



FORWARD

This handbook has been designed to acquaint you with the philosophy, curriculum, and procedures of Saint Joseph School. It is believed that you can contribute much to the success of the school's program if you understand what the school is trying to do. The education and training of our children must remain the joint responsibility and cooperative program of the home and school.

It is hoped that you will read the entire handbook, acquaint yourself thoroughly with its contents, keep it in a safe place, and consult it for the assistance it is designed to give.



The School Administration, which is defined as the pastor, principal, and the assistant principal, in consultation with the Education Board of Saint Joseph School, reserves the right to amend this handbook. Parents and students will be notified of any necessary changes.



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

SAINT JOSEPH SCHOOL

**420 East Simpson Street
Mechanicsburg, PA 17055**

**Phone (717) 766-2564 FAX (717) 766-1226
www.sjsmch.org**

MISSION STATEMENT

Saint Joseph School, Mechanicsburg, Pennsylvania, offers a quality Catholic, faith-based education to the children in the Diocese of Harrisburg. Our school program helps our children develop spiritually, intellectually, and physically so that they meet the challenges in their lives, applying Gospel values in our ever-changing society to become disciples for Christ.

WE BELIEVE THAT:

- We guide our students to the awareness of the power of God working constantly in their lives.
- We foster in our students a strong sense of self-worth, integrity, morals, and spiritual values.
- We see our students as unique individuals with strengths and weaknesses, yet with unlimited possibilities.
- We encourage the love of truth, the value of sound reasoning, and the necessity for courageous living.
- We encourage students to think constructively, to reason independently, and to accept responsibility for self-evaluation and self-instruction.

- We teach integrated, relevant, and diverse curriculum that reflects Gospel values and prepares them for life's work.
- We foster in our students an appreciation for the arts and music, healthy living, and lifetime fitness.
- We discipline with dignity and in a clear, consistent manner to ensure safety and learning.
- We maintain a safe and nurturing school environment.
- We join with families in the educational process of educating their children.
- We serve those in need no matter where they are.
- We create an atmosphere enlivened by the Gospel spirit of charity, freedom, and truth, which is based upon mutual respect, concern, and a strong sense of interdependence among administration, faculty, students, and families.

HISTORICAL SKETCH OF SAINT JOSEPH SCHOOL

Saint Joseph School was completed and dedicated in July of 1952. This was only two years after Saint Joseph's had been named a parish in the Harrisburg Diocese. The School Sisters of Notre Dame opened the school in the fall of 1952. Classrooms were added in 1956 and 1962. Enrollment continued to increase; in 1976 modular units, which would be used as classrooms, were placed in the parking lot to accommodate the increased number of students. Also in 1976, the Sisters of St. Cyril and Methodius came to staff the school to care for the religious and educational needs of the children.

The Catholic population in Mechanicsburg continued to grow. In 1977 Saint Elizabeth Ann Seton Parish was established, but this did not solve the overcrowded conditions at Saint Joseph's. In 1981 a new church was built, and the old structure was converted into a social hall and a gym. In 1982 the Brindle Hall cafeteria was made into six new classrooms, and the modular units were abandoned for classroom use.

In 1988 Saint Katharine Drexel Parish in Silver Spring Township was established. From that time on, Saint Joseph School expanded its mission to serve the children of all three parishes in the Mechanicsburg area for students in kindergarten through grade 8.

To meet the ever-growing needs of its school and parish, Saint Joseph Parish Life and Education Center opened its doors in August of 2005. This \$8.1 million, 62,000-square-foot facility offers both the school and the parish a wonderful opportunity to grow. This state-of-the-art building features 24 classrooms (including a music room, art room, and science lab), a library, small instruction rooms, an all-purpose room/gymnasium offering occupancy up to 660 people, a cafeteria with seating up to 250, and full technology in all rooms.

Saint Joseph School formed a preschool in the fall of 2010 to serve three- and four-year-old students. In 2017, the school

formed the Early Learning Program to provide an extended day preschool program.

OBJECTIVES

Saint Joseph School accepts its responsibility as co-educator with the family, the Church, and the state to provide a balanced program of education based on Christian principles. We strive to achieve the following objectives:

1. To make known to all students the person and message of Christ so that they may commit themselves to living a fully Christian life.
2. To encourage the love of truth, the value of sound reasoning, and the necessity for courageous living.
3. To assist students in developing moral and spiritual values, basic integrity, and a healthy self-concept.
4. To enable students to acquire fundamental knowledge and the basic skills necessary to prepare them for life's work and to develop a sense of wonder and an appreciation of beauty.
5. To encourage students to think constructively, to reason independently, and to accept responsibility for self-evaluation and continuing self-instruction.
6. To extend the interest and concern of our students beyond themselves into the total community, thereby fostering a sense of shared responsibility and a strong desire to be of service to others.
7. To create for the school community an atmosphere enlivened by the Gospel spirit of charity, freedom, and truth, which is based upon mutual respect, concern, and a sense of interdependence between administration, faculty, parents, and students.

EDUCATION BOARD

The Saint Joseph School Education Board assists the school's Administration in providing an excellent education to SJS students in accordance with Catholic principles. Under the authority of the pastor of Saint Joseph Parish and in conjunction with the pastors of Saint Elizabeth Ann Seton and Saint Katharine Drexel Parishes, the Board serves in an advisory capacity on policies and procedures for the school.

FACULTY

The faculty is composed of qualified lay teachers who are dedicated to the task of providing Catholic education in accordance with diocesan and state regulations. All teachers have a Bachelor's Degree and/or Master's Degree and are Pennsylvania State-certified in teaching. Saint Joseph School is a 2015 National Blue Ribbon School and is accredited by Middle States Association.

CHRISTIAN PRAYER LIFE

The atmosphere of Saint Joseph School reflects the spirit of a Christian lifestyle. The faculty and students strive to form a faith community so as to experience the living out of the Gospel.

Students have the opportunity to participate in the Eucharistic Liturgy as a school community each week and on holy days that occur within the school year. Students experience the Father's love and forgiveness in the sacrament of Reconciliation during the seasons of Advent and Lent.

Additionally, students take part in prayer services throughout the year (Catholic Schools Week, May Crowning, etc.)

Formal prayers are an essential part of each day. Students are encouraged to use spontaneous and personal and private prayers, as well.

AUXILIARY EDUCATIONAL SERVICES

Saint Joseph School shares in special services provided by the State of Pennsylvania for all nonpublic schools under Act 89. These services include counseling, speech and language therapy, remedial reading and mathematics, educational evaluation, and psychological testing. Also, two full-time learning support teachers and a part-time enrichment teacher are available to provide additional services.

CURRICULUM

The required curriculum areas are religion, integrated language arts, mathematics, social studies, science, music, health, computer, library skills, art, handwriting, and physical education in accordance with the regulations of the Pennsylvania Department of Education and the Diocese of Harrisburg.

Foreign language (Spanish) is also offered.

RELIGIOUS EDUCATION REQUIREMENTS

All students enrolled in Saint Joseph School will participate in every aspect of the school's religious education program with the exception of the final phases of the sacramental preparation curriculum. These requirements include attendance at the regularly scheduled classes in religion, fulfillment of course requirements, and attendance at religious functions offered as part of the school program.

ADMISSION

Saint Joseph School admits students of any race, sex, color, national origin, age (according to age requirements as listed in this section) or disability and are accorded the rights and privileges of all students.

The following items must be presented at the time of registration:

- ❖ Birth certificate
- ❖ Baptismal certificate
- ❖ Proof of adequate immunization and a physical examination required by the Commonwealth of Pennsylvania
- ❖ Proof of residency
- ❖ Proof of custody where applicable

The school requires that an entrant for kindergarten be five years old by **September 1**. No testing is mandated for kindergarten entrance; however, screening is done in the first weeks of school to evaluate physical development, ability to listen and follow directions, and fine and gross motor skills.

Records from previous school(s) will be required for transfer students; parents/guardians will be asked to sign a release of information at the time of registration.

ACCEPTANCE

Children of Saint Joseph, Saint Elizabeth Ann Seton, and Saint Katharine Drexel parishioners are given preference before non-parishioners in the order of acceptance. Parishioners are considered to be those who have registered with the parish and financially support its welfare.

TUITION

Saint Joseph School is operated as a faith community, and not as a commercial or secular enterprise. The school provides the opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parent(s) that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities to allow for continued enrollment, or to provide any level of educational services or to provide such services involuntarily.

TUITION POLICY

In order to provide a high-quality, Catholic education for all students, it is necessary for Saint Joseph School to charge tuition. Tuition rates are determined by the school administration on an annual basis in consultation with the Saint Joseph School Education Board. Active parishioners at area parishes receive a significant benefit off tuition for each child they have attending Saint Joseph School through parish subsidies. Active parishioners are people who participate fully in the life of their parishes, offering their time, talent, and treasure for the benefit of the People of God. This includes Mass attendance each Sunday and on Holy Days of Obligation.

Based on our firm belief that a Catholic education should be available to as many children as possible, families with more than one child receive an even further reduction in tuition for the second and third children that attend Saint Joseph School. These reductions will be determined on an annual basis. If a family has four or more children attending Saint Joseph School, the family will pay tuition for three children.

