



Parent/Student Handbook

Mission Statement: St. Joseph Catholic School in Dallastown educates the whole child within a faith community. All students are encouraged and nurtured to develop to their fullest potential spiritually, academically and emotionally.

We Believe:

- Parents, guardians and teachers are vital in the learning process
- Students are entitled to a safe and healthy learning environment
- Students are unique in their learning styles
- Lifelong learning involves critical thinking and educated risk-taking
- Faith formation begins at home and develops through a Catholic Education

Profile of Graduates:

Upon completion of the 6th grade at St. Joseph Catholic School in Dallastown, students will develop competency in:

1. Pride in Catholic Identity

- Lead a faith-filled life rooted in prayer
- Live in accordance with the Gospel teachings
- See Christ in others and show respect for human life
- Serve the community, uphold and appreciate the Catholic faith through service

2. Foundational Knowledge and Skills

- Recognize the importance of being life-long learners and acquire skills necessary for continuous education
- Possess the academic skills to succeed in junior high school and beyond
- Demonstrate the ability to understand and communicate in a global world
- Combine critical thinking skills and faith formation to make informed decisions
- Develop a proficiency in reading, writing, speaking, and listening

3. Technological Knowledge and Skills

- Utilize technological tools with ease and moral integrity as learned and applied in our classrooms
- Incorporate the use of technology into math, science, and social studies
- Use technology to explore the global world around us

4. Personal Qualities and Characteristics

- Self-motivated and guided by Christ
- Maintain a strong work ethic
- Demonstrate self-confidence as educated risk takers
- Model stewardship by giving time and talent for the benefit of others
- Value faith, family, and friends

Policies and Guidelines of St. Joseph School: “Nothing contained herein is intended to, or shall be construed to create any contractual obligations, expressed or implied, on the part of St. Joseph School. The contents of this parent/student handbook are subject to alteration or modification by St. Joseph Catholic School, Dallastown as circumstances may require.

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 Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), and the diocese.
3. Attending a Catholic school is a privilege, not a right.

4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic School.

Approved: July 1, 2014

RWG/Bishop of Harrisburg

Admission Policies: Since the formation of students in the Catholic Faith and its religious traditions is the primary purpose for which St. Joseph Catholic School, Dallastown was founded; parents and students must be willing to abide by the values inherent in our Catholic faith and by our philosophy of Catholic Education. Students who desire an educational experience founded on the Catholic philosophy of education, who fulfill the requirements, and conditions for enrollment are eligible for admission to St. Joseph Catholic School, Dallastown in the Diocese of Harrisburg without discrimination, with respect to sex, race or ethnic origin according to the subsequent provisions of this policy. * *We reserve the right to admit a student on probationary status for a given period to determine if our school can meet the needs of a specific student.*

Enrollment Procedures: The following procedure is used in determining admission priorities for students:

1. Families with children already in our school who have a child of school age admission.
2. New families from our parish who have a child of school age admission.
3. Transfer student from public school who has regularly attended our parish religious education class.
4. Practicing Catholics in the Diocese of Harrisburg who have a child of school age admission.
5. Families of other faiths who have a child of school age admission whose parents desire a religious atmosphere for their children's education.

Age Requirements: Parents must conform to the following admissions requirements

1. Pre-K 3 children must be 3 years of age by September 1 of the current school year.
2. Pre-K 4 children must be 4 years of age by September 1 of the current school year.
3. Kindergarten children must be 5 years of age by September 1 of the current school year.

Health Requirements: All students, prior to admission to St. Joseph Catholic School, must be properly immunized as well as have a complete physical and dental check-up. Immunization dates must be on file when entering.

Academic Requirements: Students entering in grades first through sixth must provide proof of promotion to the grade they seek entry.

Conduct Requirements: Students entering St. Joseph School must be willing to abide by the discipline policies and regulations stated in the parent/student handbook.

Financial Requirements: In careful consideration of the financial needs of St. Joseph School, we have implemented a tuition plan. Tuition guidelines are:

1. The school is a faith community rather than a secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Jesus Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties, covenant, or contractual obligations on the part of St. Joseph Catholic School.
2. All families must register with FACTS Tuition Management Program to make tuition payments.
3. Financial aid and Scholarship programs are available.
4. In addition to tuition, parents will be asked to contribute their time and talent to volunteer in our school. Parents volunteering on a regular basis during the school day must acquire the proper clearances to do so.
5. If financial difficulty should occur, please contact the principal so that an alternative payment plan can be developed. Records can be held for students leaving our school until tuition is paid in full. Admittance to another Catholic school in the Diocese will be denied until tuition is paid in full.

St. Joseph School Schedule:

School Hours: Children are expected to arrive by bus or car between 7:30 and 7:55 AM. All students will be supervised in the cafeteria. Students registered in the extended care program may arrive starting at 6:30 AM. Students in the morning extended care program will be supervised in Mrs. Snyder's office.

