

St. Joseph School
 Issaquah ✚ Snoqualmie



**PARENT/STUDENT
 HANDBOOK**

Mission Statement

St. Joseph School, as a ministry of the parish, forms the hearts and minds of children through the example of Jesus Christ. We provide a dynamic academic experience and cultivate spiritual growth, in accord with the teachings of the Catholic Church. We do this to empower our students to recognize and use their gifts for the good of God's Kingdom.

Table of Contents

Purpose of the Parent-Student Handbook 5
What is expected of students? 5

Academic Expectations 8
 Admissions: Policy of Non-Discrimination 9
 Admissions: Priority for Acceptance 9
 Alcohol and Tobacco 10
 Attendance 11
 Absences 11
 Family Vacations 12
 Procedures for Reporting Absences 12
 Tardies 12
 Awards 13
 Badges 13
 Bulletin Notices 13
 Bus Rules and Regulations (See also **Discipline—Bus**) 13
 Cell Phones 14
 Class Interruptions 14
 Class/Teacher Assignments 15
 Closure or Delay of School 15
 Communications 16
 Conferences 16
 Back to School Night 16
 Calendar 16
 Directory Information 16
 E-Mail 16
 Line of Communication 17
 Thursday E-News and Thursday Envelope 17
 Teacher Communications 17
 Community Service Hours (Middle School) 18
 Computer Use 19
 Confidentiality 21
 Curriculum 21
 CYO Athletic Program 21
 Discipline 22
 Discipline—Bus 25
 Drop-off and Pick-up 26
 Early Release 27

Emergency Information	27
Emergency Procedures	28
E-Reader Policy.....	28
Event Scheduling.....	29
Extended Care.....	29
Field Trips.....	30
Financial Aid	30
Free Dress Day	30
Fundraisers.....	31
Grading Scale.....	31
Harassment Policy for Students	32
Health Screenings	32
Homework	33
Honor Roll.....	33
Illness and Injury.....	34
Immunization Form	34
Legal Issues	34
Liturgies	35
Lunches	35
Medication	35
Mentors.....	36
Money and Items from Home	36
Parental Co-operation	36
Parents' Club	37
Parents on Vacation	37
Parishioner Status	37
Parties and Events	38
Pets on Campus	38
Photographs of Students	38
Pizza Days.....	38
Principal's Right to Amend Handbook.....	38
Recess Procedures and Rules	39
Report Cards	40
Rights of Dismissal	40
Room Parents.....	40
Sacraments	41
Safe Environment Training.....	41
Safety and Security	41
School Commission.....	41

School Schedule - Daily	43
Student Records	44
Student Rules.....	44
Teacher In-Service Days.....	45
Telephone	45
Testing.....	45
Tuition.....	46
Uniforms	47
Volunteer Requirement	51
Volunteering with Students	51
Withdrawal of Student	51

Purpose of the Parent-Student Handbook

The purpose of this parent and student handbook is to provide families with the basic structure and policy information concerning the educational program at St. Joseph School. This handbook is a contractual agreement that corresponds to the tuition contract that each family signed when enrolling their student(s) at St. Joseph School. The contents provide an outline of school policies and procedures to nurture a respectful partnership between the home and school.

What is expected of students?

Listed below are some of the important rules everyone needs to know and follow.

All students are expected to . . .

- Show respect and kindness to all students and adults in the building and on the playground. This should include behaviors such as:
 - ◆ Greeting one another pleasantly
 - ◆ Responding to one another with courtesy
 - ◆ Listening attentively when addressed
 - ◆ Waiting patiently for another's attention without interrupting
 - ◆ Treating one another gently in lines, on the playground and stairs
 - ◆ Helping one another by holding a door, assisting to carry items, etc.
- Use appropriate language and a respectful manner when communicating with other students and adults.
- Comply with all directions given by staff members.
- Exhibit a welcoming spirit to guests in the building including greeting and being courteous to those guests.
- Dress in an appropriate uniform.
- Be encouraging to other students by affirming their success and gifts at appropriate times.
- Use positive verbal skills to resolve conflicts.
- Include everyone.
- Leave dangerous objects at home; these include but are not limited to: pocket knives, guns, drugs, matches, handcuffs, or any toys resembling these.
- Not possess, use, distribute or sell any tobacco or mind altering substances, i.e. alcohol, marijuana, chemical stimulants, etc.

