



# St. Joseph's Catholic School Parent Handbook 2016 - 2017

## 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:

## **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

## **Mind**

Demonstrate a strong foundation in core subjects  
Are active participants in their own learning with a strong work ethic  
Use good judgment 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

# St. Joseph's Catholic School

901 W. 4<sup>th</sup> Avenue, Kennewick, WA 99336

## PARENT HANDBOOK

2016-2017

Pastor: Rev. Tomas Vasquez  
Associate: Fr. Tomas Vidal  
Principal: Ms. Kathleen Cleary  
Principal Elect: Mr. Perry Kelly

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

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PART 1: INTRODUCTION  
Letter from the Staff

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 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 directives 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 TEACHERS AND STAFF

Ms. Kathleen Cleary	Principal
Mr. Perry Kelly	Principal Elect
Mrs. Cherie Rockstrom	Kindergarten
Miss Anna Davis	Kindergarten
Mrs. Windy Negrete	Grade 1
Mrs. Zanna Grandinetti	Grade 2
Mrs. Angela Fiecke	Grade 3
Mrs. Angela Borlaug	Grade 4
Miss Sylvia Billing	Grade 5
Mrs. Holli Williams	Middle School Grade 6 Homeroom
Mrs. Charlotte Frankovic	Middle School Grade 7 Homeroom
Mrs. Catherine Valiant	Middle School Grade 8 Homeroom
Mrs. Michelle Lumetta.	Middle School Math
Mrs. Angele St. Hilaire	Middle School Religion
Mrs. Patricia Schweppe	Elementary Music
Mrs. Sue Ferlan	Art
Mr. Jack Aitoro	PE, Athletic Director
Mrs. Nancy Dodson	Office Manager
Mrs. Tiffany Varker	Office Assistant
Mrs. Amanda Anderson.	Math/Computers
Mrs. Carol Hattemer	Librarian
Mr. Sergio Negrete	Custodian/Maintenance
Mrs. Amanda Ferguson	Classroom Assistant
Mrs. Peggy Leon	Classroom Assistant
Mrs. Camilla Lockard	Classroom Assistant
Mrs. Bebe Paoli	Classroom Assistant
Mrs. Diane Winget	Classroom Assistant
Mrs. Julie Crites	Classroom Assistant
Mr. Joel Vesper	Classroom Assistant

## PRESCHOOL STAFF

Mrs. Janet Bambock	Lead Teacher
Mrs. Leslie Hieb	Lead Teacher
Miss Jessica Fahlberg	Lead Teacher
Mrs. Sue McLain	Classroom Assistant
Mrs. Maelyn Poston	Classroom Assistant
Mrs. Tara Cloutier	Classroom Assistant

## ST. JOSEPH'S CHILDREN'S CENTER

\_\_\_\_\_, Program Director

## SCHOOL ADVISORY COUNCIL 2016-2017

Justin Baerlocher	President
Phone: 440-2270	Email: justinbaerlochert@gmail.com
Michelle Farthing	Vice President
Kori Harrison	Secretary
Amy Hunkapillar	Marketing Chair
Sherri Jones	Council Member
Theresa Krucshke	Council Member
Pete Wilhelm	Council Member
Patrick Valdez	Council Member

The School Advisory Council is comprised of up to nine members, nominated by the school community from a slate of parishioners and parents. 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 adopts policies as appropriate to meet school needs by:

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

#### **Finances**

The Council adopts the school's financial plan and monitors how it is working by:

- Approving the annual budget
- Reviewing the monthly financial statements and year-to-date report
- Determining tuition rates and fees
- Determining salary and benefit schedules for the staff
- 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

## PARENT TEACHER ORGANIZATION (PTO) 2016-2017

Melissa Schroeder	President
Phone: (509) 947-7898	Email: ka11st1@yahoo.com
	Secretary
Stephanie Doherty	Treasurer
	Hospitality
Zanna Grandinetti	Teacher Representative

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. To do this, the PTO acts as a conduit between the school and the families of St. Joseph's.

The PTO ordinarily meets monthly on the first Wednesday of the month. The dates and times are published in the school calendar.

## STUDENT COUNCIL 2016-2017

Paddy St. Hilaire	President
AJ Varughese	Vice-President
Bella Cloutier	Secretary
Reagan Santos	Treasurer
Reagan Santos	Religious Affairs
Aleiha Rios	School Spirit
Lacy Middleton	Athletics
Kaiya Harrison	Publicity
Mercedes DeSmet	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

	Grades K-5	Middle School
Supervision	7:50 am	7:50 am
First Bell	8:00 am	8:00 am
Tardy Bell	8:10 am	8:10 am
Recess	10:00-10:15 am	
Lunch	12:00pm – 1:00pm	11:50am – 12:25pm
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 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 Café before school starts need to be dropped off in front of the entrance to Holy Grounds, and be ready for school at 8:00 am. Prior to the start of school each day Holy Grounds Café is not supervised by St. Joseph’s Catholic School staff. Students dropped off at the school must remain in their area and are not permitted to go to Holy Grounds Café. 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.