For the safety of all our students, both back doors will be locked at **7:55 AM**. Parents arriving after this time must accompany their child/ren to the front hallway to sign their child/ren in with the secretary.

Please do not have your child/ren walk to the front door alone!

Children arriving after 8:00 AM will be considered late.

Please note that all our buses arrive between 7:30 and 7:55 AM.

Daily Schedule: Students in Kindergarten through 6th grade

8:00 AM: Morning prayers, songs, pledge to the flag and singing of "The Star-Spangled Banner" as a school community in the cafeteria. Children will then be dismissed to their classrooms.

11:15 AM: Lunch and Recess – Grades K, 1, 2 and 3

Noon: Lunch and Recess – Grades 4, 5, and 6

2:35 PM: Dismissal

Daily Schedule: Pre-K – **Mornings only:** 8:00 AM to 11:10 AM **Full day:** 8:00 AM to 3:00 PM

Extended Care day: 6:30 AM to 5:30 PM

Students in Kindergarten through 6th grade will be dismissed starting at 2:35 PM with bus riders followed by car riders. Parents picking up their children at dismissal must wait in their cars in the appropriate lanes. Children will be escorted to their cars by our safety patrol. Teachers on duty will stop traffic so that cars may leave the school lot safely.

All children not registered in the extended care afterschool program must be picked up by 3:00 PM.

Extended Care Program:

Extended Care will be provided each morning from 6:30 AM to 7:30 AM and afternoons from 3:00 PM to 5:30 PM. Children must be registered for this service. Fees must be paid Monday of each week. If your child does not attend school on a day due to illness, your account will be credited. Weekly fees are:

1. Before and After Care: \$70.00 per week.
2. Before Care only: \$40.00 per week.
3. After School only: \$60.00 per week.

We will not offer extended care for snow days, early dismissals, half days or full days off. We will be on campus as early as possible for delays.

Parents needing this service only occasionally can do so at the cost of \$8.00 for morning care, \$12.00 for afterschool care and \$14.00 for both services per day. Snacks will be charged to your child’s lunch account.

Academic Policies: Professional Certified teachers make up the faculty for St. Joseph Catholic School, Dallastown. Our curriculum through the Diocese of Harrisburg is aligned with the Pennsylvania State Standards from the Pennsylvania Department of Education. We have incorporated the skills from the National Common Core Standards within our lesson planning. Teachers plan for their students keeping in mind all the curriculum areas, skills and time constraints required for each subject and age group taught.

Academic Expectations:

1. **Homework and projects** are meant to be a reinforcement of skills and content presented in class. It is imperative for students to develop good study habits at an early age. We ask that parental support be given by providing the proper atmosphere at home, checking homework is completed nightly, and projects are completed according to the rubric given. If homework or projects are not completed, it is expected that the parent will send a note to their child’s teacher stating their plan to have their child complete the homework or project in a timely fashion. A consequence may be given if homework or projects are not completed on time.

2. **Homework Time Guidelines:**

- a. 1st , 2nd, and 3rd grades: 30 minutes of written and 20 minutes of study time nightly
- b. 4th, 5th, and 6th grades: 45-60 minutes of written and 30-40 minutes of study time nightly
*Please notify your child’s teacher if your child is spending more than the expected time on his or her homework.

3. **Grades and Grading:** The goal of a complete system is to maintain adequate information about a child’s growth over time as a student. The grade reporting system is comprised of multiple pieces including but not limited to weekly newsletters, periodic progress reports, paper packets of graded work sent home, alternative assessments, parent teacher conferences, standardized tests and the grade report. The following is an explanation of the grade report marks:

Kindergarten and Primary Marking Code

E, P, or I

E=Exceeds Expectations: The student learns independently and is able to accomplish new skills acquisition without support of the teacher. **The student is able to apply knowledge, to new material and beyond, easily and independently.**

Please know that if a child does everything with 100% accuracy, this is proficient. The children who are able to take what they know one step further, or apply what they have learned to new concepts, are the “E” children. Please do not equate all “E’s” with all “A’s.”

P=Proficient: The student is able to accomplish skills with support of the teacher and classroom setting. Application of newly learned material is achieved within standard measure of time. **The student easily works with new skills in a group setting, but is not yet independent.**

If your child after several formative assessments meets the standard, he/she is proficient. The formative assessments will not pull his/her marks down to an “I” once he/she becomes proficient in a specific standard.

I=In Progress: The student at this level needs repeated practice over an extended period of time to acquire new skills. **The student is unable to apply new skill work independently or with group work. The student often requires individual teacher support.**

As educators, we understand that every student works at their own pace in his/her own time. Please allow your child to be in progress with some of the benchmarks. Do not panic; it is okay to be in progress.