The school uses Simple Tuition Solutions (STS) to collect tuition and offers a ten-month payment plan from July through April for the convenience of the families. All tuition must be paid no later

than April 20 of the current school year. Families who anticipate that they will be unable to meet the financial requirements should complete the Saint Joseph School Tuition Assistance Application posted by the school each spring for the following school year. All such assistance arrangements are strictly confidential. Registration fees are nonrefundable except in cases of need such as serious illness or a wage-earning parent becoming disabled. Tuition for students registering or leaving during the school year will be pro-rated based on the number of school days attended. Families are responsible for all tuition balances at the time of student withdrawal. Saint Joseph School will not forward academic records to another school until these obligations have been satisfied.

In order to cover the cost of additional bank fees, Saint Joseph School will assess a surcharge to any individual who submits a check returned for insufficient funds.

POLICY FOR OVERDUE TUITION

Tuition payments are due no later than the 20th day of each month. Payments received after the 20th will be considered OVERDUE.

Any family overdue in tuition payment by more than 30 calendar days may have student(s) grades withheld until the school receives payment.

Any family overdue in tuition payment by more than 60 calendar days may have the student(s) grades withheld and the student(s) may not be admitted for the next school year until the account is current.

No family may transfer to another Catholic school within the Diocese of Harrisburg until all debts, tuition or otherwise, have been cleared at Saint Joseph School.

Any request for any exception to the tuition policy should be addressed in writing to the principal.

In the event of accounts that are delinquent three or more months, Saint Joseph School reserves the right to pursue payment through local courts and/or collection agencies. In such cases, any court costs or agency fees will be added to the delinquent tuition.

It is through a portion of the Sunday collection from each of the sponsoring parishes, through EITC/Neumann Scholarships and support from other foundations, and through fundraising efforts throughout the year that tuition rates are kept as low as possible for our families. When there is a failure to be current with tuition payments, it falls back on the school or the sponsoring parishes to meet these educational costs, and that is why we need our parents to keep up with tuition payments.

TUITION ASSISTANCE POLICY

Saint Joseph School offers a variety of scholarship and assistance options to families. Scholarships are granted through the following programs: the Neumann Scholarship Foundation, Saint Joseph Tuition Assistance Program, Parish Scholarship Programs, Tuition Angels, Diocesan FOCUS Assistance Funds, and the Bridge Educational Foundation.

The Diocese of Harrisburg has partnered with Simple Tuition Solutions Grant and Aid Assessment to conduct financial need analysis for families seeking to receive assistance through the Neumann Scholarship Foundation. Applications and notices are sent out each year. Saint Joseph School also issues a Tuition Assistance Application for interested families during each spring.

Catholic families who receive tuition assistance must support their parishes by attending Mass each weekend and on Holy Days of Obligation and by helping with other parish and school activities and projects.

Because tuition assistance from Saint Joseph School is generated in large part through the Grocery and Scrip Card Programs, families who receive tuition assistance must participate fully in these programs. This is a free way for families to reduce their tuition costs. These programs do not cost the parishes or school anything and benefit parents through a tuition scholarship program. Families with special circumstances that require exemptions must have the permission of the principal.

All assistance offered to families should remain confidential. Failure to comply with these policies could jeopardize future assistance.

PARENT PLEDGE OF CONDUCT

As my child's primary educator, I understand that I teach my child by my own example of reverence, responsibility, and respect. I ask Saint Joseph School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teachers are dedicated professionals who make many sacrifices to teach in a Catholic school. In order to show my cooperation, support, and thankfulness, I pledge to...

Ensure that we pray daily as a family and attend Mass as a family on weekends and Holy Days of Obligation. (Families from non-Catholic faith traditions who have chosen to attend Saint Joseph School are likewise encouraged to participate fully in their faith tradition's worship services and practices.);

Have my child in school on time each day with the necessary supplies and appropriate dress;

Follow the school's rules, calendars, and deadlines, and expect my child to do the same even when I may respectfully disagree;

Speak respectfully and with kindness and courtesy about and to school personnel and about and to students and other parents, especially when there is a disagreement.

Speak to the teacher or adult in charge before I make a decision on my child's version of an incident, knowing that the good of all children must be balanced with my child's needs or wants;

Speak to the teacher or adult in charge before taking a concern to the school's administration;

Use proper channels when I have a problem or concern, and encourage others to do the same;

Monitor the appropriateness of my child's internet, telephone, video game, and television use, as well as any printed materials my child views or sees;

Set a good example in my own speech and behavior by not tolerating vulgar, sarcastic, or rude language from my child or bullying, violent, or aggressive speech or behavior;

Build bridges of acceptance and understanding, and expect my child to do the same, among the different cultures represented at Saint Joseph School;

Volunteer my time and talents to Saint Joseph School to the best of my ability.

With the example of the Holy Family and the help of God, I will abide by this pledge of conduct while my child is enrolled at Saint Joseph School.

ATTENDANCE/ABSENCE

The school law of Pennsylvania requires regular attendance for all students between eight and seventeen years of age. All absences are considered unexcused or illegal except the following: illness of the student, death in the immediate family, exceptionally urgent reasons that affect the child, and educational field trip experiences as determined by the parents and administration.

FOR EVERY ABSENCE, A WRITTEN STATEMENT WITH THE REASON FOR THE ABSENCE AND THE PARENT OR GUARDIAN'S SIGNATURE IS REQUIRED BY LAW ON THE DAY THE STUDENT RETURNS TO SCHOOL.

No student is permitted to leave the school after arrival in the morning or at any other time during the day, except in case of sickness or similar emergency. In such cases, the student will wait at the office until the parent or parent-appointed adult arrives to sign the student out. **NO STUDENT WILL BE ALLOWED TO WAIT OUTSIDE THE SCHOOL BUILDING.**

Requests for early dismissal should be presented in writing at least one day in advance and should be for serious reasons only. **All early dismissals must be before 2:15.** No one is permitted to be picked up after 2:15 p.m. The office staff has a number of responsibilities at dismissal time to ensure all students get home safely and by their correct mode of transportation. We appreciate your understanding and cooperation.

Parents must notify the school if someone other than the parent will transport the child. Every effort should be made to schedule medical appointments outside of school hours.

As a security measure, parents must call the school office by 8:30 a.m. to make a notification of their child's absence. When an absence is not verified by 8:30 a.m., the school office will make an effort to contact parents.

ABSENCES AND AFTER-SCHOOL ACTIVITIES

Students absent from school **MAY NOT** participate in any school-sponsored after-school activity on the day(s) of their absence(s). This does not apply to students who arrive to school by 11:15 a.m.

TARDINESS

Late arrivals disrupt class and cause loss of instructional time. Students must be **in their homerooms by 8:00 a.m.** (It is recommended that students arrive at school no later than 7:55 a.m.)

A student who arrives after 8:00 a.m. will be marked tardy. ***Students who arrive late must report to the school office before going to class and receive a late pass.*** Students who are late for school due to the lateness of the school bus will not be marked tardy.

TARDY POLICY

1. Parents will be notified in writing for each unexcused tardy.
2. Students will be permitted four unexcused tardies without penalty in a marking period.
3. **At the fifth unexcused tardy, the child will be assigned after-school detention.**

DAILY TIME SCHEDULE

Kindergarten – Grade 8

8:00 a.m. School Begins with Prayers, Pledge, & Morning News
2:45 p.m. Dismissal for K – 8

TRUANCY

State law requires the reporting of any child who has been absent three (3) days without lawful excuse. Illegal absence (unexcused absence) is the absence of a pupil due to parental neglect or truancy. **A physician's written excuse must be provided for any absence of more than three consecutive school days due**

to illness. Failure to provide a physician's statement will constitute unlawful absence.

A written notice will be sent to the parents or legal guardians after three days of unlawful absence and notification will be made to the student's public school district of residence. Subsequent occurrences may result in fines by the local district justice through the affected public school district. Records will be kept on unexcused absences and persistent unexcused absences may result in **expulsion of the student**.

TRANSPORTATION/PARKING

The public school districts in which the students reside provide all busing. There is no transportation provided for preschool students.

MORNING DROP OFF

BUS: Buses will use the SIMPSON STREET entrance to the school. Children will be dropped off in the school parking lot at the front entrance to the building. Children are to proceed down the sidewalk to the entrance of the school.

CAR: Cars must enter the school parking lot at the KELLER STREET entrance closest to the church. Once in the parking lot, cars must proceed through one of the **two** lanes to the end of the parking area to discharge children. Parents should not leave the vehicle while students are disembarking, and children should NOT be discharged from cars in the bus lane. Children should then use the crosswalk to the sidewalk and walk to the main entrance of the school. Cars should exit the school parking lot onto Keller Street.

Do NOT discharge students onto Simpson, Keller, or Filbert Streets. Students are to use the main entrance of the school.

NOTE: If you are accompanying your child into the school, please park in the school parking lot, use the appropriate sidewalks, and enter the school at the main entrance. It is not necessary to accompany your child into the building every day.

