CATHOLIC EDUCATION
is above all
a question of
communicating
CHRIST.

Saint John Paul II

Dear Families,

Another school year begins, and once again we are setting off on a new adventure here at Saint Joan of Arc School.

I am of course talking about the opening of our new "Saint Joan of Arc Little Knights Daycare". With the Hershey Presbyterian Church finding a new home for their congregation (we wish them God's abundant blessings and thank them for being good friends and neighbors), we were left with empty space and decided to expand our school to include daycare for children 6 weeks to 36 months.

We had a wonderful response, and everything seems to be in place for our opening after Labor Day. There is a great need for day care in our area, and we are hoping that those who choose our school for their little ones will continue through middle school. There will be an adjustment period as we take on this new endeavor, but it is exciting as well.

We are unique among schools in our area and in our diocese. I thank all of you who support this wonderful school. Parents, students, faculty, staff, parish family, and all our benefactors come together to make us the great school that we are. May this new school year be truly blessed.

In Christ,

Father Al

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 in our handbook, or in any other document, custom, or practice, is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the diocese or school. Contents of the handbook are subject to alteration or modification by the school as circumstances may require.

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.

MIDDLE STATES ACCREDITED 2023

STEM ACCREDITED 2019

NATIONAL BLUE RIBBON 2016

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

DIOCESE OF HARRISBURG CODE OF CHRISTIAN CONDUCT

The Catholic Church and this Catholic School recognize parents as the primary educators of their children and that the education of students is a partnership between parents and the school. The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Our school is committed to providing an environment that educates, nurtures, and supports students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth— parents/guardians, teachers, administrators, family and friends— is expected to behave in accordance with these principles.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school. These principles include, but are not limited to, the policies, principles or procedures set forth in our school's handbooks.

It shall also be expected that the parents/guardians of a student follow the standards of conduct that are consistent with the Christian principles of the school. These principles include, but are not limited to the policies, principles or procedures set forth in our school's handbooks.

Our codes of conduct for members of our school community were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. As a partnership, we all need to understand the importance of a good working relationship.
In most cases, differences can be resolved. In some rare instances, however, if, in the opinion of the administration, the partnership is irretrievably broken because of the severe nature of the conduct, the school reserves the right to disenroll a family.

The purpose of this policy then is to provide a reminder to all members of the community of the expected conduct, so that we may continue to thrive, progress and achieve in an atmosphere of mutual understanding and respect.

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

- Work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations
- Communicate and respectfully express concerns about the school operation and its personnel in a constructive and Christian manner within an appropriate setting

In order to support a Christian and safe school environment, the following behaviors are inconsistent with the Christian principles of the school and, therefore, are unacceptable:

- Physically or verbally intimidating a member of the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parent/staff at the school on any social media sites (Any concerns are to be addressed through the appropriate channels)
- Abusive and/ or threatening electronic, written or verbal communication
- Disruptive behavior which interferes or threatens to interfere with the operation of the classroom, office, or any other area of the school property.

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 reaffirm 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.

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

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."

PROFILES OF GRADUATES

When the students have completed our education program at St Joan of Arc School, we expect them to:

- know and practice their Catholic faith by becoming an active part of their faith community.
- strengthen their Christian values through acts of service to others.
- know and demonstrate proficiency in all core subjects, technology, and the arts.
- continue to learn and succeed in a variety of post-secondary academic environments.

We expect our students to demonstrate the following qualities and characteristics:

Independence	Personal Responsibility	Global Awareness
Respect	Self-esteem	Critical Thinking
Reverence	Collaboration	Self-Reliance

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
On the hill near the outside 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, l9l8, 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, l924, 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 196l. 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, l957. Holy Spirit Parish continued to be a mission of St. Joan of Arc Church until May 25, l965, 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 continued under the leadership of Father Michael Rothan, who came to St. Joan of Arc in June 2011, and now Father Al Sceski, who came in June 2015.

Presently three Daughters of Mercy staff St. Joan of Arc School, 29 full time teachers, 3 part time teachers, a librarian, 10 classroom aides, and approximately 50 volunteers for the 475 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 "cafeteria" 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 full-day Kindergartens, to meet the growing needs of the early childhood population in the parish and surrounding area.

In 2008 and again in 2015 AND 2023, St. Joan of Arc School was accredited by the Middle States Association. In 2016 the school achieved National Blue Ribbon status. In 2019 SJA became STEM accredited by Middle States.

In 2016 the Sisters moved from the present convent to the property adjacent to the playground. In 2017 the parish offices moved into the renovated convent to make more space for the ever growing needs of the parish and school.

In the summer of 2018 the school was given a facelift with new blue and gold flooring in the hallways, a new floor in the cafeteria, and newly painted walls and lockers in the main hall. Plans for further expansion are in the works.

In December 2019 papers were signed to purchase the former Lancaster Mennonite School for use in the 2020-2021 school year for an increasing enrollment. This is a beautiful, new modern school situated on 36 acres of land for over 500 students. Six classrooms on the third floor were completed in the summer of 2022. Two additional classrooms, a science lab and lounge were completed during the summer of 2023. The chapel for 500 persons was completed during the summer of 2024. Solar panels were also added during the summer of 2024.

Little Knights Daycare is being added to the school during the 2025-26 school year to meet the needs of infants from 6 weeks to toddlers of 36 months.

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.

IMPORTANT PHONE NUMBERS

Parish Office: 717-533-7168 Convent: 717-533-2864 School: 717-533-2854

FAX: 717-534-0755

SCHOOL HOURS

Pre School 3 year olds	8:10 a.m. – 3:00 p.m. Mon through Fri (5 full days)
Pre School 4 year olds	8:10 a.m. – 3:00 a.m. Mon through Fri (5 full days)
Grades K-8	8:10 a.m.- 3:00 p.m.
“Little Knights Daycare”	7:00 a.m.- 6:00 p.m.

SNOW INFORMATION

Check our website at school.stjoanhershey.org or call the school, 717-533-2854, and press “school closings & delays.”

Call the school answering machine for the latest up-to-date information. Our new Rediker software program will send out an email, phone call, and text message (to those who give permission) for both school closings and delays, as well as early dismissals. The following TV stations will also carry our closing information:

ABC 27 NEWS WGAL TV 8 FOX 43 CBS

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.