- Walk in the halls, classrooms, Church, library, and stairways.
- Use the restrooms and drinking fountains in a proper manner during recess or with your teacher's permission during class time.
- Stay on school property during school hours unless special permission has been given to leave.
- Take care of school property and supplies assigned to you.
- Leave all toys and games at home unless requested by your teacher; this includes iPods, battery-operated games, pets, CD players, etc.
- Turn off all cell phones and keep them in a backpack during school hours unless used with permission from a teacher.
- All electronic devices are to remain in your backpack.
- Wear athletic shoes for PE days.
- Enter and exit the school through the assigned door as directed by your teacher.

In the classroom, you are expected to . . .

- Follow your teacher's directions.
- Complete your assignments on time.
- Work without disturbing others or interfere with their learning.
- Observe your specific classroom rules agreed upon by your class and teacher.

When eating lunch, you are expected to . . .

- Refrain from throwing food or wrappings.
- Clean your desk area and/or floor before leaving the classroom.
- Put all garbage in the containers.
- Bring a sack lunch or order hot lunch.
- Follow your classroom lunch rules.
- Recycle.

When you are on a field trip, you are expected to . . .

- Follow school-wide behavior expectations when on field trips or off-campus activities.
- Obey the driver at all times.
- Enter or leave the car/bus safely.
- Go directly to your seat and remain seated unless the driver gives you permission to move.
- Act appropriately so that the driver may drive safely.
- Open the window only with the driver's permission. Keep your hands and other body parts inside at all times.
- Cross the street properly and safely. Stay with your group.

Academic Expectations

St. Joseph School is committed to inspiring the whole child: heart, mind and soul. To insure student success, a student will be on time to school and to each class, be prepared with materials and assignments, submit quality work as directed by each teacher, and maintain satisfactory behavior. If students are not maintaining passing grades, a parent conference will be scheduled. Every effort will be made, in collaboration with parents, to ensure academic success. Students will have the necessary materials required to be a successful student - paper, pencils, and other school supplies suggested by the school. All students come to school ready to learn. Students must respect other students and allow them to learn.

Promotion: Promotion of students will occur in June upon satisfactory completion of all academic work at grade level. This includes, but is not limited to, completion of all assigned homework, class participation, and any or all teacher assignments. Conferences with parents and principal will occur if there is concern about a student not being promoted. Final decision regarding the promotion or retention of a student is the sole responsibility of the principal.

Retention: Retention of a student is a serious matter that is discussed with parents, teacher and principal by the middle of the last quarter. This may occur because of:

- Prolonged absence
- Emotional or social reasons
- Failing grades in two or more core subjects
- Inability to complete required work.

When you are in the office, you are expected to . . .

- Speak quietly.
- Use the office phone only with permission or in an emergency situation. Make social plans at home in the evening or before school.
- Get permission to come to the office for medical help, unless it is an emergency.
- Get permission to use office machines or equipment.

For your safety . . .

- Wait in the designated carpool area.
- Obey the safety patrol.
- Follow carpool rules.
- Observe general playground/recess rules.
- Use the playground equipment properly; this includes sharing and taking turns.
- In Issaquah, climbing on the rocks around the waterfall, playing on the hill or deliberately kicking balls into the rockery is not allowed.
- Walk safely in and out of the buildings.
- When your class is called in from recess, stop playing immediately and line up to return to your classroom.

When in Church, you are expected to . . .

- Show reverence for being in God's house.
- Be attentive and quiet.
- Participate in the various liturgies and prayer services.
- Wear a full dress uniform (school sweater required and no red shirts or khaki uniform items).

When wearing your uniform, you are expected to . . .

- Keep it in neat and clean order.
- Remove your coat while you are in the classroom.
- Keep your shoe laces laced in your shoes and tied.
- No hats are to be worn in the building.

Admissions: Policy of Non-Discrimination

St. Joseph School admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of its educational policies, scholarship program, athletic or other school administered programs.

The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school's program requirements.

