGY EXPECTATIONS

Technology is a valuable educational tool and should always be used responsibly.

Students may **NOT**:

- Access inappropriate websites.
- Photograph or record others without permission.
- Use AI to complete assignments unless specifically authorized by the teacher.
- Bypass internet filters.
- Impersonate another person online.
- Use technology to embarrass or harm others.

SEARCH OF STUDENT PROPERTY

To protect the safety and well-being of the school community, Saint Joseph School reserves the right to inspect student desks, backpacks, lockers, school-issued technology, or other student property when there is reasonable suspicion that school rules or student safety have been compromised.

GROWING IN VIRTUE: STUDENT EXPECTATIONS & BEHAVIOR *(continued)*

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.
If the student is not picked up promptly at 3:45 PM the $1 per minute late pick up fee will be applied.

SUSPENSION

Most student behavior concerns are resolved through classroom interventions and collaboration with families.
However, suspension may be necessary when student behavior significantly impacts safety, disrupts the educational environment, or reflects repeated or serious violations of school expectations.
Parents will be notified promptly, and a conference will be required before a student returns to school.

EXPULSION

Expulsion is reserved for the most serious situations or for repeated behaviors demonstrating that Saint Joseph School is no longer an appropriate educational placement.

The principal, in consultation with the pastor and diocesan policies, reserves the right to determine when expulsion is warranted.

Notice: It is the policy of Saint 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.)

A COMMUNITY OF GRACE

At Saint Joseph School, we believe every child is a beloved child of God.

While students will sometimes make poor choices, we also believe in forgiveness, growth, and second chances.

Through faith, accountability, and partnership with families, we strive to help every student develop the knowledge, virtues, and character necessary to become a faithful disciple of Christ and a positive influence in the world.

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

FIELD TRIPS

Field trips enrich classroom instruction and provide meaningful real-world learning experiences.

Participation in field trips is considered a privilege.

Students are expected to demonstrate appropriate academic effort and behavior to participate.

Students not permitted to participate or who have not submitted the written permission form issued by the school and signed by a parent or guardian must attend school as regularly scheduled.

School field trips needing transportation will use buses.

Parents serving as chaperones must:

- Maintain current diocesan clearances.
- Follow teacher directions.
- Supervise all assigned students.
- Support school expectations throughout the trip.

For safety and liability reasons:

- Only approved chaperones may attend.
- Siblings may not accompany field trips.
- Families may not independently attend or meet the class at field trip locations unless specifically invited by the school.

<u>All students must return to and be dismissed from school with the group.</u>

WATER BOTTLES

Students are encouraged to stay hydrated throughout the day. 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:

- Hold no more than **24 ounces**
- Be translucent plastic
- Be leak-proof
- Not be squeeze-style sports bottles

Metal water bottles are not permitted.

Examples of **Acceptable** Water Bottles

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

HEALTH, SAFETY, & STUDENT WELL-BEING

Our Commitment To Student Safety

The safety and well-being of every student entrusted to our care is our highest priority.

Saint Joseph School complies with the Diocese of Harrisburg Wellness Policy.

Saint Joseph School is committed to providing a safe, healthy, and nurturing environment where students can grow academically, spiritually, socially, and emotionally.

Working together, families and school staff share the responsibility of protecting the health and safety of our students.

STUDENT HEALTH

Parents are responsible for informing the school of any medical condition that may impact their child's safety or educational experience.

This includes:

- Allergies
- Asthma
- Diabetes
- Seizure disorders
- Medical diagnoses
- Physical limitations
- Dietary restrictions
- Any condition requiring emergency intervention

Medical information should be updated whenever changes occur.

Cough drops or throat lozenges are **NOT** 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.

ALLERGIES

Parents are responsible for informing the school of any allergies requiring special accommodations.
Teachers will communicate classroom-specific allergy restrictions as necessary.
Families are asked to respect all allergy guidelines when sending food into classrooms.

EMERGENCY CONTACTS

Each family must maintain current emergency contact information.