Refrain: **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 crown 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.

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 reach10 days.

Absentees MUST be phoned in to the office by 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 by 9:00 you may simply leave the message on the answering machine at any time. You may also email the secretary at SJASchoolSecretary@stjoanhershey.org. If you contact your child's teacher, please also contact the school office. Please explain the reason for the absence, as well as symptoms. 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.

Any student with a fever of 100.4 degrees F or greater (38 degrees C) will not report to school. Parents of any student with a fever of 100.4 degrees F or greater (38 degrees C) will be called to pick the child up immediately. The student will not be allowed back at school until a "fever-free" period of 48 hours (without medication) has elapsed AND when the student has been cleared by a physician's note. A parent who keeps a child home because of fever will follow the same protocols.

In order to encourage students to stay home when they are sick, we will not be awarding Perfect Attendance Certificates this year.

ACCEPTABLE USE POLICY - INTERNET

(INTERNET AND OTHER COMPUTER RESOURCES)

Computers are a valuable tool for education at St. Joan of Arc School. The faculty/staff encourage the proper use of computer-related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below.

Responsibilities of User:

Students are responsible for good behavior when using school computers, electronic devices, and the Internet. St. Joan of Arc students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet. General school rules for behavior and communications apply.

Internet:

St. Joan of Arc School will adhere to the policy as stated in the Diocese of Harrisburg Policy #6230. It includes the following paragraph: "The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use 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 social media, e-mail, or other messaging systems 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."

Computer Use Code of Conduct:

In keeping with St. Joan of Arc's general code of behavior, the following rules apply:

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

General Guidelines for use of the Internet:

- Computers are to be used only for the purpose of academic or other authorized activities.
- All files created by students on the school computers, and/or with software administered by the school, 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 in compliance with the Child Internet Protective Act (CIPA). All email messages are the property of the school/organization which is the owner of the equipment.

- No student is permitted to have access to school computers, electronic devices, and /or the Internet without staff supervision. While accessing the internet, students are expected to only access internet sites or applications that the teacher has deemed necessary and/or appropriate at the specific time of technology use. 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, electronic devices, and /or software applications will be the responsibility of the parents/guardians of the student.
    - NOTE: Because the school is responsible for supervising student use of the internet on electronic devices, students are not permitted to use these devices before or after school, unless they are under the supervision of a teacher.
- All students are instructed on inappropriate online behavior, Internet safety and the awareness and prevention of cyberbullying each year. All forms of cyberbullying 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 5136A. Cyberbullying 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 social media.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- The use of proxy sites or other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Deliberately spreading a virus through the use of the Internet or removable media is strictly forbidden.
- The following are not permitted:
    - 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
    - Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
    - 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 social media on the Internet which are morally inappropriate and violates 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 that would be deemed inappropriate by the school
- Additional rules and restrictions may be added at any time.

Student E-Mail Accounts:

St. Joan of Arc School will provide each student a school-managed e-mail account in the stjoanhershey.org domain. These accounts are to be used for educational purposes only and must be used in accordance with the guidelines stated in this Policy. All correspondence with these accounts is archived. Any improper use of a school-managed e-mail account is subject to the sanctions below.

Sanctions:

1. If a student would violate our acceptable use policy while in our physical school building, (depending on the infraction) an expected consequence might be loss of technology privileges for a set time determined by the administration.
2. Because distance/virtual learning requires the use of technology to function, the consequences of disciplinary infractions during distance/virtual learning may be more severe than when students are in our physical school building (including probation, suspension, or expulsion).
3. If a student, parent, or guardian observes inappropriate behavior during a St. Joan of Arc School distance/virtual learning experience, they are encouraged to report that behavior to the teacher and/or administrator as soon as possible so as to ensure the safety and well being of everyone in our school community.
4. Disciplinary or legal action may be taken by the school or other interested parties.

Legal issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, ". . . it is a felony punishable by fines up to $15,000 and imprisonment up to seven years for any person to access, alter, or damage of any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . ."

FOR STUDENTS: I have read the rules for acceptable online 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, educationally appropriate software, 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.

St. Joan of Arc School 1:1 Chromebook Policy

Introduction

Technology is a valuable tool for education at St. Joan of Arc School. The school encourages the use of computer-related technology, including the internet. With the right of access comes the responsibility to use it correctly and wisely.

When accessing sites and material on the internet, everyone is expected to exercise wise judgment, common sense, and good taste in accordance with the Diocesan Code of Christian Conduct. It is the responsibility of each user to monitor his/her own use of technology resources.

As part of St. Joan of Arc's 1:1 initiative, students will be given Chromebooks for academic use. These Chromebooks are a student's personal responsibility and the devices will be managed by St. Joan of Arc. During the school year, students will use his or her Chromebook in classes under the direction of teachers. Chromebooks should be placed in the charging cart at the end of every day, so they are charged and ready for each school day.

This agreement outlines the appropriate use of all technology use at St. Joan of Arc School. Students and parents are asked to sign this document upon enrollment at St. Joan of Arc School so that there can be a shared understanding of the acceptable use of all students using all technology in our schools.

Ownership

Chromebook computers issued through the 1:1 program are the property of St. Joan of Arc School. Students have no ownership, interest, or right to title in the laptop computers until otherwise notified by St. Joan of Arc School.

St. Joan of Arc School is the sole licensee of the software included with the Chromebook computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protection. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

Acceptable Use

- St. Joan of Arc School only authorizes the use of its Chromebook computers in a manner that supports its instructional services policy guidelines in the St. Joan of Arc School regulations.
- Using Chromebooks should never be loaned to another student or individual during the school day,
- Personal use is permissible so long as, in the determination of St. Joan of Arc School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any Diocese of Harrisburg Catholic School Policy, St. Joan of Arc School Policy, local, or federal law.
    - Notwithstanding the above described permissible personal uses, the Chromebooks are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
    - A nonexclusive example of illegal activity for which the Chromebook may not be used is the transmission or storage of copyrighted materials not in the name of the student or St. Joan of Arc School.

- Students must handle the Chromebook computers with care.

