



St. Joseph's Catholic School
Parent Handbook
2018 - 2019

ST. JOSEPH'S CATHOLIC SCHOOL

MISSION STATEMENT

St. Joseph's Catholic School is a dynamic, faith-filled community where each child is challenged to excel and grow in mind, body and spirit as an image of God in our world.

We, as a compassionate Catholic Community, in a tradition of academic excellence, strive to:

Foster a Christian environment of family and friendship.

Educate children in the life and teaching of Jesus Christ in the Catholic tradition.

Prepare children for leadership in Church and society through a sound and challenging basic academic curriculum.

Enable each child to recognize his or her self-worth.

Encourage each child to internalize the values of self-discipline, mutual respect, personal morality, social justice and concern for the earth.

Nurture each individual's natural desire to learn.

School Wide Learning Expectations

Students at St. Joseph's Catholic School will grow in:

Mind

Demonstrate a strong foundation in core subjects

Are active participants in their own learning with a strong work ethic

Use good judgement in decision-making

Are respectful towards authority

Use technology morally and appropriately according to Christian values

Body

Act as an example of what Jesus would do

Are self-disciplined and responsible for their own actions

Work cooperatively with others, respecting others' differences

Know their body is a gift from God and make healthy choices

Spirit

Demonstrate an understanding of the Catholic faith and tradition

Are prayerful and reverent during prayer

Serve others, showing concern for all people and the environment

St. Joseph's Catholic School

901 W. 4th Avenue, Kennewick, WA 99336

PARENT HANDBOOK

2018-2019

Pastor: Rev. Tomas Vasquez

Associate: Fr. Jacob Davis

Principal: Mr. Perry Kelly

School Telephone (509) 586-0481
School FAX (509) 585-9781
Children's Center (509) 586-1428
Montessori Preschool (509) 586-0481
Parish Office (509) 586-3820
Religious Ed/Youth Ministry (509) 582-8420
Holy Grounds Café (509) 586-6581

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PART 1: INTRODUCTION

Dear Parents, Guardians, and Friends of St. Joseph's Catholic School:

This handbook has been prepared to help you become better acquainted with St. Joseph's Catholic School. It contains general information about the school, the school programs, student services, and parent and volunteer organizations. It also contains regulations and rules which are necessary in order for students, parents and faculty to work together to achieve the best education for your children.

Your cooperation in reviewing and becoming familiar with the policies of the school and in conscientiously following the policies outlined in the following pages will do much to contribute to a happy and productive learning atmosphere for our students.

Please keep this booklet close at hand as a ready reference guide for our school procedures and policies.

Sincerely,

The Staff of St. Joseph's Catholic School

St. Joseph's Catholic School Staff

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Perry Kelly	Principal/Orchestra
Cherie Rockstrom	Kindergarten
Anna Davis	Kindergarten
Johanna Guzmán	Grade 1
Zanna Grandinetti	Grade 2
Angela Fiecke	Grade 3
Angela Borlaug	Grade 4
Madeleine Tomich	Grade 5
Angele St. Hilaire	Middle School Grade 6 Homeroom
Charlotte Frankovic	Middle School Grade 7 Homeroom
Catherine Valiant	Middle School Grade 8 Homeroom
Michelle Lumetta	Middle School Math
Patricia Schweppe	Elementary Music/Orchestra
Sue Ferlan	Art
Jack Aitoro	PE, Athletic Director
Nancy Dodson	Office Manager
Bebe Paoli	Office Assistant/Registrar
Windy Negrete	Math/Computers
Carol Hattemer	Librarian
Sergio Negrete	Custodian/Maintenance
Amanda Ferguson	Classroom Assistant
Peggy Leon	Classroom Assistant
Camilla Lockard	Classroom Assistant
Diane Winget	Classroom Assistant
Julie Crites	Classroom Assistant

Pre-School Staff

Janet Bambock	Lead Teacher
Leslie Hieb	Lead Teacher
Susan McLain	Lead Teacher
Melissa Halter	Lead Teacher (Atrium)
Maelyn Poston	Classroom Assistant
Tara Cloutier	Classroom Assistant
Kerry Welsh	Classroom Assistant
Pamela Campbell	Classroom Assistant
Kim Vernarsky	Classroom Assistant

St. Joseph's Children's Center

Jessica Fahlberg	Director
Karen Loderhouse	Supervisor

[Michele Farthing](#)Chairperson

Phone: 460-1268

Email: Michele.farthing@frontier.com

Lisa Heising Vice-Chairperson

Crystal MacRoberts.....Secretary

The School Advisory Council is comprised of up to nine members who are parents and/or parish community members. The appointments are made after a discernment process by the Council members, the St. Joseph’s Parish pastor, and the principal, focusing on the specialized needs and issues addressed by the Council.

SCHOOL ADVISORY COUNCIL DUTIES AND RESPONSIBILITIES

Planning

The Council assesses school needs and how they can be addressed by:

- * Setting goals
- * Developing a faith community
- * Reviewing curriculum
- * Developing and tracking a long range plan for the school
- * Coordinating activities with the PTO Board at one or two planning sessions per year

Policy Making

The Council reviews and recommends the adoption of policies as appropriate to meet school needs by:

- * Identifying and/or writing policy
- * Reviewing and updating existing policies

Finances

The Council recommends the adoption of the school’s financial plan and monitors how it is working by:

- * Reviewing the annual budget
- * Reviewing the monthly financial statements and year-to-date report
- * Determining tuition rates and fees
- * Dialoguing with the pastor or St. Joseph’s Parish Finance Committee regarding the amount of parish subsidy for the school

Special Projects

The Council assumes responsibility for special activities such as:

- * Recruitment of students
- * Public relations
- * Support of staff morale
- * Annual assessment of the school facilities
- * Reporting at General Parent Meetings
- * Fundraising

Bookkeeper Report

The Council will receive a monthly report from the St. Joseph’s Parish bookkeeper, including:

- * Overall budget
- * Profit and loss statements

Melissa Schroeder	President
Phone: (509) 947-7898 Email: ka11st1@yahoo.com	
Britni Royce.....	Vice President
Diana Steagal	Secretary
Angela Lyman.....	Treasurer
(Teacher representatives will attend meetings based on a rotating schedule)	

The mission of the St. Joseph’s PTO is to support the school and its families through fundraising, community building, and assisting in classroom needs. All parents are automatically members of PTO. Involvement in PTO activities is a great way to help the school as well as fulfill volunteer hours agreed upon in the school contract.

The PTO ordinarily meets monthly. Dates and times are published in the school website calendar.

Student Council 2018-2019

Daniella Bancroft	President
Brogan Heising	Vice-President
Morgan Santos	Secretary
Ciaran St. Hilaire	Treasurer
Natalia de Vera	Religious Affairs
Kaiya Harrison	School Spirit
Naomi Tarelo	Athletics
Abbigail Ferguson	Publicity
Erin Guevarra	Ecology

The purpose and goals of the St. Joseph’s Student Council are the following:

- * To foster spiritual growth among the students
- * To promote good citizenship
- * To encourage a high standard of scholarship
- * To create school spirit
- * To demonstrate the practical application of democracy
- * To support the welfare of our school and its members
- * To provide service to the school and the civic community

PART 2: SCHEDULES

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	<i>Grades K-5</i>	<i>Middle School</i>
Supervision	7:50 am	7:50 am
Building Entry	8:00 am	7:55 am
Tardy Bell/Class Begins	8:05 am	8:05 am
Announcements	8:15 am	8:10 am
Recess	10:00-10:15 am	
Lunch/Recess:		
M, T, Th, F	12:05pm – 12:55pm	11:50am – 12:25pm
Wed	12:05pm – 12:55pm	12:06pm– 12:42pm
General Dismissal	3:00 pm	3:00 pm
Wednesday Early Dismissal	1:30pm	1:30pm
Morning Pre-School	8:00 am – 11:00 am (Mon., Tues., Wed., Thurs., Fri.)	
Afternoon Pre-School	12:00 pm – 3:00 pm (Mon., Tues., Thurs., Fri.)	