Parents are responsible for notifying the school immediately if there are changes to:

- Home address
- Telephone numbers
- Emergency contacts
- Authorized individuals for student pick-up
- Custody arrangements

Students will only be released to individuals listed on the authorized pick-up form unless written permission has been provided by the parent or guardian.

Identification may be required before releasing a student.

STUDENT ILLNESS

At Home:

Students should remain home when experiencing symptoms of illness.
Please keep your child home if he or she has:

- A fever of 100.4° or higher
- Vomiting
- Diarrhea
- A contagious illness
- Any condition that prevents participation in the school day

Students **must remain home** until they have been **symptom-free** for at least **24 hours without the use of fever-reducing medication**.

If your child has a communicable disease, he/she should remain at home until released from the doctor's care. A doctor's note must be submitted to the school nurse upon return to school.

At School

Parents or Emergency Contacts will be notified when a student becomes ill during the school day.

Parents are required to provide prompt transportation for the student from school.

When students are sent home from school during school hours, due to fever or vomiting, students **must remain home** until they have been **symptom-free** for at least **24 hours without the use of medication** from the last occurrence.

INJURIES AT SCHOOL

Minor injuries will be treated by school personnel.

When appropriate:

- First aid will be administered.
- Parents will be notified.
- Incident reports will be completed.

In the event of a serious injury, emergency medical personnel will be contacted immediately.
Every reasonable effort will be made to notify parents as quickly as possible.

MEDICATION AT SCHOOL

Medication is to be administered by parents at home before and after school.

All medication is stored in the nurse's office and must be brought to the school office by a **parent or guardian** Students may not carry medication to and from school.

School personnel are prohibited from giving the first dose of any medication.

Prescription Medication may only be administered during the school day when:

- A physician's written order is on file.
- Parent authorization has been received.
- Medication is provided in the original pharmacy container.

Over-the-counter medications must also comply with diocesan and school medication procedures.

Students may not carry medication unless specifically authorized by the school nurse and administration.

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. 1st, on original entry into school, and in grade 6.
- A DENTAL EXAMINATION is required by Dec. 1st, on original entry into school, and in grade 3.
- 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.

FOOD AND SNACKS

Saint Joseph School is committed to promoting healthy choices while protecting students with food allergies.

Families should:

- Follow classroom allergy restrictions.
- Send healthy snacks when permitted.
- Avoid sending candy or foods of minimal nutritional value.
- Never send homemade foods unless specifically approved.

Food may only be shared when approved by the classroom teacher.

We additionally ask that **classroom celebrations** use games, a craft activity and snacks that comply with the approved list for Saint Joseph School.

Birthday celebrations should follow school wellness guidelines.

Families may not send food items to classrooms to celebrate birthdays.
A non-food item may be sent.

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 Saint 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.

WELLNESS

Healthy students are better prepared to learn.

Families are encouraged to support healthy habits by ensuring students receive:

- Adequate sleep
- Nutritious meals
- Daily physical activity
- Regular attendance
- Time away from electronic devices
- Opportunities for prayer and family time

Together, we help students develop lifelong healthy habits.

ELECTRONICS

To minimize distractions and promote healthy social interaction, personal electronic devices should remain at home whenever possible.

If students bring a cell phone for transportation purposes:

- It must remain powered off.
- It must remain stored in the student's backpack throughout the school day.
- It may not be used on school grounds, during school activities, or on field trips.

Students may **NOT** use:

- Cell phones
- Smart watches
- Tablets
- Gaming devices
- Personal laptops
- Cameras

Students may not photograph, record, or video other students or staff without permission.

Saint Joseph School-issued technology should be used responsibly in accordance with the school's Acceptable Use Policy.

PERSONAL ITEMS

Students should only bring materials necessary for learning.
To help students remain focused on learning:

Students should **NOT** bring:

- Toys
- Trading cards
- Collectibles
- Fidgets (unless approved as part of an instructional or support plan)
- Laser pointers
- Valuable personal items
- Umbrellas

Backpacks should have no more than **one small item** attached.

The principal or teacher may determine that additional items are inappropriate for school.