- Students must place their Chromebook in the designated chrome charging cart and connect it to the charger at the end of the school day unless instructed to do otherwise by a school administrator/teacher.
- Students must not use Chromebook computers or computer programs in any manner other than that for which it is intended.
- Students must not install software onto Chromebook computers borrowed under this policy unless specifically authorized to do so by a school administrator.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a St. Joan of Arc School computer
- Students must not use proxy sites or other means to circumvent filtering software
- Chromebook computers will be treated in a similar manner as other school-owned educational tools such as textbooks. Therefore, all St. Joan of Arc School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
- Damage, loss or theft of Chromebook computers must be reported to the school by the first subsequent school day following the loss or theft.
- Students must not modify, upgrade, or attempt to repair Chromebook computers issued under this policy without the express permission of the school.

Privacy

St. Joan of Arc School reserves the right to monitor or access the storage of its Chromebook computers for any reason in accordance with the law. This right to monitor includes but is not limited to circumstances where St. Joan of Arc School suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or laws, or evidence exists that demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person.

All communications and information transmitted by, received from, stored within, or that passes through St. Joan of Arc School's facilities may be archived, deleted, monitored and reviewed for content or usage at any time by St. Joan of Arc School. Students do not have a right to personal or confidential electronic information or communications that are exempt from this guide. St. Joan of Arc School also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

Disciplinary Measures

Noncompliance with the above St. Joan of Arc School 1:1 Chromebook Computer Policy shall result in loss or restriction of Chromebook computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a St. Joan of Arc School computer may be revoked at any time for infractions.

- Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- School administrators will determine violations of the above St. Joan of Arc School 1:1 Chromebook Computer Policy.
- Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of St. Joan of Arc School. Discipline may include legal action.

Indemnification

By signing the St. Joan of Arc School 1:1 Chromebook Computer Student/Parent/School Agreement (in the handbook), the student and his or her parent(s) or guardian(s) agree to reimburse and hold St. Joan of Arc School harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the Chromebook computer and its software to St. Joan of Arc School in accordance with this policy.

At-Home Use

Students or Parents/Guardians can request loaner Chromebooks from the school in the event of a virtual school day, quarantine, or health-related absence. Any loaned device must have written permission for St Joan of Arc administration and a parent or guardian to leave the building. Loaner Chromebooks are to be used for homework, school-related research, or other school-related projects. Students are permitted to connect to their home Internet and printers. Loaner devices must be returned at the end of the loan period.

Daily Requirements and Expectations for Use

1. Students are required and expected to place their Chromebooks in charging carts at the end of each school day. Chromebooks should be plugged in each night to assure a full charge the following day.
2. Chromebooks can be fragile, and if they are dropped they may break. Chromebooks should only be used while they are on a flat, stable surface such as a table.
3. Chromebooks will be kept in a safe place at all times.
4. Teachers will determine whether or not the Chromebooks should be opened or closed each class period.
5. The laptops are preinstalled with the necessary hardware and software. It is not permissible to add or change the hardware (memory, storage, etc) or software under any circumstances.
6. Students are prohibited from playing nonacademic games during the instructional day unless the game is directly related to a school assignment or activity and approved by the teacher.
7. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, or anything not in line with the teachings of the Catholic Church, etc. is prohibited.
8. Sound must be turned off except when it is being used as part of a class.
9. Headphones are prohibited except when it is being used as part of a class.
10. Instant messaging is prohibited on school devices
11. Students are allowed to access only those files that belong to them or which they have permission to use or which have been shared with them via Google Docs.
12. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
13. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
14. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
15. When transporting the Chromebook make sure it has been securely stored.

Security Procedures

1. Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student.
2. Chromebooks should be in a student’s possession or secured in a designated secure area at all times.
3. Students may never share their passwords with other students. Passwords should always be kept confidential.

4. Students should never share personal information about themselves or others while using the Internet or email.
5. If the Chromebook is lost or stolen, parents or guardians should immediately report the loss or theft to a school staff member and police in writing.
6. Chromebooks will be checked periodically to ensure they do not contain any unapproved software or files. internet histories may also be checked.
7. Students may NOT clear their Internet history at any time. Students may not use Incognito or Guest mode at any time.
8. Students may not bypass the school's network at any time while on school property. Use of outside proxy servers, "hot spots" or wireless connections are prohibited. Students are to ONLY use the St. Joan of Arc School wireless network for connecting to the Internet while at school. (NO Wireless Air Cards, cell phone tethering, MiFi, etc).
9. If a password is compromised or/lost parents and/or guardians should immediately report the incident to the school.

General Care Procedures

1. Students are expected to treat their Chromebook with care and respect. The Chromebook is the property of St. Joan of Arc School until otherwise notified and should be kept clean and free of marks at all times. If damage occurs, the student will receive a bill for damages.
2. Using Chromebooks should never be loaned to another student or individual during the school day unless specific persimmon has been given by a teacher/administrator.
3. When transporting the Chromebook to and from school, students should always be sure it is placed in a secure environment such as a laptop backpack, laptop sleeve, etc.
4. **No object should ever be placed or stacked on top of your Chromebook.** This includes books, binders, water bottles, etc.
5. Students should use care when plugging in their power cords, Not inserting a cord at the proper angle or forcing the connector can damage the connector inside the computer.
6. Do not attempt to force open the screen beyond its angle, as the screen or hinge will break if forced.
7. Chromebooks should not be closed with anything on the keyboard to prevent the full closure of the device. Obstacles on the keyboard could cause broken screens or damaged hinges (e.g. pens, pencils, or disks). Close the screen gently using two hands–one at either corner of the screen.
8. Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.

Consequences of Inappropriate Use

The use of any school technology is a privilege and not a right. Students are expected to use the Chromebook in accordance with this Chromebook Program Guide, the School Acceptable Use Policy, The 1:1 Chromebook Computer Policy and any applicable regulations and laws. Failure to use this Chromebook in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of the School.

Technical Support

If a student-issued Chromebook is damaged or malfunctioning, the student should take the device to the Technology Office. If the device is damaged or malfunctions outside of school hours, students should immediately notify the school via it@stjoanhershey.org, and bring the device to the Technology Office the next school day. If repairs are needed, students may be issued a loaner Chromebook to use during the school day which must be returned at the end of the day. If a student-issued device requires a hardware repair or replacement, the student will be required to pay for the cost of the repair

or replacement. In the case of a lost Chromebook, immediately notify St. Joan of Arc Technology Office at it@stjoanhershey.org.