For our children in grades 4 through 6, in addition to an E, P, or I assigned to each benchmark, the children will receive a letter grade for each subject. The following is an explanation of each letter grade.

Scholarship Evaluations:

A student earning an **“A”** in a course demonstrates **exceptional mastery** of the course objectives by:

- Preparing all assignments promptly, thoroughly and carefully
- Being quick and resourceful in utilizing suggestions
- Working independently
- Showing consistent interest and initiative
- Demonstrating a high standard of commitment, clarity and application
- Showing leadership in learning

A student earning a **“B”** in a course demonstrates **proficient mastery** of the course objectives by:

- Preparing all assignments carefully
- Being conscientious and dependable
- Utilizing some suggestions
- Working independently
- Showing sufficient interest and initiative
- Demonstrating standards of commitment
- Using good study habits for routine assignments

A student earning a **“C”** in a course demonstrates **basic mastery** of the course objectives by:

- Preparing most assignments
- Requiring teacher direction and motivation
- Showing limited ability in following subjects beyond the minimum requirements
- Working on student habits

A student earning a **“D”** in a course demonstrated **below basic mastery** of the course objectives by:

- Not completing required assignments
- Consistently requiring direction and motivation from the teacher
- Not completing minimum requirements

- Lacking study habits

A student earning an “**F**” in a course **fails to accomplish** the minimum requirements for continued progress by:

- Failing to complete required assignments
- Not responding to direction and/or motivation from the teacher
- Showing no evidence of study habits

Absences: For the protection and safety of your child/ren, parents **must** report absences by calling the school office by 8:30 AM. If a call is not received, the school will initiate contact with the parent. **Parents may request work for their sick child by calling the office by 8:30 AM.** Assignments may be picked up at the end of the day. A note of excuse must accompany your child upon return to school. The teacher in accordance with policy will keep this on file. Anytime a child is absent **three consecutive days**, a doctor’s note must be obtained and sent to school upon the student’s return to school.

- Short-term Illness:** Assignments and materials may be obtained by calling the school office by 8:30 AM. Your child’s work may be picked up after 2:30 in the front hallway or sent home with a sibling or another student who lives in the neighborhood. Time will be given to complete the work at home.
- Long-term Illness:** (week or more) Parents should contact the teacher directly through e-mail or a call to the school office (244-9386) to discuss a plan for making up missed classwork and homework. The teacher and parent will set a timeline of completion.
- Family Holiday:** Parents who wish to take their children out of school for several days for a family vacation are advised to discuss their child’s progress with the teacher to determine the effect such an absence will have on their child’s progress. The final decision; however, is the responsibility of the parents. We ask for a written notice of such a trip two weeks prior to leaving. Completion of make-up work is the responsibility of the child and parents. **All assignments will be given upon return.** Children will have one week to complete all assignments. Long-term projects due during the vacation should be handed in before the student leaves for vacation. Tests and quizzes must be taken within four days of returning to school.

- d. **Appointments During School Hours:** Students will be released from school early by written request from the parent. The adult taking the child must sign the child out at the office before the child can be released. If an emergency arises, the parent must call the office prior to coming for the child.

Promotion and Retention: Satisfactory completion of each grade is expected of all of our students. Teachers will differentiate their instruction to assure the success of each student along with parental support and follow through at home. Retention of students should be rare, and is not to be for punitive reasons. Retention is appropriate where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success. Summer school or private tutoring totaling 30 hours may be employed to make up failing grades. A student is eligible for retention if the year-end average grade for two major subjects falls below a “D.” Major subjects are English Language Arts, Math, Science and Social Studies.

Communications: St. Joseph Catholic School believes in maintaining open communication with parents. It is our belief that communication fosters a deeper level of understanding. Communication is important to the success of the Catholic Education we offer our children. **Issues and concerns should first be addressed directly to the classroom teacher.** The principal will become part of the discussion if needed.

1. **Family Folders:** A folder containing school communications will be sent home weekly on Wednesdays. Parents are asked to read the papers, sign the folders, and return the folder the following day.
2. **Graded Paper Packets:** Teachers will send packets of graded papers home for parents to sign and return. Frequency of sending these papers home will be at the teacher’s discretion.
3. **Principal’s Newsletter:** A weekly newsletter will be sent via e-mail on Wednesdays during the school year. Families without Internet access should contact the school to obtain a hard copy in their family folder.
4. **Grade Reports:** Grade Reports will be issued three times a year to children in grades K through six. These reports are based on, but not limited to, classwork, tests and quizzes, authentic assessments, project work, and group work over a 13-week period.
5. **Standardized Tests:** Iowa Test of Basic Skills is administered every spring to students in grades 3 to 6. Results will be sent to parents and further interpretations are available from the teacher or principal. Please call the school office to schedule an appointment for further interpretations of these test scores.