Admissions: Priority for Acceptance

St. Joseph School is a Catholic School. Our reason for existence is to provide a quality education within the context of the Catholic faith. We believe we can support parents in the religious formation of their children, but never replace them. We give the highest priority for admissions to families who hold values and goals consistent with the Catholic Church through commitment to their parish.

During the registration period, students will be prioritized in the order below. Any students not placed by the end of the registration period will be placed in a non-ordered waiting pool. Applications received after the registration period will be placed in the pool. As openings arise throughout the year, all applicants in the pool will be re-evaluated and re-prioritized, according to the schedule below, at the time of each opening.

1. Currently enrolled elementary students.
2. Siblings of currently enrolled elementary students.
3. Registered at St. Joseph Church or Mary, Queen of Peace Church, meet their criteria for parishioner status, sacrificial giving card on file, contributing member, participate in the faith life of the parish.
4. Registered Catholics from a neighboring parish or transferring from an out-of-state parish, for at least 3 months, sacrificial giving card on file, contributing member, participate in the faith life of the parish.
5. Other students within the community.

Admissions: Priority for Acceptance (continued)

- St. Joseph Preschool students are not guaranteed acceptance into the elementary school.
- Current preschool students will be accepted for kindergarten according to the admission policy stated above.
- If all factors are equal in the priority of two students and one is a St. Joseph preschool student, the St. Joseph preschool student will have priority.
- If all factors are equal in the priority of two or more students, the principal will make decisions on acceptance.
- St. Joseph School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

Alcohol and Tobacco

St. Joseph School maintains a safe and healthy environment for its employees and students. Alcohol and tobacco are prohibited on all school grounds. The principal may authorize exceptions for special occasions.

Attendance

Absences

It is necessary for students to be actively participating in class activities and discussions for maximum learning to occur. Missed class equals missed instruction, therefore absences negatively impact student learning. Parents and students are expected to make every effort to assure punctual and consistent attendance at school.

Absences are either “excused” or “unexcused”. An absence due to personal illness, injury, medical or dental appointment, a funeral or a special circumstance recognized by the principal is considered an “excused” absence. All other absences are considered unexcused (see family vacations). **Students** are responsible for collecting and clarifying missed assignments and are responsible for **ALL** work assigned while gone. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. For short absences of two days or less, students should make arrangements with classmates or check teachers’ websites regarding assignments. For absences greater than two days, student work may be requested from the teacher and picked up in the school office. Students may also receive missed assignments from their teacher when they return to school. Arrangements for regularly scheduled classroom tests missed because of an excused absence are to be made with the individual teachers (e.g. weekly spelling and vocabulary tests). Parents and students are welcome and encouraged to meet with their teacher by appointment to clarify any curriculum missed during excused absences.

Missed class work and homework due to an unexcused absence is considered late. Students must assume the responsibility of completing and turning in missed work. Excessive absences, even if excused, will likely cause a student’s grade to drop. Any student with numerous absences during a given grading period may be subject to action deemed appropriate by the principal. This may include required tutoring or possible retention. When a student misses more than 90 minutes during the beginning, middle or end of the school day, he/she will be considered absent for half a day.

Family Vacations

Parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. **Parents should not plan appointments or vacations during the time students are taking standardized tests.** Unscheduled days off from school for family vacations cause students to miss valuable instruction for which teachers are unable to provide a special studies program. Assignments will not be given in anticipation of the vacation, and in addition teachers are not required to give make-up tests or assignments for absences due to vacation. Absences due to family vacation are not considered excused.

Procedure for Reporting Absences

Parents/guardians are required to phone the school office before 9:00 in Snoqualmie, and 9:20 in Issaquah, to report student absences. When a student must be excused early, parents are required to come to the school office to pick up their child and sign out him/her. Parents should not report to the child’s classroom.

Tardies

Students who miss between one and ninety minutes of the beginning of the school day due to a late arrival, early dismissal, or any other reason will be considered “tardy”. Students who miss between 90 minutes and 3 hours of the school day will be marked as missing a half-day of school. Students who miss more than 3 hours of the school day will be marked as absent. Only tardies related to personal illness or injury, medical/dental appointment or funerals are considered excused. The report card will note the number of excused and unexcused tardies.