In the event of loss or theft, students and parents are responsible for notifying the school immediately. In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance if applicable. A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified immediately.

AI Policy and Guidelines

This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

- Approval and Oversight:
  The use of AI programs for any school-related activity must receive prior approval from the relevant authority (teacher, department head, or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.

- Responsible and Ethical Use:
  AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.

- Originality and Attribution:
  Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

- Academic Integrity:
  Students and staff must maintain the highest levels of academic integrity when using AI tools. This includes honesty in how AI-generated work is presented and used within the school's academic and administrative frameworks.

- Privacy and Data Security:
  Users must respect privacy and data security guidelines when using AI programs, ensuring that sensitive information is protected and that AI tools are used in compliance with data protection regulations.

- Educational Enhancement:
  AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort. It's crucial that the use of AI remains aligned with the educational goals.

- Verification and Accountability:
  Assignments or projects created with the assistance of AI are subject to review. Students may be required to verbally explain their work and the extent of AI's role in it to ensure understanding and original contribution.

Consequences for Policy Violation

Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

- First Offense: Warning and mandatory educational session on ethical AI use.
- Second Offense: Loss of AI tool access privileges for a specified period, parent/guardian notification, and a reflective assignment on the importance of academic integrity.

- Repeated Offenses: More severe disciplinary actions, such as detention, suspension, or expulsion, based on the school's disciplinary framework. Academic penalties may also apply, including grade reduction or failure for the related assignment or course.

By adhering to these guidelines, our school community can leverage AI technologies to enrich our educational environment while upholding our commitment to academic excellence and integrity. This policy encourages all stakeholders to engage with AI tools thoughtfully, responsibly, and ethically.

When parents and students sign the student handbook contract, they are agreeing to the following:

Student

I recognize the technical sophistication and expense of the equipment I am being entrusted to operate in the St. Joan of Arc School Chromebook Program. I acknowledge that it is a privilege I share with others and that there is a shared trust among us all to protect the hardware and software. My signature constitutes my pledge that I will not damage or disable the hardware or software entrusted to me, or behave in a manner that might lead to accidental damage to the equipment or injury to others or myself. I further understand that it is unlawful to copy or remove software programs from the Chromebook. My signature acknowledges that I have read and understand the regulations in this guide, including those concerning acceptable and unacceptable use, computer security, and proper care of the equipment. I further understand that I may be prevented from working with technology resources located at St. Joan of Arc School if I violate my pledge and fail to abide by the rules and regulations governing my use of technology at St. Joan of Arc School.

Parent/Guardian

As a parent or guardian, I recognize the importance of the above pledge my child has made. I promise to support St. Joan of Arc School's administration and faculty in developing students who accept responsibility for their own learning and actions. I agree to make sure that equipment is returned in good condition with normal wear and tear or else pay for the necessary repairs should I leave or withdraw my child from St. Joan of Arc School.

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. All students must be fully toilet trained.

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.

All students seeking admission to St. Joan of Arc School must complete the Admissions Application and provide a copy of their birth certificate. Students transferring from another school must also provide a copy of their transcript and most recent report card. Once admitted to St. Joan of Arc School, students must finalize the enrollment process by completing the Enrollment Information Form, Medical Information Form, Enrollment Contract, and Payment Plan Setup, as well as providing a copy of their baptismal certificate (if Catholic), and paying a

registration fee. An optional Financial Assessment may also be completed if the student seeks need-based scholarship assistance.

As a rule, we do not accept eighth grade students during the middle of the year, unless the student is moving from a different location outside of the region of SJA School, or if there are special circumstances involved.

Any special needs (academic, behavioral, and/or emotional) should be reported prior to completing the enrollment process. Failure to do so may result in the disenrollment of the student from St. Joan of Arc School. Students are admitted on a provisional 60-day probation period (1 trimester) in order to assure both parents and teachers that we are able to meet the student's needs. If there are special needs, we will do all that we can to meet those needs. A meeting at the end of the trimester may be scheduled to evaluate the student's progress.

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).

We respect the individual beliefs of all non-Catholic families whose children are enrolled in our school. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of sacramental preparation programs. These requirements include attendance at regularly scheduled classes in religion, fulfillment of other requirements of the subject, and attendance at religious functions offered as part of the school's program.

ARRIVAL AT SCHOOL & MORNING DROP-OFF

Pre K students should be dropped off at the regular Car Entrance Door until 7:50. In dropping off between 7:00-7:50 please park in the lot and escort your child to the door.

Beginning at 7:50 Pre-4 students should be dropped off at the Pre School Entrance on the lower level.

We ask that parents not accompany Pre K students into the building.

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

NOTE: Parents of students who must be in car seats should park in the lot and escort your child to the car door.

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.

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

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.

From 8:10-8:15 all money, notes and forms are collected during the activity period. Students should go to their lockers and prepare their books for class before 8:10. Once students are in their homeroom, they are to stay in the room unless they have teacher permission to leave.

ASSIGNMENTS

All school assignments and homework should be written neatly and legibly. Students of Grades 5-8 are to use 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. Absences, late arrivals and early dismissals should be reported to the school office in the morning, or as soon as possible when the change occurs. Homeroom teachers may also be alerted, but they do not always see the notice in time.

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. Students should allow time for lockers *before* homeroom. All students are expected to be on time. Chronic unexcused lateness will result in a student being kept after school for Friday detention. Tardy students **must** report directly to the office with a written note (if they have an excuse), 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. Vacations are discouraged, but if necessary, must include an educational component in order to be approved.
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 office for an Extended-Absence Request Form at least one week prior to the absence in order to allow sufficient time for teachers 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 for the work missed, within a reasonable time, upon their return.

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, Long Range Planning, Buildings and Grounds, Stewardship, 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. 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 backpack.

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. Food is not permitted to be eaten on the bus.
5. Fighting, even "for fun," or other actions which would endanger the safety of the bus will lead to deprivation of bus privileges.
6. Hanging or shouting out of windows is not permitted.
7. The authority of the bus driver and/or safety is to be respected at all times.
8. 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 you should always call the **office** in the event of a change. 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.

Each year parents must request bus transportation, if needed, from your local public school district. The forms are available for every school district on the school website. Bus transportation will not be provided unless these forms are submitted.