AFTERNOON PICK UP (Including Morning Kindergarten Pick Up)

BUS: Buses will be lined up in the school parking lot, and students will be dismissed from school to buses near the main entrance. Buses will exit the school parking lot onto Keller Street.

Please note that school buses will transport only those students assigned to ride a particular bus and who reside in that school district. DO NOT ASK BUS DRIVERS TO TRANSPORT STUDENTS FROM ANOTHER DISTRICT TO YOUR HOME.

CAR: All car riders and walkers will be dismissed together. Parents may either park in the church parking lot, park on the street, or enter the school parking lot at the KELLER STREET entrance closest to the church and park in the school parking lot. Cars should exit the school parking lot onto Keller Street only. Students will be crossed by faculty/staff/parents (or their representatives) only at the crosswalks at Keller Street/ Chestnut Street by the church, and at Keller Street/ Filbert Street by the school playground. **Students may not cross the street by themselves, and they may not cross in the middle of the street at anytime.**

NOTE: There is NO STOPPING, STANDING, OR PARKING on the school side of Keller Street.

NEVER ALLOW CHILDREN TO RUN BETWEEN PARKED OR MOVING VEHICLES OR TO CROSS STREETS UNASSISTED.

AFTER HOURS AND PICK-UP AFTER EXTRA-CURRICULAR ACTIVITIES AND DETENTIONS

Due regard for the safety of the students requires that unsupervised students may not remain on school property after they have been dismissed for the day. Any unsupervised student on school property after dismissal will be placed in the Extended Day Program for that day. Parents will be billed at the full-day rate for the Extended Day Program, regardless of the time spent by the student in the program.

It is understandable that emergencies will arise that prevent the timely pick-up of students. A note or call to the school office will allow the school to provide appropriate supervision for students.

Students should be picked up when extra-curricular activities (clubs, band, choir, etc.) and detentions are scheduled to end. If the student is not picked up at this time, the student will be placed in the Extended Day Program, and any fees will apply.

Students may not walk out to the parking lot. Parents must come to the building to pick up the students.

RETURNING TO CLASSROOM AFTER DISMISSAL

We wish to instill responsibility in our students. We do understand that from time-to-time students may leave items behind in the classroom. A student may return to the classroom for the forgotten item(s) up until 3:30 p.m. After that time, the student will not be permitted to go to the classroom. If it is material for a homework assignment that the student has forgotten, the student may contact a friend for the information, check online, or come to school at 7:30 the next morning to get the forgotten item(s) and then work on the assignment during homeroom period.

DRESS CODE

Students out of proper uniform or dress down day attire may not be allowed in class until appropriate dress is acquired. If a student is improperly dressed and/or is missing a part of his/her uniform, a parent/guardian will be called to bring the proper clothing to school. If the clothing is unable to be brought to school, the student may be issued a school uniform, if available, to wear for the remainder of the day, and a dress code violation slip will be issued and the student will miss participating in the next dress down day. For every three occurrences of dress code violations, an after-school detention will be assigned.

Appropriate attire is as follows:

DAILY UNIFORM

BOYS (K-5th)

Pants: Solid khaki (must be purchased from Flynn O'Hara); **NO JEANS**, jean-like or pants with studs. Belts* must be worn (gr. 2-5).

Shirt: Navy golf shirt with "Saint Joseph School" logo (must be purchased from Flynn O'Hara). If wearing a T-shirt beneath, it must be solid white. Shirt must be tucked into pants.

Sweater** Solid navy blue cardigan, long sleeve or sleeveless V-neck pullover, plain or with the SJS crest. NEW: 3/4 zip sweater and 3/4 zip performance top with logo to be worn over uniform shirt (must be purchased from Flynn O'Hara).

Socks: Solid navy blue or black crew socks and navy blue, black, or white athletic socks. No show socks are not permitted.

*Belt colors permitted are black, dark brown, and navy ONLY.

BOYS (6th-8th)

Pants: Solid khaki (must be purchased from Flynn O'Hara); **NO JEANS**, jean-like or pants with studs. Belts* must be worn.

Shirt: White dress shirt, long or short sleeve (sleeves are not to be rolled). All buttons must be buttoned. Shirt must be tucked into pants. If wearing a T-shirt beneath, it must be solid white.

Tie: Solid navy blue. Tie must be pulled to the neck, not hung loosely around the neck.

Sweater** Solid navy blue cardigan, long sleeve or sleeveless V-neck pullover, plain or with the SJS crest. NEW: 3/4 zip sweater and 3/4 zip performance top with logo to be worn over uniform shirt (must be purchased from Flynn O'Hara).

Socks: Solid navy blue or black crew socks and navy blue, black, or white athletic socks. No show socks are not permitted.

*Belt colors permitted are black, dark brown, and navy ONLY.

GIRLS (K-5th)

Jumper: Saint Joseph School plaid jumper. Hem length no more than three inches from the center of the knee.

Khaki Pants: May be worn in place of the jumper (must be purchased from Flynn O'Hara).

Blouse: White Peter Pan collar, cotton-like, long or short sleeve (sleeves are not to be rolled) to be worn with a jumper. Navy golf shirt with "Saint Joseph School" logo to be worn with khaki pants. If wearing a T-shirt beneath, it must be solid white.

Sweater: ** Solid navy blue cardigan or long sleeve pullover, plain or with the SJS crest. NEW: 3/4 zip sweater and 3/4 zip performance top with logo to be worn over uniform shirt (must be purchased from Flynn O'Hara).

Socks: Solid navy blue or black knee-high socks or solid navy blue tights or navy blue, black, or white athletic socks. No show socks are not permitted.

Shirts must be tucked into shorts and long pants unless wearing blouses with a banded bottom.

GIRLS (6th - 8th)

Skirt: Box-pleated, Saint Joseph plaid. Hem length no more than three inches from the center of the knee.

Khaki Pants: May be worn in place of the skirt (must be purchased from Flynn O'Hara).

Blouse: White oxford cloth, button-down collar, long or short sleeve (sleeves are not to be rolled). If wearing a T-shirt beneath, it must be solid white Blouse must be tucked into skirt.

Sweater: ** Solid navy blue V-neck, sleeveless sweater vest or pullover, plain or with the SJS crest. NEW: 3/4 zip sweater and 3/4 zip performance top with logo to be worn over uniform shirt (must be purchased from Flynn O'Hara).

Socks: Solid navy blue or black knee-high socks or solid navy blue tights or navy blue, black, or white athletic socks. No show socks are not permitted.

Shirts must be tucked into skirts unless wearing blouses with a banded bottom.

** Please note that sweaters for all students are optional. No hooded, coat, or belted sweaters are permitted.

SHOES

Everyday Shoes (Girls and Boys): Students may wear sneakers or uniform shoes. There are five basic styles from which they can choose: sneakers, deck shoe, basic oxford, loafer, and Mary Jane. Sneakers that light up/flash, make sounds, or have wheels

are not permitted. Sneakers must be the same color/design on both feet (ex. may not wear one red and one blue sneaker). In addition, clogs, flip-flops, backless shoes, backless sandals, ballet-like slippers, moccasin-like slippers, and high heels are not permitted.

“SUMMER” UNIFORM

From August through Oct. 31, and from April 1 through June girls and boys in grades K-8 may wear solid khaki twill walking shorts with the Flynn O'Hara navy golf shirt with the “Saint Joseph School” logo. If wearing a T-shirt beneath, it must be solid white. Shirts must be tucked in. Boys must wear belts (gr. 2-8) of solid black, dark brown, or navy only. Cargo shorts and no-show socks are not permitted.

From August through Oct. 31, and from April 1 through June, girls and boys in grades 6-8 may wear the navy golf shirt with the “Saint Joseph School” logo with their skirts and long pants, respectively. If wearing a T-shirt beneath, it must be solid white. Shirts must be tucked in. Boys must wear belts of solid black, dark brown, or navy only (gr. 2-8).

COSMETICS: NONE

Cosmetics: NONE

Nail polish (Girls): Clear polish ONLY.

Scents: As a consideration for those with allergies, students are asked to refrain from wearing strongly-scented products (perfumes, body and hair sprays, lotions, hand sanitizers, etc.)

Jewelry: Conservative jewelry may be worn (i.e.: a ring, bracelet, watch). Girls may wear small earrings. No dangling earrings or over-sized hoops (larger than a quarter). Only one earring may be worn in each ear. Boys may not wear earrings in school.

Hair accessories (Girls): Hair accessories must be simple and must complement the school uniform. Accessories must be of a solid color and the uniform plaid. Examples of appropriate hair accessories are simple barrettes, simple headbands, and simple pony-tail holders. Large, flowery, sparkly, or polka-dot, etc. hair accessories are not permitted but may be worn on dress down days.

Hair: Hair is to be shaped, trimmed, and well groomed at all times. Faddish and untraditional hairstyles, including shaved areas of the head and dyed hair (unnatural colors), are not permitted.

BOYS' hair is NOT to be hanging over the eyebrows or the **top** of the collar.

GIRLS' hair is NOT to be hanging over the eyebrows.

Body piercings and body art (including drawing on oneself) are prohibited.

