

## INTRODUCTION

This handbook is intended to acquaint students and parents with the policies, programs, and regulations of St. Joan of Arc School. Enrollment in the student body of this school requires the acceptance and practices of these policies and regulations. Ignorance of the regulations will not be considered an excuse for unacceptable behavior. Please keep this handbook in a safe place and refer to it often. If you need a replacement copy, please get one through the school office.

Nothing contained therein is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese, or school. The contents of this handbook are subject to alteration or modification by the diocese or school as circumstances may require.

Please note: Form accompanying this book must be signed and returned to the school office so that we know that you have read the handbook, are familiar with its contents, and that you agree to be governed by the policies in this handbook.

Keeping the “letter of the law” of this handbook is not sufficient for the total education of your child/ren. Example is the best teacher. Give your child/ren good example by participating in the life of the Church and the school. Volunteering in the school, coming to PTO meetings, service on the Board of Education, and serving as catechists, lectors, greeters, or ushers in your parish church all serve as opportunities to pass on elements of the FAITH to your children.



NOTE: The principal/pastor retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made. The contents of the handbook are subject to alteration or modification by the school, as circumstances may require.

**DIOCESE OF HARRISBURG 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.

All Schools in the diocese will add this statement to their Handbooks and make specific reference affirmation to this in their registration materials. Parents would affix their signature to the appropriate registration document, which the school will keep on file.

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

**MISSION STATEMENT OF ST. JOAN OF ARC SCHOOL**

St. Joan of Arc School fosters academic excellence, in keeping with our Catholic tradition of discipline in Christian values, to the students of St. Joan of Arc Parish and the surrounding communities. We place special emphasis on developing a community of faith, hope, and charity in the lives of our students in a spirit of mercy.

**MISSION STATEMENT OF THE DAUGHTERS OF OUR LADY OF MERCY**

Rooted in the Gospel of Jesus and in the charism of Mercy of St. Mary Joseph Rossello, the Daughters of Our Lady of Mercy continue the saving mission of Jesus through a total gift of self. We re-affirm our Foundress's dedication to the poor, open to the voice of the Church, and the emerging needs of God's people. Our relationship with God is reflected in our Christian concern for one another, for those whom we serve, and for all the creation in a spirit of simplicity and joy.



## **BELIEF STATEMENTS**

- \* We believe that with the proper Christian example, students can successfully become educated, not just academically, but morally, for growing into strong members of the Catholic Church community.
- \* We believe that a strong faith community is an essential part of our Catholic tradition, and strengthens our Christian values and academic endeavors.
- \* We believe that each child is unique and has individual needs, and that we strive to meet their needs.
- \* We believe in demanding academic excellence in all subjects, including art, music, physical education, and computer, to be achieved by students who believe in trying to do their very best, and developing a good attitude about classroom procedures.
- \* We believe that we must provide a safe, caring, nurturing, and disciplined environment in which children will strive to succeed.
- \* We believe that self-esteem is essential to academic achievement

“Catholic Education is above all, a question of communicating Christ.” (Pope John Paul)

## **PHILOSOPHY OF ST. JOAN OF ARC SCHOOL**

St. Joan of Arc School operates to proclaim the Gospel message, and to put this into action through building a community in faith through service and example.

In order to give testimony to this philosophy, we intend to develop an appreciation of each one's personal dignity. This means clergy, administration, teachers, students, staff and parents. Aware of this obligation, we will attempt to develop in our students respect for our Catholic Heritage, Sacred Scripture, Liturgy, and a growing awareness of Christian values, which should be correlated in all areas of our curriculum.

We will build a community of faith based on the spirit of the Gospel, thus realizing the inestimable value and uniqueness of each student. We seek to accomplish this through the development of mutual respect and cooperation among parish priests, faculty, students, parents and administrators. This is encouraged by praying together and supporting one another, thus encouraging group and personal decisions and giving students the opportunity to achieve their own potential as well as to assume responsibility for their actions. Oriented to Christian service, we attempt to awaken the consciousness of students to the need of service for the community, to a sense of justice and peace, and to the need of local American Citizenship. We do this by encouraging them to help themselves and others in the task of learning, to participate in local and community projects as well as in mission work, and to donate time and resources to worthwhile causes. It is essential that an ever-growing spirit of support and cooperation between the family and our educational system be an integral part of St. Joan of Arc School in order that all aspects of Christian education may be nurtured and brought to fruition. Therefore, let us take to heart the mandate given to us in the Decree of Education from Vatican Council II:

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. Let the teachers perform their services as partners of the parents. Even after students have graduated, their teachers should continue to assist them with advice and friendship."

## **SPIRITUAL DEVELOPMENT**

The primary purpose of St. Joan of Arc School is to assist the parents in passing on to their children the

faith that makes them as the People of God. The principal goal of our religious education program is to bring the believer to full stature in Christ. The program is so developed that the children are encouraged to:

1. Grow in attitudes of love of God and neighbor.
2. Form habits of prayer and worship.
3. Engage in works of service to others.

Parents are expected to set the example for the religious education of their children by participating in Mass each week, praying with their children, etc. We support parents in their role as primary educators of their children by providing additional instruction and opportunities to carry out what is already being taught in the home.

### **SCHOOL COLORS**

#### **BLUE and GOLD**

Blue is symbolic of Mary, Mother of the Church.  
Gold is symbolic of Excellence, a quality of the education we strive to impart at St. Joan of Arc School.

### **SCHOOL SPIRIT SONG**

Oh our school is cool, we are St. Joan of Arc  
Near the park in the center of town.  
We have track and field and basketball,  
With trophies lined up in the hall.  
We will put our trust in the Lord up above  
And be faithful to where He calls.  
We'll work together, sing our song,  
Blue and Gold you are number one!!!



### **EXPLANATION OF THE CREST**



The crest is the shield of Joan of Arc, the young woman soldier who was chosen by God to lead the uncrowned King of France to his rightful coronation in 1429.

The two fleurs-de-lis are symbolic of France, the native country of Joan of Arc. The sword represents her calling as a soldier for the King of Heaven who she proclaimed was also the real king of France. The crown symbolizes the Kingdom of God, for which she worked. The fortress is that of Robert de Baudricourt in Vaucouleurs, to whom she was directed to go for assistance in leading the Dauphin, Charles, to Rheims to be rightfully crowned as king of France.

### **SCHOOL HISTORY**

St. Joan of Arc School had its first beginnings under Bishop Philip McDevitt on June 23, 1918, when Father Patrick Phelan, an assistant at St. Patrick's Cathedral, offered Mass in the Hershey Theatre with 102 Catholics of the Hershey area. It became known as the St. John the Evangelist Mission. On June 13, 1920, the name was officially changed to St. Joan of Arc Roman Catholic Congregation in honor of the Saint who had just recently been canonized. On December 13, 1924, two Daughters of Our Lady of Mercy from St. Ann's Convent in Steelton began a house-to-house visitation of the Italian families, which proved to be a very important factor in the spiritual development of St. Joan of Arc Parish. On August 15, 1925, four Daughters of Mercy came to live at the newly completed convent. The religious education improved so much, and the attendance increased so rapidly, that a St. Joan of Arc School was opened in September 1927 on Chocolate Avenue.

On November 23, 1947, under the pastorate of Father Anthony J. Mayan, ground was broken for a new school on what is now West Areba Avenue. The blessing and laying of the cornerstone took place on the feast of St. Joan of Arc, May 30, 1948, with Bishop George L. Leech presiding. Nine Daughters of Mercy organized their classes with 225 children. (The previous year four Sisters and 90 children had occupied the old school.) Needless to say, this was the beginning of new life and new spirit in St. Joan of Arc

Parish. The new school and hall were dedicated on Sunday, November 25, 1948.

On November 26, 1953, St. Joan of Arc Church outgrew its building on Chocolate Avenue, and moved into the school hall, where it remained until the new church was completed in 1961. One lasting memento of the church was carried to the tower of the new school-church: the BELL IN MEMORY OF MRS. MILTON S. HERSHEY, a devout Catholic. In 1953 the school was expanded with the addition of 4 new classrooms, and the enrollment grew to 800 students.

On October 9, 1955, the first Mass was offered by Father Mayan in the Seltzer Theater in Palmyra to inaugurate Holy Spirit Parish, whose church was blessed and dedicated on August 25, 1957. Holy Spirit Parish continued to be a mission of St. Joan of Arc Church until May 25, 1965, when it was officially established as a parish in its own right.

On September 25, 1960, Bishop Leech broke ground for the new church, and on June 11, 1961 the cornerstone was placed. The church was completed on February 4, 1962, and dedicated on May 30, 1962.

On March 9, 1973, Msgr. Anthony J. Mayan was called "home" after a lengthy illness and a magnificent pastorate of 32 years. His deep love for the school children led him to request burial just outside the school's main entrance, facing the church of his dreams.

Progress in the school continued under the leadership of Msgr. Donald Adams, Msgr. Leo N. Bierster, who came in 1977, and Father Philip Burger who came in 2002. Progress now continues under the leadership of Father Michael Rothan, who came to St. Joan of Arc in June 2011.

Presently three Daughters of Mercy staff St. Joan of Arc School, nineteen full time lay teachers, five part time teachers, a librarian, eight classroom aides, and approximately 100 volunteers for the 365 students currently enrolled in Pre-K through Grade 8. Our Instructional Support Program helps students to succeed at their own level. Students are active in civic and parish functions as well as many local and statewide contests.

A playground on the north side of the school was blessed and dedicated on June 11, 1988. The Parish Pastoral Council, Board of Education, and PTO worked very hard to make real the dream of such a beautiful playground and basketball court to enhance the physical development of our parish community. The playground was enlarged through a grant from Highmark Blue Shield and blessed in September 2011.

The summer of 1994 finally saw the beginning of the building project, the "Heart of the Parish" expansion of school and parish building facilities. The cafeteria became an air-conditioned middle school for grades 6-7-8. The gym became a "cafetorium" with air conditioning, to serve as both a cafeteria and auditorium. On December 8, 1994, the students in Grades 6-7-8 moved into the newly renovated SJA Middle School in the lower level.

Phase II began in the summer of 1995 and included an enlarged and air-conditioned library, parish center, and gymnasium. It was dedicated in February 1996.

A Pre School opened in the fall of 2004, along with two all-day Kindergartens, to meet the growing needs of the early childhood population in the parish and surrounding area.

With so many dedicated people working throughout our school, our vision for the future will be realized because of the dreams and expectations we now hold in the present.



### HYMN TO ST. JOAN OF ARC

The maid of France with visioned eyes  
Saw messengers from Paradise.  
And voices bore a hidden word  
That only by her ear was heard.