Any Elementary or Middle School student arriving after 8:10 am must check in and receive a Tardy Slip at the school office.

Supervision

Staff members are on yard duty from 7:50 am to 8:00 am. **Children are not to be at school earlier than 7:50 am, nor remain after 3:00 pm unless they are involved in a school sponsored activity. Student(s) going to Holy Grounds Cafe before school starts need to be dropped off in front of the entrance to Holy Grounds, and be in class on time. Waiting for a latte/order is not considered an excused tardy. Holy Grounds Café is not supervised by St. Joseph’s School Staff. Students dropped off at the school must remain in their area and are not permitted to go to Holy Grounds Coffee Shop. There is no one on yard duty after school.** Students who have siblings participating in after school sports are not supervised and may not stay on school grounds.

Early Dismissal

Early dismissal times will be shown on the monthly and yearly calendars located on the website.

Admissions

- * Students entering Kindergarten must be 5 years old by September 1 of that year
- * Baptismal record, immunization record, the latest report card and standardized test results must be submitted with the completed application form before a family is considered for acceptance.
- * Priority in acceptance will be accorded as follows:
 1. Current school families in good standing
 2. Siblings of students already enrolled in St. Joseph's School
 3. Registered parishioners at St. Joseph's and Holy Spirit Parishes
 4. Non-parish applicants
- * Final approval by the principal is required for acceptance into St. Joseph's School.

Non-Discrimination Policy

St. Joseph's School admits students of any race, sex, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, athletics or other school sponsored programs. St. Joseph's Catholic School is a religious organization under the direction of the Bishop of Yakima and is a ministry of the Bishop. Therefore, the school does on a regular basis emphasize the teachings of the Catholic Church in all of its activities and programs. Students attending St. Joseph's Catholic School are not required to be members of the Catholic Church, however all attendees of the school are expected to respect the schools' Catholic nature.

Attendance Policies

Absence Policy

- * To report an absence, please call the school office (586-0481) between 7:45 am and 9:00 am.
- * Send a written excuse to the teacher upon the student's return stating the reason for the absence, and date of absence, signed by the parent or legal guardian.
- * Parents have the responsibility to notify the teacher of their intention to pick up their child's homework, so that the teacher may have time to gather and send it to the office or homeroom class. Elementary homework assignments may be picked up in the school each day at 3:00 pm. Middle School homework may be picked up in the homeroom classroom.
- * A physician's re-entry slip is required for an absence of five (5) days or more.
- * Vacations during the school year are discouraged. Missed or incomplete assignments may not receive full credit following vacations, at the discretion of the teacher and principal.
- * Make-up work is the student's responsibility. A student is allotted one make-up day for each day of absence.
- * **A student who has accrued 7 or more absences during a trimester may have grades withheld until the work is made up to the satisfaction of the teacher. At 10 or more absences a conference with the teacher and/or principal will be scheduled. It likely will impact the student's grades and may result in retention.**
- * Time spent in medical and dental treatments is called medical absence, and the child is considered legally present. Dated, signed slips must be brought from the doctor or dentist for authorized medical absence.

Tardy Policy

Because tardiness sets a lifelong habit, we take this very seriously. Students arriving at school after the tardy bell are required to get a Tardy Slip from the office. The slip is then returned to the teacher who keeps a record of tardy students. This tardiness is reflected on the Report Card and Permanent Record. If tardiness persists a conference may be scheduled and in school detention may be assigned during lunch. The student and parent may be requested to provide a written plan for improved punctuality, signed by the student and parent, and returned to the school.

Early Release

* Students are dismissed only through the office for illness or medical appointments. **Parents are not to go directly to the classroom.**

* A written request by the parent or legal guardian is necessary for medical appointments during the school day.
Procedure for leaving school:

1. Parent or guardian must go to the school office and fill out an “Early Release” form.
2. The secretary will send for the student.

Vacations During School Time

The teachers of St. Joseph’s School fully realize the advantages to the student of travel and family vacation. We also are very aware, however, of the consequences of these absences which weaken the child’s educational knowledge and skills. Each time a child is absent, s/he misses assignments, instructional time, in-class activities, class participation and tests. The sequence of learning is also interrupted, sometimes seriously, as new skills are introduced during the child’s absence. These are vital elements in each child’s educational progress. **Made up work may not receive full credit.** Please keep these trips to holiday times, if possible (refer to the school calendar.) If that is not possible, then please keep the days to a minimum in order that your child’s educational progress will not be hindered.

Change of Address, Phone, or Emergency Contact

An Emergency Contact Sheet is provided to each family at the start of the school year. Please fill out both sides of the sheet and return it to the school immediately. It is imperative for your child’s safety that records are kept up to date. Send a note to the office when ANY changes occur.

Class Size Preferences/Goals

(Actual class size may vary. New classes will be created with single or combined grade levels, student enrollment allowing.)

Preschool - Kindergarten	20 students
1 st – 2 nd Grades	20 – 24 students
3 rd – 5 th Grades	24 – 27 students
6 th – 8 th Grades	30 students

Damage to Property

The cost of damage done to school property by students using the school facilities is to be assumed in whole or in part by the parents of the students who are responsible for the destruction. The amount will be determined by the pastor and the school principal.

Weekly Communication

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Each Thursday of the school year, family information is sent out electronically through email and our student information system. If you are not receiving this in your email, please make sure that the office staff has the most current and most frequently used email for you. Please make sure you open and read the various attachments. This is one way for our school to “go green.” If you do not receive a weekly bulletin in your email please make sure to check your “junk” folder and add the school to your safe senders list. Contact the office if you have any questions about this.

Field Trips

The school sponsored field trip is an activity that contributes to the educational growth of the students. Educational field trips are to be properly planned and supervised so that the trip provides an opportunity to aid in the total growth of the individual. Written parental consent and signed liability releases will be required for all field trips. NO SIGNED RELEASE FORM = NO TRIP. Field trip drivers are not to stop for food unless part of the scheduled field trip, due to allergies, choking or other potential insurance liabilities. Field trip drivers must all have completed the required [Diocesan Background](#) form and if they are driving, they must have completed the required [Fieldtrip Driver form](#) and [Diocesan “Safe Driving” video](#). Most fieldtrips are designed for the parental chaperone only and not for extra siblings. Family service hours will only apply if you drive more than your own student.

Health

Students must meet state immunization requirements. Health records are kept by the school for each student. Each year our health services include vision and hearing. Sports physicals are performed by the student’s family doctor.

Students who are ill or recovering should remain home. PLEASE DO NOT REQUEST THAT WE KEEP YOUR CHILD INSIDE DURING RECESS TIME. We have no available staff or space for supervision. If a child develops a fever of 100 degrees or higher, we will request that you make arrangements to pick your child up from school. Students must be fever free 24 hours before returning to school.

Medicine

No medicine will be dispensed to any child without a completed “PARENT REQUEST FOR GIVING MEDICINE AT SCHOOL FORM” on file. These forms are available in the school office. Additional information will be required for those children suffering from chronic illness such as asthma, etc.

Illness or Injury at School

If a student is injured or becomes ill at school, s/he is to report to his/her teacher and ask for permission to come to the school office. If necessary, we will try to contact the student’s parents or legal guardian. All students who are injured or become ill during school hours must be checked out through the school office by the parent or legal guardian before leaving school. Please keep your Emergency Contact Sheet up to date in the school office.