6. Conferences:

- a. **Parent/Teacher Conferences:** If you, the parent, feel the need to meet with a teacher about your child’s progress at any time, please contact the teacher directly via phone call to the school office (244-9386) or e-mail your child’s teacher.
- b. **Mandatory Parent/Teacher Conferences:** Following the distribution of the first trimester grade reports, a mandatory conference for parents/guardians will be scheduled.
- c. **Principal/Parent/Teacher Conference:** *Any problems or concerns you may have must first be made known to your child’s teacher.* If an unresolved conflict persists between the parent and teacher, the principal will schedule a conference to discuss the situation and work toward a peaceful resolution.

7. Records:

- a. **Cumulative:** Each student has a file containing standardized test profiles and other reports pertaining to the student’s progress and development obtained from teachers and other support staff.
- b. **Permanent Record Card:** In addition to the cumulative file, the permanent record card contains the student’s academic progress from grade to grade. This card is maintained in the school archives. These records may be used only for the benefit, promotion, or welfare of the student.

“This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent’s responsibility to provide the school with a court-certified copy of the court order.”

Confidentiality: “The administration and teachers will keep confidential information entrusted to them so long as no one’s life, health or safety is at stake.”

Services Offered: The following services are offered to our school through state funding.

1. **Act 437:** is a state funded service that allows for free busing of our students by their respective district within a ten-mile radius. It is strongly suggested that all students utilize this service in order that the service is not lost. Children may only ride buses from the district they reside.
2. **Act 89:** is a state funded service in which the school is provided with a speech therapist, remedial services in reading and math, and availability of school counselor and psychological testing. An enrichment program is available for those students who qualify for such a program.
3. **Acts 90 and 195:** are state funded services that provide money to purchase non-religious textbooks and instructional materials.

Cafeteria: Students may purchase breakfast at \$2.00 per day and lunch at \$3.00 per day, Monday through Friday. Seconds, for the second lunch if available, may be purchased for \$1.25 for the entrees and \$.50 for all other seconds. Milk may also be purchased for those students packing their lunch. These prices are subject to change. All families must register with www.myschoolbucks.com as part of the lunch program. Please make us aware if your child has special issues that need to be addressed with our breakfast and lunch program. ***Per National School Lunch Program guidelines: Students are not allowed to bring fast food and/or soda for breakfast, lunch, or snack. Applications for the Free/Reduced School Lunch Program are available from the cafeteria.***

Dress Code: Uniforms are required and supplied by Flynn and O'Hara Company in Philadelphia. Order forms are available in the school office.

Uniform Regulations:

1. **Boys Kindergarten and First Grade "Regular Uniform":** Navy blue dress slacks, yellow golf shirt (long or short sleeved), black rubber soled plain black shoes, black or navy blue socks, and navy blue V-necked sweater or vest with school logo (must be ordered from Flynn and O'Hara). **May be worn all year**
2. **Boys Kindergarten and First Grade "Summer Uniform":** Navy blue walking shorts, yellow golf shirt, (must be ordered from Flynn and O'Hara), black rubber soled plain black shoes or sneakers, plain white, black or navy socks must be above the ankle. (School sweater or vest may be worn with the

summer uniform) **Can only be worn August 23rd through October 27th and April 9th through the end of the school year**

3. **Boys Second Grade through Sixth Grade “Regular Uniform”:** Navy blue dress slacks, white or blue oxford or dress shirt (long or short sleeved), navy blue tie, black rubber soled plain black shoes, black or navy blue socks and navy blue V-necked sweater or vest with school logo (must be ordered from Flynn and O’Hara). **May be worn all year**
4. **Boys Second Grade through Sixth Grade “Summer Uniform”:** Navy blue walking shorts, yellow golf shirt (must be ordered from Flynn and O’Hara). Black rubber soled plain black shoes or sneakers, plain white, black or navy blue socks must be above the ankle. (School sweater or vest may be worn with the summer uniform) **Can only be worn August 23rd through October 27th and April 9th through the end of the school year**
5. **Girls Kindergarten through Sixth Grade “Regular Uniform”:** Plaid knee-length tunic (must be ordered through Flynn and O’Hara); white or blue Peter Pan collared shirt (long or short sleeved), Navy blue or black knee-highs or tights, black rubber soled plain black shoes. Cardigan sweater with St. Joseph logo is an option but must be ordered through Flynn and O’Hara. Navy blue or black leggings may be worn on cold days. **May be worn all year**
6. **Girls Kindergarten through Sixth Grade “Summer Uniform”:** Navy blue skort, yellow golf shirt (must be ordered from Flynn and O’Hara); black rubber soled plain black shoes or sneakers. Plain white, black or navy blue socks must be above the ankle. (School sweaters may be worn with the summer uniform.) **Can only be worn August 23rd through October 27th and April 9th through the end of the school year**
7. **Physical Education Uniform:** School t-shirt, shorts and sweat suit order through the school only. Sneakers (No high tops) must be worn with white socks above the ankles.
8. **All garments worn under shirts and blouses must be white or skin color.**
9. **The following may not be worn with the school uniform, gym uniform or on dress down days:**
 - a. High top sneakers, boots, clogs, crocs, sandals, inappropriate t-shirts, jeans with holes, sleeveless tops, tank tops or tops with spaghetti straps (This includes all grades, not just the older children)
 - b. No fad jewelry, No bracelets, pins, make-up, lip gloss or nail polish