The school is not responsible for lost, stolen, or damaged personal property.

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.

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

Saint Joseph School partners with local school districts that provide transportation whenever possible.

Students are expected to follow all school and district expectations while riding the bus.

Bus transportation is considered an extension of the school day.

Appropriate behavior is expected at all times.

Repeated misconduct may result in disciplinary consequences and/or suspension of bus privileges.

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.

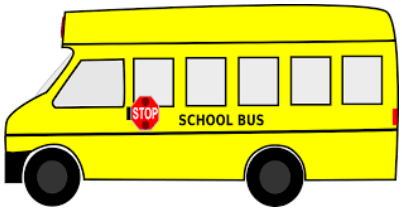
Car riders must be picked up by 3:00 PM on regular school days. If a student is not picked up by 3:00 PM on full days or 12:15 PM on early dismissal days, PreK-4 Half Day by 11:45 AM, PreK-3 by 11:30 AM, a **LATE PICK UP** fee of $1 per minute will be added as an incidental charge to the family's Simple Tuition Solutions account. Parents must come into the school to sign their child out.

TRANSPORTATION *(continued)*

BUS RIDERS

Pennsylvania law requires that public school districts provide comparable bus service for parochial students as they do for their own school students. Saint Joseph School supports the school district efforts to provide safe transportation. **Parents who have concerns regarding bus transportation should contact their own public school administration office.**

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



The following will be enforced by all drivers:

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

Uniform Philosophy

The appearance and attire of our students is important. Research has shown that student behavior, attitudes, and learning improve when students are dressed appropriately.

School is a place for learning, and the school uniform promotes professionalism, school pride, modesty, and a focus on academics.

Uniforms are required for all students in Kindergarten through Grade 6 and are to be worn from the first through the last day of school unless otherwise announced by the school.

Parents are encouraged to label all uniform items with their child's name.

PURCHASING UNIFORMS

Uniform components should be purchased through **FlynnO'Hara Uniforms** company.

Contact FlynnO'Hara at www.flynnohara.com, email: custserv@flynnohara.com,
Calling 1-800-441-4122 or 717-939-5600
Visiting FlynnO'Hara, 689 Eisenhower Blvd, Harrisburg PA 17111.

The following items must be purchased through FlynnO'Hara because they are unique to Saint Joseph School:

- Green plaid jumpers
- Green plaid skirts/kilts
- Uniform ties

Other uniform components purchased elsewhere must match FlynnO'Hara's approved styles.

Logos are optional; however, only the official Saint Joseph School logo purchased through FlynnO'Hara is permitted.

Uniform accessories such as lace, bows, ruffles, decorative trim, or puffed sleeves are not permitted.

GENERAL APPEARANCE

Students are expected to arrive at school neat, clean, and well-groomed.

Hair

- Hair must be neatly arranged in conservative styles that are not distracting.
- Boys' hair must remain above the collar, ears, and eyebrows and out of the face without being combed back.
- Mohawks, fauxhawks, shaved lines or designs, spikes, and other extreme hairstyles are not permitted.
- Dyed, highlighted, bleached, or otherwise unnatural hair color is prohibited.
- Hair extensions are not permitted.

Hair Accessories

Hair accessories should be modest and coordinate with the school uniform.

Acceptable colors include:

- Uniform Plaid
- Navy
- Dark green
- Red
- White
- Black
- Yellow

Hair Accessories (continued)

The following are **NOT** permitted:

- Cat ears
- Sequins
- Puff balls
- Athletic headgear
- Decorative scarves
- Glitter
- Feathers
- Bright colors such as purple, pink, aqua, orange, or lime green

JEWELRY & PERSONAL APPEARANCE

Students may wear:

- One necklace (not visible above the collar)
- One bracelet per wrist
- One ring
- Girls may wear small earrings (posts or hoops no larger than a dime) in the earlobe only.

Boys may not wear earrings.

No other visible body piercings are permitted.

The following are **NOT** permitted:

- Makeup
- Nail polish
- Artificial nails
- Tattoos (temporary or permanent)
- Smart watches

Undergarments should never be visible through or outside the uniform.