CAIU SERVICES

As members of the Capital Area Intermediate Unit #15, students in K-8 benefit from the following services:

Reading/Math 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. Parent permission is needed for CAIU screening to determine if there is a need for further support or services.

Students who receive these services are scheduled to leave their classroom to report to the CAIU classroom. 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 principal, and 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 the Instructional Support team for strategies. If that does not work, parents should be involved. If success is not reached, the Instructional Support teacher should request an SST (Student Support Team) meeting, including principal, Instructional Support teacher, classroom teacher(s), CAIU teachers, Guidance Counselor (and parents, if feasible). The Instructional Support teacher will arrange and facilitate the SST meetings.

Our school 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.
A. Accidents resulting in breakages should be reported to the teacher or principal immediately.
C. Each student should keep their locker 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.

CELL PHONES and CALLING HOME

Student use of the office telephone must be limited to emergencies, and may not be abused. Calling to check on or change transportation arrangements should be done during lunch. Parents are asked to call the school office to change a child's transportation arrangements, not the child's cell phone

Although we do not advocate having cell phones or Smart watches in school, they may be needed for after-school activities. Cell phones and/or Smart watches are for outside of school only, and must be turned off during the day and kept in the homeroom teacher's locked closet. Cell phones must be "off," as well as other electronic devices. An automatic after school detention will be given for failure to abide by this. Exceptions may be made for health reasons only. The school is not responsible for missing, lost, or damaged items.

CHANGE OF ADDRESS

Any change in address, telephone number, e-mail, 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 from 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.

CHEATING

Academic dishonesty will not be tolerated at St. Joan of Arc. Cheating will be defined as using someone else's work in a manner that is not approved by a teacher. This includes looking at other student's work during a test or assignment, or having another student's work in their possession without a teacher's permission. Sharing homework is not allowed. Plagiarism will not be tolerated.

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.

CLASSROOM DOJO

The classroom dojo application is a useful tool for quick communication between parents and teachers. It is also effective for informing parents of positive and negative things that their child may do throughout the day. It is important to periodically check your child's dojo account for both positive and negative dojo points.

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. If a parent would like to meet with a teacher or administrator, a reason for the meeting should be indicated. Spontaneous administrative visits are also discouraged. 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. Gossip is useless for the overall improvement of the school or the situation at hand and contrary to the Christian life.

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, the Pledge of Allegiance, or prayer.
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. 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. For the first offense, the item will be taken away, and returned at the end of the day to the student. For

the second offense, the object must be picked up by the parent, and the student will have a lunch detention. For the third offense, the parent will be contacted to pick up the item, and the student will have an after-school detention.

2. In the Cafeteria

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 the 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, with the exception of the fresh fruit program.
I. Remain seated except for disposal of trash.
J. Leave the cafeteria in an orderly manner.
K. Running is never permitted in the cafeteria.

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. Middle school students must sign out.
C. Middle school students are expected to have hall passes outside of the classroom.
D. 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 a 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.

CONFIDENTIALITY

Confidentiality is extremely important in the school setting. We expect that all teachers, staff, parents, volunteers, and visitors will respect information that may come to their attention that is confidential in nature.

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.

Parent contact is important in maintaining consistency in discipline, and 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 cyberbullying 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.

It is worth noting that the following are indicators of actual bullying. Typically, all of these factors must be present:

1. Aggression-physical, verbal, or social
2. Dominance-is the aggressor stronger or more dominant? Was one side outnumbered?
3. Persistence-was there more than one incident or did the aggressor fail to stop when asked?

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, website postings (including blogs), or phone calls. All forms of cyberbullying 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. This is why we have implemented a comprehensive bullying prevention program and is used at the school, classroom, 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. 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 that 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. 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.

Adaptations for consequences may be made according to the age of the child and the nature of the situation. The following is a guide for students in Grades 2-8:

BEHAVIOR	**VERBAL HARASSMENT (NAME CALLING, GOSSIPING, ETC.) SOCIAL EXCLUSION**	**HITTING PUSHING SHOVING**	**SEVERE HITTING PHYSICAL THREATS SEVERE HARASSMENT CYBERBULLYING**
1ST 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 week.
2nd 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.
3rd 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.
4th TIME	Form filled out, signed by parent. Suspension 1 day. Counseling. SST meeting.	Extended Suspension – out of school. Form signed by parent. Counseling.	
5TH 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 (verbal or written), disturbing class, tardiness, failure to have necessary books and materials, loitering in lavatories, littering, lying, pretending to sign-out 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.

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 5-8, a yellow card is used in order to keep parents informed of patterns of missing homework or misbehavior. A student who receives three teacher signatures for misconduct or missing homework will have a detention after school. Each trimester a student begins with a "clean slate." Rediker is available for middle school parents to access discipline records.

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. Parents may receive a message through classroom dojo or email.
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. (A parent will be notified of this.)
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. (Five behavior detentions will result in this as well and possibly automatic probation.)
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.

EARLY CHILDHOOD POLICIES

We believe that discipline is a measure of showing children that we care about them and their welfare. Our policy is based on the principles of love and respect for the rights of all individuals. The manner in which a teacher handles a discipline situation will depend on the child and the individual occurrence. This could involve any of the following:

A. Provide ample activities to keep the child involved.
B. Discussion with the child and give gentle explanations and reminders.
C. Positive reinforcement and encouragement.
D. The child will be redirected to another activity.
E. Provide a quiet time. (short time in the classroom for the child to collect themselves until they are ready to be a part of group activities again.

The child's teacher may accompany the child to the support room when all of the above techniques have been exhausted. After frequent visits to support, the teacher, support teacher, and principal will schedule an initial SST (Student Support Team) meeting. You will receive notice when your child visits the support room.

Chronic Disruptive Behavior: We will make every effort to work with the parents of children having difficulties. We are here to spread Christ's joy to all of our children. However, a child displaying chronic disruptive behavior that has been determined to be upsetting to the physical or emotional well-being of another child/class may require the following action.

A. Initial SST Consultation
    a. The problem will be identified and a course of action established to resolve the situation.
B. Second consultation
    a. If there is no improvement and the initial plan for helping the child fails, the parent(s) will again be required to meet with the SST team. Another attempt will be made to identify the problem, outline new approaches, and discuss the consequences if progress is not apparent.
    b. If there is still no improvement, the child is unable to participate in group experiences, the discipline problems continue, the child poses a threat to self, staff, or other children and is determined that all possibilities have been exhausted, the child may be disenrolled from St. Joan of Arc school. Decisions made by the Principal and Pastor in conjunction with the Diocesan Office of Education are final.