St. Joan of Arc the chant we raise  
that tells the meaning of your praise.  
You teach us all the lesson grand  
of love for God and fatherland.

The visions and the voices spoke  
A wondrous message: "Break the yoke  
that burdens France, and crowns your king,  
Sweet herald of his triumphing!"

The Maid believed the great command  
And fought for God and native land:  
Her love was like a living lamp  
To guide her feet in court or camp.

O whom shall dare her glory paint?  
She lived a hero, died a saint:  
A model she shall ever stand  
Of love for God and fatherland.



### IMPORTANT PHONE NUMBERS



Parish Office: 533-7168 Convent: 533-2864 School: 533-2854

FAX: 717-534-0755 Pre 4: 533-6706

### SCHOOL HOURS

Pre School 3 year olds	8:10 a.m. – 11:00 a.m. Mon, Tu, Th (3 days) 8:10 a.m. – 11:00 a.m. Wed. and Fri. (2 days)
Pre School 4 year olds	8:10 a.m. – 3:00 a.m. M through F (5 full days) 12:00 a.m. – 3:00 p.m. M through F (5 half days)
Grades K-8	8:10 a.m.- 3:00 p.m.

### SNOW INFORMATION

Check our website @ [www.stjoanhershey.org](http://www.stjoanhershey.org) or

Call the school answering machine, 533-2854.

Call the school answering machine for the latest up-to-date information. If the "regular" message is played, we have not yet received any information concerning a closing or delayed opening. Call again later. An email "blaster" is also immediately sent out to all on our email list to alert you of any change.

WKBO 1230 AM  
WPBC 1600 AM  
WQXA 106 FM  
WNNK 104 FM  
WWKL 99.3

WLBR 1270 AM  
WRKZ 107 FM  
WHL 102 FM  
WMIX 99 F  
WITF TV 33

WHP AM FM TV  
WHTM TV 27  
WGAL TV 8  
WLYH TV 15

## **SCHOOL RULES AND POLICIES**

### **ABSENCE**

PA State Law requires children to attend school. Regular attendance at school is the responsibility of the parents. Excessive absenteeism frequently results in poor academic performance. Parents will be notified in writing when absences reach 10 days.

Absentees MUST be phoned in to the office between 8:00 and 9:00 a.m. An answering machine is in the school office for your convenience, so that if it is inconvenient for you to call between 8:00 and 9:00 you may simply leave the message on the answering machine at any time. When a student has been absent from school, s/he must present a record of absence card, stating the reason for the absence. A medical certificate must accompany the card if the absence was due to a chronic or prolonged illness, beyond 3 consecutive days. Students who have been absent are responsible for all the work they have missed.

### **ACCEPTABLE USE POLICY - INTERNET**

The Internet is a public forum with unrestricted access. According to Diocesan Policy #6230, therefore, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff, or students, that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.

See section on Discipline for details on cyber bullying.

As a reminder of the seriousness any abuse of the Internet, students and parents sign a form indicating compliance with the "Acceptable Use Policy" each year.

### **SJA ACCEPTABLE USE POLICY**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people and contrary to the religious beliefs and moral values of the Catholic Church. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsive manner. We require that students and parents/guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Students are responsible for good behavior when using school computers and the Internet. General school rules for behavior and communications apply.
2. Student files on the school computers are considered school property and are fully available to the school staff. The technology administrator for the school may review files and Internet communications to maintain system integrity and ensure that the students are using the technology systems responsibly. Filtering software is utilized at St. Joan of Arc School. All email messages are the property of the school/organization who are owners of the equipment.

3. No student is permitted to have access to school computers and /or the Internet without staff supervision. A student may lose access to school computers and/or the Internet if found in violation of this policy. Restitution for damage to school computers and /or software applications will be the responsibility of the parents/guardians of the student.
4. The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and the students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students at any school sponsored event, in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, email, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.
5. All students are instructed in appropriate online behavior, Internet safety and the awareness and prevention of cyber bullying each year. All forms of cyber bullying are unacceptable, inconsistent with the philosophy of St. Joan of Arc School and will not be tolerated. Offenders shall be subjected to appropriate discipline as noted in Diocesan Policy 5135A. 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 email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).
6. The following are not permitted:
  - Receiving, displaying, or sending offensive messages and/or pictures
  - Using obscene language in communication
  - Insulting, harassing or verbally attacking others
  - Receiving, displaying or sending offensive, threatening, violent and/or destructive information or pictures on the Internet
  - Damaging computer equipment, programs and networks
  - Violating copyright laws
  - Using or accessing another student's password, folders, work, and email
  - Using unauthorized access to restricted information
  - Playing games other than assigned by a teacher for educational purposes
  - Using school computers and the Internet for "chain letters" and messages broadcast to mailing lists or individuals
  - Employing the school computers and the Internet for commercial purposes
  - Revealing on the Internet one's personal address and/or phone number or the address and/or phone number of any other person without the permission of that person and the permission of the teacher
  - Use of "chat rooms" on the Internet which are morally inappropriate and violate Catholic doctrine and/or moral teaching
  - Using "foreign" CD's/flash drives, etc., that have not been screened for viruses
  - Any other use of technology which would be deemed inappropriate by the school

FOR STUDENTS: I have read the rules for acceptable on-line behavior, I understand the rules and I agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose network privileges at my school. Signing the St. Joan of Arc School Handbook includes agreement and compliance with the Internet Acceptable Use Policy rules.

FOR PARENTS/GUARDIANS: As the parent/legal guardian of the minor student, I grant permission for my child/children to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to my child(ren) on Internet use both inside and outside the school setting and I will communicate standards my child/children are to follow when selecting, sharing, or exploring information and media. Signing the St. Joan of Arc School Handbook includes agreement and compliance with the Internet Acceptable Use Policy rules.

## ACCESS TO STUDENT RECORDS

If a parent wishes to review his/her child's records, we ask that such a request be made in writing, with a 48-hour notice.

## ADMISSION

In compliance with the Derry Township School District policy of admission, students must be 3 years old or 4 years old before September 1 for Pre School, 5 years old before September 1 for kindergarten, and 6 years old before September 1 for first grade.

Priorities are given first to parishioners with siblings, then to parishioners, then to non-parishioners with siblings, then to non-parishioners, and then to non-Catholics with siblings, then to non-Catholics without siblings.

For all grades, immunization or health records are required (see "Health Information" Admission Requirements for details), sacramental information (including dates of Baptism, First Penance, First Communion, Confirmation), copy of birth certificate, and proof of parish registration. Social security numbers are also helpful to have. Students are screened to determine current abilities in basic areas.

In the event that the enrollment in a particular class is at the limit, names may be placed on a waiting list, with preference being given to members of St. Joan of Arc and Holy Spirit parishes.

St. Joan of Arc School does not discriminate on the basis of race, sex, national origin, age (in accordance with the law), or disability (if, with reasonable accommodations the disabled person can function in the school environment).

## ARRIVAL AT SCHOOL & MORNING DROP-OFF

Students (K-8) should arrive at school to begin the homeroom period at 8:10 a.m. The warning bell rings at 8:08 a.m. Students are late if they are not in their homeroom at 8:10, even if they are at their lockers.

Pre 4 students may be dropped off at the Pre School entrance at the convent. If there are siblings, all may be dropped off in the cafeteria, and the Pre 4 students will be walked down to the Pre School at 8:10.

Pre 3 students may come to the cafetorium for class to begin at 8:10.

We realize that Pre School students may not be able to make the 8:10 start. They will have play time, a very important part of the pre school curriculum, until 9:00, when classes will officially begin.

No student may be in any classroom (or cafetorium, library, etc.) at any time unless there is a teacher or assigned adult in the room to supervise.

The west parking lot directly across from the church will be blocked off every morning from 7:30-8:15. **No cars will be permitted in the circle during morning drop-off.** Parents may stop to drop off students at the ramp entrance on Areba Avenue or at the steps on Glen Road. (Derry Twp. Police Dept. has designated the entire area in front of the church as a fire lane, and will ticket anyone who parks there at any time). Simply stop, use flashing lights, drop your child/ren off at either point, and KEEP MOVING as quickly as possible. If you wish to wait inside with your children, you must sign in at the office and take a visitor's badge. Students report to the cafetorium, sit at assigned tables, and wait to be dismissed to their homerooms. If you must leave the car, please park in the lower parking lot and walk up the steps on Glen Road. It is not safe to park on Areba Avenue and have the students cross the street in front of the church. That is also a fire lane.

We recommend the Glen Road drop-off. However, during inclement weather, the Areba Avenue drop-off is recommended, but drop-off must be on the correct side of the street. Students may NOT cross the street to enter the school.



Students are **not** permitted to ride bikes to school.



Once students arrive at school, they are not permitted to leave the school grounds at any time without the permission of the principal, and a written note from their parent.

The south entrance facing Areba Avenue has been designated as the bus loading zone, and is for the exclusive use of school buses. Students may not play in this area, nor may cars be parked in this area during school time. The Derry Township Police periodically check to see that these regulations are all being followed consistently.



From 8:10-8:15 all money, notes and forms are collected during the activity period. Students should sharpen pencils, hang their coats and prepare their books for class before 8:10.

### **ASSIGNMENTS**

All school assignments and homework should be written neatly and legibly. Students of Grades 5-8 are to use ballpoint pen in all subjects except MATH when a pencil is to be used at all times.

### **ATTENDANCE**

Parents have the responsibility of sending their children to school every day that school is in session.

**A student is late for school if s/he is not in the homeroom by 8:10 a.m.,** unless a particular bus is late. All students are expected to be on time. Chronic lateness will result in a student being kept after school. Tardy students **must** report directly to the office with a written note, and then go to the classroom. A parent or driver should sign in at the office when students are late, using the computer sign-in system.

The following regulations shall be enforced to verify the number of all excused and unexcused absences:

1. Parents will receive a written notice from the principal when their child has accumulated a total of 10 days of absence unless the Principal is aware of extenuating circumstances.
2. At 15 days, parents will receive a letter from the principal, requesting a conference to discuss the student's absences.
3. After a total of 20 days of absence, scholastic time will be required to be made up outside of the regularly scheduled school day. (For extenuating circumstances, such as a lengthy illness, the number of school days could be waived by the administration.)
4. Students who participate in or attend extracurricular interscholastic events or other school-sponsored activities must be present in school on the day of the activity or event.
5. After three consecutive days of absence, a doctor's certificate is required.
6. Excused absences include: sickness, death in family, family emergency, approved appointments.
7. After 3 unexcused late arrivals, parents will receive a letter reminding them that a detention will be given for the 5th unexcused late arrival.
8. Written excuses from doctors/dentists are expected when students have appointments during the school day.