Awards

Snoqualmie Campus

Honor Roll: To be listed on the honor roll, students in grades 6-8, must have an average of 90% for all graded subject areas at the end of each reporting period. In addition, the student must earn at least an “M” in all other subjects with no “Ws” in any of the Personal Growth and Behavioral Expectations sections on the report cards.

Principal's List: Students in grades 4-8 who have turned in all homework assignments on time during the month are placed on the Principal's List. Each month all students on Principal's list earn a extra free dress day on the third Wednesday of the following month.

Badges

Visitors to the school, whether volunteering in any capacity or simply observing, are required to register at the office immediately upon entering the grounds. Visitors must also wear a visitor badge issued by the office. Visitors without badges will be reminded by the staff to register and pick up a name badge from the office.

Bus Rules and Regulations

These rules and regulations were prepared in accord with the Washington State Patrol and apply to all school busses operating in the State of Washington.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
2. Unless by permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.
3. Appropriate conduct must be followed. Appropriate conduct will be interpreted to mean that students:
 - a. will sit properly in their seats
 - b. will refrain from throwing objects in the bus
 - c. will keep their hands to themselves
 - d. will be courteous to their fellow passengers
5. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor.
6. Students will refrain from throwing anything out the windows.

7. To help keep the bus clean, eating and drinking is not allowed, except when specifically authorized and supervised by an accompanying teacher, or other staff member.
8. No student will smoke, light matches or lighters, or use any type of flame or sparking device on the school bus, or any form of tobacco.
9. Students will refrain from using vulgar or obscene language or gestures.
10. No student shall at any time extend any body part out of the window whether the bus is in motion or standing still.
11. No student shall open a window on the school bus without first getting permission from the school bus driver.
12. All electronics must stay in the student's backpack.

Students are expected to abide by all the rules stated in the St. Joseph Bus Ridership Rules and Regulations. Minor infractions of the rules will be handled by the bus driver by seat assignment, time out in the front seat, etc. A bus infraction will be issued for behaviors of a more serious nature.

See also, Discipline—Bus.

Cell Phones

Cell phones may not be used during school hours unless permission is given specifically from a teacher. They must remain off and in student backpacks. St. Joseph School is not responsible for lost or stolen items.

Class Interruptions

If it is necessary for parents to bring items to students during the school day (lunches, books, messages etc.), parents are asked to bring them to the office. The office staff will make sure that the items are delivered to the student. Do not go directly to the classroom.

Class/Teacher Assignments

Every effort is made by the staff and the administration to establish a balanced mix of students in each classroom. The principal and teachers balance the classes academically and socially, with care given to gender and learning difference distribution. All of our teachers are well trained, caring, and challenging educators.

The administration does not accept class placement requests by parents. However, if there are exceptional concerns that a parent wants considered as the staff determines class assignments, the parent needs to address them to the principal in writing by the last Friday in May. The administration and staff will consider parental concerns, but do not guarantee class placements as requested by parents. Class assignments will be posted at "Taking Care of Business Day" at the end of August.

Closure or Delay of School

If inclement weather or other emergency causes St. Joseph School to close, television and radio announcements will be made on stations KOMO(4), KING(5), and KIRO(7), on radio stations KIRO(710am) and KOMO(1000am), and the web site www.schoolreport.org. **If one campus closes, both campuses will be closed.** The decision and notification will usually be made by 6:15 am. Parents in certain geographic areas (such as hills) may make a prudent decision, based on the weather, about attending school, even if school will be in session. In the event of heavy snow during the school day or other "Acts of God" which may require early dismissal of school, please listen for specific instructions on one of the stations listed above. Parents in certain geographic areas (such as hills) may make a prudent decision, based on the weather, to pick up students early from school, even if school will not be dismissing early. If school is dismissed early, but parents cannot make it to school early, students will be supervised in school until the usual dismissal time or until parents can safely pick them up. Permission to release students to persons other than parents must be stated in writing or communicated to the school office.

If there is a prolonged school closure because of an emergency situation, the principal will determine if additional school day(s) should be added to the calendar to meet state requirements.