## PART 3: POLICIES AND PROCEDURES

### **Admissions**

- A student 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 Catholic 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, and scholarship programs, athletics or other school sponsored programs.

### **Attendance Policies**

#### **Absence Policy**

- To report an absence, please call the school office (586-0481) between 7:45 am and 8:45 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 and is excessive, a conference may be scheduled. 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 Recommendations**

Preschool - Kindergarten	20 students
1 <sup>st</sup> – 2 <sup>nd</sup> Grades	20 – 23 students
3 <sup>rd</sup> – 5 <sup>th</sup> Grades	24 – 27 students
6 <sup>th</sup> – 8 <sup>th</sup> 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**

Each Thursday of the school year, family information is sent out electronically through Jupiter Grades. If you are not receiving this in your email, please make sure to check any junk filters of your email service. If no emails are found in the junk folder, please check 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.”

### **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 for 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 her/his 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**

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.

### **Lunch and Milk**

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.

### **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. Good dressy 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. In the event of a 2 hour delay, the Children's Center will open 1 hour later at 7 am. When school has been canceled, the Children's Center will close as well.

### **Telephone**

Phone messages are given to the students and teachers through the school office. Only for emergencies would a student or teacher be called from class for a phone call. Students are asked not to use the phone. If there is a need, the student should obtain written permission from the teacher.

### **Electronic Devices**

Students may bring cell phones to school but they must be in the off mode and kept in the locker or backpack. Cell phones may not be used during school hours from 8:00 am to 3:00 pm. If students violate the cell phone rules, they may forfeit their privileges of bringing them to school, and the cell phone will be confiscated by the staff for the remainder of the day. 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 or three times per year in grades K through 8. Primary MAP will be administered in Kindergarten and 1<sup>st</sup> grades. We also utilize the Dibels test for kindergarten – 4<sup>th</sup> grades.

### **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.

### **Diocesan Policy Regarding Harassment**

The Diocese of Yakima will not tolerate the harassment of individuals 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 offensive or 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.

## PART 4: ACADEMICS

### **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 given for homework is:

Grades 1-2	30 minutes per day
Grades 3-4	60 minutes per day
Grades 5-6	90 minutes per day
Grades 7-8	120 minutes per day

Please keep in mind that these times are averages. Some students will have less, while others may have more. The standards above are geared for the top 67% of the students in each class.

### **Academic Achievement**

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

The parent/guardian:

- Reviews Homework Assignment Notebook daily.
- Reviews corrected papers and workbook papers weekly.
- Sets up a teacher-parent-student conference when concern arises (call the school office).
- 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	A’s in the core subjects (no A-’s)
PRINCIPAL’S LIST	A or A- average
HIGH HONORS LIST	B+ average
HONORS LIST	B average

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:

### Grading Scale

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 4<sup>th</sup> 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 Catholic 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 3<sup>rd</sup> Trimester, or a letter sent in the US Mail.

## **PART 5: FINANCIAL POLICIES**

Registration fees are non-refundable.

### **Qualifications for Church Subsidized Tuition Plan**

- Registered parishioner at St. Joseph’s or Holy Spirit Parishes
- Active parishioner means that you attend Mass on a regular basis
- Contributing means you give financially to your parish on a regular basis. Regular means at least once a month, using the parish envelopes.
- Participating means that you give of your time and talent 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.

### **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.

It is important that each family pays tuition consistently and promptly. **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 1<sup>st</sup> 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.

This 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. Parents are required to work the stated hours. All exceptions need to be presented to the principal before the event. **A substitute must be a member of the student's family, 21 years of age or older.**

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 office.

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 Catholic 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 Catholic 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 are:

- Teachers review the playground rules with students at the beginning of the year. "PARK IT" is used for minor infractions. See complete information Appendix.

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, and 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 teacher/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 worships 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.
- Sending your child(ren) 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 becomes 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. 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.

There is nothing wrong with staff and volunteers possessing such knowledge. However, 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.