Extended Vacations are highly discouraged during the school year. A student is subject to losing a great deal academically by missing a week or two of school. It is the responsibility of the parents to see that their children attend school regularly. If for some reason it is imperative that you take your children away for an extended period of time, please notify the principal for an Extended-Absence Request Form at least one week prior to the absence in order to allow sufficient time for teacher to organize the students' work. It is very difficult for teachers to predict exactly what the students will miss during the absence. Some subjects/topics may not easily lend themselves to completing without teacher instruction. This can be determined by individual teachers at their discretion, so that students may get these assignments upon their return. Students may request anticipated assignments, but it will be their responsibility to make up the work missed, within a reasonable time, upon their return. Check the website for daily updates.

## **BOARD OF EDUCATION**

The Board of Education was established by the Parish Advisory Council to be an integral part of the Parish's Mission of Education. It serves as an advisory group to the principal and the pastor, as a resource in the quest for excellence in Catholic Education. The Board of Education supports the Catholic School as a valuable component of the total Parish Ministry, and fosters the role of the family as the foundation and stimulus for the optimal growth and development of its children.

The St. Joan of Arc Board of Education consists of committees: Educational Excellence, Finance, Buildings & Grounds, Long Range Planning, EITC, and Policy. The Board is also responsible for Development. The Board meets monthly, and welcomes and encourages the attendance of parents and faculty members, who are also invited to participate on the committees to help Board members see the school in a realistic and practical way.

The main duties of board members include policy formation, budget formation, and strategic planning. According to the National Catholic Educational Association, a board in a Catholic school does not discipline students, develop curriculum, approve instructional materials, hire/fire staff, write regulations, or handle grievances.

School issues and inquiries are to be addressed at the principal/teacher level. However, if an issue arises that a member of the community or a parent would like to present to the Board of Education, the parent must contact the President of the Board in writing on the forms provided no later than one week prior to the meeting in order to get on the agenda. Total time devoted to these issues and discussion is generally 20 minutes.

For additional information on the Board of Education, please visit our school website.

## **BOOKS**



Necessary textbooks and non-consumable workbooks are given to each student to use. Textbooks are to be covered **AT ALL TIMES**. Book covers are always available to students at no cost. However, if a student has to be told to cover a book, a 25c fine will be imposed. Students are expected to pay for textbooks that are lost or destroyed.

No books may be taken out of the school unless they are in a book bag.

## **BUS SAFETY**

School districts do not permit a child to ride any bus other than the one to which s/he has been assigned. Safety regulations will be strictly enforced:

1. Students are to remain in their seat at all times.
2. Loud and offensive language is forbidden.
3. No one may leave his/her seat while the bus is in motion.
4. Fighting, even "for fun," or other actions which would endanger the safety of the bus will lead to deprivation of bus privileges.
5. Hanging or shouting out of windows is not permitted.
6. The authority of the bus driver and/or safety is to be respected at all times.
7. Harassment is forbidden.



Although action taken by each district varies slightly, students may be suspended from riding the bus for misbehavior. The parent must then provide transportation. Students who are reported by the bus drivers will be disciplined as follows:

- 1st time - warning
- 2nd time - removal from bus for 2 days
- 3rd time - removal from bus for 5 days
- 4th time - Principal-Parent conference

**Please note:** Students are not to vary their appointed means of transportation unless absolutely necessary, and **always** with a note to the principal to explain. This restriction has been established for the safety of your children.

School districts will permit only students from their own districts to ride their buses, as they are only

legally responsible for children of the district's taxpayers.

### **CAIU SERVICES**

As members of the Capital Area Intermediate Unit #15, we benefit from the following services:

- Reading/Math Van for remediation
- Counseling services
- Speech therapy
- Psychological and Educational Evaluations



Teachers may recommend students at any time throughout the year for any of these services. Students may be seen one time by any of the CAIU personnel without parent permission to determine if there is a need for services. However, no one is seen more than one time without parent permission.

Students who receive these services are scheduled to leave their classroom to report to the CAIU van. Teachers are reminded that since these students are receiving remedial instruction, they must make reasonable allowances for work that may be missed during these periods.

Students may not choose to withdraw from the remedial services provided by the CAIU unless re-tested, attaining a qualifying score. Otherwise, paperwork must be submitted through the principal to the CAIU director to request a special withdrawal.

Together with the CAIU personnel, the teachers of major subjects form the SST (Student Support Team) for students at risk, either academically or behaviorally.

The homeroom teacher should first consult with Instructional Support teacher for strategies. If that does not work, parents should be involved. If success is not reached, the Instructional Support teacher should call an SST (Student Support Team) meeting, including principal, Instructional Support teacher, classroom teacher(s), CAIU teachers, Guidance Counselor (and parents, if feasible).

Our Guidance Counselor visits the classrooms on a regular basis to provide study skills, interpersonal relationship skills, etc., or to meet the needs of a particular class.

### **CARE OF PROPERTY**

Students are to take pride in their school and to share the responsibility in keeping it attractive.

We expect you to assist in the care and protection of all school property. Therefore:

- A. Deliberate destruction will not be tolerated.
- B. Accidents resulting in breakages should be reported to the teacher or principal immediately.
- C. Each group should keep its own area free of litter.

A parent of any student who damages school property shall be liable for damages in the amount of the injury. This includes BOOKS as well as furniture.

### **CHANGE OF ADDRESS**

Any change in address, telephone number, email, or pertinent information should be reported promptly to the office in order that records may be kept up to date.

When a child's last name is different than the parents', please use full names of both child(ren) and parents in school correspondence, as we have many duplicate last names in the school.

### **CLASS PARTIES**

Holiday parties are planned with the homeroom teachers by the Homeroom Parents, as approved by the principal. In keeping with the Health & Wellness Policy as mandated by the State of PA and the Diocese of Harrisburg, only healthy snacks are permitted. Fresh fruit and vegetables are always encouraged.

Other suggested treats include the following:

- |           |                           |             |                              |             |               |
|-----------|---------------------------|-------------|------------------------------|-------------|---------------|
| popcorn   | crackers                  | cheese      | breadsticks                  | pizza bites | apple sauce   |
| trail mix | pepperoni                 | dried fruit | fruit pizza                  | mini bagels | soft pretzels |
| pretzels  | sugar free pudding/jell-o |             | popsicles made w/fruit juice |             |               |

Please do not bring cake/cupcakes with icing!

Students are not permitted to distribute personal party invitations in the classroom unless the entire class is invited.

Care should be taken to avoid snacks for students with food allergies. Parents should notify the homeroom teacher if their child has any kind of food allergies.

### **COLLECTIONS**

No parent, teacher, or student may take any kind of collection unless the principal gives permission.

### **COMMUNICATION PROCEDURES**

Parent-Teacher communication is essential for the successful education of children, and is to be encouraged. Spontaneous visits are discouraged, since previously planned meetings or other scheduled activities frequently would not allow sufficient time for a profitable discussion. Parents are encouraged to make appointments by phone, letter, or email. When arriving for an appointment, parents should sign in, and report to the school office to obtain a badge before going to the classroom. If contact with a teacher is not made after three reasonable attempts, or if a letter/call/email is not returned within 3 days, parents may go through school office personnel in an attempt to speak to the teacher.

Constructive feedback is welcomed, and should be brought to the attention of the teacher/administrator involved if action is to be taken. Needless gossip is useless for the overall improvement of the school or the situation at hand.

### **CONDUCT**

#### **1. In the Classroom**

- A. Be punctual for class when the bell rings. If you are late for school or for class, report to the office first for a late pass.
- B. Students should never be walking in the hall during announcements or the Pledge of Allegiance.
- C. Students should not interrupt or enter a class during prayer.
- D. A student must normally raise his/her hand to speak or to get up in a classroom, although teachers may have special times when this is not necessary. Talking without recognition, interrupting the teacher or class discussion, or talking during study time is not permitted.
- E. Gum is not permitted in the school.
- F. Students are to sit in seats properly--not slouching. Do not sit on desktops or tables, nor put feet on furnishings. All four feet of chairs must be kept on the floor.
- G. Writing and passing notes, playing with irrelevant objects, and other disruptive acts are not permitted within any classroom.
- H. Only educational objects may be brought to school, with the permission of the teacher. Walkmans, "boxes," video games, etc., are not permitted in school. If they are necessary for a school project, they must be registered and secured in the office for safekeeping. Cell phones must be "off" and kept in lockers during the school day. (Refer to Discipline section for details on cyber bullying.)

#### **2. In the Cafetorium**

- A. Respect cafeteria monitors.
- B. Form a single line at the counter and do not push.
- C. Take your place at the assigned table.
- D. Observe good table manners.
- E. Speak using "inside voices."
- F. Leave the table in order and replace chair neatly.
- G. Eat only at lunchtime and in the cafeteria--no other time or place, unless approved by teacher and principal.
- H. Do not take food from the cafeteria.
- I. Remain seated except for disposal of trash.
- J. Leave the cafeteria in an orderly manner.
- K. Running is never permitted in the cafetorium.



### **3. In the Hall**

- A. Running and loud talking are forbidden when entering and leaving the building, changing classes, going to the lavatory, or using halls for any reason during school hours.
- B. No student is permitted to get a drink or to go to the lavatory without permission of the teacher.
- C. Locker doors should be closed gently.

### **4. In the Lavatories**

- A. Good behavior is expected of students at all times. NO climbing or defacing property.
- B. Students are to use the restrooms at designated times.
- C. At all other times, restrooms may not be used unless student has a pass from the teacher.
- D. Teachers may enter any lavatory when there is suspicion of misbehavior.

### **5. On the Playground**



- A. During recess, play should not include physical contact, such as pushing, hitting or fighting. Aggressive tag, tackle football, and wall ball are not permitted. Bully behavior will be addressed immediately. Students should inform an adult immediately.
  - B. Students will play with appropriate grade levels in designated area.
  - C. All students will respect and obey the playground aides and teachers on duty.
  - D. Upon completion of recess, the students will go immediately to their assigned lines and proceed to their destination in quiet order.
- E. If students bring balls to school for use during the lunch recess (i.e., tennis, nerf, miniature basketballs--nothing leather) the ball must be in the book bag while coming to school on the bus, on the playground before school, and in the classroom. Failure to comply with this rule will result in loss of the ball.
- F. Injuries must be reported at the time they occur.

### **COURTESY**

Courtesy and cooperation should be the passwords for both students and teachers. Respect and courtesy must be shown by everyone toward the clergy, faculty, custodians, aides, adults, visitors, students, and peers. Students should stand when an adult enters the room, and the person should be greeted by name, if possible.