Communications

Conferences and Communication

In order to encourage effective communication between school and home, fall conferences are scheduled for all students and parents before the end of the first reporting period. Optional spring conferences will also be held for any family or teacher who would like to meet again. Whenever a conference is necessary at other times during the school year, the teacher or parent may initiate the scheduling of one, or they may conference over the telephone. Teachers are not able to conference on the spot before, during or after the school day. All conferences are to be scheduled appointments.

Back to School Night

All parents attend an evening in September designated for each campus. At this time the teacher gives an overview and spells out expectations and learnings for the year.

Calendar

A yearly school calendar will be sent home in the Spring packet. Additional events will be listed on the website.

Directory Information

Directory information is published with a family's name, address, telephone number, and a family e-mail address in addition to student name. It also includes the names of teachers with school e-mail information. Information will not be released for anyone to use this list in any commercial way unless prior clearance is obtained from the principal. If a family does not wish to have this information or a portion of this information published the office should be notified by the first week of September.

E-mail

Modern technology has given us an efficient way of communicating via e-mail. It can be effectively used between teacher and parent on behalf of the student. In the interest of respecting the privacy of all concerned, e-mail will be used for *brief communications* only (i.e. scheduling, monitoring student progress, committee reports, reminders, etc.) Ordinarily teachers will check e-mail before and/or after school. Teachers are not required to check their e-mail during the school day; therefore, unless there are unforeseen circumstances, teachers will strive to respond to e-mails within 24 hours of receiving an e-mail message. Teachers, administrators, and school staff are not expected to check e-mail over holidays or weekends. Issues of a sensitive nature should be communicated

verbally. For urgent matters, a note or phone message should be left with the office and the message will be delivered to your student in the classroom. For example, changes to after-school transportation and reminders to bring something home at the end of the day.

Line of Communication

We value the art of interpersonal communication. Any issue of a personal nature or any situation requiring in-depth discussion is best addressed directly with the person(s) concerned in a scheduled conference. Conflicts and grievances are settled on the basis of the principle of subsidiarity. **When a parent wishes to address a grievance, they are expected to try to resolve the issue directly with the teacher first.** If the issue is not resolved in a conference with the teacher, the parent should have a conference with the teacher and the principal. If the issue is not resolved at this time, the matter may be discussed with just the principal.

Thursday E-News and Thursday Envelope

Every Thursday the E-News is published on the school website. The E-News is the primary communication tool regarding school activities and announcements. It is important to read the E-News weekly to stay informed of events and announcements. An email reminder is sent to each family with a link to the website. Many times you will be asked to sign various forms and return them to school. An envelope is sent to each family on Thursday via one student. Use this envelope to return any necessary forms printed from the website. Please cooperate in doing this promptly. If your student does not return their envelope to school by Monday of the following week, parents will be charged \$1 to replace it.

The school office staff must approve all notices and flyers going out to parents via, email, classroom student folder or the weekly E-News. All announcements to be placed in the E-News must be received in the Snoqualmie Office by Tuesday, noon of the week the announcement is to be published.

Teacher Communications

Teachers in grades K-5 will send home a weekly newsletter with class information.

Teachers in grades 6-8 will post weekly updates to their teacher website. Students and parents are encouraged to check them frequently for news, announcements and assignments.

Community Service Hours (Middle School)

As part of our Catholic mission to help the students understand their role in the larger community and to develop in them the habit of service and outreach, each student in grades 6-8 is required to complete 30 hours of community service each year. Students are required to perform and document some hours during each trimester. Students earn service hours by performing needed tasks within their community. **Students should choose activities outside of the expected responsibilities that support family life at home.** A wide range of activities are suitable for service to the community. Some examples would be participating in summer facility work parties, serving at the Issaquah meals program, helping elderly neighbors with yard work, offering service to your parish community, etc. Please consult the teacher if clarification is needed about a community service activity. Community Service Hours should be logged on the Community Service form and signed off by the supervising adult. Service hour forms are to be turned in to the religion teacher the last day of each trimester. These activities comprise part of each student's religion grade. Students may apply up to 10 hours of service worked in the summer toward their first trimester.

Computer Use

St. Joseph School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at St. Joseph School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. St. Joseph School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of school activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with school policy.

General Information:

The Internet, a worldwide telecommunication network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides Internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of the ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, the school encourages parents to have a frank discussion with their children about Catholic values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- Teach proper techniques and standards for internet participation.
- Guide student access to appropriate areas of Internet.

- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns...privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of school's Internet resource sources.

The 4-8th grade students and parent/guardian must sign an Internet Use Agreement before the student is given access to the school's Internet resource. School personnel or the parent/guardian may withdraw student Internet access at any time.

Use of St. Joseph School's Technology Resources

Improper use of the school's technology resources is prohibited. This includes, but it not limited to:

1. Violating students' rights to privacy/confidentiality
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and for political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, or password on any computer system.
9. Using a school computer without knowledge/approval of school personnel responsible to the computer
10. Using inappropriate language, pictures, gestures in any form on the Internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

See also—E-Reader Policy

Confidentiality

Confidentiality is a serious matter; it is important to protect parish/school business, and the parish/school community. Volunteers and employees who handle confidential information are responsible for its security and should not discuss it with anyone other than their supervisor, principal, or pastor except as provided for by civil law or on a need-to- and right-to-know basis. Volunteers are required to sign a Confidentiality Pledge Form each year in order to volunteer.

Curriculum

The school curriculum functions through programs of studies, supplementary curricular activities and other guided learning experiences needed to develop the total person. Subjects include religion, mathematics, reading/literature, writing/language arts, spelling, handwriting, computer education, physical education, social studies, science, art, and music. Extra curricular school-sponsored activities may include chess, robotics, speech, drama and other activities depending on interest and leader availability. Curriculum decisions are made by the administration in accordance with guidelines set by the Archdiocese. Within these parameters, the administration will form committees when choosing new curriculum that will be comprised of both teachers and parents. Religion is of primary importance in the curriculum since the mission of St. Joseph School is to teach the message of Jesus Christ to its students.

CYO Athletic Program

CYO sports are available for students enrolled in the school and students registered in either St. Joseph or Mary, Queen of Peace parishes. Sports available include: soccer, basketball, volleyball and cross country. Practices and games take place outside of school hours. Participation is governed by archdiocesan policy. Further information can be obtained by contacting the CYO coordinator.

Discipline

Students, parents, and teachers realize they are a community of faith and recognize the presence of Jesus in themselves and in every other member of the community. Students are expected to act in ways reflective of the Christian community to which they belong. The teacher or supervisor handles all minor offenses on the spot in class, playground and all other general areas of the school. Time-outs, staying in from recess, positive incentives, writing about their behavior and other logical consequences for actions are the main types of disciplinary measures used.

All school sponsored extra-curricular activities will be subject to the school discipline policy. Leaders of activities not sponsored by the school are responsible for their own group's discipline.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Student's Code of Conduct

- I will be responsible.
- I will respect others and myself.
- I will choose to learn and allow others to learn.
- I will allow the teacher to teach.
- I will do my personal best.

Student Responsibilities

Students have the **right** to learn in school; therefore students have the **responsibility** to help create a positive learning environment for all students and staff. It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly environment throughout the school, and in no way to deprive other students of their right to an education. In order to accomplish this, the students must observe the following standards of behavior:

1. Show respect and kindness to all students and adults in the building and on the playground.
2. Obey school and classroom rules.
3. Show reverence for being in God's house, being attentive and participating in mass and other services.
4. Dress in an appropriate uniform.

5. Take care of school property and supplies assigned to you.
6. Discourage negative behavior in other students that does not conform to Catholic standards.
7. Comply with all directions given by staff members.
8. Use appropriate language and a respectful manner when communicating with other students and adults.
9. Refrain from bullying. Bullying behaviors include the following:
 - a) Physically hurting or threatening to hurt someone;
 - b) Social exclusion;
 - c) Insults;
 - d) Name-calling;
 - e) Mean gossip or rumors;
 - f) Sexual bullying
 - g) Sending notes or electronic communications that contain derogatory or threatening remarks.
10. Use positive verbal skills to resolve conflicts.
11. Walk in the halls, classrooms, Church, library, and stairways.
12. Use the restrooms and drinking fountains in a proper manner during recess or with your teacher's permission during class time.
13. All toys and games are to remain at home; this includes, but not limited to, radios, battery-operated games, pets, CD players, iPods, etc. Cell phones may only be used after school hours and outside of the school building. Cell phones must remain off and stored in backpacks while in the school building.
14. Wait in the designated carpool areas and obey safety patrol and rules for carpool behavior.