P.E. UNIFORM

BOYS AND GIRLS

Gym Uniform: Navy blue track shorts and SJS "P.E. Approved" top. If wearing a T-shirt beneath, it must be solid white. Athletic shoes are to be worn with the gym uniform. Gym uniforms can be purchased from <https://sjsmch.itemorder.com/sale>. Please allow several weeks for your order to arrive as items are made to order. SJAA shirts/shorts are not permitted.

Athletic Shoes: Students may wear any color supportive athletic sneakers for P.E. class. Sneakers that light up/flash, make sounds, or have wheels are not permitted. All sneakers must be non-scuff soles.

Sweats: Students are permitted to wear any solid, **plain** navy blue sweats on their gym day. Only the SAINT JOSEPH SCHOOL logo is allowed. Sweatshirts and pants must be the same color—NAVY BLUE. SJAA spirit wear is not permitted.

During the months of November through March, students must wear their sweatpants to school. They may wear gym shorts underneath their sweatpants, if they so choose.

Socks: Solid white, navy, or black (over the ankle) socks.

DRESS DOWN DAY ATTIRE

On designated Dress Down Days, students may NOT wear tight/revealing clothing, ripped/torn clothes, midriff tops, tank tops or sleeveless shirts, or clothing with inappropriate sayings or graphics. Skirts may be no more than three inches from the center of the knee. No clogs, slides, flip-flops or any other backless shoes may be worn. High heels may not be worn.

Leggings may ONLY be worn if a top which completely covers the backside is worn with them. Chargers shirts and sweatshirts are permitted to be worn in class on dress down days only. Sweatshirts are permissible on dress down days and at outdoor recess only.

SJS P.E. approved shorts and uniform shorts (solid khaki twill walking shorts) are the only shorts permitted on dress down days. These shorts are to be no more than three inches from the center of the knee and may be worn August-October and April-June.

RECYCLED UNIFORMS

School uniforms, gym uniforms, blouses, shirts, sweaters, belts, and ties may be available. Please visit the uniform closet located at the entrance to the school or call the school office for more information.

HOMEWORK

Homework is an important educational tool that reinforces the study skills taught in class, teaches the student to work independently, and allows the student time to complete projects and special assignments. Parents should assist students by providing a quiet time and place conducive to study. The amount of homework given is left to the discretion of the individual classroom teachers. The following time allotments are **suggested**:

Grades 1 – 2	20 minutes
Grades 3 – 4	30 – 40 minutes
Grades 5 – 6	50 – 60 minutes
Grades 7 – 8	60 – 90 minutes

FORGOTTEN ITEMS AT HOME

Students are not permitted to call home to have forgotten items brought to school with the exception of lunches, field trip permission slips, and musical instruments.

REPORT CARDS

Report cards for grades K-8 are issued three times each year. Grades, which are calculated on a point system, are based on class work, homework, class participation, projects, and test results.

Interim progress reports are issued mid-marking period for students in grades 1-3 to inform parents of a student's progress or lack of it. Parents are asked to verify that such notices were received. Parents of students in grades 4-8 may use Rediker to access their students' grades.

LETTER GRADE EQUIVALENTS

A = 93-100

B = 85-92

C = 78-84

D = 70-77

F = Below 70

HONOR ROLL

An honor roll system for Middle School students (grades 6-8) is in place to challenge students to continue to strive for excellence in all phases of their academic and character development.

1st Honors- All A's in academic subjects; A's, B's, and/or C's in special subjects; no more than one "I" in Christian Values.

2nd Honors- A's and B's in academic subjects; A's, B's, and/or C's in special subjects; no more than one "I" in Christian Values.

ACADEMIC HONESTY

Students at Saint Joseph School are expected to be honest in all academic pursuits. Plagiarizing (presenting the words or ideas of another individual and passing them off as the product of one's own), cheating, and giving or receiving unacknowledged assistance in academic work (class work, homework, projects, test, quizzes, etc.) are morally and ethically wrong.

Teachers and the administration have the right and responsibility to discipline students for academic dishonesty.

PARENT/TEACHER CONFERENCES

Conferences are held so that parents and teachers may discuss the progress a student has made. Time is set aside for

conferences at the mid-point of the first marking period; however, as the need arises, parents are encouraged to make appointments with teachers to discuss any problems that may surface. Appointments can be made by calling the school office or by emailing the teacher directly.

PROMOTION AND RETENTION

Student progress through school is based on academic achievement as well as age, maturation, and social development. It is expected that the majority of students will be able to meet the requirements of each grade level. However, some children may experience difficulty in mastering the academic requirements and may benefit by retention in a grade. Special consultation with the parents will be arranged prior to the end of the school year in each case. The final authority for student placement rests with the parent. Any student failing two major subjects for the year must complete a summer school class or he/she will be retained.

REQUESTING STUDENT PLACEMENT

Parent requests for classroom placements of students will be given consideration but cannot be guaranteed.

FAMILY EDUCATION TRIPS

While Saint Joseph School recognizes that trips taken during the school term can have educational value to the student, planning vacations during school time is discouraged.

Administrative approval for an educational trip can be obtained if:

1. Parents submit a written request at least one (1) week in advance of the trip.

2. The cumulative number of days for educational trips shall not exceed five (5) school days.
3. A commitment is made by the student regarding:
 - a) work assignments before leaving and b) make-up work after returning (the deadline for completing make-up work being five (5) school days from the date of return).

Please note: Teachers are not required to give work before the trip. Work missed during this time becomes the student's responsibility upon return.

Neglecting to gain approval for the trip will result in the recording of unexcused absences for those days.

WELLNESS

Saint Joseph School is guided by the Harrisburg Diocese Wellness Policy in matters related to nutrition and physical activity. To discourage the consumption of unhealthy snacks, students and their families may not bring food items to share with classmates in celebration of birthdays or for any other reason except those food items approved for class parties. To prevent dangers associated with food allergies, sharing and trading of food is not permitted at any time.

HEALTH AND SAFETY

Saint Joseph School receives consultative services of a school nurse provided by the Mechanicsburg School District. Saint Joseph School also employs certified nurses to serve its students and staff. School health records are kept on file for each student. All parents are asked to cooperate in keeping these records accurate and current by promptly completing and returning all forms sent home.

Students must comply with state law regarding immunizations.

State law requires a physical exam for all students upon original entry into school and grade 6.

A dental exam is required for kindergarten, grade 3, and grade 7.

A hearing test is provided annually for students in grades K, 1, 2, 3, and 7.

Scoliosis screening is done for students in grade 7.

All students receive height, weight, and vision checks each year.

ACCIDENTS/EMERGENCY FORMS

In the case of minor accidents, first aid will be given at school. In the event of a more serious injury, every effort will be made to contact parents at home or work or any authorized person listed on the school **emergency form**. For this reason, it is **essential** that emergency forms distributed at the beginning of the school year are returned promptly and that any new information (e.g. change of address or phone number) be sent to the school office.

If no authorized person on the emergency form can be reached, the school will seek the care needed, and parents will be responsible for any expense incurred.

Unless a child's life is obviously in danger and/or immediate emergency first aid is necessary, the parents of the student will be consulted before any definite treatment or disposition is arranged.

If an emergency exists, the student will be taken to the hospital by ambulance or automobile, and efforts to contact the family will continue.

HIV/AIDS OR RELATED DISEASES

Students who are HIV infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary

school will not be denied admission 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 activities (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, the principal and the parents/guardians will determine arrangements for alternative instruction.

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

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the **Universal Precautions to Prevent the Spread of Infectious Disease** to reduce the risk for employees, volunteers, and students.

MEDICATION

All personnel of Saint Joseph School are prohibited from providing or administering medication to pupils except as authorized by parents or guardians.

Although the school strongly recommends that medication be administered in the home, we realize that the health of some children requires that they receive medication while at school. Parents, whenever possible, are asked to arrange medication time intervals to avoid school hours. Parents are permitted to come to

school to administer medication to their children. When this is not possible, the following procedures are to be followed:

1. All medicine that is sent to school should be taken to the school office as soon as the student arrives at school. With the exception of inhalers, medicine **may not** be kept in desks, purses, lunch boxes/bags, etc.
2. Non-prescribed medication must be provided in its original container with a legible label, and authorized for the dosage recommended for children on the package. Non-prescribed medication must be accompanied by the completed “Authorization for NON-PRESCRIPTION Medication” form which can be found on the school website or at the school office.
3. Prescribed medication must be accompanied by a note from the parent/guardian that gives permission for the student to take the medication at school. In addition, prescribed medication should be sent in a properly labeled medicine bottle from a pharmacy. An order from a physician that includes the physician's directions for the administration of the medication in school must accompany the parent’s note. Properly labeled containers will include the following:
 - a. Name of student
 - b. Name of medication
 - c. Dosage of medication
 - d. Time to be taken
 - e. Name of physician prescribing medication
4. The **student shall be responsible** for going to the school office for his/her medication at the prescribed time.

If the health of the child is substantially impaired when the medication is forgotten or administered early or late, parents should keep the child at home or be personally responsible for administering the medication at the prescribed time.