UNIFORM EXPECTATIONS

- Spirit Wear and non-uniform sweatshirts may not be worn during the regular school day unless specifically designated.
- If a student is unable to wear the proper uniform, a parent should send a note explaining the reason.
- The Principal reserves the right to determine whether a student's attire is appropriate.
- If appropriate clothing is unavailable at school, parents may be asked to bring a change of clothing.
- Lost and Found items not claimed after two weeks will be donated.

SHOES (KINDERGARTEN–GRADE 6)

Students must wear safe, school-appropriate footwear.

Approved Shoes

- Oxford-style black, brown, or navy dress shoes
- Saddle shoes
- Predominantly black, gray, navy, or white low-top sneakers

Shoes must:

- Have rubber soles
- Have heels no higher than one inch
- Be securely fastened
- Velcro closures are permitted

Acceptable Shoe Styles

Shoes Not Permitted:

- Slip-on shoes of any kind
- Crocs
- Flip-flops
- Sperry-style slip-ons
- High-top sneakers
- Shoes with wheels
- Flashing lights
- Neon colors
- Decorative colored shoelaces

Examples of **Unacceptable** Shoe Styles

PRESCHOOL DRESS

Preschool students should wear comfortable play clothes appropriate for active learning.
Clothing displaying images or messages contrary to Catholic teachings is not permitted.
Girls wearing leggings or tights must wear a long shirt or skirt that covers them.
Sneakers or rubber-soled shoes are recommended.
Bulky boots, high heels, and flip-flops are not permitted.

BOYS' UNIFORM (KINDERGARTEN–GRADE 6)

Regular Uniform (Year-Round)

Kindergarten–Grade 3

- Navy uniform slacks
- White short- or long-sleeve polo
- Optional navy V-neck pullover sweater

Pull-on pants are permitted for Kindergarten and Grade 1 only.

Grades 4–6

- Navy uniform slacks
- White short- or long-sleeve oxford button-down shirt
  All buttons on button-down shirt must be buttoned and tie must be pulled up to the collar.
- FlynnO'Hara striped tie
- Optional navy V-neck pullover sweater
  Sixth-grade boys may also wear the approved York Catholic navy pullover sweater.

Boys (All Grades)

- Shirts tucked in
- Black, brown, or navy belt when pants or shorts have belt loops
- Solid white, navy, or black crew socks that cover the ankle

Summer Uniform (Refer to the school calendar for dates.)

- Navy walking shorts
- White polo shirt
- Shirts tucked in
- Shorts no more than three inches above the knee
  Pull-on shorts are permitted for Kindergarten and Grade 1 only.

  Sixth-grade boys may wear the approved York Catholic polo.

  Long uniform pants may also be worn during summer uniform months.

GIRLS' UNIFORM (KINDERGARTEN–GRADE 6)

Regular Uniform (Year-Round)

Kindergarten–Grade 3
- Green plaid jumper
- White Peter Pan collar blouse (short or long sleeve)

Grades 4–6
- Green plaid skirt or kilt
- White oxford button-down shirt (short or long sleeve)
- Shirts tucked in
  FlynnO'Hara also offers a side-zip skirt in the approved plaid fabric as an alternative to the wrap kilt.

Girls Sweaters (All Grades)
- Approved navy V-neck pullover sweater
- Approved navy button-front cardigan sweater (FlynnO'Hara only)
  Sixth-grade girls may also wear the approved York Catholic navy pullover sweater.

Girls (All Grades)
- Skirts, jumpers, and kilts must be no more than three inches above the knee.
- Solid navy tights or navy knee socks must be worn.
- Shorts worn underneath for modesty may not be visible.
- Leggings worn to school for warmth must be removed upon arrival.

  Note: Polo shirts may not be worn with jumpers.

Summer Uniform (Refer to the school calendar for dates.)

Kindergarten–Grade 3
- Navy walking shorts
- White polo shirt

Grades 4–6
- Green plaid skirt or kilt
- White polo shirt
  Sixth-grade girls may wear the approved York Catholic polo.