Leaving Campus

Students may not leave the school grounds without written permission from their parent or legal guardian. Any student leaving the premises must be signed out of school by the parent/guardian through the school office. Students may not go to the local store, fast food businesses, etc., unless a parent accompanies them.

Library

Our school library has a wide selection of literature as well as reference materials. The students come to the library once a week at a scheduled time with their class. K-2 classes check out one (1) book per week. Grades 3-8 may check out two (2). Books are overdue after four (4) weeks. Students who have overdue books may not

check out additional library books. Overdue notices are sent home as needed. The replacement price is included on these notices. Payment is made in the main school office.

Students are responsible for lost or damaged books. All library matters must be resolved before report cards will be release each trimester. At year's end, records will not be forwarded until books are returned or replaced.

Hot Lunch and Milk

Student hot lunch payments must be enclosed in an envelope with their name and grade clearly marked. Hot Lunch payments may be paid in the classroom or school office. Balance due invoices will come home via email. Payments may be made through SMART Tuition in the future as we develop our SMART Tuition site.

Students not buying hot lunch bring their lunch to school each day. Milk is provided for the students who have paid for it at the start of the school year.

Parent-Teacher Conferences

If you wish to confer with your child's teacher at any time, you are encouraged to do so. Please contact the classroom teacher directly, either before or after school, to set up an appointment. A formal conference takes place early in the year. Strengths and weaknesses in academic studies, in social interaction, and in behavior can be discussed at this time, and recommendations or strategies for improvement can be outlined.

Parties

Special events in the lives of children are important. If you intend to celebrate in any way AT SCHOOL, the whole class is to be included. This includes handing out invitations or treats, limousine rides, etc. We ask this so that no child is left out or set apart. We are a community, accepting of all. If you do not want to include the entire class, please make arrangements off the school grounds and outside of school hours.

On special occasions, a simple party may be arranged through consultation with the classroom teacher and with the help of the PTO Class Representative. A small treat may be brought to celebrate the child's birthday. Parents are asked to notify the teacher in advance if a birthday treat is planned. Please do not send presents such as flowers, balloons, etc. during school hours. Please be sensitive to possible allergies in your child's class.

Sacramental Preparation

The second grade teacher works in cooperation with parish in preparing students for Reconciliation and First Communion.

School Pictures

Pictures of all students are taken in the fall. There is no obligation to purchase pictures. Dress clothes may be worn on picture day. We may, at times, use photographs of students in advertising. Approval to use pictures for various media is included with yearly student registration packets.

School Supplies

Basic supplies are to be purchased by parents at the start of the academic year. These basic supplies need to be replenished as your student uses them. Additional supply requests may be made during the year by the teacher.

Snow/Ice Days

When road conditions are hazardous, we will follow Kennewick School District's schedule. Announcements will be made on KONA (AM 610) and KORD (FM 102.7) radio stations, as well as various television news stations and our website/Facebook.

Telephone

Phone messages are given to the students and teachers through the school office. Students and staff will only be called away from class for emergencies. If a student needs to use the office phone, he/she needs to obtain written permission from his/her classroom teacher to be out of class.

Electronic Devices

A student may bring a cell phone to school but it must be in the off mode and kept in the student's locker. Cell phones may not be used during school hours from 8:00 am to 3:00 pm. If a student violates the cell phone rules the cell phone will be confiscated by the staff for the remainder of the day and he/she may forfeit his/her privilege to bring it to school. Subsequent offenses will require the parent to retrieve the confiscated cell phone. No other personal electronic devices may be brought to school, except at the discretion of teacher.

Testing Program

Measures of Academic Progress (MAP) will be given two to three times per year in grades K through 8. Primary MAP will be administered in Kindergarten and 1st grades. We also utilize the Dibels test for kindergarten – 4th grades. AR tests and other tests are administered as well. All standardized tests are for the sole purpose of improving instruction and should not be seen as the same as a final grade which can include results from work accomplished as well as testing results.

Transportation

Parents are responsible for the transportation of their child/children to and from school on time. **Please do not pick up children other than your own after school, unless arrangements have been made previously with the parents of those students, and the school office and classroom teacher have been notified.**

*Carpool: Arrange your own, or you may request that a notice be put in the weekly family bulletin.

*Parking Safety: In the school parking lot, please park in a striped space. Please do not park in the crosswalk or next to the yellow striped curbs. Please honor the reserved spots, by the school office and outside kindergarten/preschool cul-de-sac area, for the Art & Wine auction winners.

*Speed: Drivers who do not observe the necessity for driving slowly and safely may be trespassed from the parking lot and not be allowed to drive or park on school or parish premises.

Diocesan Policy Regarding Harassment of Staff

The Diocese of Yakima will not tolerate the harassment of employees for any reason. Harassment on the basis of race, color, religion, national origin, sex, age, disability or veteran status will not be permitted or condoned. Comments, conduct and innuendoes that might be perceived by others as harassing are wholly inappropriate and are to be strictly avoided.

In addition, the Diocese will not tolerate the harassment of diocesan personnel by non-personnel. Non-personnel include, but are not limited to parishioners, vendors, and other visitors.

Harassment is defined as conduct which is focused on a person or group of persons including, but not limited to physical or verbal abuse, unwelcome activity of a sexual nature, retaliation, as well as any behavior or action which interferes with an employee's ability to perform assignments or which creates a hostile or intimidating work environment.

Curriculum/Instruction

Beginning in kindergarten and continuing through grade eight, the curriculum in St. Joseph's School shall include instruction in the following areas: Religion, English, Spelling, Reading and Literature, Social Studies, Handwriting, Mathematics, Science, Health, Safety, Art, Music, Physical Education and Computer Technology.

Homework

Assignments for home study are given so that skills and materials learned in class may be reinforced. Our goal at St. Joseph's is to instill good study habits and responsibility. Parents need to be aware of the time that is conscientiously spent on homework, and to locate the time and area in your home most conducive to study and concentration. It is the student's responsibility when absent to make up all assigned work and homework.

The time generally given for homework is:

Grades 1,2	30 minutes per day
Grades 3,4,5	60 minutes per day
Grades 6,7,8	90 minutes per day

Please keep in mind that these times are averages. Some students will have less, while others may have more.

Academic Achievement

Academic standards are maintained when the following guidelines are consistently implemented.

The parent/guardian:

- * Reviews Homework Assignments/Notebook daily.
- * Reviews corrected papers and workbook papers weekly.
- * Sets up a teacher-parent-student conference when concerns arise (phone 586-0481).
- * Defines homework procedures and clarifies expectations to the student.

Homework Guidelines

Read this list of good ideas other students have come up with, and talk about them with your child/children.

- * Plan a regular schedule for doing homework each day of the week.
- * Set up a regular "study area" at home to do homework and keep it well supplied.
- * Use your assignment notebook every time a teacher gives an assignment and write it down immediately.
- * Make a list in the assignment notebook of the books and materials needed to do assignments each day.
- * Ask a parent or older brother or sister to look over completed assignments so mistakes can be fixed before the assignments are turned in.
- * Put completed homework assignments in one special folder or notebook immediately so that they won't be forgotten at home.
- * Ask the teacher for help in making a list of the important things to study for each upcoming test.
- * Make an outline ahead of time of all the steps involved in completing long term projects or assignments.
- * Do a little work each day instead of waiting until the last minute.

Honor Roll

At each report card period, the Honor Roll is determined based on the academic average of the six core subjects: Religion, Math, Social Studies, English, Reading Literature and Science. Students in grades 4 – 8 are eligible.

PASTOR'S LIST	4.0 GPA in all academic subjects
PRINCIPAL'S LIST	3.91 to 3.99 GPA
HIGH HONORS LIST	3.75 to 3.90 GPA
HONORS LIST	3.0 to 3.74 GPA

Conduct must be a "B" or better for all the above honors.