School employees who administer such medication shall keep a log book in which shall be recorded the administration of any medication including the name of student, the date and time of the administration, and the quantity of the medication given.

The administering of medication by school employees is limited to oral medications except in cases where parents and doctor, through special orders, have authorized emergency injections.

****School personnel are prohibited from giving the first dose of non-prescription medication.**

INSURANCE

An optional insurance plan is offered to all students through the Diocese of Harrisburg. School insurance is not compulsory, but it is strongly encouraged.

EMERGENCY DRILLS

Emergency drills (fire, severe weather, lockdown, etc.) are held periodically through the school year to ensure that each student is aware of fire/emergency exits, alternate exits, and emergency plans. Emergency plans and exit routes are posted in each classroom, and students are instructed in proper procedures to ensure their safety.

MILK

Milk is available for purchase in the school cafeteria on a daily basis.

LUNCH

Students may bring their own lunch to school daily, or they may purchase a lunch through the school lunch program. Lunch bags

and boxes must be clearly marked with the student's name and grade.

Beverages and snacks are also available to students who bring lunch from home.

Information regarding the school lunch program, including the monthly menu, is listed on the school website.

MONEY

Money sent to school must be in an envelope and labeled with the student's name, homeroom, and the money's purpose (field trip, book fair, lunch, etc.)

LOST AND FOUND

Items lost throughout the year are held for a reasonable length of time. Lost articles can be claimed by proper identification. To avoid losses, especially of uniform articles, **students' clothing should be clearly marked**. Saint Joseph School is not responsible for lost or stolen property.

SACRAMENTAL PROGRAMS

Saint Joseph School provides the religious education in preparation for the sacraments as a regular part of the religion curriculum. However, administration of the sacraments is the obligation and responsibility of the individual parishes. Students are therefore required to receive the sacraments in their respective parishes.

HOME AND SCHOOL ASSOCIATION

The purpose of the Home and School Association is to give parents and teachers an effective means of communicating with each other and to provide the structure wherein parents and

teachers can cooperate in the education process. Parent volunteers conduct the activities of the association in keeping with administrative guidelines. All parents are encouraged to participate in this organization.

Activities sponsored by the association include various in-school volunteer programs such as homeroom parents, cafeteria volunteers, and playground monitors. The Home and School Association has various fundraisers that benefit school programs and educational/social activities for parents and families.

All volunteers must comply with the Diocesan Youth Protection Program. Details of the program can be found at www.hbgdiocese.org

CLASS PARTIES

Ordinarily, three class parties are scheduled for the year: Halloween, Christmas, and an end-of-the-year celebration. Any other celebration needs the permission of the principal.

The homeroom parents, in conjunction with the Home and School Association and the teacher, are responsible for planning these parties. Homeroom parents **must** coordinate **all** party plans and activities with the classroom teacher. Consulting with the teacher is especially necessary to learn of any students' food allergies. Food for parties must meet the requirements of the Diocesan Wellness Policy.

BIRTHDAYS/HOLIDAYS

Students' birthdays (or "half birthdays" in the case of those with summer birthdays) are announced on the morning news.

Students may dress down for free on the designated birthday dress down day of their birth month. Students with summer birthdays may dress down on the designated birthday dress down day in the month of their "half birthday".

Students are not permitted to distribute personal party invitations in the school unless the entire homeroom is invited **OR** a girl invites ALL the girls in her homeroom or grade or a boy invites ALL the boys in his homeroom or grade.

Gifts for other students may not be brought to school. Students wishing to gift other students must do so outside of school. To discourage the consumption of unhealthy snacks, students and their families may not bring food items to share with classmates in celebration of birthdays or for any other reason except those food items approved for class parties.

SCHOOL PICTURES

School pictures are taken in the fall each year. Purchase of these pictures is optional, but all students are photographed in the fall for the yearbook.

DISTRIBUTION OF LITERATURE

No literature of any kind may be distributed on school property without the prior approval of the administration.

SALES/SOLICITATION

No sales or solicitation of any kind is permitted without prior approval of the administration.

SCHOOL SUPPLIES

Families are informed of student needs each school year via posts to the school website.

BOOKS

Monies are allocated by the State through Acts 195 and 90 for the purchase of secular texts.

Students are expected to take care of the books assigned to them. All textbooks are to be covered. Book covers and brown paper bags may be used for hard-back texts.

All books are to be carried in a backpack to and from school to protect them from the elements. If a book is lost or damaged, it is the responsibility of the student to pay for the lost or damaged book. Upon receipt of this payment, another book will be issued for the student's use for the remainder of the year.

STUDENT SERVICE COUNCIL

Students in grades 6-8 are elected by their peers to the Student Service Council (SSC). These students plan social events and charitable projects, represent student concerns, and assume leadership roles in the school.

TELEPHONE/CELL PHONES

Students and teachers cannot be summoned for incoming calls during class time. Messages will be relayed by the school office.

All telephone calls by students must originate from the school office with the assistance of the school office staff or the administration. The use of cell phones by students during the school day is prohibited unless for an emergency as determined by administration. If a student brings a cell phone to school, it must be turned off and in the student's backpack. If a cell phone is seen, rings, or if it is used without the permission of a teacher, administrator, or other staff member in authority during school hours, the student will be subject to disciplinary action. The

school is not responsible for cell phones that are brought to school.

For safety reasons, students may not use cell phones while walking through the parking lot during arrival and dismissal or walking to and from buses. They need to focus on their surroundings without cell phone distractions. If a student does not comply, it will result in disciplinary action.

Please do not attempt to call or text your child during school hours. All messages must go through the school office.

UNAUTHORIZED ELECTRONIC DEVICES

Students may not bring any unauthorized electronic devices to school. This includes, but is not limited to, the following: portable media players, hand-held games, or cameras. If an unauthorized electronic device is seen or used, it will be confiscated and held at the office for pick up by a parent. The school is not responsible for unauthorized electronic devices that are brought to school. Student use of unauthorized electronic devices is subject to disciplinary action.

Smart Watches are not permitted at school. If a student brings a Smart Watch to school, it must be turned off and kept in the student's backpack. Failure to abide by this policy will result in disciplinary action. The school is not responsible for Smart Watches that are brought to school.

e-READER ACCEPTABLE USE POLICY

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school-owned technology assets like computers, etc. Therefore, our e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the

violation. Inappropriate use or violation of the Acceptable Use Policy on personal equipment may also result in disciplinary action in accordance with school policy.

1. All e-Readers must be registered with the Saint Joseph School Network Administrator and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used only for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Saint Joseph School. Please refer to this Parent-Student Handbook for more details.
4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times under the supervision and in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch or during playground/recess time.
7. The student is responsible for knowing how to properly and effectively use their e-Readers, and this should not be a burden for the teachers.
8. e-Readers, with initial induction, and until otherwise specified by Saint Joseph School, will only be for the use of students in Grades 1-8.
9. The student may not use any devices to take photos, record, transmit or post photos or video. Images, video, and audio files may not be recorded at school.
10. Saint Joseph School reserves the right to confiscate and/or inspect e-reader devices if there is reason to believe that it was used to violate our policies, administrative procedures, school rules, or for general misconduct.
11. Saint Joseph School will not be held liable for the loss or damage of e-readers.
12. Final authority regarding the use of e-readers rests with the administration of Saint Joseph School.

*Saint Joseph School reserves the right to amend this policy when circumstances warrant it.

SCHOOL COMMUNICATIONS

It is important to keep the lines of communication open between the home and school. Therefore, we encourage parents and teachers to meet and discuss the progress of students. Such conferences can be arranged through the school office; teachers are also available for phone conferences. In addition, teachers may be contacted by way of email, which can be accessed through the school website.

Much information regarding classroom and school events can also be found on the school website and Rediker. A calendar is posted on the school website and Rediker to inform parents of upcoming events. Periodic messages from the administration also keep the lines of communication open and current.

Families are encouraged to check the school website and Rediker regularly to keep apprised of school news.

MEDIA RELEASE

Student names/pictures/artwork, etc. occasionally may be used in school publications, on the school website, on Rediker, the school's Facebook page, or in local media reports (television, newspaper, etc.). If parents object to their children appearing in such publications or reports, they must notify the school office in writing.

YEARBOOK

A yearbook is available with picture highlights of the year and each grade. Purchase is optional.

TWO-HOUR DELAYS

In the event of a two-hour DELAY, all bus students will be picked up two hours later than usual.

School begins at 10:00AM for gr. K-8, with arrival from 9:30AM - 10:00AM.

Preschool: The AM class is from 10:00AM - 12:00PM, and the PM class runs 12:45PM - 2:45PM.

The Early Learning Program runs from 9:15AM - 5:30PM. Those preschool students who participate in the early drop-off program may arrive at school any time between 9:15 a.m. and 10:00 a.m. Regular arrivals may come anytime between 9:50 a.m. and 10:00 a.m.

Should your district cancel school and Mechanicsburg Schools are in session, your child will not be penalized for absence if there is no other way of transporting him/her to Saint Joseph School. Also, whenever a bus is late due to schedule changes or other difficulties, your child will not be marked late.