Girls (All Grades):
- Shirts tucked in.
- Shorts must be no more than three inches above the knee.
- Black, brown, or navy belt required when shorts have belt loops.
- Solid white, navy, or black crew socks that cover the ankle.
- Shorts worn underneath skirts or kilts for modesty may not be visible.

PHYSICAL EDUCATION UNIFORM (ALL GRADES)

Regular Uniform

Students must wear:

- Navy sweatshirt
- Navy sweatpants
- Navy gym shorts
- Gray gym / Race-for-Education T-shirt

  Students in Kindergarten and Grade 1 may wear only navy sweatpants (without gym shorts underneath) during winter months but must still wear the Gray gym / Race for Education T-shirt beneath the sweatshirt.

The complete sweatsuit should be worn to and from school. Teachers may allow sweatshirts to be removed while students are in the classroom.

Summer Uniform (Refer to the school calendar for dates.)

Students wear:

- Navy gym shorts (no more than three inches above the knee)
- Gray gym / Race for Education T-shirt (No other T-shirts may be substituted).
- Sneakers

There is no sock color requirement on gym days.

NON-UNIFORM DAYS

Non-uniform days are a privilege. Clothing should be neat, modest, and appropriate for a Catholic school environment.

Students may NOT wear:

- Ripped or torn clothing
- Sleeveless shirts unless layered with a shirt that has sleeves
- Leggings
- Skinny jeans
- Shorts outside the approved uniform shorts season
- Shorts or skirts more than three inches above the knee
- Clothing with inappropriate wording or graphics
- Crocs
- Sandals
- Slip-on shoes
- Sneakers with wheels

Sneakers or other safe shoes suitable for recess are encouraged.
If attire is deemed inappropriate, the school will attempt to provide appropriate clothing.
If necessary, parents will be contacted to bring replacement clothing.
Students who do not comply with the non-uniform dress code may lose future non-uniform privileges.

BIRTHDAY DRESS DOWN

Students in Kindergarten through Grade 6 may dress down on their birthday.
Students with summer birthdays will celebrate on their half-birthday.

SCHOOL SAFETY & SECURITY

SCHOOL SECURITY

Student safety is everyone's responsibility.

To maintain a secure campus:

- Exterior doors remain locked during the school day.
- Visitors must enter through the main office.
- Visitors must sign in and wear a visitor badge.
- Classroom doors remain locked whenever possible.
- Security cameras monitor school property.
- Additional security measures may be implemented as needed.

Families are asked to support these procedures by following all visitor and dismissal protocols.

SAFE ENVIRONMENT

Saint Joseph School follows all Diocese of Harrisburg Safe Environment policies.

All employees and volunteers who have direct contact with students must complete:

- Pennsylvania background clearances
- Child abuse history certification
- FBI fingerprinting (when required)
- Diocese of Harrisburg Safe Environment Training
- Any additional diocesan requirements

Clearances must remain current in accordance with diocesan policy.

MANDATORY REPORTING

It is the policy of Saint 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.

Pennsylvania law requires certain school personnel to report suspected child abuse or neglect.

School employees who are mandated reporters are legally obligated to report suspected abuse in accordance with state law.

Questions regarding mandated reporting requirements should be directed to the principal.

SCHOOL CLOSINGS & DELAYS

In the event of severe weather or emergency conditions, Saint Joseph School will communicate school closings, delays, or early dismissals through:

- School Messenger – ***"Notify"***
- Email
- **In the Loop**
- School website
- Social media
- Local media outlets (when appropriate)

Parents should ensure their contact information remains current to receive timely notifications.

SCHOOL SAFETY & SECURITY *(continued)*

EMERGENCY PROCEDURES

Saint Joseph School regularly practices emergency procedures to ensure students and staff know how to respond during unexpected situations.

Students participate in:

- Fire drills
- Severe weather drills
- Lockdown drills
- Shelter-in-place drills
- Evacuation drills

These drills are conducted in accordance with diocesan and state requirements.