SUSPENSION AND EXPULSION (Grades 2-8)

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

A. Continued misconduct after repeated behavior detentions (5) 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 in person or through technology
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, lighters, knives, weapons (or look alike weapons), or drug paraphernalia.
H. Continued Harassment
I. Acts of Violence
J. Cyberbullying, sending inappropriate photos through any form of technology, abuse of technology

NOTE: According to Diocesan Policy #5137.5, for any student who has in his/her possession a weapon (or look alike weapon) on school property (including buses) 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

Pre School students are dismissed at the Pre K door on the lower level between 2:30-3:00 in order to avoid traffic congestion at the 3:00 dismissal time for the other students.
K-8 students are dismissed at 3:00. Bus riders will be called to the gym. Individual buses are called and dismissed through the main front door where the buses line up. Car riders are dismissed from the car door near the parking lot. WINGS students are walked to the appropriate classroom.

During dismissal students proceed down the corridor quietly. No one is to run at any time. As buses or cars are called students proceed directly to the bus or car.

Parents who are consistently late in picking up their child/ren 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 (1-800-800-5800). 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 the following are permitted:

- Girls’ leggings/yoga pants with appropriate length top that covers 2” above knee or fingertip length from shoulders down.
- Loose fitting jeans (without holes) and sweat pants
- Shorts during summer uniform time (Grades K-5)
- Shorts, skirt or skorts – uniform length
- Shirts must cover midriff.
- T-shirts/sweatshirts without vulgar or objectionable language or pictures.

Students who do not dress appropriately will not be permitted to enter their classrooms until properly attired.

Dress down days are sometimes awarded to certain classes or groups of students. Dress down passes are all given for various reasons. In the event your child would like to use a pass, they should first clear it with their homeroom teacher to make sure that day works. Students should not come to school dressed down without having cleared it with their homeroom teacher. Dressing down as a class is not permitted on days in which Mass is celebrated.

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

When wearing the school uniform, students reflect 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.

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. 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.

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)-tucked in
K boys may wear a polo shirt throughout the year, without a tie-tucked in.
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-tucked in
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 if 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 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)-tucked in
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
Fleece jackets may not be worn during the school day, except for outdoor recess.
Boys are not permitted to wear earrings.

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 sweatshirts except on PE day)
Brown, black, or navy-blue belt
Skirts must be no more than 3 inches above the knee. If students cannot adhere to this, they will be required to wear pants. Toward the end of the year, reasonable allowances may be made for those who outgrow their uniform.
Fleece jackets may not be worn during the school day except for outdoor recess.

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

Girls may wear post earrings in the ear. Hoop earrings for may not be larger than a quarter. Any extremes in jewelry are not permitted.

BOYS-GIRLS

STURDY SCHOOL SHOES must be worn. 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, crocs, sandals or flip flops are NOT permitted–even on a dress down day. Shoes must have backs. Sneakers are for physical education class only. Black walking shoes are acceptable, but NOT black sneakers. Shoes should be black, brown or blue. A doctor's note is required for students to wear sneakers at any time beyond gym days.

GYM
Navy plain T-shirt, navy plain sweatshirt, or SJA attire 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. 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 wear the school's uniform gym shorts.

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 permission forms are available in the office for your convenience.

EMERGENCY EVACUATION INFORMATION

You are urged not to call or go to the school 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:

- Intruder – Follow directives from A.L.I.C.E. training
- Evacuation (such as gas leak inside, etc.) - Participants leave the school building to relocate at a predetermined location.
- 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

Most activities have a registration fee.

Altar Servers Gr. 3-8
Archery
Art Club
Band
Basketball Boys/Girls CYO
Cheerleading
Chess Club – Intermediate and Advanced
Chess Club – Beginners
Choir
Cooking Club
Dance: Frances Mohler Dance
Drama Club
Girls on the Run
Golf
Italian Club
Karate – DeAngelis Martial Arts
Lego Club
Mary's Training and Fitness
Piano Lessons
Private Tutoring "Learning Lovers Tutoring" Mrs. Gavin
Science Explorers
Soccer Shots – Pre K – Grade 2
Soccer – Middle School
Tennis
Track and Field
Trivia Club
Volleyball
Voice Lessons
Yearbook Club

FEES

(Note: all online payments add a convenience charge to your account.)

Tuition - payable through Simple Tuition Solutions (STS)
Lunch – pre-pay daily, weekly, or monthly by check or online
Supply Fee - to cover initial supplies, art and computer supplies, library, etc., payable through STS. NOTE: The supply fee covers initial supplies. Additional supplies (pencils, notebooks,etc.) needed throughout the school year may be purchased through the school office, or at any store.
Science Lab Fee - for Pre K-Grade 8 to cover consumable supplies payable through STS

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

WINGS - extended care program - payable directly to SJA by check, credit card through 5 Star registration portal

Cafeteria accounts must be paid in advance. All parents should register for an online system to view cafeteria balances and purchases. The system also allows parents to set email notification alerts when the available balance is low. Parents may make cafeteria account payments through the online system, the St. Joan of Arc website, or by check payable to St. Joan of Arc School. Additional fees may apply when paying through the online system or website (there is no fee when you pay the school by check). When a student's cafeteria balance is zero, the parents will be notified by the school and are expected to immediately deposit funds into the account before making additional cafeteria purchases. If you have questions about your child's cafeteria account, you may call 533-2854 during school hours. Applications for free/reduced lunch are available throughout the year. If a student's bill exceeds $50, parents will

be notified. A simple lunch will be provided for the student until the balance is paid and the student is eligible to purchase a regular lunch.

Shaming students in any way who have outstanding lunch accounts is strictly forbidden. Teachers or cafeteria serving staff are not privy to the status of student lunch accounts. Only the school lunch cashier and principal are privy to lunch account balances, and they are not permitted to share this information with students or staff. On-line computer software reminds parents of outstanding or low lunch account balances every Monday morning at 8:00 a.m. Parents not enrolled in the on-line system will be notified by letter.