EMERGENCY SCHOOL CLOSINGS

If weather conditions in the morning are such that school is delayed or cancelled, the parent notification system will be activated. In addition, parents may tune into their radio or television as early as 6:00 a.m. for information.

Saint Joseph School follows the decision of the Mechanicsburg School District on school closing regardless of what other districts do. However, it is important to listen to the announcements of the other school districts in the case of delays or early dismissals because students requiring transportation must follow their own district bus schedule.

SEVERE WEATHER AT DISMISSAL

In the event of severe weather, Saint Joseph School may elect to delay dismissal of students. This would occur when thunderstorms, high wind, or other dangerous weather conditions exist which may present a danger to both students riding school buses as well as those who may be walking home. Due to the sudden occurrence of these conditions, it may not be possible for the school to provide immediate notice to all parents and guardians, therefore they are asked to be alert to severe weather at the time of dismissal and expect possible delays. Dismissal would occur as soon as the conditions improved.

PARENT NOTIFICATION SYSTEM

Saint Joseph School utilizes a parent notification system through which parents are notified of emergency situations, school closings, early dismissals, or delays. In addition, this system may be used to disseminate other information that is deemed important by the administration. Parents who do not wish to participate may exclude themselves from all messages.

FIELD TRIPS

As part of the educational program of our school, students may be taken on field trips within walking distance of the school or on field trips requiring bus transportation. Such trips are made only with the permission of the parents. **Written permission must be secured from parents/guardians of students participating in these trips. No student may go on a field trip without the written permission slip issued by the school and signed by the parent or guardian.** All students not making the trip should report to school at the regular time. Students should remember that all school rules apply during any school-related activity.

It is to be noted that field trips are privileges, not rights, and students can be denied participation if they fail to meet academic or behavioral requirements. This decision can be made by the teacher and/or administration. All field trips are planned and supervised by the faculty with the consent of the administration.

CHAPERONES

Chaperones are frequently utilized to provide supervision of students on field trips and at other school activities. All chaperones must be at least 21 years of age and must have and wear their approved Diocesan Youth Protection volunteer badge to participate in any field trips. The use of tobacco products, alcoholic beverages, or controlled substances is NOT permitted by chaperones during any school-related activity. Chaperones should remember that all school rules apply during any school-related activity; any violations of school rules should be reported immediately to the supervising teacher.

ACCESS TO RECORDS

Pennsylvania law requires that all school district records be open for inspection by citizens of the Commonwealth. However, the Family Education Rights and Privacy Act limits access to student records. Saint Joseph School has adopted the following policy to ensure that student records are kept and disposed of properly and confidentially.

1. Parents may request to see their child's records by contacting the principal to arrange an appointment. The principal or a teacher will review the records with you.
2. The school may not release records to anyone without written parental consent except to school officials, including teachers, within the same school system who may have a legitimate educational interest.

No information will be released to anyone else without the written consent of parents of a minor student. The written consent of a student over age 18 or married is needed to release records.

The school presumes that either parent has authority to review the student's records unless the school has been given evidence that there is a court order or other legal reason demonstrating the contrary.

STANDARDIZED TESTING

Students in grades 1-8 take Renaissance Star tests in the fall, winter, and spring of each year. Results will be shared with families during the school year.

RELEASING STUDENTS TO NON-CUSTODIAL PERSONS

In some cases, parents or guardians wish to make it impossible for certain relatives, friends, or non-custodial parents to communicate with or pick up a child at school. Saint Joseph School is in the business of educating students, not presiding over domestic disputes. It is up to the parents and the judicial system to see that custody and visitation orders are obeyed.

The primary care custodian is required to send certified current copies of custodial papers to be kept on file in school.

In the absence of a court order, if a parent informs the principal that a child is not to leave the building in the custody of the other parent, the principal cannot prevent the other parent from taking the child. However, the principal can inform the custodial parent, if possible, of the arrival of a non-custodial parent at school. If the parent wishes the principal to provide this information, a written request should remain on file.

VISITORS

All such visitors are required to report to the school office upon arrival. Visitors must sign in at the office and obtain a visitor badge.

If it becomes necessary to contact a teacher or child, the school office will make contact to avoid disturbing the learning experience. **No parent should appear at the classroom door or on the playground to summon a student or to confer with a teacher.**

As a safety precaution, students must not open school doors for anyone.

EXTENDED DAY PROGRAM

Saint Joseph School offers an Extended Day Program for students in grades K - 8. The program runs from school dismissal to 5:30 p.m. each day that school is in session. The program does not operate on early dismissal days and when school is not in session. Students are supervised by qualified personnel and have time for a snack, play, and homework. For further information on the program and fees, contact the school office.

EARLY LEARNING PROGRAM

Students enrolled in our 3 and 4-year-old preschool programs are also eligible for the Early Learning Program. Families looking for a full-time program, extended hours, and/or just wanting to give their child a stronger faith-filled, academic, and social foundation may also enroll their child in our Early Learning Program. Our Early Learning Program is a continuation of our preschool program with our teachers working closely together to discuss curriculum and skills being taught each week. Parents have the option of how many days a week,

and which days, they would like their child to be enrolled. The program will be open from 7:15 a.m.-5:30 p.m. when SJS is in session. The extended session will be offered for an added fee.

VANDALISM

Parents must pay the costs for items that are broken, damaged, or destroyed by students due to accidents, careless and/or destructive behavior, or vandalism. Likewise, restitution may be required for resources that are wasted due to such incidents as described above.

SCHOOL PROPERTY

Desks and lockers are the property of Saint Joseph School, and the school reserves the right to search them at any time without notice. For safety reasons, the school reserves the right to search book bags, lunch bags, handbags, pencil cases, etc.

ELEVATOR USE

As a safety precaution, students may only ride the elevator with adult supervision. Students with obvious physical concerns (wearing a leg cast, using crutches, etc.) or carrying heavy or awkward band instruments are permitted to use the elevator with adult supervision. Other students wishing to use the elevator should have a doctor's excuse.

OFF-CAMPUS BEHAVIOR

Student behavior away from school can detrimentally impact the reputation of Saint Joseph School and its students. As a result, Saint Joseph School reserves the right to discipline students for off-campus conduct if it is deemed that such conduct has a negative effect on the school, the students, or the faculty and staff.

Saint Joseph School partners with parents in their children's education. The school may notify parents of concerns about student life or behavior, even when off campus.

DISCIPLINE

Saint Joseph School is committed to teaching the Gospel values, which help our students live their lives as a reflection of Christ. Our philosophy calls us to recognize and respect the dignity of each individual and to offer a Christ-centered, safe learning environment based on the social teachings of the Catholic Church.

Discipline is a necessary element of the learning process. We believe that good behavior by students results in a safe environment with more time devoted to learning. Our discipline policy is built on the belief that each student has the right to learn and each teacher has the right to teach. The purpose of the discipline code is to foster the growth of self-discipline, enabling students to eventually assume responsibility for their own actions.

All members of the faculty and staff share the responsibility to model appropriate behaviors and maintain these standards throughout the school community. To create a Christ-centered environment that fosters good discipline, the following behaviors are necessary:

- Recognizing and fostering the uniqueness and dignity of each individual;
- Nurturing respect in all relationships;
- Developing a sense of rights, responsibilities, and commitment to the entire school family and community; and
- Teaching, modeling, practicing, and infusing social skills into daily life and experience.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students have the right to attend a safe school where learning is the goal. **Any behavior that interferes with the learning, safety, physical or mental health, or well-being of others is disruptive.**

The school discipline policy is designed

- to help students focus their energies in positive ways;
- to make students responsible for their actions and to help them understand that there is a consequence for every action;
- to ensure a safe environment for learning;
- to build desirable behavior patterns for life;
- to develop good citizens;
- to treat all students with fairness and equality in the application of all school policies.

RESPONSIBILITIES OF STUDENTS, TEACHERS, ADMINISTRATORS, SUPPORT STAFF, & PARENTS/GUARDIANS TO CARRY OUT THE SAINT JOSEPH SCHOOL DISCIPLINE POLICY

Students will be instructed in the basic rules of responsible behavior on campus and will understand desirable and undesirable behavior as well as consequences to themselves should they violate rules. Students are expected to place learning and regular academic commitment at the top of their daily agenda and are encouraged to seek help when problems interfere with their learning. Students will be informed whenever any disciplinary action is assigned.

Teachers are significant adults in developing responsible behavior in students. Teachers plan meaningful lessons at the appropriate level of difficulty, involve all students in class instruction, relate the learning in class to real world goals, establish high academic expectations, and establish basic

classroom rules of behavior. Teachers have the right and duty to establish classroom procedures to effectively enforce the Student Code of Conduct (see Appendix). Teachers will notify parents by phone call or written notice when a student's performance is falling below acceptable standards.

Administrators will prepare policies and procedures supported by students, parents, and staff to ensure consistency of action, while recognizing the individual development and unique experiences of each student. Administrators will work to increase the skill of staff members in handling student problems. They will maintain a safe environment for all persons on campus and maintain student discipline files.