Personal Grooming:

1. Hair must be clean, neatly groomed and styled in a conservative fashion.
2. Boys' hair length may not touch their shirt collar.
3. No bleaching or highlighting hair.
4. Religious medal or cross for boys or girls may be worn and post earrings or small hoops for the girls (only one earring per ear). Boys may not wear earrings.
5. A wristwatch may be worn.
6. Parents are expected to instruct their child in good habits for personal hygiene at appropriate stages in each individual's development.
7. Children may not wear to school: perfume, cologne or strong scented lotions that may irritate other children who may have allergies.

Field Trips: Field trips will be planned by the faculty to enhance their units of study. Field trips are a privilege, not a right. A student's behavior and work ethic must meet the expectations of our school's behavioral and academic standards. A parent/teacher/principal conference will be set up for students in jeopardy of attending a field trip. For the Diocesan Policy on field trips, visit www.sjdrcc.org under school, parent information, parent/student handbook.

Field Trip Guidelines:

1. An official permission form must be signed and returned to the teacher in order for a student to participate. Telephone calls giving verbal permission **may not** replace written permission. Faxed official permission forms may be accepted. Students without a signed official permission form will not be allowed to attend the field trip. A refund for the field trip will not be available.
2. Parents have the right to refuse to allow their child to participate in a field trip. Your child should still report to school and will be placed in another grade for that day.
3. All trips will be taken by school bus or private insured vehicles.
4. Parents chaperoning field trips may not bring small children to the field trip.
5. The number of parent chaperones will be one adult to five children.

6. The principal reserves the right to cancel the field trip at any time for any reason. A refund may not be available.
7. Field trips may take place on campus at the discretion of the teacher.

School Closing: Radio stations WSBA (910 AM) and TV Station WGAL will carry information regarding our school closing due to inclement weather. In addition, I will email all the families with this information.

1. **Closing or Delay:** Please listen for St. Joseph School, Dallastown for a delay or closing.
2. **With a delay,** please listen for the school district you reside in and transports your child to St. Joseph School, Dallastown. Busing to our school, **if we are open,** will be on your school district's schedule. If the district you reside in closes, there will be no busing for your child to our school that day. If we are open, you may drive your child to school, if you choose.
3. **Early Dismissal:** If an unexpected early closing should occur, all parents will be notified via email of the dismissal times. As school districts notify us of pick up times, we will notify you. You may also tune to WSBA radio, TV, or WGAL TV, **for postings from the school district you reside.** Car riders may be picked up at any time once early dismissals are being announced. We will send your child home the regular way unless we hear from you. Please have an emergency plan in place for your children. Please discuss this plan with your child/ren.
4. **Extended Care:** will not operate on an early dismissal day.

Religious Dimension of St. Joseph School: The existence of St. Joseph School is to pass on our Catholic heritage, traditions and faith to the students within our care. Therefore, all students within our school are expected to participate in all aspects of the religion program.

1. **Morning and Afternoon Prayer:** All students will pray together as a school community each morning at 8:00 AM and afternoon at 2:25 PM and throughout the day in the classrooms.
2. **Liturgies:** The school community will gather each Friday for Mass as well as Holy Days of Obligation if school is in session. Each grade takes its turn in preparing for the Mass. Parents, grandparents and other family members are welcome to attend.

3. **Prayer Services:** We celebrate several para-liturgies each year with the children. Parents, grandparents and other family members are welcome to attend.
4. **Sacramental Programs:** Since it is the jurisdiction of each parish to establish a program for the reception of the Sacraments of Reconciliation and Eucharist, the school plays a supportive role to the parents and the parishioners in preparing the children. The Coordinator of Religious Education and other appropriate parish personnel regarding the exact requirements involved for the “immediate preparation,” inform the parents. The school’s religious program supplements these activities.
5. **Formation in Christian Chastity:** The work of catechesis is the task of forming a disciple of our Lord, Jesus Christ. For young people who have been brought to the Lord through baptism in their early years, this means a process of formation that accompanies them as they mature, both physically and spiritually. Programs of catechesis address the nature and demand of the Christian life. We find this special life of discipleship in the teaching of the Church, the sacraments, the moral life, our spiritual life and the wholesome integration of these diverse elements of faith by the person who believes in Christ. One of the key elements of that formation is the proper understanding of how we live out the virtue of chastity. The program “Formation in Christian Chastity” has been developed with the understanding that most of the human and religious concepts that revolve around the topics of human sexuality, family, and moral living, are best and most meaningful when coming directly from the parents to their child. From grades one to four, parents will be provided with letters that outline a series of teaching points along a particular theme that matches the general development of their children. For grades five to eight, there will be both parent guides and some basic classroom presentations that focus specifically on the moral teaching of the Church. This is in keeping with the understanding of the different developmental needs of the child and the essential role of the parents. In addition, a safe environment component will be presented to the children in first and fifth grades and to any new students to our school beyond the first grade.