All students are provided with the opportunity to purchase a hot lunch and all are required to eat in the cafeteria. 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.

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 trimester. 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 EpiPen 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 the classroom.
B. Teachers must take the class roll book, To-Go Kit, 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.

NOTE: In addition to fire drills, intruder drills, earthquake 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. Please note that in middle school, you may not receive a folder every week because much of the information is electronically distributed.

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 fundraising for the program to successfully reduce the tuition increase each year.

We need all of our fundraisers, and hope that you enjoy the camaraderie experienced in supporting St. Joan of Arc School through our various events. Remember, they are all held 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. Progress reports are provided at the midpoint of each trimester for grades Pre-K through 4. Parents of students in grades 5-8 can see their students' grades in the Rediker parent portal at any time.

Parent conferences are held at the end of the first trimester.

At the end of each trimester, grade reports (report cards) are sent to parents of all students in K-8..

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 6-7-8.

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.

HAZING

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization….” Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. (Diocesan Policy 5136c) Further details are available on the diocesan web site www.hbgdiocese.org

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 prescription or 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.

Derry Township School District recommends that we send children home if they have a fever of 100. Students should be fever free and off (fever) medication for 24 hours to be able to return to school.

Health Admission Requirements

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

Following are immunization requirements for all new and current students

- **4 doses of DPT, Td, or DT vaccine**; **one dose on or after 4th birthday**
- **4 doses of Oral Polio Vaccine; 4th dose on or after 4th birthday and at least 6 months after pevious dose was given**
- **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.
- **2 doses of Varicella (chickenpox)** or evidence of immunity.
- **7th and 12th grades require additional immunizations for attendance:**
  2 doses Meningococcal Conjugate Vaccine (MCV): 1 dose required for entering 7th grade and 2nd dose at age 16 or 12th grade.
  1 dose Tdap; required for to enter 7th grade

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 and submit written confirmation. If immunization is not medically advisable at this time, a physician (M.D. or D.O.) must either sign the medical exemption on the reverse side of the certificate, or a physician's note is required.

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 thirty (30) 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 five (5) days of entrance to school, with the exception of 7th and 12th grade requirements (there are no provisional days for these grades). 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:

SCREENINGS	GRADES REQUIRED
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 or 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 30 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 2-4 are provided with a homework book to write assignments that must be done at home.

Following is the guideline for homework expectations: (10 minutes per grade)

Grades K- l-2:	20 min. per night	Grades 5-6:	50-60 min. per night
Grades 3-4:	30-40 min. per night	Grades 7-8:	70-80 min. per night

Homework for grades 4-8 will be posted in google classroom. Homework for grades K-3 will be posted on the website.

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 in major subjects with A average
Exemplary conduct

SECOND HONORS
No grade lower than B in major subjects with B average
Exemplary conduct

Special subjects (Art, Computer, Physical Education, Music, and Foreign Language) do count in determining Honor Roll status. Special subjects do not carry the same weight as major subjects.

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 students and employees of the school. Intruder drills, tornado drills, earthquake 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, or on the Lost and Found table in the back of the cafeteria. Unclaimed articles of clothing will be given to the poor.

LUNCH

The PA Department of Education Division of Food and Nutrition has established guidelines for student lunches served in schools throughout the state. Recent 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.

Cafeteria accounts must be paid in advance. All parents should register for an online system to view cafeteria balances and purchases. The system also allows parents to set email notification alerts when the available balance is low. Parents may make cafeteria account payments through the online system, the St. Joan of Arc website, or by check payable to St. Joan of Arc School. Additional fees may apply when paying through the online system or website (there is no fee when you pay the school by check). When a student's cafeteria balance is zero, the parents will be notified by the school and are expected to immediately deposit funds into the account before making additional cafeteria purchases. If a student wants to pay cash for an individual meal or for extras, that money should be sent to the school office, with the child's name, date, and what the money is for. If you have questions about your child's cafeteria account, you may call 533-2854 during school hours. Applications for free/reduced lunch are available throughout the year. On-line computer software reminds parents of outstanding or low lunch account balances every Monday morning at 8:00 a.m. Parents not enrolled in the on-line system will be notified by letter. If payment is not received by Friday, parents will be notified to have their child/ren pack lunch until payment is received.

Shaming students in any way who have outstanding lunch accounts is strictly forbidden. Teachers or cafeteria serving staff are not privy to the status of student lunch accounts. Only the school lunch cashier and principal are privy to lunch account balances, and they are not permitted to share this information with students or staff.

All students are provided with the opportunity to purchase a hot lunch and all are required to eat in the cafeteria. 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 cafeteria."

MEMORIALS

School-wide memorials, ceremonies, or memory activities following the death of a student, teacher, or staff member can serve an important function. On occasion there may be a desire to honor a deceased member of the St. Joan of Arc School family.

The following guidelines have been put into place to aid those affected by the loss, who wish to express their grief, and are meant to serve as the means for such expressions. Because the grieving process is different for individuals, attendance at school-wide memorials is not mandatory. Spontaneous memorials (e.g. candles, stuffed animals, pictures) are not permitted on school grounds.

1. The principal will announce a moment of silence during announcements.
2. Interested students may organize for students to wear ribbons for one week.
3. An athletic team may wear a simple symbol for one season.
4. A Mass in memory of the deceased may be held in which the family may bring up the gifts.
5. A student group or parent group may contribute to the St. Joan of Arc Sponsor a Child Scholarship Fund in memory of the deceased. An endowment in memory of the deceased may also be created.
6. A moment of silence may be observed at graduation.
7. One memorial slide of the student may be included in the graduation slide show.
8. If the student dies after his or her yearbook picture has already been taken, it will appear in the yearbook.
9. A one-page memorial may be included in the yearbook.

NON-DISCRIMINATION POLICY

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).

Parents/Guardians may file a complaint of discrimination with the US Department of Health and Human Services Office of Civil Rights (OCR), the DHS Bureau of Equal Opportunity (BEO) and/or the Pennsylvania Human Relations Commission (PHRC).

Staff members have the right to file complaints of employment discrimination based on Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act, Discrimination Act of 1975, and/or the Pennsylvania Human Relations Act of 1955, as amended with the PHRC or Equal Opportunity Commission (EEOC).

NOTEBOOKS

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

English - Blue	Religion - Purple
Math - Yellow	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. Meetings are held with proper notification given in advance.