Non-Academic Awards

Various non-academic awards will be given each trimester and at the end of the school year.

Academic Expectations

Progress Reports

A progress report will be sent home mid-way through each report card period. Weekly examination of grades may take place if a student fails to maintain the 2.0 GPA and B- in Conduct. This may result in the student being removed from extracurricular activities for a limited time or permanently.

Report Cards

Report Cards are issued three times a year. It is recommended that parents discuss the grades with each child. Positive reinforcement of effort, good conduct and improvement in academic subjects or behavior is important to the well-being of children. Collaboration is essential and highly recommended among parents, teachers, and the student to provide the necessary support to enable the student to attain personal goals.

Please sign and return the Report Card to school within the week following distribution.

The grading system is as follows:

A	97-100	4.00	Outstanding
A-	94- 96	3.75	
B+	92- 93	3.50	Very Good
B	88- 91	3.00	
B-	85- 87	2.75	Good
C+	82- 84	2.50	
C	75- 81	2.00	Satisfactory
C-	70- 74	1.75	Low Average
D	65- 69	1.00	Below Average
F	0- 64	0.00	Unsatisfactory

Graduation

All students must receive at least a 1.00 average (D) in the core academic subjects to satisfactorily complete the academic requirements for graduation.

Extracurricular Activities

Students participating in sports, Student Council, Science Olympiad and other extracurricular activities must receive a 2.0 grade point average or better in academics and a B- or better in Conduct. Students may not receive an “F” grade in any of the six (6) core subjects.

A student is ineligible for activities until their grades are brought up to the appropriate levels.

Academic Assessment

Retention or transfer may be chosen as an option for a student who is receiving an “F” average in two or more core subjects at the end of the school year. Retention is defined as a request that a child repeat a grade. This step may be taken if the judgment of the school staff is that the child would ultimately benefit from repeating the grade in question. Retention can be either for academic or behavior reasons. Academic retention will be considered if a child in 4th grade or above is failing two or more core academic subjects. In the event retention is being considered, the parents will be notified by the end of the second trimester. This notification will serve only as notice of a possible retention, not a confirmation of certain retention.

Behavior Assessment

A student receiving a “D” average in conduct at the end of the year may be asked to transfer from St. Joseph’s School. Parents will receive written notification defining the non-compliance with stated Classroom and General School Rules at a conference at the beginning of the 3rd Trimester, or a letter sent in the US Mail.

PART 5: FINANCIAL POLICIES

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Registration fees are non-refundable.

Qualifications for Church Subsidized Tuition Plan

- * Registered parishioner at St. Joseph Parish or Parish of the Holy Spirit
- * Active parishioner means that you attend Mass on a regular basis
- * Participating/Contributing means that you give of your time, talent, and treasure to the parish and the school. The school serving the parishes is not a separate entity, but a part of the ministry of the education of both parishes. The school is open, if there is room, to non-parishioners and non-Catholics.
- * Registration as a parishioner is proven by providing a parish donation envelope number unless otherwise arranged through the parish/principal.

Tuition Payment Policy

Tuition payments are determined by the School Advisory Council at the time of re-registration each year. Generally, families will pay tuition on a 10 month payment plan, September to June.

All tuition payments must be paid through SMART TUITION.

If for some reason, a tuition payment is not possible for a period of time, the family needs to communicate with the Principal, Pastor and SMART TUITION.

If a family does not meet its financial obligations, the following steps will be taken to ensure payment:

- * At the end of 30 days, if an account has not been paid in full, a conference may be requested by the principal to negotiate a payment plan.
- * At the end of 60 days from the end of the first month tuition payments were not made in accordance with the plan, the parents may be asked to enroll their student(s) elsewhere.

A student may not re-register at St. Joseph's School unless tuition payments are current according to the designated payment plan. If a student leaves the school with unpaid tuition, the family will be notified that if regular payments are not made beginning the month after the student leaves, this information will be sent to collections.

Assumptions

- * Non-refundable registration fees are due at the time of registration for both Day Care and school registration.
- * Tuition payments are due by the 1st of each month.

Service Hours

In enrolling a child at St. Joseph's School, a parent agrees to give hours of service to the school and pay all tuition fees. Parents who do not wish to give service hours to the school agree to pay, at the rate of \$15.00 per hour.

Thirty (30) hours or \$450.00 per family for students in grades K-8.

Fifteen (15) hours or \$225.00 per family for students in pre-school.

At least 50% of your service hours (15 hours for K-8 and 7.5 hours for pre-school) are to be committed to a capital project, i.e. Art & Wine, Fun Run, and Scrip, Yard Sale or other approved fundraising for major school projects. Parents who hold office in any of our fund raising committees automatically receive credit for fundraising hours provided they fulfill the requirements of that office.

The service hour program is designed to provide our children with the best possible benefits, and to help our school run smoothly, by getting everyone involved in the effort to build community. **Family members may substitute for each other provided they are legally considered to be an adult and can perform the service for which they are substituting.**

Each family is responsible for keeping their own records current in the main office for their service hours. Record keeping will be handled by:

- * Entering your name and hours worked on the event sign-in sheet - **AND**
- * Sign your name, activity, and hours in the service hour's book in the Main Office or on the Children's Center Counter.

Every family is responsible for keeping a personal record of hours worked and turning the forms in to the office. Record keeping begins after the last day of the current school year, and ends on the last day of the next school year. Any hours turned in after the last day of school will count towards the next school year. According to School Advisory Council policy, service hours will not be given for donated materials.

PART 6: DISCIPLINARY POLICIES

Philosophy

Our philosophy of discipline flows from our school mission. St. Joseph's School exists to provide a Catholic atmosphere whereby the total person is developed. Children need adults who will consistently model values and actions which are in accord with our Catholic/Christian philosophy. The uniqueness of each child must be considered as well as the common good.

We believe that the process of learning is a lifelong journey consisting of a series of choices with respective consequences. The staff of St. Joseph's School agrees that a consistent approach to discipline is essential for creating a positive atmosphere in our learning community. Our focus is on individual responsibility for choices and behavior.

Classroom rules and school rules are posted in the classrooms.

The general school rules are:

- * Respect all staff members and other students
- * Walk while inside buildings and going to the assigned play areas
- * Use inside/low voice in the halls and bathroom
- * No fighting, swearing, spitting, or destroying property
- * No gum on the school grounds
- * Do not throw food or objects
- * Keep hand, feet and objects to yourself
- * No skateboarding or bicycling during school hours or school events

Recess expectations:

Teachers review the playground rules with students at the beginning of the year. "Time Out" is used for minor infractions. See [Appendix](#) for further information.