Health Information: A registered nurse from Dallastown School District is available to us two times each month and upon request in an emergency. Volunteer nurses from our school and parish provide nursing services on the other days.

1. **Illness:** Parents are asked to keep their children home for any of the following reasons: fever greater than 100 degrees, vomiting, and/or conjunctivitis or other communicable diseases. Students should not return to school until they are fever free without the use of fever reducing medication for a 24-hour period.
2. **Illness During the School Day:** Students who become sick in school will be evaluated by their teacher and sent to the nurse if necessary. Parents will be notified if their child has vomited, has a fever, has been injured on the playground or in our opinion needs to be home. We will use the numbers on the emergency card given to us. If your emergency information changes, please notify the office.
3. **Prescription Medicine:** Should a student require the administration of prescription medication during the day, for a temporary, chronic or occasional condition, a **physician's order** is to be on file, along with the medication and instructions on the administration of the medication. The instruction on a medication package is insufficient by itself without the order. A written parental permission/request is also required.
4. **Non-Prescription Medications:** If at all possible, medications should be given by the parents at home. Over-the-counter medications (not requiring a physician's prescription) may be administered in school as necessary as long as the drug you want us to administer has already been administered at home. The signed parent's authorization is required. This form is available in the school office and on our website.

Transportation

1. **Busing:** Students will be transported to school via the bus provided to them through the school district they reside. Only students who are authorized to ride the bus may do so. Students of one school district may not ride the bus of another district at any time. This violates the busing of non-public students.

- a. **Bus Schedule:** Students' bus schedule will be made at the district level.
 - b. **Bus Rules**
 - i. Children must show respect and courtesy to the bus driver and safety patrol members.
 - ii. Children must remain seated until the bus comes to a stop at its destination.
 - iii. Children riding the mini buses **must** wear their seat belts.
 - iv. Children must have a book to read so as not to distract the driver from his/her responsibilities.
 - v. Standing, changing seats, using loud tone of voice will not be tolerated on the bus.
 - vi. **Students will not be permitted to leave the bus, once they board the bus to go home, to retrieve something they have forgotten to pack in their book bags.**
 - c. **Bus Report:** The bus driver will report to the district and principal of St. Joseph Catholic School the names of those students who cause disturbances. Parents will also be notified. Safety patrol members will report minor infractions to the safety moderator or principal. The teacher or principal will further investigate the incident and contact the parents if necessary. The principal reserves the right to suspend a child from riding the bus if the safety rules and regulations are not followed by the student.
2. **Car Riders:** After the bus riders have been dismissed, the cars waiting in the parking lot line will be directed to move toward the school exit to pick up their child/ren. Safety patrol members will walk children to their cars. Teachers will stop the traffic to allow the cars to leave the parking lot safely.
 3. **Children are not permitted back into the school without being accompanied by an adult.**

The Home and School Association: The HSA has been established for the purpose of unifying the roles of parents and teachers as educators of our children. We promote family/school activities and provide financial assistance for educational and recreational materials. Therefore, it is imperative that each family having children in our school be represented in the HSA and becomes actively involved through regular attendance at meetings, support of programs initiated and service to our school. The HSA is dedicated to the advancement of Catholic Education and the welfare of the schoolchildren. We encourage all our families to be active in the HSA.

Extracurricular Activities

- 1. Little Flowers Girls' Club:** Meetings twice each month on Wednesdays (TBA) from 3:45 to 5:00 PM.
- 2. Athletic Association:**
 - a. Basketball:** Boys and girls in 3rd through 6th grades
 - b. Tee Ball:** Girls and boys in Preschool and Kindergarten
 - c. Baseball:**
 - i. Coach Pitch** – Boys in 1st and 2nd grades
 - ii. Kid Pitch** – Boys in 3rd through 6th grades
 - d. Cheerleading:** Girls in 2nd through 6th grades
- 3.** Teams will be formed based on availability of coaches and students willing to join.

Code of Conduct: Students of St. Joseph Catholic School in Dallastown are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their school. Students are expected to show respect and consideration to the principal, teachers, staff, parent volunteers and fellow students. It is our goal to create an atmosphere of harmony and peace. Children who come to our school must feel safe and secure.