PHILOSOPHY, MISSION STATEMENT, BELIEFS, PROFILE OF GRADUATES

These 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, Belief Statements, and Profile of Graduates as stated in the front of this handbook. We should continually refer to these documents as references. Each classroom should have these documents 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 paid and volunteer playground aides each day to monitor the cafeteria 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.

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 cafeteria. Clearances are required for all playground aides.

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, glass, plastics and certain kinds of paper should be recycled in the appropriate cans in the cafeteria 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. Parent Conferences are held before the first

report card 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 subsequent trimester, progress reports are sent to parents of all students in K-4.

A parent portal enables parents of students in Gr. 5-8 to check their child's gradebook at any time.

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

RESPECT FOR THE AMERICAN FLAG

The American Flag of the United States and the National Anthem are sacred national symbols. Our Flag stands for and reminds us of our national heritage and of the principles engendering our birth as a nation. In the Declaration of Independence our founding fathers remind us of the unalienable rights of which we have been endowed by our Creator. At the beginning of each school day, we remind ourselves of our heritage by pledging allegiance to the American Flag in the classroom. Each of these practices is performed standing in a reverent manner, facing the flag. "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible with liberty and justice for all."

SAFE ENVIRONMENT PROGRAM
Keeping our children safe

The Diocesan Safe Environment program offers age-appropriate personal safety instruction to students in Catholic schools and parish religious education programs.

These mandatory programs ensure that children receive important information on how to stay safe. In addition to a classroom presentation of safety issues, adapted for different grade levels, parents receive materials to help guide their own discussions with their children.

The Diocese of Harrisburg uses the VIRTUS *Empowering God's Children*® annual training for all children enrolled in our Catholic Schools and religious education classes. This program provides our children and youth the tools and training they need to keep themselves safe. Age-appropriate topics include boundaries, safe and unsafe behaviors, and healthy relationships. The annual, mandatory lessons include content that continues to build on previous lessons as well as engaging activities. All lessons will be offered in English and Spanish.

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 7:00 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 <u>at any time</u> without first reporting to the school office.** School office cameras monitor each outside door as well as the playground and hallways for security purposes.

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 TV stations:

ABC 27 NEWS WGAL 8 CBS 21 FOX 43

Radio or TV stations should **not** be called.

You may check the school's website at ***school.stjoanhershey.org.*** 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. Our new Rediker software provides a phone call, email, and text message for any unexpected interruptions to the normal school day (delayed opening, early dismissal, etc.). Permission is needed to receive text messages.

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 (school.stjoanhershey.org) and send out an email blaster, as well as the new Rediker alert system. 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.

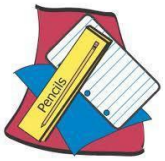
In order to be eligible to run for Student Council positions, students must maintain at least a "C" (75) average.

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.

TESTING

Students in grades K-8 are tested three times during the year using Renaissance STAR testing,and may be used more frequently for progress monitoring.

Students in K-8 have math benchmark screenings three times a year. Students in K-2 are given Acadiance 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.

St. Joan of Arc School partners with Simple Tuition Solutions (STS) to manage tuition plans/payments. To complete your STS tuition payment plan, please follow these 4 simple steps:

1.) Click on the unique link specific to St. Joan of Arc:
https://app.simpletuitionsolutions.org/register?sc=20594

a. If you happen to land on a page that asks you to enter a School or Scholarship Organization Code, you want to enter code: 20594

2.) If you do not already have an account with STS, you want to click on the Orange Button “Create a new account”. ** If you already have an account with STS, click “Sign in”, and enter your previously created login and password. **

3.) Upon creation of your account you will be sent to a page that will allow you to “Start a new Payment Plan.” Be sure you are selecting the proper school year you are creating the payment plan for.

4.) The payment plan creation process is 5 easy steps counting the review/authorize page, each step will save as you advance to the next step. You are able to use the 5-step tool bar across the top of the page to toggle back to a previous step and make any necessary edits. However, please note, once you submit the payment plan and it enters “Pending Verification Status” any changes would need to be made by reaching

out to your school administrator, or, you can gladly contact STS at support@simpletuitionsolutions.org or call us at 717.599.7611 option 1.

To view your balance, update your information or to make payments, you can access your STS account anytime at:
https://app.simpletuitionsolutions.org and login using your previously created account information.

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. The school provides a tuition reduction plan for all employees of St. Joan of Arc Parish/School. This plan provides a 50% reduction for children of full-time employees, and 25% reduction for children of employees who work 18 hours or more per week. A 2% discount is provided for those who pay in full at the beginning of the school year.

Delinquent tuition is referred by Simple Tuition Solutions to the Development Director, who in turn will be in touch with you to see how the situation can be resolved.

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.

The last day to withdraw from SJA School without a penalty is June 30. From July 1 to the beginning of the new school year, a 3-month tuition payment will be incurred.

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 ensure that the limited assistance funds available benefits those most in need. Parish Financial Aid is available for students in grades Pre K-8. Financial Aid, including Pre-K, is available from the Neumann Scholarship Foundation and the South-Central PA Scholarship Foundation; Bravo Foundation, Bridge Foundation; SPE, etc. 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 the 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.

VIRTUAL LEARNING

We believe it is best to have our students in person in our schools, whenever possible. Permission must be given for children to attend our Catholic schools virtually through the Diocese of Harrisburg.

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.

Volunteers who come on a regular basis are 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, sign a disclosure statement (validating that you did not commit the list of crimes listed), and view a 3 hour Child Protection video. Fingerprinting (at specified locations) is required for volunteers who have not been residents of PA for the last 10 consecutive years. All of these documents are readily available on the Diocesan website (www.hbgdiocese.org). 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.

WELLNESS

St. Joan of Arc School abides by the Wellness Policy of the Diocese of Harrisburg. This may be accessed at the Diocesan website: www.hbgdiocese.org (click Education, Catholic Schools, Policies and Regulations, Wellness)

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 director, teachers 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 will be paid directly to SJA by check or credit card through 5 Star registration portal. Parents will be notified at the end of each month if your payments are in arrears. Students will not be admitted to the WINGS program until payments are up to date unless arrangements have been made for a payment plan.

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 unless there are extenuating circumstances.

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.

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

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

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

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 _____