Practices of saying "Please," "Thank You," "Pardon me," "Good Morning," "Good Afternoon," "May I help you," "Excuse me," "You're welcome" should be in everyone's daily vocabulary. During instruction periods, no objects, such as pencils, rulers, pens, crayons, etc., should be in the hands of students. Listening and paying attention are important forms of courtesy.

### **CUSTODY FORMS**

We are required to have copies of custody rights for children who are not living with both parents. This is to ensure the safety of the children, and to prevent them from being put "on the spot" in the event that a non-custodial person attempts to pick them up at the school. Parents are reminded to contact the school when changes occur in these rights.

### **DISCIPLINE**

An atmosphere of calm is essential to learning, and nothing so contributes to this atmosphere as QUIET: quiet voices, gentle handling of lockers, books, desks, doors. Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn.

During the first week of school, teachers provide contracts clearly outlining expectations for academics and behavior. Parents, students and teachers sign the contracts. It is important that teachers then follow through on the contents of the contracts in order to maintain consistency and fairness. Parent contact is important in maintaining consistency in discipline. Since parents are made aware of expectations of teachers in the contracts, they should be considered active partners in helping teachers resolve difficulties in the classroom. It is apparent that many things which occur during the day require the

teacher's appraisal of the situation. It will always be true that everyone will not evaluate everything in the same way.

In many cases we find the student will defend behavior by saying that other students were involved as well. This is a typical defense reaction. It does NOT excuse the student's behavior. The school is attempting to be FAIR and CONSISTENT in the administration of discipline. Not everyone will see incidents the same way each time. If a student has done wrong, s/he must be corrected for the misbehavior. Even if the other student gets away with it, the student who has been disciplined must accept responsibility for his/her own correction. Two students doing wrong do not make it right if only one gets caught.

The principal or pastor is the final recourse in **all** disciplinary situations, and may waive any disciplinary rule for just cause at his/her discretion.

Parent-Teacher cooperation is beneficial toward the behavioral development of the student. If you have any questions, deal directly with the teacher. If any mistake is made, the teacher will attempt to correct the problem.

#### (Diocesan Policy 5135A)

"The Diocese of Harrisburg is committed to providing an 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 students 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 email 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."

#### SJA BULLYING PREVENTION

Bully behavior is not acceptable at St. Joan of Arc School, where we implemented the Olweus Bullying Prevention Program (OBPP). This comprehensive, research-based bullying prevention program has been proven to prevent or reduce bullying throughout a school setting, and is used at the school, classroom, and individual levels, and partners with parents and community members. The program goals are to reduce bullying problems among students, to prevent the development of new bullying problems, and to achieve better peer relations at school. The bullying prevention coordinating committee has received training from a certified OBPP trainer and will be providing both staff and parents with information to prevent and address bullying behavior. These efforts are designed to build on and support the safe and secure learning environment at SJA School.

All staff will take immediate action whenever bullying behavior is being observed, or there is a suspicion of a child is being bullied. September class meetings will be devoted to instruction on the definition of

bullying, the four bully rules, and the consequences associated with them. This will be followed by a Bully Prevention Kick-off to support a school-wide effort to prevent bullying. Students should know the 4 anti-bully rules: 1. We will not bully others. 2. We will help students who are bullied. 3. We will include students who are left out. 4. If we know of someone who is being bullied, we will tell an adult at school and an adult at home.

Consequences: At all levels, inform the students, "This is bully behavior."

Bystanders who are seen as encouraging bully behavior are subject to this discipline chart.

Behavior	Verbal Harassment (name calling, gossip, etc.) Social Exclusion	Hitting Pushing Shoving	Severe hitting Physical threats Severe harassment Cyberbullying
1 <sup>st</sup> time	Verbal warning. Form filled out.	Lunch Detention for 1 day Call to parent Form signed by parent	Call to parent. Form signed by parent. Lunch Detention 1 wk
2 <sup>nd</sup> time	Form filled out, signed by parent. Detention (lunch)	Lunch Detention for 1 week Call to parent. Form signed by parent.	Suspension out of school for 1 day SST (Student Support Team). Form signed by parent Counseling in school
3 <sup>rd</sup> time	Form filled out, signed by parent. 1 after school detention.	Suspension out of school for 1 day Form signed by parent. Counseling. SST meeting.	Suspension out of school for 3 days Extended counseling Form signed by parent.
4 <sup>th</sup> time	Form filled out, signed by parent. Suspension 1 day. Counseling. SST meeting.	Extended Suspension – out of school. Form signed by parent Counseling	
5 <sup>th</sup> time	Extended suspension.		

NOTE: Not all "incidents" are bullying. It is important to understand the difference between bullying and disagreements, misbehavior, and isolated incidents.

The principal or pastor is the final recourse in **all** disciplinary situations, and may waive any disciplinary rule for just cause at his/her discretion.

If a child reports bully behavior to a parent and has not reported it to the teacher, the parent should notify the homeroom teacher, or in severe cases, the principal.

#### MISBEHAVIOR

The following are examples of other misbehavior. Unlisted misbehavior does not mean that it is without consequences.

#### MINOR OFFENSE possibly resulting in DETENTION:

Foul language, disturbing class, tardiness, failure to have necessary books and materials, loitering in lavatories, littering, lying, etc.

#### MAJOR OFFENSE possibly resulting in DETENTION, PARENT CONFERENCE WITH TEACHER.

Falsification of parent/guardian signatures, failure to report to detention, repeated minor offenses, disrespect, leaving school without permission, invasion of teacher's desk or property, cheating, bullying, etc.

#### GRAVE OFFENSE possibly resulting in SUSPENSION, PARENT CONFERENCE WITH

## PRINCIPAL.

Truancy, insubordination, theft, vandalism, threats, smoking, alcohol, snuff, drugs.

Fighting is not acceptable behavior. Consequences will be determined by the seriousness of the offense.

In cases of severe, threatening behavior, the principal works closely with the Derry Township Police and knows when to contact them in order to bring about the appropriate response. When very serious incidents occur, parents will be notified by the principal, while maintaining proper confidentiality.

NOTE: 5 behavior detentions may prevent a student from participating in any trip.

In Grades 6-8, a card is used in order to keep parents informed of patterns of misbehavior. A student who receives three teacher signatures for misconduct will have a detention after school.

If a student is unable to report to detention on a specific occasion, the student must present a written verification from the conflicting appointment (dentist, doctor, orthodontist, etc.), signed also by the parent. An unexcused absence will result in a second detention.

According to the seriousness or persistence of the offense, the following steps may be used:

1. Warnings to the student regarding the action.
2. Disciplinary action within the classroom.
3. Discipline Notice to parents, which must be signed and returned to the teacher.
4. Lunch detention or study hall. (Indoor recess)
5. Phone call to parent.
6. After school detention. (Parents will be advised at least one day in advance.)
7. Exclusion from extra-curricular activities or loss of privileges.
8. Parent-Teacher conference.
9. Parent-Teacher-Principal conference.
10. Conference with St. Joan of Arc and/or Holy Spirit Pastor (or other sending pastor).
11. In-school suspension.
12. Out-of-school suspension. (Student will receive zero in all subject areas for work missed.)
13. Expulsion. (The Pastor makes the final decision.)

Careful documentation must be kept in all major disciplinary proceedings.

**PLEASE NOTE:** It is not required that each step be followed in that order. Depending on the circumstances or incident, the above forms a pattern of steps that may be taken.

When students are given a short "indoor lunch recess", parents are not generally notified. If parents want to be contacted about every issue, the teacher should be informed at the beginning of the year.

## **SUSPENSION AND EXPULSION**

Very serious breaches of discipline make a student liable to suspension or eventual expulsion:

- A. Continued misconduct after repeated detentions have failed to bring about a change in behavior.
- B. Willful disobedience or open defiance of teacher's authority.
- C. Willful damage to school or student property.
- D. Stealing.
- E. Obscenity, pornography, profanity, or vulgarity in word or act.
- F. Fighting in school, on the bus, on school property, or at a school sponsored activity
- G. Use of or possession of drugs or alcohol, tobacco, matches, knives, weapons, or drug paraphernalia.
- H. Continued Harassment
- I. Acts of Violence
- J. Cyberbullying

**NOTE:** According to Diocesan Policy #5137.5, for any student who has in his/her possession a weapon on school property or at any school-related activity, and/or threatens to inflict violence on another person, the following actions must be taken:

- A. Immediate reporting of possession of any weapon and/or threats to inflict violence to law enforcement

officials;

B. Immediate suspension with the possibility of expulsion if there are extenuating circumstances;

C. Informing the Superintendent of anyone so accused.

According to Diocesan Policy #5137, the use and/or possession of illegal drugs, alcoholic beverages, mood-alternating substances, look-alike drugs, or drug-related paraphernalia or the abuse of prescription drugs on school property or while attending or participating in any school-sponsored activity is forbidden and is considered a major disciplinary infraction.

In order to safeguard students, we do not permit students to use white-out or rubber cement, or to bring scissors to school.

A parent of any student who damages school property shall be liable for damages in the amount of the injury. This includes textbooks.

According to Diocesan Policy #5131, "Should a student be accused of a serious or criminal violation apart from school, the student may be placed on home study until the matter has been resolved, or another determination has been made by the administration."

According to the Safe Schools Act of 1997, "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: An act or offense involving weapons; sale or possession of controlled substances; willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school."

#### **DISMISSAL at 3:00**

During dismissal students proceed down the corridor quietly. No one is to run at any time. The parking lot will be blocked from 2:35-3:15. Anyone who is picking up children should park in either of the two parking lots on Glen Road, and walk up the steps to get your child/ren. Children may cross the parking lot (to make a short cut) because there is no need to worry about moving traffic. Students who are not picked up by 3:15 will report to the office, where parents may come to get them. This is to ensure the safety of your children.

In order to ensure the health and safety of our students, staff and visitors to the school, pets are not permitted on school grounds. Accommodations will be made for service animals that assist individuals with disabilities by contacting the school and obtaining approval from the principal. (On special occasions, pets are permitted in classrooms with prior teacher and principal approval.)

Parents who are consistently late must make arrangements with WINGS for the supervision of their child/ren until pickup.

Students may not wait unsupervised after school for events that take place hours later (basketball practice).

Students should take care of transportation uncertainties during the lunch period.

#### **DRESS CODE**

Uniforms are worn by all students from K-8, and **MUST BE** purchased **ONLY** through Flynn & O'Hara (1-800-441-4122) or Land's End (1-800-469-222). For your convenience, forms and brochures are available in the school office for both suppliers. Uniforms are to be worn at all times, unless otherwise specified.

Birthdays are special occasions on which students need not wear uniforms. For those with summer birthdays, an alternate date may be selected with the approval of the homeroom teacher.