The classroom rules are:

- * Follow directions the first time given
- * Keep hands, feet and objects to yourself
- * Raise your hand and wait to be recognized before speaking
- * Have necessary supplies and be ready to work when class starts
- * Jackets, hats, non-uniform clothing are not worn in the classroom

The Mass and Church guidelines are:

- * Show respect and reverence for Christ and God's presence
- * Deepen your relationship with God through prayer
- * Participate in the Mass by singing and answering the responses
- * Look at the altar and the priest during Mass, especially during the Consecration

- * Be respectful during the greeting of peace
- * Genuflect on your right knee or bow and say a prayer on entering the church; look at the tabernacle
- * Following Mass, sit down, close your eyes and pray until dismissed by the teacher
- * Use the kneelers and song books appropriately and with respect for property

Parent Responsibility

Since by far the greatest influence on a child's thinking and behavior is his/her parents, the school cannot attain its discipline goal without active support from the parents. Please note: Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children. It is the parents' responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring human being. This would include the following:

- * Supporting the spiritual development of your child by attending Sunday Mass together or, if non-Catholic, attending weekly worship service of your faith.
- * Fostering in your student a Christ-like concern for all classmates, teachers and their reputations.
- * Encouraging in your student, personal responsibility for his/her actions, and not focusing on the perceived misbehavior of others.
- * Supporting the authority of school personnel by (a) refusing to criticize them in the presence of children, and (b) addressing concerns first by meeting with the teacher first, then, if necessary, with the principal, and only then with the pastor.
- * Getting your child to school on time. Seeing that students come to school no earlier than 10 minutes before school begins and are picked up no more than 10 minutes after school is dismissed. There is no supervision of students before 7:50 am or after 3:00 pm.
- * Upholding the rules and policies of the school (See Student Responsibilities)
- * Sending your child to school in proper attire/uniform at all times
- * Seeing that students have adequate supplies
- * Calling before 9:00 am if a student will be absent. Send a note to school regarding the need for early dismissal.
- * Being available for conferences
- * Assisting your child to recognize his/her responsibilities by establishing a specified time and place to complete homework.
- * Seeking professional counseling and/or diagnostic evaluation when recommended by school personnel.
- * Keeping communication lines open between home and school by informing the principal of a physical condition or home difficulty which might affect a student's attitude and behavior in school. **This information will be kept confidential.**
- * Being prepared to allow students to stay from 3:00 to 4:00 when requested by a teacher.

Please consult the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.

Confidentiality Expectations for School Employees and Volunteers

Once anyone begins to work in a school setting, whether as an employee or a volunteer, s/he may become privy to a variety of information about students, their families and other employees or volunteers. Information about students' behavior patterns, academic ability, emotional maturity, relationship with others, etc. may be obtained in the course of one's work or volunteering. Often information in student's records must be shared for an employee or volunteer to carry out the duties they are assigned. In addition, volunteers and staff members are sometimes in a position to learn personal information about other staff members or volunteers.

As a representative of the school (staff or volunteer), you are expected to respect and preserve each individual's self-esteem and self-worth by guarding the confidentiality of students, school personnel, volunteers and their respective families. **Information obtained at school is shared on a "need to know" basis at school and is never shared in the community.** Similarly, care must be taken not to make comments harmful to the reputation of any pupil, staff member, or volunteer.

As a representative of the school you have every right to expect that your right to privacy and confidentiality will be treated with respect by employees and volunteers.

All individuals are expected to report breaches of confidentiality to their direct supervisor or the principal. Each paid staff member has a section in their work agreement that covers the confidentiality responsibility that is inherent in working in a school environment.

Consequence Ladder for Behavior Offenses

- | <i>Step</i> | <i>Options Available</i> |
|-------------|---|
| 1 | Verbal correction and/or teacher-student motivational talk
White slip for less serious situations that a teacher wishes to make parents aware of.
Conduct Referral Slip for more serious situations where a parent is requested to address the behavior more seriously at home. |
| 2 | Telephone call to parent regarding inappropriate behavior
Detention time at lunch, before or after school. The time and length of detention will be determined by the teacher and/or the principal. Detention may also include school service projects. |
| 3 | Conference with the principal, teacher, parent and student which may include a verbal or written plan for improving behavior. |
| 4 | Probation is a formal warning that, unless set conditions are met, more serious action will be taken. The student and parents will be informed of the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year, both in school/on campus and at school (off campus) sponsored activities. Terms of the probation will be explained in writing by the principal/teacher and reviewed with the student concerned. |
| 5 | In-school suspension: The student will report to the principal's office and will serve detention where directed for the duration of the school day. Student is not allowed to participate in any extracurricular activities on the day of the detention. Student will be placed on probation as designated by the principal. |
| 6 | Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur when, in the opinion of school authorities, the student would not gain by continuing in the school or if the student's continued presence is considered to be detrimental to the good of the school. Repeated offenses after a suspension would indicate the appropriateness of this decision. |

DRUGS/ALCOHOL: Students will not use or possess any type of drug or alcohol on or around school property, or at a school sponsored activity. Consequence: expulsion.

USE OR POSSESSION OF A WEAPON: Students will not possess or use any firearm/ similar item, knife, or sharp item that could be used as a weapon to harm anyone. Consequence: Dependent upon severity of situation, suspension or expulsion.

TOBACCO: Possession or use of any tobacco or vaping products on or around school property or on a school sponsored activity is not permitted. Minimum consequence: suspension with one trimester probation. Second violation may result in expulsion.

VERBAL ABUSE OF STAFF: Students will not use profane or obscene language towards any staff member. Minimum consequence: suspension.

TRUANCY: Students with an unexcused absence from any part of the school day will be considered truant. Minimum consequence: Step 3 with time extended until school work or hours are made up.

FIGHTING: Students will not fight on the way to or from school, or during any school activity, or on any school property. Fighting will be considered physical action between two or more students in an angry manner which could result in injury to students. Consequences include: detention, suspension and expulsion depending upon the severity of the situation.

STUDENT ABUSE/BULLYING: Students are not to be involved in harassment, intimidation, or threatening language toward another student or staff member. Discipline step will be determined by the principal based on the degree of involvement.

DIRECT INSUBORDINATION/DEFIANCE: Failure to follow a reasonable request of a staff member to the point that it disrupts the educational process and/or jeopardizes the safety of students and staff will not be tolerated. Discipline step will be determined by the principal but may include detention, suspension or expulsion depending upon severity of incident.

USE OF DISRUPTIVE OR POTENTIALLY DANGEROUS ITEMS: Personal items such as valuables, skateboards, radios, CD's, lighters, matches, water guns, and the like are NOT to be brought to school. Any disruptive item will be sent to the school office.

VANDALISM: Students will not take part in any purposeful, malicious damage to the school property or to the property of others on the school grounds. Step to be determined by the teacher/principal. Restoration will be required.

STEALING/POSSESSING STOLEN PROPERTY: Students will not take any items that do not belong to them without permission. Stolen items must be returned or the cost repaid. Step will be determined by the teacher/principal.

EXCESSIVE CLASSROOM/SCHOOL CONDUCT REFERRALS: All classroom/school conduct referrals are filed in the principal's office. Excessive conduct referrals will necessitate a parent conference/behavior agreement and possible further disciplinary action.

OTHER OFFENSES: Any other offense which, in the judgment of the school staff, is harmful to students, staff, or property, or which disrupts the educational process will be subject to the "Consequence Ladder" as determined by the principal.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose for the purpose of degrading or controlling the person.

Types of Bullying

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose to degrade or control the person.
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Where and When Bullying Happens

Bullying can occur during or after school hours. While most reported bullying happens in the school building, a significant percentage also happens in places like on the playground or the bus. It can also happen travelling to or from school, in the youth's neighborhood, or on the Internet.

Source: <https://www.stopbullying.gov/what-is-bullying/index.html>

Locker Policy

A locker is provided for each middle school student to store coats, books, bags, and other school materials. It will be the responsibility of each student to take good care of the locker assigned to him/her. Pen, pencil and other markings will be difficult for the students to remove at the end of the year. Please avoid using them on the lockers. Nothing should be placed on the outside of the locker. Locker repair costs will be paid by the student if s/he is found responsible for locker abuse or vandalism.

Students are to use only the locker that is assigned to them by their homeroom teacher. A copy of the combination is kept by the homeroom teacher. Students are required to keep their lockers locked at all times. Students may use their lockers between classes to deposit or pick up books and materials. Please do not leave books, clothes, or other personal items on the floor around the lockers either during or after school.