Students must recognize their individual responsibilities as a condition for their acceptance into St. Joseph Catholic School and their fulfillment of them as a condition for their remaining in our school. Students are expected to conduct themselves in and out of school and at school-sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action including expulsion.

School Discipline Policy

We the faculty of St. Joseph Catholic School, have been trained in Social and Emotional Learning. Social and Emotional Learning is a process for helping children develop the fundamental skills for life effectiveness. We will work toward helping our students develop the following skills that all children need to handle themselves, work effectively and succeed at St. Joseph School in Dallastown.

Five Core Groups of Social and Emotional Competencies

From the Collaborative for Academic, Social and Emotional Learning

1. **Self-Awareness:** Recognizing one's emotions and values as well as one's strengths
2. **Self-Management:** Managing emotions and behaviors to achieve one's goals
3. **Social Awareness:** Showing understanding and empathy for others
4. **Relationship Skills:** Forming positive relationships, working in teams, dealing effectively with conflict
5. **Responsible Decision Making:** Making ethical, constructive choices about personal and social behavior

When an issue arises that needs to be address in a formal manner, the teacher will discuss the behavior with the child. The child will be given a "Problem Solving Sheet" where they will need to write what happened, what they could do instead and how the change in behavior will benefit them. The teacher and child will discuss the competency that needs work so that the behavior changes for the better. You, the parent, will be asked to discuss this behavior at home, sign the problem-solving sheet and send it back to school the next day.

Consequences for inappropriate behavior: The children in kindergarten, first, second and third grades will follow the behavior management system set up in their classroom by the teacher. Behavior that needs to be addressed in a formal manner will follow the plan stated above. If a consequence is needed beyond the behavior plan for the classroom, the consequence will be set by the teacher and principal and communicated to the parents immediately.

The children in third (mid-year), fourth, fifth and sixth grades, in an effort to encourage personal accountability, self-control, responsibility and good behavior, will use the plan above. In addition, St. Joseph Catholic School will use the following system of demerits, detention, suspension or expulsion as a consequence to behaviors that do not appropriately meet the competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Examples That Warrant a Demerit:

1. Student does not complete and/or hand in homework assignments or projects when due.

2. Student continually disrupts class or misbehaves in the classroom or school building.
3. Student is reprimanded several times for the same offense.
4. Student is late to school.
5. Student does not wear the proper uniform to school.
6. Student damages school or personal property belonging to themselves or others.
7. Student fails to return tests, grade report form, folders that need to be signed, etc.
8. Student brings an electronic device of any kind to school without teacher's permission. **Electronic devices may only be brought to school on teacher request for instructional purposes.**
9. Student brings trading cards of any kind to school.
10. Student uses a cell phone during the school day or on the bus to or from school. (A cell phone, if necessary, may be in the student's book bag in the off position. Permission must be given by a teacher for the student to use the phone.)
11. Inappropriate language is used on the campus and/or on the bus.
12. Other inappropriate behavior of conduct unbecoming a student in a Catholic school.

Demerits will be given at the teacher's discretion

Actions That Warrant Immediate Detention:

1. Destroying parish, school or bus property
2. Cheating on a test, copying homework, plagiarism
3. Any form of disrespect towards the principal, teachers, staff or volunteers working with our children.
Children will not be permitted to argue with the adults on campus.
4. Intimidation, bullying or causing physical harm to another student

Detention Policy: After receiving every fourth demerit, a student will be expected to serve a detention. Detention will be served before school begins from 6:45 AM to 7:30 AM. Parents will need to arrange transportation for their child to school on days their child must serve detention. Students serving detention can enter the upper back door into the principal's office. Conferencing about the detention will not take place at this time. Students not showing up for detention will be given a demerit daily until the detention is served.

Students who receive:

1. Two to 15 demerits may result in a loss of an incentive at the teacher's discretion. This includes, but is not limited to, extra recess, classroom rewards, participation in field day, school wide dress down days, etc.
2. 16 demerits during the school year will receive one day out of school suspension
3. 20 demerits during the school year will lose their field trip privilege for the next field trip
4. Students receiving more than 24 demerits: grounds for expulsion from St. Joseph School

Technology and the Internet:**Catholic Schools of the Harrisburg Diocese Policy on Posting of Information on the Internet:**

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff and our students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the chat room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school and/or by the Diocese of Harrisburg.

The following behaviors will not be permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws
6. Games are prohibited unless assigned by a teacher or are for educational purposes

7. Intentionally wasting limited resources including the use of “chain letters” and messages broadcasted to mailing lists or individuals
8. Employing the network for commercial purposes
9. Revealing the personal address or phone number of yourself or any other person without permission from the teacher
10. Use of chat rooms which are morally inappropriate and violate Catholic Doctrine or moral teachings

Violation may result in a loss of access as well as disciplinary or legal action.