On "Dress Down" days, mini-skirts are NEVER permitted. (In K-5, SJA shorts or other shorts of appropriate length are allowed.) Appropriate culotte style skirts are permitted. Care should be taken to wear only appropriate T-shirts that are not vulgar or demeaning. Flip flops are never permitted on dress down days. No skin tight clothes are permitted. No tank tops. No strapless/sleeveless/open-back blouses. Students who do not dress appropriately will not be permitted to enter their classrooms until properly attired.

Any exceptions to these regulations must be approved by the principal in coordination with the teacher(s)

involved.

When wearing the school uniform, students are a reflection of St. Joan of Arc School. Students should wear the proper uniform with pride.

Shirts and blouses must be **tucked in** at all times.

Belts must be worn if there are belt loops.

Sweatshirts are not part of the uniform, except on physical education days.

Hair must be neat and well groomed in a conservative style that is appropriate for school. Extreme and shaved hairstyles are not permitted. Tinted and dyed hair that draws attention and is disruptive to the educational process is not permitted. Fad haircuts are not allowed. Boys' hair must be trimmed around the ears and above the eyebrows, and should not be longer than collar length. Any hairstyle that distracts or hampers learning will not be permitted.

#### BOYS K-5:

Uniform navy blue trousers (K boys may wear elastic trousers)  
Black, brown, or navy blue belt  
White dress shirt (short or long sleeves) (may be purchased anywhere)  
K boys may wear polo shirt throughout the year, without a tie.  
Navy tie  
Optional: Uniform Sweater - V-neck or cardigan (navy blue) with summer or winter uniforms  
Dress socks must be blue or white

Optional Summer Uniform - Until Oct. 15 and after April 15

Monogrammed white knit polo shirt  
Uniform navy blue walking shorts  
Black, brown, or navy blue belt  
Dress socks must be navy or white

NOTE: Ties are available in the office for a 25c rental fee whenever a student does not comply with this requirement.

#### GIRLS K-5

Plaid uniform jumper (blue/gray plaid with gold stripe)  
White uniform blouse (no ruffles) with Peter Pan collar (long or short sleeves) to be worn with jumper  
Knee socks, tights, or anklets (white, navy blue)  
Uniform Cardigan Sweater or Vest (optional) navy blue, with summer or winter uniforms  
Matching hair accessories (optional)  
Uniform navy blue pants (optional)  
Black, brown, or navy blue belt  
Monogrammed knit polo shirts (short or long sleeves) to be worn with navy blue pants

Optional Summer Uniform - Until Oct. 15 and after April 15

Uniform navy blue skort  
Monogrammed uniform white knit polo shirt  
Navy or white crew socks

#### BOYS 6-8

Uniform pants - navy or khaki  
Black, brown, or navy blue belt  
Monogrammed Dress shirt - white, light blue, or light yellow (short or long sleeves)  
Tie of choice (appropriate)  
Uniform Sweater or Vest - V-neck or cardigan (navy blue) optional w/summer/winter uniforms  
Dress socks must be blue, tan, or white

Optional Summer Uniform - Until Oct. 15 and after April 15

Monogrammed knit polo shirt - white, light blue, or light yellow



## GIRLS 6-8

Uniform Skirt - Kick pleat - blue/gray plaid with gold stripe, navy, or khaki  
Monogrammed Blouse (long or short sleeves) - light blue, yellow, white  
Monogrammed knit polo (long or short sleeves) - light blue, yellow, white  
Uniform pants - navy, khaki  
Must wear knee socks, ankle socks, or tights  
Uniform Cardigan Sweater (optional) navy blue (no hooded sweat shirts except on PE day)  
Brown, black, or navy blue belt  
Skirts must be no more than 2 inches above the knee

If worn, nail polish must be clear or shades of pastel pink.

Light make-up that is appropriate for school is permitted.

Post earrings in the ear are acceptable. Hoop earrings may not be larger than a quarter. Any extremes in jewelry are not permitted.

STURDY SCHOOL SHOES must be worn. High-top shoes, boot-type shoes, cleats, and "sneaker look-alikes" are NOT acceptable. High heels are not safe for school wear. Heels higher than 2" are NOT permitted. Clogs or sandals are NOT permitted. Shoes must have backs. Sneakers are for physical education class only. Black walking shoes are acceptable, but NOT black sneakers.

## GYM

Navy T-shirt or navy sweatshirt must be worn – Only SJA hooded sweatshirts are permitted on PE day only. Hoods may not be worn over the head at any time.  
Navy sweatpants or wind pants may be worn  
Navy shorts at least mid-thigh length, may be worn or St. Joan of Arc shorts may be worn  
Sneakers without black soles. Street shoes are never permitted for physical education class  
T-shirts or sweatshirts must have no imprinting unless it is St. Joan of Arc School  
White gym socks

NOTE: Students wear gym clothes to school on gym days. If a student in any grade (K-5) wishes to wear gym shorts to school on gym day (from the first day of school until Oct. 15, or from April 15- end of school), they must be the school's uniform gym shorts.

No skin tight sweat pants or shorts are permitted at any grade level.

If a student fails to abide by the dress code a notice will be sent to the parent. If available, an appropriate uniform will be given to the student from the used uniform supply. After three notices, a detention will be issued, eventually. NOTE: If an emergency occurs, a note of explanation to the teacher should be written.

Unless approved by the principal, students are not to change clothes at dismissal time. For certain after-school activities that require a change of clothes, permission may be obtained from the supervising teacher, who will inform the principal.

## EARLY DISMISSAL

When possible, we ask that doctor and dentist appointments be made after school hours. Students who find it necessary to have such appointments during school hours must bring a note from their parent, stating the time of the appointment, the time the student will be picked up, and by whom, the length of the appointment, and the approximate time of return. **The pupil should present a slip from the doctor stating that s/he had been to the doctor's office and has permission to return to school.** Students must have their parent/guardian call for them. Students are to report out at the office, where parent will sign them out, and then sign them in upon the return.

Students are not allowed on the premises after school hours unless they are staying for a scheduled, supervised activity. For their safety, a note is required with parental permission. Printed blue permissions forms are available in the outer office for your convenience.

### **EMERGENCY EVACUATION INFORMATION**

You are urged not to call or go to the schools during an emergency. If a TMI evacuation is recommended while classes are in session, students will be bused to a designated host school outside the emergency-planning zone. This will serve as the student pickup point where you can take custody of your children. For SJA School, the designated host school is Fredericksburg Elementary School. Transportation Assistance Number is 717-533-2057 (Derry Twp Assistant Superintendent).

For other emergencies:

Lockdown – Participants will sit quietly in locked rooms.

Evacuation (such as gas leak inside, etc.) - Participants leave the school building to relocate at a predetermined location (SJA Church, Hershey Italian Lodge, or other according to the circumstances.)

Shelter-in-Place (such as gas leak outside, etc.) – Participants are located in one room with sealed doors and windows.

In the event of an evacuation parents are expected to report to the designated site and wait for further information to pick up their children.

For lockdown or shelter-in-place parents may not come to the school until the emergency is resolved.

### **EXTRA CURRICULAR ACTIVITIES**

Altar Servers Gr. 5-8	Soccer Team Gr. 6-8 (fall)
Basketball CYO	Sparta (fitness) K-8
Brownies Gr. 1-2	Student Council Gr. 4-8
Cheerleading K-8	Tennis K-8 (spring)
French	Track Gr. 4-8 (spring)
Golf Gr. 2-8 (spring)	Volleyball Gr. 7-8 (winter)
Jump Bunch	Yearbook Gr. 6-8
Karate K-8 (fall, winter)	Yoga Pre K-8 (fall, winter)
Soccer Shots Pre K-2 (all year)	Zumba Pre K-8 (fall, winter)

### **FEES**

Tuition - payable monthly with coupon

Lunch - payable daily, weekly or monthly with coupons

Supply Fee - to cover initial supplies, art and computer supplies, library, etc. with coupons

Science Lab Fee - for Gr. 5-8 to cover consumable supplies with coupons

All fees are payable by cash, check, credit card, or automatic withdrawal.

### **FIELD TRIPS - CLASS TRIPS**

Each class is permitted to have one class trip at the end of each school year. Teachers are responsible for planning the trip for their respective groups by April 1. After collecting and recording money, teachers should turn it in to the office daily for safe keeping. Room parents may assist in chaperoning as needed. Standard permission forms are required. Phone permissions are not acceptable. The teacher responsible for the field trip should check parent signatures to prevent forged parent permission for the trip.

Each class may also have one smaller field trip per semester. Permission forms are required.

Catholic high school visits or opportunities for personal or instructional formation as recommended by the pastor or principal are not included in this number, and may be considered in addition to other trips. Permission forms are required.

Service projects that involve off-campus activity may be considered if the time is arranged to coincide during a religion period(s), and does not consume time from other academic subjects. Permission forms are required.

Field trips are **privileges** afforded to students; students can be denied participation if they fail to meet academic or behavioral requirements. Students are expected to be present in school if they do not

participate in the field trip.

If medications or EpiPens are needed, parents should provide the necessary items for field trips.

Five detentions may exclude a student from participating in any trip.

Students who fail to submit the proper permission form will not be allowed to participate in the field trip. For your convenience, we have included a copy of the official form at the end of this handbook. This form may be photocopied and faxed as needed when a student loses the one given by the teacher. Telephone calls are not accepted in lieu of proper forms.

Parents also have the right to refuse to allow their child to participate in a field trip. In such cases, students are still expected to attend school, and will be under the supervision of designated school personnel to accomplish appropriate tasks according to the individual needs of the student.

### **FIRE DRILLS**

Fire drills are serious. Each school is required to hold one fire drill monthly. The following regulations are strictly enforced both by the Fire Department and the school.

- A. When the fire bell sounds, students quietly leave the classroom immediately, in a single line, and use the assigned exit, as posted in classroom.
- B. Teachers must take the class roll book, and take attendance outside.
- C. Silence must be observed during the fire drill.
- D. ALL doors must be closed.
- E. Students return to the classroom in silence.



the

NOTE: In addition to fire drills, intruder drills and tornado drills are scheduled.

### **FOLDERS – FAMILY**

Each Friday (or last day of the school week) a communication folder is posted on the school's website. This folder contains information of a general nature for the parents. Paper copies will be provided for any family that does not have access to the Internet.

### **FOLDERS - TEST**

Each student receives a folder at the beginning of the year for test papers. This folder is usually brought home every Friday, and is to be signed by the parent, and returned to the teacher. This is one way of communicating with you about your child's progress. If you do not receive a folder regularly, please contact the teacher, as this procedure is followed throughout the school.