Support Staff will monitor attendance and support attendance policies of the school. They will call home when students are absent, verify signatures on attendance notes, and maintain student attendance records.

Parents/Guardians will set and maintain standards for regular school attendance and home conditions that encourage students to complete homework and participate in school activities. Parents/guardians will understand school expectations for student responsibility and will understand their role in promoting a safe school environment. A parent signature is required on notices of conduct, detention, and dress code violations. The signature does not denote agreement but rather acknowledges receipt of the notice.

DISCIPLINE STANDARDS AND PROCEDURES

When students do not follow the rules of the school, they will be dealt with immediately and with action taken according to the seriousness of the offense. Corporal punishment is **never** administered.

Conduct notices are issued for major and minor offenses. Students are required to have the notice signed by a

parent/guardian. The signed notice is to be returned the next day to the homeroom teacher.

Failure to follow the rules set by Saint Joseph School **may result in one or more** of the following consequences, dependent upon the severity of the incident, at the discretion of the Saint Joseph School staff member:

- Verbal/written warning
- Written behavior notification/Discipline notice
- Recording of the incident
- Time out
- Thinking laps at recess
- Lunch detention
- Campus clean-up or similarly-related consequence
- Conference with the principal/assistant principal
- Conference with parent/guardian
- After-school detention
- Suspension from classroom
- Suspension from school (in school or out of school)
- Expulsion from school

MAJOR DISCIPLINARY ACTIONS

DETENTION

After-school detention will typically be held on Wednesday each week from 3:00-4:00 in the homeroom of the teacher on duty. There will be a staff member present to supervise the detention. Detention is silent, and students are NOT permitted to read for pleasure, do homework, eat, sleep, etc. Students *may* be given a writing assignment that correlates with the infraction for which they were assigned the detention. Parents will be notified at least

a day in advance of the detention, and they are responsible for making arrangements for transportation home promptly at 4:00 p.m. If students are not picked up by 4:05, they will go to the Extended Day Program, and all fees apply.

Examples of actions that **may** lead to detention include but are not limited to:

- Failing to heed the directions of school personnel;
- Repeated disregard for school rules;
- Failing to attend assigned after-school detention;
- Causing classroom, cafeteria, or campus disturbance/disruption (e.g. interrupting class, writing or passing notes, etc.);
- Rough play or roughhousing activity (behaving in an unsafe manner);
- Name calling/ethnic slurs/sexual remarks; teasing; bullying;
- Violating personal or school property;
- Using school equipment or facilities without permission;
- Being late for school or class without a written excuse (5 times in a single marking period);
- Eating in class (other than during snack time) or chewing gum in school;
- Talking or other inappropriate behavior during safety drills;
- Public display of affection (hugging, kissing, holding hands, etc.)
- Any behavior that the administration deems disruptive to the school program.

SUSPENSION—GENERAL INFORMATION

Whenever an incident occurs that may lead to suspension, the principal, assistant principal, and/or pastor shall investigate the alleged offense. This investigation shall include a discussion with the student involved, and the student will be given an opportunity to be heard with regard to the alleged offense. If it is determined that grounds for suspension do exist, the following procedures will be followed by the principal or assistant principal:

1. Parents/guardians will be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension.
2. Parents/guardians may be required to meet with school authorities in order for a student to be readmitted to classes.

A suspension is usually given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation (See **In-School Suspension** and **Out-of-School Suspension**). Depending on the severity of the incident, law enforcement may be notified.

IN-SCHOOL SUSPENSION

Students may be given in-school suspension for *up to three* days. During this time, students will not be permitted to interact with other students; they will be assigned schoolwork to complete to stay current with their classes.

Examples of actions that **may** lead to in-school suspension include but are not limited to:

- Fighting; violent or threatening behavior; harassment; bullying;
- Cheating; academic dishonesty; cutting class;
- Profane or foul language, gestures, actions, or material;
- Stealing; extortion; destruction of property;
- Disrespect for any person, both those in authority or fellow students;
- Willful disobedience as determined by repeated minor offenses;
- Any other behavior which the administration deems contrary to school values.

After two suspensions, students may be expelled for any further serious infractions or an accumulation of lesser infractions of the rules or regulations of the school (See **Expulsion**). A letter stating this fact will be sent to the parents/guardians.

OUT-OF-SCHOOL SUSPENSION

Students may be given out-of-school suspension for *up to ten* days. During this time, students will not be permitted on the school grounds during the school day; students will be assigned schoolwork to complete at home to stay current with their classes. They may not take part in extra-curricular school programs during the course of their out-of-school suspension.

Examples of actions that **may** lead to out-of-school suspension include but are not limited to:

- An accumulation of numerous minor offenses;
- Possession, using, or selling tobacco, alcohol, or controlled substances or alleged replica of a controlled substance on school grounds, on field trips, at school functions, on the school bus;

- Leaving the school building or school grounds without proper permission;
- Vandalism; damage; extreme wastefulness;
- Theft;
- Fighting; violent or threatening behavior; harassment; persistent bullying;
- Possession of weapons (knives, guns, cutting tools, etc. or anything that could cause serious damage);
- Immorality;
- Truancy;
- Conduct that may lead to bodily harm;
- Conduct judged seriously contrary to the purpose and mission of the school by the administration;
- The reception of three in-school suspensions.

EXPULSION

Saint Joseph School is committed to the formation of young people in the ways of the Catholic Church. However, if a student is unwilling or unable to abide by the rules and regulations of the school and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

Depending on the severity of the incident, law enforcement may be notified.

Examples of actions that **may** lead to expulsion include but are not limited to:

- Proven moral delinquency, which has a negative influence on other students;

- Chronic and incorrigible behavior, which undermines classroom discipline; persistent bullying;
- Persistent truancy;
- Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents via the handbook and/or newsletters;
- Serious acts of violence, the possession of a weapon, the attempt to sell drugs, possession of controlled substances or alleged simulated controlled substances;
- The receipt of two suspensions and continued engagement in further serious violations or an accumulation of minor violations of the school rules and regulations;
- Students charged with criminal violations that occur apart from school or school-related activities.

The principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the principal is to inform the student's pastor. In all cases, the superintendent of schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits expulsion, a meeting with the parents/guardians and the student shall be held. At this meeting, the facts of the case shall be presented and the decision of the principal shall be given to the parents/guardians who may be given the opportunity to withdraw the student from Saint Joseph School in lieu of his or her expulsion. If the parents/guardians choose not to withdraw their student, the principal shall inform the parents/guardians in writing that the student is expelled and the reasons for this decision. The letter shall also inform the parents/guardians that they have the right to appeal this decision to a special review board.

Appeal procedure for expulsion—A written notice of expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made.

The Review Board shall consist of a committee of the Education Board of Saint Joseph School. Members of the Review Board shall not have any direct involvement with the case (e.g., the pastor, principal, teacher, or relative of the student).

The task of the Review Board is to hear both sides of the case, viz. the administration's side and the student's side, and to render an impartial judgment whether or not the proper procedures and policies were followed.

The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the principal, who shall advise the superintendent of schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policy were followed.
 - a. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel or other support personnel are not admitted to an appeal before the Review Board.

- b. The Review Board is to allow each party to present its case. The Review Board members may ask any questions they deem appropriate. The Review Board will discuss their findings in private, and come to a decision in the appeal.
- c. The Review Board may determine that the school administration has followed the appropriate policies and procedures, and confirm the expulsion. The Review Board may, however, determine that the facts do not sustain the decision to expel the student, and recommend that the administration rescind the expulsion.

DISCIPLINE PLAN REVIEW PROCESS

The Education Board will review the Discipline Policy annually. This enables both parents/guardians and staff to have input on the policy. Please address any concerns or ideas to the Education Board president or the principal.

HARASSMENT

Saint Joseph School affirms the inherent value of each individual and upholds the respect due to each because of his or her uniqueness as a child of God. Therefore, any form of physical, verbal, psychological, or sexual harassment is prohibited.

Any student who experiences some form of harassment should report it 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. Any student who engages in harassment

may also be subject to legal proceedings. Depending on the seriousness of the offensive conduct, the Superintendent of Schools for the Diocese of Harrisburg may be notified.

SEXUAL HARASSMENT

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

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

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

Verified sexual harassment will be subject to disciplinary action and will be reported to the superintendent of the Diocese of Harrisburg. Depending on the nature or degree of harassment, law enforcement officials may be notified.

BULLYING/CYBER BULLYING

“Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm

- Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public

- Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone’s things
 - Making mean or rude hand gestures”

(from <http://www.stopbullying.gov>)

Any form of physical, verbal, psychological/social, or cyber bullying is prohibited. Saint Joseph School has a zero-tolerance policy on bullying. Every reported incident of bullying is investigated. If it is determined that bullying has occurred, disciplinary action will be taken.

“Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices, including cell phones and PDA's (personal digital assistants).

Cyber bullying can include:

- Sending cruel, vicious, or threatening e-mails.
- Creating websites that have stories, pictures, and jokes ridiculing others.
- Posting pictures of other students/children online with derogatory phrases or questions attached to them.
- Using someone else's e-mail to send vicious or incriminating e-mails to others.
- Using instant messaging tools to harass others.”