PART 7: DRESS CODE/UNIFORM POLICY

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St. Joseph's Catholic School has an Official School Uniform and Mass Uniform, consistent with our intent to maintain an atmosphere that is conducive to learning. The student's dress and appearance reflects neatness, cleanliness and modesty. Parents are expected to understand, support and enforce the uniform policy. (Please remember to label clothing with student's name, especially sweaters and jackets.)

Official School Uniform

- * Required every day
- * Exceptions: Fun Run dress and non-uniform dress days

Official Mass Uniform

- * First Friday: the entire school will attend First Friday Mass.

Official St. Joseph's uniform pieces are only available from Land's End. Our school code number is **900055484**. Items found at Land's End.

Official School Uniform

	K-5 BOYS	K-5 GIRLS
SHIRTS	White polo shirt or turtleneck, long or short sleeves. A solid white t-shirt may be worn under the polo. BUTTON-UP SHIRTS MUST BE TUCKED IN.	White polo shirt, blouse or turtleneck, long or short sleeves. A solid white t-shirt may be worn under the polo. BLOUSES MUST BE TUCKED IN.
PANTS	Solid dark blue or navy twill; plain leg. (NO BLUE JEANS, DEMIN OR CORDUROY)	Solid dark blue or navy twill; plain leg. (NO BLUE JEANS, DEMIN OR CORDUROY) No Jeggings/Yoga or skin tight pants are allowed.
SKIRTS	NOT APPLICABLE	Skirts or skorts will be solid dark blue or navy. Skirts must be at the knee . Jumper will be St. Joseph's plaid (Land's End ONLY) with white polo or blouse. Solid tights in white, navy or black are allowed with skirts.
SHORTS	Navy blue twill shorts are worn only from August to October 31 st , and April 1 st to June. Shorts length may be 3" above the knee, no shorter. NO CARGO SHORTS	Navy blue twill shorts or capris may be worn only from August to October 31 st , and April 1 st to June. Shorts may be 3" above the knee, no shorter. NO CARGO SHORTS.

BOYS GR. 6-8

GIRLS GR. 6-8

SHIRTS	White polo shirt or turtle neck, long or short sleeves. A solid white t-shirt may be worn under the polo. Button-up shirts must be tucked in.	White polo shirts, blouse or turtleneck, long or short sleeves. A sold white t-shirt may be worn under the polo. Blouses must be tucked in.
PANTS	Gray twill, plain leg (no cargo, or external leg pockets) A black or brown belt is required. <i>No skin tight pants</i> <i>(JUST TO BE FAIR) ☺</i>	Gray twill, plain leg (No jeggings, yoga style or skin tight pants are allowed. No cargo or external leg pockets are allowed) A black or brown belt is required.
SKIRTS	Not Applicable	Skirts or skorts will be solid gray. Skirts may be no shorter than 3” above the knee. Solid tights in white, navy or black are allowed with skirts.
SHORTS	Gray twill shorts may only be worn from August to October 31 st and April 1 st to June. Shorts length may be 3” above the knee, no shorter. No cargo shorts.	Gray twill shorts or capris may only be worn from August to October 31 st and April 1 st to June. Shorts length may be 3” above the knee, no shorter. No cargo shorts.

Official Mass Uniforms

BOYS’ K-5 MASS UNIFORM

- * White button front dress shirt (tucked in)
- * St. Joseph’s Plaid tie
- * Red sweater, sweater vest or fleece from Land’s End with school logo.
- * Dark blue or navy twill pants

NO - For boys and girls - Jeans, denim, corduroy pants and shorts are not allowed.

GIRLS’ K-5 MASS UNIFORM

- * White polo, blouse or turtleneck (tucked in)
- * St. Joseph’s Plaid tie (OPTIONAL)
- * Red cardigan, fleece or sweater from Land’s End with school logo
- * Dark blue or navy twill pants or skirt, or St. Joseph’s Plaid jumper (Land’s End only,) navy blue or St. Joseph’s Plaid skirt at the knee. White, non-decorative tights are allowed with skirts.

NO - Jeggings/yoga style or other skin tight pants are not allowed. No shorts or capris.

BOYS' GR. 6-8 MASS UNIFORM

- * White button front dress shirt (tucked in)
 - * St. Joseph's Plaid tie
 - * Red sweater, sweater vest or fleece from Land's End with school logo.
 - * Gray twill pants
- (NO JEANS, DENIM OR CORDUROY and NO SHORTS)

GIRLS' GR 6-8 MASS UNIFORM

- * White polo, blouse or turtleneck (tucked in)
 - * St. Joseph's Plaid tie (Optional)
 - * Red cardigan, fleece or sweater from Land's End with school logo
 - * Gray twill pants or gray skirt worn at the knee
- (No Jeans, Jeggings, Yoga style, or skin tight pants are allowed.) NO SHORTS OR CAPRIS.

Boys'/Girls' Sweatshirts

- * Polar fleece from Land's End with St. Joseph's School logo ONLY
- * NO hooded sweatshirts

Pre-k-8 Boys'/Girls' Shoes

- * All shoes must be closed toe (*NO SANDALS, OPEN BACK, FLIP FLOPS, BIRKENSTOCKS, CROCS, and ROLLER SKATE SHOES*)
- * Ankle high boots may be worn during winter. (Not for P.E.) They must be single/solid color (black or neutral colors only), heels no higher than 1 inch w/non-marking sole.
- * Snow boots may be worn when there is snow on the ground or snow is forecast.

Jewelry – Girls

- * Catholic medal or cross on gold or silver chain is allowed.
- * Dime size, small stud/post earrings; NO hoops or other dangling styles

Jewelry – Boys

- * Catholic medal or cross on gold or silver chain is allowed.
- * No rings or earrings

K-5 Girls' Makeup

- * No make-up or nail polish

GR 6-8 Girls' Makeup

- * Lip balm or clear nail polish (NO eye make-up or lipstick)

Pre K-8 Girls' Hair

- * Neatly cut; bangs should not cover the eyebrows
- * No unnatural multi-colored hair or streaks (including but not limited to hot pink, purple, blue and green)
- * No hairstyles that distract students from learning.

Pre K-8 Boys' Hair

- * Neatly cut, must not cover ears, eyebrows or collar
- * No Mohawks, "fauxhawks," and no multi-colored or unnatural hair color
- * No hairstyles that distract students from learning.

Special Note Regarding Mondays –

Students will be allowed to wear Fun Run shirts on Mondays. Blue jeans will be allowed provided the student is wearing a Fun Run shirt and the blue jeans are clean, fit properly and have no holes. Stylized jeans that are ratted or torn are not acceptable. Jeggings, yoga pants or other tight fitting jeans are still not allowed on Mondays.

Regarding Free Dress Days/Passes –

Students using a free dress pass are still required to dress appropriately for school. Clothes must be of appropriate length, Jeggings, yoga pants are never acceptable when worn as pants.

Physical Education Uniform

	GRADES K-4	GRADES 5-8
	No PE Uniform	
T-Shirt		Any SJS t-shirt, Spirit wear
Shorts		Black athletic shorts of appropriate length within 3 inches from top of kneecap; no spandex style or uniform shorts.
Sweatpants		Solid black. No yoga/spandex pants or jeggings.
Shoes	Tennis shoes or sport shoes	Tennis shoes or sport shoes

ALL FINAL QUESTIONS ON DRESS CODE AND APPEARANCE ARE LEFT TO THE DISCRETION OF THE SCHOOL PRINCIPAL.

PART 8: EXTRACURRICULAR ACTIVITIES

Extracurricular activities provide the students with opportunities for decision making, creativity, and organization outside the regular school day. They are voluntary and require much dedication and time. Moderators of these groups monitor their academic status and consult with classroom teachers in order to determine eligibility. Extracurricular activities at SJS are a privilege. We welcome all students' participation. Given these activities' status as a privilege and as creating student ambassadors to the community at large, any student receiving conduct referral detention may also be refused the privilege of participating in their extracurricular activity the day of detention.