### **FORMATION IN CHRISTIAN CHASTITY**

The program "Formation in Christian Chastity" has been developed by the Diocese 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 the child. For the first four years, parents will be provided with letters that outline a series of teaching points along a particular theme that matches with 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. However, the intimate details of human development are always reserved to parents. This is in keeping with the understanding outlined above about the differing developmental needs of children and the essential role of parents. Safe environment topics have been incorporated into some basic lessons plans for younger children and for older children, and there are parent resources for additional support in this area.

### **FUNDRAISING**

Because fundraising plays such a major role in keeping our school moving forward, the Board of Education has determined it is a matter of justice for every family to participate in meeting this obligation. Everyone must participate for the program to successfully reduce the tuition increase each year. Tuition may be reduced by participation in the following fundraisers.

- March Madness Raffle – 40% of sales  
(For example....40% of \$200 in ticket sales = \$80 towards your tuition)
- Race for Education – 50% of all donations received

A report is sent to each family to let you know the exact amount earned, which may be applied to your tuition or donated back to the school.

We do need each family to participate in at least two of the final four fundraisers (Raffle, Gala, Race for Education, Annual Fund).

We need all of our fundraisers, and hope that you enjoy the comradery experienced in supporting St. Joan of Arc School through our various events. Remember, they are all held in an effort to make Catholic Education affordable to everyone who desires a Catholic Education, and at the same time, provide opportunities to socialize in the process.

### GRADING

Grade reports are distributed 3 times during the school year. Parents come to the school to receive the grade report at the end of the first trimester, on the designated date and at the specific parent conference time.

At the midpoint of each trimester, progress reports are sent to parents of all students.

In recent years, a great deal of research has been completed on instruction, assessment and grading. Best practices of differentiated instruction and assessment have enhanced our teaching. The Diocese of Harrisburg has developed a Grade Reporting System to reflect this knowledge. As teachers prepare to use the Grading System, they are directed to prayerfully reflect on their ministry as Catholic Educators. How does the Gospel of Christ inspire our work as teachers?

### Rationale

#### The Grade Reporting System is comprised of multiple pieces including, but not limited to:

- weekly newsletters
- periodic progress reports
- portfolio reviews
- alternative assessments
- parent conferences
- standardized tests

The goal of a complete system is to maintain adequate information about a child's growth over time as a student. This formal reporting document is **only one piece** of the complete system which assists in communicating knowledge of a student's learning progress to all stakeholders: parents, students, colleagues and administrators.

Considering developmentally appropriate tasks, the following levels of grading are used:

#### K Grade Report and Primary Grade Report for Grades 1-3

There are 3 growth indicators:

E = Exceeds expectations

P = Proficient

I = In progress

#### **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.**

#### **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.**

#### **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.**

#### Intermediate Grade Report Grades 4-8

The letter grades indicate the following:

- A = Excellent: 93-100
- B = Above average work: 85-92
- C = Average work: 75-84
- D = Below average work: 70-74
- F = Unsatisfactory 69-below

Art, Computer, Music, Physical Education, Foreign Language – Letter grades are given in grades 7-8.

In addition to the letter grades, growth indicators are given in subdivisions in each subject area.

Grade reports will be given in an official envelope. Since grade reports need not be returned, parents are asked to sign the envelope and return it to the school to indicate that the report was received.

#### **HANDBOOK**

This handbook is intended to be sure that everyone is aware of school rules and policies. For everyone's protection, parents and students are asked to sign the form accompanying this handbook, indicating that you agree to be governed by this handbook. Courts construe handbooks as part of the contract existing between school and parents.

#### **HEALTH INFORMATION**

Any important information concerning a student's health that is made known to you during the year should be reported to the school office.

The Diocese of Harrisburg and the Derry Township School District have informed us that in order for office personnel to dispense any prescription medications to students it is necessary to fill out a form, available in the office, for each medication needed. Medicine must be accompanied by a physician's note, and must be in the original container. This policy was established for the safety of the students as an assurance to parents that children are taking only medicine that parents are permitting to be dispensed. A diocesan form must also be signed. These forms are available in the school office.

School personnel may NOT give medicated cough drops, aspirin, Tylenol, and other non-prescription medicines, unless accompanied by a physician's note. However, parents may come to the school to give these medicines at any time. Parents must also sign a form, available in the office, giving permission for such medicines.

The Pennsylvania Department of Health has made revisions in the control of communicable diseases, the essence of which is as follows:

A.. Diseases requiring exclusion from school are as follows: chickenpox, mumps, measles, whooping cough, respiratory, streptococcal infections, scarlet fever, pinkeye, impetigo, scabies, ringworm, and tonsillitis.

B. Diseases requiring a specified period of isolation and the length of that period are:

**measles** - 6 days from the appearance of the rash.

**whooping cough** - 4 weeks from onset.

**respiratory streptococcal infections** - 24 hours after antibiotic initiated.

**head lice** - over-the-counter treatment required, and nits must be completely picked out

Readmission to school of pupils recovered from infectious conditions or pinkeye: No child or other person who has been excluded or who has been absent from school by reason of having or of being suspected to have had measles, whooping cough, respiratory streptococcal infections, scarlet fever, pinkeye, impetigo, scabies, tonsillitis or ringworm shall be readmitted except with a certificate of recovery from a physician.

This information has been given to us from Derry Township Schools, and is to be followed consistently.

If children are really sick, it is better not to send them to school. By the time they get to school, they feel worse, and usually go home after possibly infecting other students.

### **Health Admission Requirements**

Under regulation of the Pennsylvania Department of Health, **ALL** children entering school are required to provide written proof of having received the following immunizations.

Following are immunization requirements for students starting school for first time—usually kindergarten or first grade (but will also include any student who has not yet been enrolled in any schooling program who is entering at a higher grade).

- **4 doses of DPT, Td, or DT vaccine**
- **3 doses of Oral Polio Vaccine**
- **2 doses of Measles, Mumps, and Rubella Vaccine** (usually given as MMR)
- **3 doses of Hepatitis B Vaccine**
- **Proof of a current (within one year) negative Tuberculin test or chest x-ray** is required for **those students who have lived abroad**. A BCG does not preclude the student from having a tuberculin skin test. However, the parent may elect to skip the skin test and have a chest x-ray completed for proof of absence of disease.
- **Varicella (chickenpox) immunity**, either from vaccination (**1 dose for students age 12 or younger, 2 doses for students age 13, history of disease or laboratory testing**)

If immunization is against your religious beliefs or you have a strong moral or ethical conviction similar to a religious belief, you must sign the reverse side of the “Certificate of Immunization” stating your reason. If immunization is not medically advisable at this time, a physician (M.D. or D.O.) must sign the medical exemption on the reverse side of the certificate.

Your child may attend school provisionally if you can provide evidence of at least one dose of each vaccine and a plan for completion of the remaining doses of vaccine. *Your child’s health record will be reviewed every sixty (60) days until completion of the required doses. Please furnish to the school the dates additional doses of vaccine are received.* All immunization requirements must be completed within eight (8) months of entrance to school. If the immunization requirements are not met, the school administrator shall not admit the child to school or permit continued attendance.

In accordance with the above regulations, your child will not be admitted to school until the certification of immunization or exemption is completed by your physician or other health care provider.

### **Dental and Physical Exams**

The Pennsylvania Department of Health requires students to receive regular physical and dental examinations. The physical examinations are required in Kindergarten or First Grade and Sixth Grade. The dental examinations are required in Kindergarten or First Grade, Third Grade, and Seventh Grade. To provide continuity of care, it is recommended that your family physician/dentist complete these examinations. Please return them by October 1.

### **Health Screenings**

The mandated school health program represents the minimum school health services that all children of school age must receive. The intent is to assure optimal physical function and to improve the physical condition of school age children. Minimum health screening required by the Public School Code include the following:

<b>SCREENINGS</b>	<b>GRADES REQUIRED</b>
Height and Weight	K- 12
Body Mass Index	K-12 mandated in 2007-08

Hearing	K- 3, 7, 11, new entrants, students with known loss
Vision	K- 12
Scoliosis	6, 7

**HIV/AIDS OR RELATED DISEASES**

According to Diocesan Policy (#5150) students who are HIV-infected or have AIDS or other related diseases will not be denied admission or be 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.

Parents are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the 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:

- A. Surfaces soiled with blood, urine, feces, vomits, etc., should be thoroughly washed with soap and water, and then disinfected with a 10% solution of household bleach and water (1 part to 9 parts). This solution should be freshly prepared for each use.
- B. Personnel cleaning the spill should wear rubber gloves and wash their hands when they are finished.
- C. Disposable towels should be used whenever possible.
- D. Mops should be thoroughly rinsed in the disinfectant solution.
- E. Handle all discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water for at least 15 seconds.
- F. Avoid punctures with objects that may contain blood from others.
- G. Carefully dispose of trash that contains body waste and sharp objects. Special containers with plastic liners should be used for disposal of refuse that contains blood or any body spills that contain blood. For disposal of sharp objects, containers that cannot be broken or penetrated should be used.

Students should be encouraged to foster good habits of health and hygiene throughout the school. It is recommended that students not share a common drinking container. Arrangements should be made for all participants to have an individual drinking container.

OSHA boxes containing a variety of supplies are found in each classroom, along with a copy of the Universal Precautions.

**HOMEROOM ASSIGNMENTS**

If it is necessary to have two homerooms for any grade, it is the responsibility of the homeroom teachers of the preceding grade to work together to assign the students to the two homerooms in the upcoming grade, in consultation with the two new teachers, and with final approval by the principal. Determination is based on student-teacher learning/teaching styles and needs, relationships within the classroom, and balance in numbers of students. As closely as possible, each class should be equally divided between the two teachers.

We do not encourage parents to request homeroom teachers. If a parent has a very good reason for indicating a preference for their child's teacher, they must write a letter to the principal stating their reasons by May 15. A form will be issued for parents to complete, stating special considerations and needs of the child that would require a special placement. Although parents may indicate their child's teacher preference, this is never the primary consideration for class divisions, and cannot be guaranteed. The good of the child and the good of the class are primary considerations, as a result of the professional judgment of competent educational personnel. Once a list has been established, it cannot be arbitrarily changed without further consultation with those involved. Postcards will be mailed in mid-August to

inform students of their homeroom assignment.

### **HOMEWORK**

Work to be done outside of school is given to reinforce the skills taught in the classroom. This assigned work may be on a daily basis or in the form of long-range projects. Study and reading assignments are as important as written assignments. Failure on a student's part to do assigned homework will prove to be detrimental to the grade in any given subject. In Grades 5-8, credit will be lost as follows:

Late homework - 1/2 credit one day late - no credit thereafter

Late projects - 5 points off per day up to 5 days - no credit thereafter

Students in grades 4-8 are provided with a homework book to write assignments that must be done at home.