Teachers review procedures throughout the year to help students respond calmly and safely.

CRISIS RESPONSE

In the event of a significant emergency affecting the school community, Saint Joseph School will communicate with families as quickly as accurate information becomes available.

To allow emergency personnel and school staff to perform their responsibilities:

- Parents should not come directly to the school unless instructed to do so.
- Students will only be released according to established reunification procedures.
- Official school communications should be relied upon for accurate information.

Our priority will always be the safety and well-being of our students and staff.

CHILD PROTECTION & WELL-BEING

Every child deserves to feel safe, valued, and respected.

Saint Joseph School is committed to fostering a school culture where students:

- Feel physically safe.
- Feel emotionally supported.
- Know trusted adults are available to help.
- Learn appropriate personal boundaries.
- Understand how to report concerns.

Students are encouraged to speak with a trusted adult whenever they feel unsafe or observe behavior that may place themselves or another person at risk.

WORKING TOGETHER FOR STUDENT SUCCESS

The health and safety of our students depends upon the partnership between home and school.

We appreciate families who:

- Keep emergency information current.
- Follow illness guidelines.
- Communicate medical concerns promptly.
- Support school safety procedures.
- Reinforce safe and responsible choices at home.

Together, we create an environment where every child can thrive academically, spiritually, and personally.

TECHNOLOGY & DIGITAL CITIZENSHIP

Technology As A Learning Tool

Technology is an important part of education and provides students with opportunities to explore, collaborate, create, and communicate. At Saint Joseph School, technology is used to enhance learning while supporting responsible digital citizenship rooted in Catholic values.

Students are expected to use technology in ways that demonstrate honesty, respect, responsibility, and good judgment.

Technology is a privilege, not a right. Access to school technology may be restricted or revoked when misuse occurs.

SCHOOL-ISSUED TECHNOLOGY

Students are **EXPECTED** to:

- Use school technology for educational purposes.
- Care for devices responsibly.
- Follow teacher directions regarding technology use.
- Keep usernames and passwords private.
- Report damaged equipment immediately.

Students may **NOT**:

- Download unauthorized software or applications.
- Attempt to bypass school internet filters.
- Access inappropriate websites.
- Use another person's account.
- Intentionally damage school equipment.

Families may be held financially responsible for damage resulting from negligence or intentional misuse.

ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence is becoming an increasingly common educational tool.
Saint Joseph School believes AI should be used ethically and responsibly.

Students may only use AI tools when specifically authorized by their teacher.

Students may **NOT**:

- Use AI to complete assignments independently.
- Submit AI-generated work as their own.
- Use AI to create inappropriate images, videos, or messages.
- Use AI to impersonate another individual.

Unauthorized use of AI may be considered academic dishonesty and will result in appropriate disciplinary consequences.

TECHNOLOGY & DIGITAL CITIZENSHIP *(continued)*

DIGITAL CITIZENSHIP

Students are expected to represent themselves and Saint Joseph School respectfully whenever using technology.

Responsible digital citizenship includes:

- Respecting the privacy of others.
- Thinking before posting or sharing.
- Using kind and appropriate language.
- Protecting personal information.
- Reporting inappropriate online behavior.
- Following copyright laws.
- Demonstrating honesty in all digital work.

Technology should always be used in a way that reflects our Catholic values.

SOCIAL MEDIA

Students should understand that online behavior has real-world consequences.

Any online activity that substantially disrupts the educational environment or negatively impacts another student, staff member, or the school community may be addressed by school administration.

This includes:

- Cyberbullying
- Harassment
- Threats
- Sharing inappropriate images
- Creating false social media accounts
- Posting school-related content intended to embarrass or harm others

Students should remember that what is posted online often becomes permanent.

CELL PHONES & SMART WATCHES

To promote learning, minimize distractions, and encourage healthy social interaction:

During the school day students may **NOT** use:

- Cell phones
- Smart watches
- Earbuds
- Personal tablets
- Gaming devices

If a student brings a cell phone for transportation purposes, it must remain powered off and stored in the student's backpack until dismissal.