Student Council

The purpose of the Student Council is to foster spiritual growth, to promote good citizenship, to encourage a high standard of scholarship, to arouse school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every way.

1. Members: President, Vice-President, Secretary, Treasurer, Commissioner of Religious Affairs, Commissioner of Ecology, Commissioner of School Spirit, Commissioner of Publicity, Commissioner of Athletics. Students in grades 5-7 are eligible to run for Student Body offices in the spring.
2. Qualifications:
 - a. At least a "C" average in academics; no "D's" or "F's"
 - b. At least a "B" in effort
3. Characteristics:
 - a. Reliable and dependable
 - b. Respectful to teachers and students
 - c. Communicates well with all students
 - d. Treats all students equally
 - e. Provides support for teachers, administration and students

Sports

1. Eligibility – see Middle School Handbook
 - a. Participants must meet the designated academic and behavior standard listed below.
 - b. Selection of team members is determined by the league regulations
 - c. All students will pay an Athletic Fee PER SPORT prior to the issuance of a uniform
 - d. A player is ineligible until the fee is paid. The sports fee will not be refunded after the season begins
2. Academic requirements/standards and procedures
 - a. An athlete must maintain a "C" average in the six core subjects and Conduct on the MIDTERM PROGRESS REPORT CARD (Religion, English, Reading, Science, Math and Social Studies.)
 - b. An athlete may not receive any "F" grades in any core subject or they become ineligible to play in a game. Athlete must attend all practices until the "F" grade becomes a passing grade.
 - c. A player would remain ineligible until the next TRIMESTER REPORT CARD. If a student carries an "F" after the Trimester begins, probation implemented after the season starts, practice but no game participation until grade is passing.
 - d. An athlete may not have a grade lower than a B- in conduct.
3. WIAA rules and athletic eligibility
 - a. 10 practice sessions are required before participation in games
 - b. A PHYSICAL EXAMINATION is required from a certified medical establishment.
 - c. Teams will be formed from 6th, 7th and 8th graders at St. Joseph's Catholic School, based on enrollment of middle school grades.

4. Guidelines for all practices and games
 - a. Players must arrive on time, dressed to play/practice (15 minutes following school dismissal)
 - b. Players must show good sportsmanship
 - c. Players must cooperate with and show respect towards the coach
 - d. Players must have a positive attitude towards the team and the coach
 - e. Players must develop skills consistently; make a real effort to learn
 - f. Players must attend all practices and games unless the coach receives and approves a written note from the parents.
 - g. During sports team practices, the coaches are working with the and supervising the teams. There is no supervision for siblings of students who are on the sports teams. Because of this, siblings of team members are not to wait for their brothers and sisters unless there is an adult with them.
5. Special Sports Awards

Students may earn school plaques or trophies which are given to build a sense of pride and ownership in the school, as well as to develop positive school spirit. Awards are presented at the Spring Awards Banquet.

 - a. Most Christian Athlete

The Most Christian Athlete Award is given to the athlete who has demonstrated strong Christian values and good leadership, attended practices regularly, shown proper conduct, given 100% participation, and displayed good sportsmanship.
 - b. Most Improved Player

The Most Improved Player Award is given to the student athlete in each sport who has exhibited the most improvement in skills, shown proper conduct, shown good sportsmanship, and given 100% effort.
 - c. Most Inspirational Player

The Most Inspirational Player Award is given to the student athlete who has shown good sportsmanship and proper conduct, given 100% participation in practice and game situations, and has exhibited positive spirit throughout the season.
 - d. Coaches Choice/Most Outstanding Player

The Most Outstanding Player Award is given to the student athlete who is judged to be an outstanding athlete and a true team player.
6. Perpetual Trophies and Plaques
 - a. Most Christian Athlete of the Year : is awarded to an 8th grade male and female student.
 - b. Most Outstanding Player of the Year: is awarded to an 8th grade male and female student.
7. Jana Corbally Memorial Trophy- (Most Inspirational Female Player)

Jana Corbally attended St. Joseph's School in the 1970's. In 1980, at the age of 16, she was killed in a tragic accident.

Jana was an avid supporter of sports, and her enthusiasm was inspiring and encouraging. We, here at St. Joseph's School, recall the positive power of her presence at St. Joseph's Catholic School.

This memorial trophy is presented to a young lady in Grade 8 for being a Christian role model, and for living the qualities that Jana believed in and valued.
8. Monsignor Desmond Dillion Memorial Trophy- This award will be given yearly to the 8th grade boy who demonstrates the understanding of Monsignor Dillon's teachings that "God made you to be Good, Happy and Successful."

Science Olympiad

1. Members: students from Grades 6-8
2. Eligibility:
 - a. At least a "B-" in conduct
 - b. Interest and dedication to the goals of Science Olympiad
 - c. Commitment to hours necessary to complete the project
 - d. Willingness and ability to work together as a group to accomplish a project
 - e. Ability to travel to competition(s)

Guidelines For School Socials

1. Students should be dropped off directly at the PAC, Dillon Hall or Chapel basement
2. Appropriate paperwork/permissions need to be turned in to attend the dance
3. Remain in the PAC, Dillon Hall during the entire time of the scheduled dance
4. Be courteous to supervisors and each other
5. Students should dance at least once with someone who has worked up the courage to ask them to dance.
6. Respect property; cause no damage and clean up properly before leaving
7. Say “Thank you” to the supervisors when leaving

PART 9: ST. JOSEPH’S MONTESSORI PRESCHOOL

St. Joseph’s Montessori Preschool Staff believes in the education of the whole child. We feel that each area of his/her development is of equal importance. We offer each child a stimulating environment where intellectual, social, emotional, spiritual and physical growth is nurtured through an integrated curriculum presented by caring adults.

Goals

The following are areas of development you can expect to see in your child:

- * Joy of learning
- * Concentration
- * Learning through discovery
- * Attachment to reality
- * Independence
- * Love of order
- * Self-confidence
- * Self-discipline
- * Ability to make choices
- * Enjoyment of God and the gifts of the Holy Spirit

Curriculum

The Montessori curriculum is much broader than many other early-childhood programs. In our classroom, we have activities ranging from fine motor development to zoology. The environment is carefully designed to allow children easy access to a variety of learning experiences. The Montessori Program is sequenced according to the principles of development. Every activity is carefully thought out to build on previous preparation and to lead the intelligence to a higher activity. The routine of the classroom is based upon the principle of freedom of choice and designed to develop independence and responsibility through self-correcting activities.

Ages

Children from ages 2 ½ to 5 may enroll in St. Joseph’s Montessori Preschool. Students must be potty trained.

Class Schedules

MORNING CLASSES (5 DAYS/WEEK)

Monday – Friday

8:00 am – 11:00 am

AFTERNOON CLASSES (4 DAYS/WEEK)

Monday, Tuesday, Thursday, Friday

12:00 pm – 3:00 pm

Montessori Preschool Tuition

Preschool tuition is different from regular school because it is ½ day, and there is no parish subsidy.

PART 10: ST. JOSEPH’S CHILDREN’S CENTER

St. Joseph’s Children’s Center provides a safe and nurturing environment in which the child is able to develop cognitively, socially, physically, and emotionally, through a creative program of planned activities, within a day care setting. Our day care program is offered for ages 1 to 6 years. Our elementary program, BASIC, is offered for ages 6 to 12 years.