Following is the guideline for homework expectations:

Grades 1-2: 20-40 min. per night

Grades 3-4: 40-60 min. per night

Grades 5-6: 90 min. per night

Grades 7-8: 120 min. per night



Homework is posted on the website, but students are still expected to take the responsibility of writing their homework assignments in their homework book.

### **HONOR ROLL**

Students in grades 6-8 are eligible for the Honor Roll as follows:

#### **DISTINGUISHED HONORS**

All A's

Exemplary conduct

#### **FIRST HONORS**

All A's and B's with A average

Exemplary conduct

#### **SECOND HONORS**

No grade lower than B with B average

Exemplary conduct

Special subjects (Art, Computer, Physical Education, Music, and Foreign Language) do count in determining Honor Roll status.

Exemplary conduct means no major discipline problems, and student abides by expected behavior as outlined in Handbook for Parents/Students.

### **INTRUDER DRILL, etc.**

St. Joan of Arc School is dedicated to providing for the safety of all students and staff during times of emergency. No crisis plan can truly prepare the school community for catastrophic events, but much can be done to reduce the seriousness of these events and, most importantly, care for and protect the student and employees of the school. Intruder drills, tornado drills and fire drills are held so that we will be prepared for these emergencies should they occur.

### **LIBRARY**

Every child is provided with the opportunity to visit the library at least once a week with the class to get books for reading enjoyment and research. Regulations are as follows:

A. Quiet should be maintained at all times.

B. Ordinarily, books may circulate for one week. If the book is not in demand, it may be renewed for an additional week.

C. Reference books may not be taken out of the building at any time.

D. Each student is personally responsible for books signed out in his/her name. Damaged or lost books must be replaced.

E. 5 cents a day fine will be imposed for overdue books.

## **LOST AND FOUND**

Lost articles that are found should be claimed in the office. Unclaimed articles of clothing will be given to the poor.

## **LUNCH**

The PA Department of Education Division of Food and Nutrition has established new guidelines for student lunches served in schools throughout the state. The changes are intended to decrease the fat content of the lunch as well as limit the quantity of food consumed by each child.

In keeping with our Health/Wellness Policy of encouraging students not to over-eat, students in K-3 may not order second helpings of food. Students in Grades 4-8 may order second helpings, but they will get the second helping after they have eaten the first serving. Parents of a student who has special dietary needs may contact the classroom teacher to make alternative arrangements for their child.

Coupons are provided so that payment may be made in advance. Checks can be made out to St. Joan of Arc School. The cafeteria will only carry up to a \$50 credit for your child. When your account shows a \$50 credit, we will not be able to serve your child a full lunch unless they pay in cash or your account is paid in full. You can call 533-8537 during school hours or e-mail the cafeteria staff at [cafeteria@stjoanhershey.org](mailto:cafeteria@stjoanhershey.org).

All students are provided with the opportunity to purchase a hot lunch and all are required to eat in the cafetorium. Students may bring their own lunch. However, we do not permit "outside" lunches such as fast foods, nor any activities that would compete with our own hot lunch program.

Due to food allergies, students may not share lunches or exchange lunches with other students.

Parents should notify the homeroom teacher if a child has any type of food allergy.



Students are expected to observe the cafeteria procedures as outlined in the section "Conduct...in the cafetorium."

## **NOTEBOOKS**

In order to help students to develop organizational skills, students in Gr. 4-8 will use color-coded notebooks as follows:

English - Blue  
Math - Yellow

Religion - Purple  
Science - Green  
Social Studies – Red

## **PARENTS AS EDUCATORS**

Parents are the primary educators of their children. When children enter school, parents are encouraged to reinforce study habits and skills learned in school.

Children learn better if the parents reinforce what is taught in the classroom. Parents' attitudes toward the school and its teachers are reflected in the attitudes of the children, and ultimately in their behavior. Children often react publicly to what is said privately in the home. Therefore, parents are asked to maintain a united front with the school on matters pertaining to school policy and discipline.



Obedience, manners, and respect cannot be learned at school if they are not taught at home.

## **PARENT-TEACHER ORGANIZATION**

The Parent-Teacher Organization is an organization which functions in cooperation with the school administration to accomplish religious and academic goals. Membership is open to parents of children currently attending St. Joan of Arc School and currently employed teachers of St. Joan of Arc School. Meetings are held with proper notification given in advance.

## **PETS ON SCHOOL GROUNDS**

In order to ensure the health and safety of our students, staff, and visitors to the school, pets are not permitted on school grounds. Accommodations will be made for service animals that assist individuals

with disabilities by contacting the school and obtaining approval from the principal. On special occasions, pets are permitted in classrooms with prior teacher and principal approval.

### **PHILOSOPHY, MISSION STATEMENT, BELIEFS**

These three documents were created through the efforts of our teachers, and proudly express what St. Joan of Arc School stands for. It is very important that all decisions be made in light of our school philosophy, mission statement, and belief statements, as stated in the front of this handbook. We should continually refer to these documents as references. Each classroom should have the mission statement displayed in a prominent place.

### **PHOTOS**

Life Touch takes school pictures in the fall. Everyone's picture is taken in school uniform for the class composite and for permanent records. Payment is expected at the time of the pictures if you wish to purchase them. Spring pictures are taken in casual clothes with varied backgrounds each year, and are optional. Payment is made upon receipt of the pictures if you wish to keep them.



Many times pictures are taken throughout the year by various newspapers, as well as for the school website. Parent permission is required for this, and may be given by signing the appropriate form, available through the school office.

### **PLAYGROUND DUTY**

There are four paid playground aides each day to monitor the cafetorium and playground during lunch and recess. The consistency of having the same people every day does much to improve the "listening skills" of the students. Teachers also share in the supervision of the students on the playground on a rotating basis. All playground monitors/aides are required to participate in Olweus Bully Prevention Training, provided by the school at no cost.

Parent volunteers are always welcome to come and help during this time. When you arrive in school, go to the office to sign in, get your badge, and report to the cafetorium.

### **PROCEDURE FOR GRIEVANCES**

The educational policy implemented by the principal, curriculum coordinators, and faculty, is in accordance with the Office of Education of the Diocese of Harrisburg. Please direct any inquiries or difficulties concerning school policies to the appropriate person (i.e., classroom difficulties to the teacher). If further consideration is necessary, contact the principal.

(Refer to the section "Discipline" for our grievance procedure.)

If a parent has a difficulty, it is important that the first contact be with the teacher involved. If no satisfactory conclusion is reached, the principal may be consulted. A meeting should then be arranged with parent(s), teacher, and principal present. If no satisfaction is reached, the pastor may be contacted, and a meeting arranged with the persons involved.

### **RECYCLING**

St. Joan of Arc School participates in and encourages recycling as a means of expressing "stewardship for God's creation." Cans and plastics should be recycled in the appropriate cans in the cafetorium and throughout the school.

### **RELIGIOUS OPPORTUNITIES**

The primary focus of Catholic Education is to nurture the development of our children's faith, and to lead our children to grow in love and service to others. Specific times are set aside each day for prayer and for doctrinal instruction. Students and faculty attend Mass on a weekly basis, and have opportunities to receive the Sacrament of Reconciliation. Stations of the Cross are also planned each Friday during Lent. Parents and friends are always invited to these liturgical services. The Rosary is recited during the months of October and May.

On the yearly school calendar, family names are read on each school day. On "your" day, we pray for your family throughout the day after it is announced at 8:10. You may also come to visit the school that



day, visit the classroom, bring a treat for your child's class, or eat with your child on that day. (Please let the teacher know in advance.)

Special attention is focused on Mary during the months of October and May.

Confirmation I-II students are required to volunteer service hours as follows:

Confirmation I (Gr. 7) - 6 Service Projects  
Confirmation II (Gr. 8) – 6 Service Projects

Opportunities are also provided for students to become involved in service to the Church as altar servers, choir members, youth ministry, etc.

### **REPORT CARDS (GRADE REPORTS)**



Grade reports are distributed 3 times during the school year. Parents come to school to receive the progress report in the midpoint of the first trimester, on designated dates and at specific times. This is a brief meeting, so that if you wish to discuss a student's progress at greater length, you are encouraged to make an appointment with the teacher who will then be able to give you the time and attention to help your child to succeed.

At the midpoint of each trimester, progress reports are sent to parents of all students.

(See "Grading" for more details about the Grade Report.)

### **SCHOOL GROUNDS**

The playground is closed to public traffic during the school day. Suspicious persons should be reported immediately to the office.

General school supervision begins at 7:30 a.m. and ends at 3:15 p.m. The school is not responsible for supervision of the general public use of the playground beyond the regular school day.

Students **MUST** return home between school and evening sports programs, unless a responsible adult is officially designated "in charge" of the student. For this to happen, written permission must be presented to the principal, designating the person responsible for the student, and with that person's signature, accepting the responsibility for that student.

### **SECURITY DOORS/VISITORS**

For the safety of our children, all visitors are asked to ring the bell at the security door before entering. Upon approval in the office, the doors will be unlocked and visitors will then be allowed to enter. Visitors must immediately report to the office to sign in and obtain a Visitors Badge that must be worn while in the school. This includes parents, salesmen/women, volunteers, former students, etc. **Parents may not go to classrooms at any time without first reporting to the school office.**

Former students are always welcome, but advance notice is appreciated. Visits should be limited to lunch time or before/after school so as not to interrupt instructional time.

If visitors are guest speakers for a particular class or activity, it is important that they be approved by the Principal, who must follow diocesan guidelines in order to provide reasonable assurance that any guest would not express teachings contrary to the Church, and thus cause embarrassment to the school or to the diocese.

### **SMOKING POLICY**

According to Pennsylvania Act 145 on School Tobacco Control, which became law on February 3, 1997, any pupil who possesses or uses tobacco in a school building, a school bus, or on school property, or property under control of a school district, commits a summary offense. Upon conviction, pupils will be disciplined as per the smoking policy and fined \$50 plus court costs. **Our building is a non-smoking building for everyone.**

### **SNOW DAY CLOSING INFORMATION**

If the Derry Township Superintendent closes or delays school openings, the announcement will be made



as early as possible on the following stations:

WNNK-FM 104.1

WQXA-FM 105.7

WHP-FM 97.3

WRKZ-FM 106.7

WGAL-TV Ch. 8

Radio stations should **not** be called.

You may check the school's website at [www.stjoanhershey.org](http://www.stjoanhershey.org) or call the school answering machine (533-2854) for the most up-to-date information. A "regular" message indicates that Derry Township has not yet informed us of a decision to delay or cancel school. An email "blaster" is also immediately sent to all on our email list to alert you of the change, either early in the morning, or during the school day if there is an early dismissal.