## Student Responsibilities and Consequences

### Consequence Ladder for Behavior Offenses

Step	Options
1	Verbal correction Private teacher-student motivational talk White slip or Conduct Referral Slip
2	Telephone call to parent describing inappropriate behavior
3	Telephone call to parent or personal conference. Detention time before or after school. The time and length of detention will be determined by the teacher and principal. Detention may also include school service projects.
4	Conference with the principal, teacher, parent and student which includes a verbal or written plan for improved behavior. Conduct referral slip.
5	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 fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year, both in school and at school-sponsored activities. Terms of the probation will be explained in writing by the principal and teacher and reviewed with the student concerned.
6	In-school suspension: the student reports to the principal's office and remains there for the duration of the school day. Student is not allowed to participate in any extracurricular activities. Student will be placed on probation for a duration assigned by the principal.
7	Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur only after all efforts had been made to resolve the problem and 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 period of suspension would indicate this decision.

### Disciplinary Offenses Referred Directly to the Office

- **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 use or possess any gun, knife, or sharp item that could be used as a weapon to harm anyone. Consequence: suspension or expulsion.
- **TOBACCO:** Possession or use of any tobacco products on or around school property or at 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. Minimum consequence: suspension.
- **STUDENT ABUSE:** Students will not be involved in flagrant 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.
- **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 principal. Repayment of damages 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 principal.
- **EXCESSIVE CLASSROOM/SCHOOL CONDUCT REFERRALS:** All classroom/school conduct referrals are filed in the principal's office. Students with two conduct referrals will be placed on the "Consequence Ladder for Behavior Offenses."
- **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.

### **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

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 should reflect 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**. All items with St. Joseph’s Catholic School logo or plaid must be purchased through Land’s End. Other clothing items may be equivalent items from other vendors.

### 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. <b>ALL SHIRTS MUST BE TUCKED IN.</b>	White polo shirt, blouse or turtleneck, long or short sleeves. A solid white t-shirt may be worn under the polo. <b>ALL SHIRTS MUST BE TUCKED IN.</b>
PANTS	Solid dark blue or navy twill; plain leg. <b>(NO BLUE JEANS, DEMIN OR CORDUROY)</b>	Solid dark blue or navy twill; plain leg. <b>(NO BLUE JEANS, DEMIN OR CORDUROY)</b>
SKIRTS/JUMPERS	NOT APPLICABLE	Skirt or skort will be solid dark blue or navy, or St. Joseph’s plaid. Skirts/jumpers must be at the knee. Jumper will be St. Joseph’s plaid (Land’s End <b>ONLY</b> ) with white polo or blouse.
SHORTS/CAPRIS	Navy blue twill shorts are worn only from August to October 31 <sup>st</sup> , and April 1 <sup>st</sup> to June. Shorts length may be 3” above the knee, no shorter. <b>NO CARGO SHORTS</b>	Navy blue twill shorts or capris may be worn only from August to October 31 <sup>st</sup> , and April 1 <sup>st</sup> to June. Shorts may be 3” above the knee, no shorter. <b>NO CARGO SHORTS.</b>

	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. ALL 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. ALL SHIRTS MUST BE TUCKED IN.
PANTS	Gray twill, plain leg (NO CARGO, OR EXTERNAL LEG POCKETS) Black or brown belt is REQUIRED.	Gray twill, plain leg (NO HIP HUGGERS, CARGO, OR EXTERNAL LEG POCKETS) Black or brown belt is REQUIRED.
SKIRTS	NOT APPLICABLE	Skirts or skorts will be solid gray. Skirts must be at the knee. Skorts may be 3" above the knee, no shorter. NO CARGO SHORTS.
SHORTS/CAPRIS	Gray twill shorts are worn only from August to October 31 <sup>st</sup> and April 1 <sup>st</sup> to June. Shorts length may be 3" above the knee, no shorter. NO CARGO SHORTS.	Gray twill shorts or capris are worn only from August to October 31 <sup>st</sup> and April 1 <sup>st</sup> to June. Shorts length may be 3" above the knee, no shorter. NO CARGO SHORTS.

### OFFICIAL MASS UNIFORMS

BOYS' K-5 MASS UNIFORM	GIRLS' K-5 MASS UNIFORM
<ul style="list-style-type: none"> <li>• White button front dress shirt</li> <li>• St. Joseph's Plaid tie</li> <li>• Red sweater, sweater vest or fleece from Land's End with school logo.</li> <li>• Dark blue or navy twill pants (NO JEANS, DENIM OR CORDUROY.) <b>NO SHORTS.</b></li> </ul>	<ul style="list-style-type: none"> <li>• White polo, blouse or turtleneck</li> <li>• St. Joseph's Plaid tie (OPTIONAL)</li> <li>• Red cardigan, fleece or sweater from Land's End with school logo</li> <li>• Dark blue or navy twill pants, or St. Joseph's Plaid jumper (Land's End only), or navy blue or St. Joseph's Plaid skirt at the knee.</li> <li>• NO SHORTS OR CAPRIS.</li> </ul>