Parents needing to communicate with their child during the school day should contact the school office.

OUR SHARED COMMITMENT

The success of Saint Joseph School depends upon the partnership between students, families, faculty, parish, and administration.

Together we commit ourselves to:

As a School, We Promise To...

- ✓ Keep Christ at the center of all we do.
- ✓ Provide a safe and welcoming environment.
- ✓ Challenge every student to achieve academic excellence.
- ✓ Foster virtue, integrity, and leadership.
- ✓ Communicate openly and honestly.
- ✓ Partner with families in the education of their children.

As Parents, We Promise To...

- ✓ Support the mission and Catholic identity of Saint Joseph School.
- ✓ Encourage our children to do their best each day.
- ✓ Communicate respectfully and honestly.
- ✓ Reinforce school expectations at home.
- ✓ Trust and support the professional judgment of teachers and administrators.
- ✓ Pray for our school community.

As Students, I Promise To...

- ✓ Respect God.
- ✓ Respect Others.
- ✓ Respect Myself.
- ✓ Respect Property.
- ✓ Be Ready to Learn.
- ✓ Do my best each day.
- ✓ Tell the truth.
- ✓ Serve others with joy.
- ✓ Grow in faith every day.

FINAL BLESSING

"Whatever you do, work at it with all your heart, as working for the Lord."
Colossians 3:23

May God bless our students, families, faculty, staff, clergy, and parish community throughout the school year.

Together, may we continue to grow in faith, wisdom, and love as we strive to become the people God created us to be.

Appendix A – Computer Acceptable Use Policy

ACCEPTABLE USE POLICY

Purpose

Computers are valuable tools for education at St. Saint 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.

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 Saint Joseph School Liability

- Saint Joseph School will not certify that the filtering service, will always be free of errors.
- Saint 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.
- Saint 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. Saint 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.

Internet

Saint 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

- 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 Saint 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

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.

Consequences of Misuse

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, Saint Joseph School will loan Chromebooks or iPads to students.

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. Saint 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
Saint Joseph School strives to provide a safe, positive learning climate for students in the school. Therefore, it shall be the policy of Saint 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 Saint 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.

Cyber Bullying Clause ***(continued)***

- 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.
- Saint 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 Saint 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 Saint 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 Saint 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 Saint Joseph School employee.
2. The Saint Joseph School employee will bring the report to the principal.
3. The Saint Joseph School employee and the principal will investigate the alleged conduct that occurred.
4. The Saint Joseph School employee and principal may ask assistance from other Saint 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)…"

Artificial Intelligence (AI) Use Policy

As advancements in technology continue to shape the world around us, Saint Joseph School is committed to teaching students how to use such tools in a safe, ethical, and faith-informed manner. At this time, the use of artificial intelligence (AI) tools (such as ChatGPT, generative image creators, or AI-based writing platforms) by students is strictly prohibited.

Student Use of AI

- Students **may not use AI tools**—whether on school-issued devices, personal devices while on campus, or at home for school-related assignments.
- Teachers may educate students about the ethical implications and appropriate use of AI tools, and may demonstrate their use in controlled, instructional settings to promote awareness and responsible digital citizenship.
- Any student work submitted must be their own original creation. The use of AI-generated content without explicit permission will be considered academic dishonesty.

Consequences for Student Use of AI
Violations of this policy will result in the following consequences:

1. **First Offense**: The student will be required to redo the assignment with a teacher after school. Parents will be notified.
2. **Second Offense**: The student will receive a **zero** for the assignment. Additional disciplinary measures may be considered.
3. **Use of AI on School Devices**: Students who access or attempt to access AI tools on school-owned devices or while using the school network may face the **loss of technology privileges** for a period of time determined by the principal.

Teacher and Staff Use of AI
Teachers and staff may use AI tools:

- For instructional planning, assessment design, communication, and professional development.
- To model ethical and appropriate AI usage in age-appropriate ways to students.
- With transparency and discernment, ensuring that any use aligns with our school's Catholic identity, mission, and values.

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