HOURS OF CARE MONDAY-FRIDAY

Daycare	6:00 am - 6:00 pm
BASIC	6:00 am - 8:00 am and 3:00 pm - 6:00 pm

ST. JOSEPH’S CHILDREN’S CENTER SUMMER DAY CAMP

St. Joseph’s Children’s Center Summer Day Camp provides fun and exciting activities along with our educational curriculum to children ages 1 to 12 years of age. Our summer calendar is filled with arts and crafts, field trips, water play, barbecues and many more fun-packed activities. For more information, contact the Children’s Center.

(Director) – phone (509)-586-1428.

Computer and Internet Use Agreement

(Student Version)

Computer and internet use are a privilege, not a right. Use of St. Joseph's computers (including its internet connections, servers, routers, software, hardware, security, etc.) will only be allowed upon satisfactory reading, understanding, and signing of the *St. Joseph's Computer and Internet Use Agreement (hereafter referred to as "Use Agreement.")*

This is an example of the Agreement. Students and parents will receive an agreement from Mrs. Negrete and will need to return it to Mrs. Negrete once it is signed.

Violation of the rules of this *Use Agreement* will subject the user to disciplinary action according to school policy and the loss of access privileges.

Use Agreement

1. All use of the system must be in support of education, research and/or consistent with the mission of the school. The school reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity with local, state and federal laws, network provider policies and procedures and the St. Joseph's School policy. Use of the system for commercial solicitation is prohibited. The principal must approve use of the system for charitable purposes in advance.
3. No use of the system shall serve to disrupt the operation of the system by others or system components. Hardware or software shall not be destroyed, adversely modified or abused in any way.
4. Malicious use of the system to develop or implement programs that harass other users or gain unauthorized access to any computer or computing system and/or damage components of a computing system is forbidden (for example, computer hacking and introduction of worms, viruses, etc.)
5. Users are responsible for the appropriateness of the content/material they transmit or publish on the system. Hate mail, harassment, intimidation, discriminatory remarks or any other behavior proscribed in the *Parent Handbook* are expressly forbidden.
6. Use of the system to view, access, store, or distribute pornographic, obscene or violent material is expressly forbidden.
7. Subscriptions to mailing lists, bulletin boards, and commercial on-line services and other information services must be pre-approved by the principal or designee.
8. Access to chat rooms is expressly forbidden.
9. Downloading freeware, shareware, or any other programs is expressly forbidden without the direct consent of the principal, teacher, or designee, and must be consistent with the school's or classroom's objectives.
10. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person, or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.*
11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the system, or attempt to gain unauthorized access to the system.
12. Communication may not be encrypted so as to avoid security review.
13. Everything a user does on the network is to be stored in that student's folder, either on the network or on their assigned computer.
14. Personal information such as addresses and telephone numbers (your and others') should remain confidential when communicating in the system. Students must never reveal such information without permission from their teacher or parent.
15. Students must never make appointments to meet people in person that they have contacted on the system without express parent and school permission.

16. Students must notify their teacher or other adult whenever they come across information or messages that are dangerous, obscene, and pornographic or make them uncomfortable.
17. Unsupervised use of internet is forbidden.
18. The unauthorized installation, use, storage or distribution of copyrighted software or materials (including music) on school computers is forbidden.
19. Diligent efforts must be made to conserve system resources. For example, users should frequently delete e-mail, and either delete or archive old, outdated or unused files.
20. No person shall have access to the system without having received correct training and/or is under the supervision of a school employee, and has signed this **Use Agreement**.
21. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other, approved, user acting in conformity with school policies and procedures.

** For reasons of School Computer System (System) and personal security, each System account holder authorizes school review of e-mail messages and any other content on the System. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of the System and all files on the System may be intercepted, monitored, recorded, copied, audited, inspected and disclosed to authorized employees or law enforcement personnel, as well as authorized officials of other organizations, both domestic and foreign. By using this System, the user consents to such discretion of authorized persons of the School. Unauthorized or improper use of this System may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this System, you indicate your awareness of and consent to these terms and any others designated by the **Use Agreement**.*

“Time Out” Program

Objective

To stop inappropriate behavior before it escalates to a major problem.

Rationale

When minor problems are addressed immediately with minimal consequences, situations tend not to escalate into larger problems. Children respond well to discipline when there is a consistent, predictable environment.

Theory

When a child or children are behaving inappropriately, they are told to “Time Out.” They sit down or stand immediately off to the side of the play area. When the child goes to “Time Out”, the behavior has ceased. This is done often and consistently with any minor behavior problem, before it escalates into a larger problem. The child is in “Time Out” only for a minute or two, and then allowed to continue with appropriate behavior (or given “thumbs up.”)

Rules

1. NO WARNINGS! The teachers and para-educators are to “Time Out” a child without warning them that they will go to “Time Out” if the behavior doesn’t stop. The child must be able to predict the consequence of going to “Time Out” when they exhibit inappropriate behavior. They must also understand that going to “Time Out” does not mean that the student will automatically have further consequences. This is primarily an opportunity to help the student re-focus and re-join the activity in a positive manner.
2. NO ARGUING! If a child argues, s/he will remain in “Time Out” for an additional amount of time. For safety reasons, it is important for adults not to lose focus on the group of students playing; therefore they are not to argue.
3. NO LECTURES! The adult is not to lecture the child on why s/he was in “Time Out.” It is appropriate for the adult to ask the child to explain why s/he was in “Time Out”. This should be done later when the situation is calmed down and the student can reason more thoughtfully about the incident.
4. APPROPRIATE PROCEDURE IF EXPLANATION IS NECESSARY: If the child thinks, “that’s not fair,” the child is to complete the requested “Time Out” time and then politely ask the adult to explain the situation. The adult may then discuss the incident once the safety of the group is accounted for or designate a time to meet with the child. It’s important for the child to know s/he will have an opportunity to discuss the incident. This is meant to be a time to listen and to solve the challenge/issue together.

NOTE: This plan is for minor disturbances that could lead to larger problems if not addressed immediately. Any behavior that begins so severely as to endanger someone, (such as fighting,) or outright disrespect or disobedience (such as refusing to go to “Time Out”) should be directed to the principal or classroom teacher in charge.

Recess Guidelines for All Students

1. Respect and obey the teachers and adult supervisors.
2. Demonstrate respect and kindness for your fellow students.
3. Respect the playground equipment by using it appropriately.
 - a. Slide sitting down with feet first.
 - b. Stay alert and keep your distance from the swings
 - c. Stay where the supervisor can see you.
 - d. Take your turn and do not block others from equipment.
 - e. No wrestling, contact games, tag, tackle football, war ball, keep away, throwing balls against the wall, etc.
 - f. No jump rope on the porches. Ropes are used for jumping only.
4. Observe the boundaries of your area and remain in visible range of yard duty adult at all times.
5. Ask permission of the yard duty person to leave the area, to go to the bathroom, or to get a ball.

Boundaries

1. PAC (upper) grass field: on the field side of the gym and basketball court unless on the basketball court. Areas also bordered by the street fence and the trash containers.
2. Equipment: grass area between the school building and the retaining wall, and the swings, not off the gravel or by the fence.

Volunteer and Driver Information

All volunteers who work with students are required to obtain a “Virtus” Training Certificate and pass a background check.

Click [here](#) for the diocesan required volunteer background check form, driver approval form, and adult liability release form. Once you’ve filled in the required forms please bring them to the school office to be processed.

Click [here](#) to find out when Virtus training sessions are being provided by the Yakima Diocese. If none are available please contact Bebe Paoli in the school office.

Volunteers are under the supervision of Diocesan/Parish/School authorities while performing volunteer duties. Should a volunteer choose to not follow directions while volunteering, it could jeopardize the school/parish/diocese legally. Please let your supervising staff or Volunteer Coordinator know if you are not able to perform a duty assigned. Thank you for your service and for your understanding in this manner.