Unless you hear a radio announcement to the contrary, school will be held on schedule. If some districts are closed, but Derry Township is not closed, school will be in session, but students from districts which are closed will not be considered absent, although they will be responsible for work presented. If the school districts vary in the delayed opening schedule, follow the announcement that pertains to the district in which you live for being transported to school. If you ride to school and a one-hour delay is announced, report to your bus stop one hour later than usual.

In the event of early dismissal, announcements will be made via radio, TV, email, or website. In that event, we make every effort to contact parents of children who think they will be going home to an empty house. As soon as we are made aware of an early dismissal, we post it on our website ([www.stjoanhershey.org](http://www.stjoanhershey.org)) and send out an email blaster. We appreciate parents anticipating our efforts to contact them by letting us know of any special instructions for their children ahead of time. The phone is constantly busy on early dismissal days, and it is very difficult to contact us at the last minute. **Planning ahead is always less stressful for students in these circumstances. On days of possible early snow closings, it is recommended that parents write a plan for their children to give to the teacher, as it is often difficult to reach us if we are using all of the phone lines to contact parents of anxious children.**

Parents are asked to send in a generic plan for early dismissal, with the understanding that it can change according to circumstances of the day. An email blaster will be sent to inform parents of emergency closings.

### **STUDENT COUNCIL**

The Student Council has a highly active role. Its purpose is to serve as a forum where the student body and the administration meet. In this way, the students can assume as much of the responsibility for organizing their school activities, as they are able to handle. Purposes include:

- To promote a relationship that will prove to be mutually beneficial among faculty, administration, and students;
- To aid and coordinate student activities;
- To aid in enforcing the handbook;
- To represent the school community at school or parish functions.

Student Council members represent the highest ideals of St. Joan of Arc School. Student Council members who commit serious infractions may be asked to resign from their position on the Student Council.

In order to be eligible to run for Student Council positions, students must maintain at least a "C" (75) average.

### **STUDENT SUPPORT TEAM**

St. Joan of Arc School seeks to serve as broad a range of students as we are able to do so. This includes students who may require some extra measure of instructional support. We evaluate students who seek admission to determine if the school program will be able to effectively serve the student.

Parents should be notified of any academic, social, or behavioral concern as soon as possible by the classroom teacher. If the difficulty persists, a meeting of the Student Support Team may be called by the parents, teacher, guidance counselor, or administrator. This is a team meeting with the purpose of creating interventions that will assist the student. The Instructional Support Teacher coordinates this effort with the support of the Principal.



### **SUPPLIES**

A supply fee is charged at the beginning of the school year to cover initial supplies as well as art, computer, and library supplies needed throughout the year. Additional supplies are available through the school office, and are sold throughout the year. If you wish to purchase supplies through the office, a list of needed supplies with money should be enclosed in an envelope with the student's name and grade clearly marked. If change is needed, this should also be indicated.

### **TELEPHONE**

Student use of the office telephone must be limited to emergencies, and may not be abused. Calling for forgotten clothes or homework is not considered an emergency, and will not be allowed. Calling to check on or change transportation arrangements should be done during lunch.

Although we do not advocate having cell phones in school, they may be needed for after-school activities. Cell phones are for after-school use only, and must be turned off during the day and kept in the student's locker.

### **TESTING**

Students in grades 3-8 are tested in the spring of each year, using the IOWA tests. Test results are presented to parents before the end of the school year, and will be used for planning for the new academic year.

Students in K-8 have math benchmark screenings three times a year. Students in K-2 are given DIBELS (Dynamic Indicators of Basic Early Learning Skills) screenings three times a year in September, January, and May. DRA (Directed Reading Assessment) is also administered as needed. Scores are used to adjust teaching and to determine if any child needs help in one of the skill areas.

### **TUITION**

The school is operated as a faith community, not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the teachings of Christ. Consequently, the payment or receipt of tuition may not be considered or construed to establish or create any warranties or conventions or contractual obligations on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

A form consisting of 11 tuition payment sheets is sent to each family of registered students before the beginning of the school year. Payments may be made monthly by the 15<sup>th</sup> of each month. It is important to include the payment sheets with each check so that proper credit may be given. It is also important that payments be made on time. If there is a financial difficulty, it is very important to contact the principal or development director as soon as possible so that adjustments may be made. Payments may be made by check, cash, credit card, or automatic withdrawal. The school provides a tuition reduction plan for all employees of St. Joan of Arc Parish and the Diocese of Harrisburg. This plan provides a 50% reduction for children of employees who work 18 hours or more. A 2% discount is provided for those who pay in full at the beginning of the school year.

Tuition Delinquency Procedure for those who do not contact us:

- 2 months late – Contact from Development Director
- 3 months late – Contact from Principal
- 4 months late – Letter from Tuition Collection Agency
- 5 months late – Phone Call from Tuition Collection Agency

Transcripts for students transferring to another school are withheld until financial obligations are met or alternate terms are agreed upon. According to Diocesan Policy #5112, no student should be accepted as a transfer from another diocesan school if they have outstanding financial obligations to their former school.

The non-Catholic tuition rate is very close to the actual cost to educate a child at St. Joan of Arc School. Parents who receive the Catholic rate are expected to attend Mass on a regular basis in order to continue to qualify for the Catholic rate.

### Financial Aid

St. Joan of Arc School believes that each child is a special gift from our loving God and every effort will be made to provide a Catholic Education at St. Joan of Arc School in the case of financial need. With that goal in mind, the St. Joan of Arc Board of Education, adopted the following Financial Aid Policy to insure that the limited assistance funds available benefits those most in need. Parish Financial Aid is available for Catholic students in grades K-8. Financial Aid, including Pre-K, is available from the Neumann Scholarship Foundation and the South Central PA Scholarship Foundation; information regarding these financial assistance programs can be obtained by request.

### Eligibility Requirements

1. Eligible families must complete the Financial Aid Application annually.
2. Eligible families must demonstrate financial need and submit certain financial information to support their need. All information will be held in strict confidence.
3. Eligible families will be required to provide volunteer time for various school/church activities and/or fundraisers; such as lunch/playground monitor, PTO activities, babysitting, data entry and traffic monitoring. A minimum of 40 hours per school year is required and volunteer time will be recorded.
4. Prior-year balances on all school accounts, including tuition, lunch and fees must be paid in full to receive financial aid consideration for the new school year.
5. The ability to finance remaining balance of tuition obligation must be demonstrated.
6. The maximum amount of financial aid available will not exceed 50% of the entire tuition owed.
7. The Pastor or Principal may make accommodations for special cases.

### **VOLUNTEERS**

Volunteers are always welcome in our school, and enhance the quality of our education. If you are interested, please call the school office. Already in place are programs for Playground and Cafeteria Supervision, Cafeteria Food Preparation, Homeroom Parents, Literature Circles, Library Aides, and host of opportunities through the Development Office. If you have a talent that is not listed, we always welcome those who wish to contribute to the well being of our students.

Forms are usually included in the envelope that goes home on the first day of school, and an orientation is held in the beginning of September in order to familiarize you with the various routines of the school.

Regular volunteers are now required by state law to have a PA State Police Check to be sure they do not have criminal records, Dept. of Public Welfare check to be sure they are not child abusers, and a recent TB test. Forms for these are available in the school office, and the school assumes the cost of this for volunteers. All volunteers must also view the Diocesan Child Protection Training on the Diocesan website ([www.hbgdiocese.org](http://www.hbgdiocese.org)), and sign a Diocesan Disclosure Statement. In addition to these requirements, we expect that all of our volunteers are prudent, and realize the necessity of maintaining confidentiality in a school setting. When all clearances are received, volunteers are issued badges by the Diocesan Office that must be worn while volunteering.

Olweus Bully Prevention Training is also highly recommended for all volunteers who interact with students during the school day. This training is available through the school by school personnel.

### **W.I.N.G.S. ("Welcome In God's Spirit")**

Our WINGS program is an extended school program that provides after-school care for students at St. Joan of Arc School. Because it is an extension of our school program, this program extends the values and religious atmosphere of the regular educational program. It is under the direction of a qualified teacher and aides in proportion to the required number for children in attendance. Enrollment may be for students in grades Pre K-8 (3:00-6:00). Students in grades 6-8 may serve as assistants for younger students. Information for enrollment is available in the school office. Tuition coupons assist in the timely payment of fees.



Because the WINGS Program is an “extension” of the school day, we are not allowed to provide WINGS services on snow days or holidays. If there is an emergency early dismissal, services are generally provided until 3:00.

### WITHDRAWAL

Students may withdraw from St. Joan of Arc School after a parent/guardian has signed a Release of Records form and an Exit Form stating the reason for the withdrawal. Transcripts of school records will be forwarded to the new school only after the following criteria have been met:

- A. Financial obligations are satisfied.
- B. State books, as well as books belonging to St. Joan of Arc School, are returned to the teacher.
- C. Locker is emptied and cleaned.
- D. Library books are returned.

If a student withdraws from St. Joan of Arc School, s/he may not re-enroll during the same school year.



NOTE: THE PRINCIPAL/PASTOR RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

THE CONTENTS OF THE HANDBOOK ARE SUBJECT TO ALTERATION OR MODIFICATION BY THE SCHOOL, AS CIRCUMSTANCES MAY REQUIRE.

## **CATHOLIC EDUCATION**

*is above all  
a question of  
communicating  
CHRIST.*

Pope John Paul II



"A Catholic school education is a privilege. The available research tells us that the Catholic School is the best means available to parents for passing on their FAITH to their children. But it is important to remember that the Catholic School can only assist parents with the religious formation. Parents must be responsible for seeing that their children practice their faith at home on weekends and at vacation time by attending Mass on Sundays and receiving the sacraments regularly. Parents must do this not only by words, but also by example. Accompanying children to Mass and living the Gospel in your daily life is a necessity.

"In addition to good example, parents are also expected to take an interest in the school by participating in school functions. Parents are urged to share time and talent in both school and extra-curricular activities by serving as volunteers in school programs and helping with fundraisers."

--Reverend Philip Burger, Pastor

**ST. JOAN OF ARC**

**PARENT PERMISSION AND WAIVER FOR FIELD TRIP PARTICIPATION**

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from ST. JOAN OF ARC SCHOOL. A brief description of the activity follows:

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and waiver of liability.

My child has special medical concerns. Yes \_\_\_\_ No \_\_\_\_ (If yes, please describe)

**CONSENT AND WAIVER**

I hereby request the participation of my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated date(s). I further consent to the conditions stated above on the participation in this event including the method of transportation.

I hereby agree, on behalf of the named student and his/her other parent or legal guardians, to waive any claims for liability against this school, the Diocese of Harrisburg (and any diocesan or school officers, agents or employees) which may arise from the participation of the named student in the above-described event.

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please return this entire form by \_\_\_\_\_