(from the website of the Pennsylvania Attorney General)

WEAPONS OR THREATS OF VIOLENCE

The possession of any weapon on school property or at any school-related activity and/or a threat to inflict violence on another person are actions to be reported immediately to law enforcement officials. Any student in possession of a weapon or threatening violence on another person will be immediately suspended from the school. If, in the judgment of the principal/assistant principal, there are no extenuating circumstances, the student shall be expelled from the school.

The principal/assistant principal reserves the right to define “weapon” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

The principal/assistant principal is to inform the superintendent of schools if anyone is accused of possessing a firearm or of threatening to inflict violence on another individual.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified.

Students making threats against others may be required to have professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose a threat to themselves or others may be expelled.

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

- 1. An act or offense involving weapons.**
- 2. Sale or possession of a controlled substance.**
- 3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.**

[This policy reflects our commitment to the Safe Schools Act of 1997]

INTERNET POLICY

The Internet is a public forum with unrestricted access. For this reason, Saint Joseph School restricts permission to post information related to Saint Joseph School, its staff, and students on the Internet. No person is permitted to use the school logo, the school seal, or images of the school, the staff, or the students on the Internet in any form of electronic communication without specific permission of the school administration. The unauthorized posting or transmission of any such images will subject any person involved in such acts to appropriate discipline or legal action at the discretion of the school administration.

Saint Joseph School expects students to conduct themselves with a proper respect for the rights and well-being of other students and staff and is particularly concerned about inappropriate statements posted or transmitted on the Internet that may disrupt or interfere with the orderly operation of the school. The following conduct or acts are prohibited:

1. Posting of any school-related information on any Web site, bulletin board, chat room, email or other messaging system without permission of the school administration;
2. Posting or transmitting images or information related to the school, staff, or students that is defamatory, scurrilous, pornographic, fraudulent, or which could be construed as threatening or impugning the character of another person, or which has the effect of insulting or demeaning any student or staff member is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the school administration.

COMPUTERS AND INTERNET ACCEPTABLE USE POLICY

Use of school computers and use of the Internet provide great educational benefits to students. However, use of computers and access to the Internet at Saint Joseph School are given as

privileges to students who agree to act in a considerate and responsible manner. Students and parents/guardians are required to read and accept the following rules for appropriate computer/Internet behavior. The signing of the school's handbook acceptance form by the parent/guardian and student indicates a willingness to abide by the following:

1. General school rules for behavior and communications apply in the use of school computers/Internet.
2. Network storage areas are regarded as comparable to school lockers. Network administrators may review any files and communications to maintain system integrity and ensure that students are using the system responsibly. Students should expect that files will be subject to review by appropriate school officials.
3. Prohibited activities include but are not limited to:
 - Sending or displaying offensive messages or pictures;
 - Harassing, insulting, or attacking others;
 - Damaging computers, computer systems, or computer networks;
 - Changing computer configurations in any way;
 - Violating copyright laws;
 - Using another's password;
 - Trespassing in another's folders, work files, or e-mail;
 - Playing games unless assigned by a teacher for educational purposes;
 - Wasting limited resources (paper, ink;)
 - Sending "chain letters" and messages broadcast to mailing lists or individuals;
 - Revealing any personal information (name, address, telephone number, location) about self, others, or school without permission from the teachers;
 - Using "chat" rooms.

- Participating in any form of social media (Facebook, Twitter, etc.)
4. The student accepts the following responsibilities for security and safety:
 - The student will notify a teacher immediately if he/she accesses any information that is inappropriate (pictures, graphics or text);
 - The student will never agree to meet an individual whom he/she “met” on-line and will report any offer of such meeting to parent/guardian or teacher;
 - The student will never send a communication or picture without permission from a teacher.
 5. Violations may result in a loss of computer access and/or Internet access at school as well as other school disciplinary and/or legal action if appropriate.

It is understood that parents/legal guardians grant permission for their children to access computers and networked computer services, such as electronic mail and the Internet, as they support the school curriculum. If parents/guardians object to their children using school computers and/or the Internet, they must notify the school office in writing.

SOCIAL NETWORKING AND SCHOOL STAFF

All school employees must maintain a professional relationship with students. School personnel may not engage in social networking with students. This includes phoning, texting, and emailing students as well as all forms of social media. If a school employee needs to contact a student outside of school (and vice-versa), it must be done through the parent/guardian.

BUS MISCONDUCT

When a student misbehaves on a bus, the driver shall correct the student and inform the principal/assistant principal of the incident. The principal/assistant principal will meet with the student regarding the incident and discuss the consequences of the act. If the incident was serious, suspension of bus privileges for a period of three (3) days to two (2) weeks may be imposed.

Parents will be notified in writing of the infraction and the punishment. A second offense of a similar nature could result in suspension of bus privileges for the remainder of the school year.

APPENDIX

STUDENT CODE OF CONDUCT

Since the Christian spirit is one of peace, brotherhood, love, patience, and respect for others, the challenge of a Catholic student is to explore ways in which he or she, together with fellow students, can learn of the needs of one another, the parish, the community, and the world, and respond to these needs with Christian understanding and service. In fulfilling these goals, a student of Saint Joseph School will:

- Respect parents, teachers, school personnel, and fellow students.
- Treat others as Jesus would treat us.
- Follow the rules of the school and home, and the laws of the state and nation.
- Develop good study habits and work to the best of his/her ability.

- Strive to be honest with himself/herself and others.
- Refrain from using profane, abusive, or derogatory language.
- Refrain from using unauthorized electronic devices.
- Refrain from gambling.
- Try to maintain high standards of good sportsmanship.

SCHOOL CONDUCT

To conduct him/her self-according to Christian principles so as not to disturb the academic atmosphere of the classroom or school, a student of Saint Joseph School will:

- Be on time.
- Upon entering the classroom, go directly and quietly to his/her assigned seat and prepare for work.
- Keep working on class assignments should it be necessary for the teacher to leave the room.
- Not borrow anything without first obtaining the owner's permission.
- Be courteous at all times.
- Share the responsibility for keeping the classroom clean.

HOMEROOM

A student at Saint Joseph School will:

- Promptly report to the homeroom at the assigned time.

- Remain in the homeroom, unless given permission to leave.
- Promptly return all forms, report cards, envelopes, tests, and other materials during the school year.

ASSEMBLY

A student of Saint Joseph School will:

- Walk to and from assemblies in an orderly and quiet manner.
- Exhibit Christian conduct that includes politeness and respect toward speakers and performers at all times.
- Wait for directions for dismissal.

HALLWAYS/STAIRWELLS

A student of Saint Joseph School will:

- Keep to the right at all times while walking in the halls/stairwells.
- Never run or loiter in the halls/stairwells.
- Talk in a normal tone of voice.
- Never push or shove.
- Be considerate of other classes that are in session.
- Share the responsibility for keeping the hallways/stairwells clean.

LEAVING THE BUILDING WITHOUT PERMISSION

1. A student who leaves the school building without administrative permission from the teacher or the principal shall be subject to disciplinary action that may include suspension.
2. A student who leaves the school grounds without administrative permission from the principal shall be subject to suspension.
3. All time missed will be considered an unexcused absence and must be made up under conditions determined by the principal.

BUS TRANSPORTATION

The area school districts provide transportation for pupils of Saint Joseph School to and from school. Under the policy of the area school districts, pupils must be eligible for busing and are not permitted to change from their assigned school bus to any other bus.

BUS CONDUCT (Daily Transportation and Field Trips)

Regarding bus transportation, a student of Saint Joseph School will:

AT ALL TIMES

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver, as his/her first concern is student safety.

WAITING FOR THE BUS

1. Be at the bus stop five minutes ahead of departure time.
2. Stay a safe distance from the road.
3. Stay clear of the bus until it comes to a complete stop.
4. Go directly to his/her seat; the bus will not move until all students are seated.
5. Do not stand while the bus is in motion.

RIDING THE BUS

1. Place books or parcels on his/her lap.
2. Avoid loud talking and confusion that might distract the driver.
3. Ask the driver for permission before opening the windows.
4. Keep arms and head inside the bus.
5. Do not throw objects inside or out of the bus.
6. Do not yell out of bus windows.
7. Use the emergency door and exit controls only during supervised drills or actual emergencies.
8. Do not engage in wrestling or horseplay.
9. Do not smoke or fight.
10. Remain seated until the bus comes to a complete stop.
11. Help the bus driver keep the bus clean and in good shape.

12. Do not eat or drink on the bus, chew gum, or throw items on the floor.
13. Do not photograph others on the bus.
14. Do not deface bus property in any way.

GETTING OFF THE BUS

1. Use the hand rail and take one step at a time.
2. Cross the road only in front of the bus.
3. After leaving the bus, go directly to the assigned place or home.

NOTE: The driver of any school bus is held responsible for the orderly conduct and safety of the pupils he/she transports. Continued disorderly conduct or refusal to obey the authority of the school bus driver shall be sufficient reason for the pupils to be denied transportation in accordance with the regulations of the school district.

REVISED 2024

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.

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