Internet Safety Rules for Children:

1. Do not give out information about yourself like your last name, phone number, address or school without asking your parents first.
2. Never e-mail a picture of yourself to strangers.
3. Be suspicious of those who want to know too much. There is no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
4. Avoid chat rooms or discussion areas that look sketchy or provocative and do not let people online trick you into thinking of them as real-life friends if you have never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, do not look around or explore: Get your parents instead – they know what to do.
5. Do not open up e-mails, files or web pages that you get from people you do not know or trust. The same goes for links or URLs that look suspicious – do not click on them.
6. Do not give out your password except to responsible adults in your family.
7. Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
8. Talk with your parents about alternative sites that may be appropriate for you.

Teachers will teach Internet safety protocols to their students.

Serious Offenses:

Harassment, Bullying and Cyber Bullying: The Diocese of Harrisburg and St. Joseph Catholic School affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese and St. Joseph Catholic School is committed to providing for its employees, students and volunteers a working and educational environment that is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional, or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyber bullying are unacceptable, and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to

ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Sexual Harassment: The Diocese of Harrisburg and St. Joseph Catholic School prohibit any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as:

1) threatening to impose adverse 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 that would be offensive to a reasonable person.

Sexual Harassment includes, but is not limited to:

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 environment
4. Threats and demands to submit either to sexual requests as a condition of continued grades and other benefits 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

Any student who experiences some form of harassment should report the harassment to the school administrator. Prompt investigation of allegations of harassment will be made on a confidential basis by the most administrative authority NOT involved with the allegations to ascertain the veracity of complaints. Any individual 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 sexual harassment may also be subject to legal proceedings.

Weapons or Threats of Violence: Possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from St. Joseph Catholic School. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from school. The Principal reserves the right to define "weapon" in the case of objects other than obvious guns and knives. Unloaded guns, replicas and

objects used in a threatening manner may fall into this category. The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

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 a 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 such a threat to themselves or others may be expelled.

Notice: We must, by law, notify the school to which a student transfers if 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 controlled substances
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

Suspension: Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense. Parents will be notified orally that day and in a written communication within 48 hours of the suspension. Parents/guardians may be required to meet with the school authorities in order for the student to be readmitted to classes. The suspension will be given for a specified amount of time. The suspension may be served in school or out of school depending upon the circumstances of the situation. After two suspensions within a single year, a student may be expelled for any further serious infractions of the rules or regulations of the school. A letter stating this fact will be sent to the parents/guardians.

Expulsion: A goal of St. Joseph Catholic School is to form young people in the ways of the Lord Jesus Christ. If a student is unwilling or unable to abide by the rules and regulations of our school and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of reasons students may be expelled:

1. Proven moral delinquency that has a negative influence on other students
2. Incurable behavior which undermines classroom discipline
3. Persistent truancy
4. Deliberate violation of a school rule or regulation for which the clearly promulgated penalty is expulsion. Clear promulgation requires written notification to students and parents. (Example: rules and policies stated in the parent/student handbook)
5. Serious acts of violence
6. The possession of a dangerous weapon
7. An attempt to sell drugs
8. An accumulation of more than 24 demerits within the school year
9. Using the Internet to harass or bully another student
10. Other persistent inappropriate behavior of conduct unbecoming a student in a Catholic school

Expulsion Procedure: 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 the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Appeal Procedure for Expulsion: Can be found on our website at www.sjdrcc.org under school, parent information, parent/student handbook.

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

The policy on gender identity distinguishes between two different conditions (1) when a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese they agree that they will not publically act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure, or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015

RWG/Bishop of Harrisburg

Right to Amend

The Principal has the right to amend the handbook for just cause at any time throughout the year. Parents will be given prompt notification if any changes are made.



AGREEMENT SIGNED BY PARENTS

Saint Joseph Family Agreement

For everyone's protection, parents are asked to sign this agreement. By signing, you are agreeing to support the policies and procedures stated within the Parent-Student Handbook. Please read the Handbook carefully, review its contents with your child, and put it in a convenient location for easy reference. Earlier copies of this handbook should be destroyed. Complete the bottom portion of this page and return it to the school office during the first week of school.

Sincerely,

Margaret A. Snyder, M.Ed., M.S.
Principal

Cut here and send to school as soon as possible.

I have read the Handbook and reviewed its contents with my child/ren. We agree to abide by the principles and procedures outlined therein.

Family Name: (Please print) _____

Parent's signature _____ DATE _____

Name(s) and grade(s) of student(s) _____

Because this handbook is a part of the contract existing between the school and the parents and students, it is to be understood that only those who have signed the agreement will be allowed to have their children in our school.