BOYS' GR. 6-8 MASS UNIFORM	GIRLS' GR 6-8 MASS UNIFORM
<ul style="list-style-type: none"> <li>• White button front dress shirt</li> <li>• St. Joseph's Plaid tie</li> <li>• Red sweater, sweater vest or fleece from Land's End with school logo.</li> <li>• Gray twill pants (NO JEANS, DENIM OR CORDUROY) <b>NO SHORTS</b></li> </ul>	<ul style="list-style-type: none"> <li>• White polo, blouse or turtleneck</li> <li>• St. Joseph's Plaid tie (OPTIONAL)</li> <li>• Red cardigan, fleece or sweater from Land's End with school logo</li> <li>• Gray twill pants or gray skirt worn at the knee</li> <li>• NO SHORTS OR CAPRIS</li> </ul>

**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, ROLLER SKATE SHOES or BOOTS)
- Snow boots may be worn when there is snow on the ground.

**JEWELRY – GIRLS**

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

**JEWELRY – BOYS**

- Catholic medal or cross on gold or silver chain
- No rings or earrings

**K-5 GIRLS’ MAKE-UP**

- 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)

**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

**PHYSICAL EDUCATION UNIFORM**

	GRADES K-4	GRADES 5-8
	No PE Uniform	
T-Shirt		Any SJS t-shirt
Shorts		Sport shorts of appropriate length; no Spandex. Not the uniform short of the day.
Sweatpants		Solid black or navy
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
  - c. Teams will be formed from 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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 players 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
    - i. 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
    - i. 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
  - i. 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
  - i. The Most Outstanding Player Award is given to the student athlete who is judged to be an outstanding athlete and a true team player.
- e. Perpetual Trophies and Plaques
  - i. Most Christian Athlete of the Year: awarded to an 8<sup>th</sup> grade male and female student.
  - ii. Most Outstanding Player of the Year: awarded to an 8<sup>th</sup> grade male and female student.
- f. Jana Corbally Memorial Trophy (Most Inspirational Female Player)
  - i. 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.
  - ii. Jana was an avid supporter of sports, and her enthusiasm was inspiring and encouraging. This award recalls the positive power of her presence here at St. Joseph's Catholic School.
  - iii. 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.
- g. Monsignor Desmond Dillion Memorial Trophy (Most Inspirational Male Player)
  - i. This award will be given yearly to the 8<sup>th</sup> 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. Remain in the PAC (or Dillon Hall) during the entire time of the scheduled dance
3. Be courteous to supervisors and each other
4. Only use cell phones and digital devices in designated areas (PAC foyer).
5. Always say “Yes” when asked to dance and “Thank you” when finished
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**

<b>MORNING CLASSES (5 DAYS/WEEK)</b>	<b>AFTERNOON CLASSES (4 DAYS/WEEK)</b>
Monday – Friday	Monday, Tuesday, Thursday, Friday
8:00 am – 11:00 am	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 daycare setting. Our daycare 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.

## **APPENDIX A: 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 this *St. Joseph's Computer and Internet Use Agreement* (hereafter referred to as "Use Agreement.")

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**

#### Network

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 Catholic 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 (yours 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**.

## APPENDIX B: "PARK IT" 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 "Park it." They sit down or stand immediately off to the side of the play area. When the child is "parked," the behavior has ceased. This is done often and consistently with minor behavior problems, such as arguing, before it escalates into fighting. The child is parked only for a minute or two, and then told to continue with appropriate behavior (or given "thumbs up.")

### **Rules**

1. **NO WARNINGS!** The teachers and para-educators are to "park" a child without warning them that they will be "parked" if the behavior doesn't stop. The child must be able to predict the consequence of being "parked" when they exhibit inappropriate behavior.
2. **NO ARGUING!** If a child argues, s/he is "parked" for an additional minute or longer. It is important for adults not to get caught arguing as well.
3. **NO LECTURES!** The adult is not to stand and lecture the child on why s/he was "parked." The child knows.
4. **APPROPRIATE PROCEDURE IF EXPLANATION IS NECESSARY:** If the child thinks, "that's not fair," the child is to raise his/her hand and politely ask to explain the situation. The adult is to listen to the explanation when they have the time. They may either listen then, or designate a time to meet with the child. It may or may not change the situation, but the child knows s/he will have the opportunity to explain. Again, this is not a time to argue, but to listen.

**NOTE:** This plan is for minor disturbances that many times lead to major 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 "park,") is sent directly to the principal.

### **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. 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.