Disciplinary Action

Teachers are encouraged to use **Conduct Referral Form** as a way to effectively communicate to the student and his/her family that there is an area of concern, which needs to be addressed at home. The parent will receive a copy of a Conduct Referral Form informing them when a student has not honored the code of conduct. This form explains the area of concern and options used to communicate with the students and the parents. A **parent signature is required** on each conduct referral and should be returned to the teacher the following day. Failure to return a signed conduct referral slip will lead to further disciplinary action.

Forfeiting Recess: (Grades K-5 only)

Forfeiting Recess is one option on the Conduct Referral Form. A student may lose one or more recess periods depending on the frequency and severity of the discipline issue. Students may sit on the curb, in the office or remain in the classroom with the teacher.

Detention: (Grades 6-8 only)

One choice on the Conduct Referral form is detention. Detention is a 30-minute, teacher supervised session served during recess. Parents will be notified of the detention time and date on the Conduct Referral form.

Suspension:

Suspension is the separation of a student from school activity during the school day. Depending on the incident, a student may receive an in-school suspension or an off-campus suspension. The length of the time for the suspension depends on the seriousness of the infraction. When a student receives a suspension, the principal will phone the parents. A conference normally takes place before the student is allowed to return to classes. During the time of suspension a student will be held responsible for all work missed in class.

Expulsion:

St. Joseph School strives to address behavioral expectations in a proactive manner. However, some behaviors are so severe that they merit immediate and serious consequences without any previous warnings given.

These serious behaviors include, but are not limited to:

- Committing willful physical harm or threatening physical harm to students, staff member, or parent volunteer
- Willful destruction of property
- Hindrances of the educational process by in-attention, disruption, lack of work and habitual violation of school regulations
- Indirect or direct disrespect shown toward staff, student, parents, or any adult in the parish/school
- Harassment
- Cheating, forgery of documents, or plagiarism
- Stealing
- Skipping school or class
- Possession or use of tobacco, alcoholic beverages, illegal substances, or drugs
- Possession or use of weapons or objects construed as weapons
- Possession or writing of inappropriate literature, notes, e-mails, or pornography
- Arson
- Conduct, inside or outside the school, which is detrimental to the school's reputation
- Failure to meet terms of probation or behavior contract

A student accused of serious wrong doing may be placed on investigative leave with all class work provided while an investigation is being conducted.

The principal has discretionary power to determine whether an offense is serious enough to warrant an immediate suspension or expulsion.

Discipline—Bus

Students are expected to abide by all the rules stated in the St. Joseph Bus Ridership Rules and Regulations. Minor infractions of the rules will be handled by the bus driver by seat assignment, time out in the front seat, etc. Behaviors of a more serious nature such as those that would fall under the major infraction offenses category of our discipline policy, will be referred to the school administration.

Bus Conduct Referrals will be sent home to be signed by the parents and the student and returned to school the following day.

Drop-off and Pick-up

The maximum speed limit at all times on the school grounds is 5 MPH. Students may enter the classroom 10 minutes before school starts. Parents must stay with their students until the building opens.

ISSAQUAH

Drop-off:

Students may be dropped off in the upper lot no more than 10 minutes before the start of school. If your elementary student is tardy, **you** must check in at the office where your student will receive a tardy slip for admittance to the classroom.

Pick-up:

Students will gather by class in the middle parking lot for drive-through pick-up. Please enter the upper lot, drive down to the middle lot, form two lines and wait for your student(s) in your car. The teachers will direct students to cars; drivers are to remain in their cars to keep the process quick and safe. For safety, if you would like to park to pick-up your student(s) or speak to staff, please use the upper or lower lots. Pedestrians should cross only at the crosswalk NOT IN BETWEEN CARS. Any students not picked up by 3:35 pm will be escorted to Extended Day and charged accordingly.

Do not park in the middle lot after 9:10 am. Please remember to supervise your student(s) closely in the parking lot area.

Walking Students:

Students are not permitted to leave campus during school hours unless accompanied by an adult. Students are required to have written parental permission to walk or ride bicycles to and from school.

SNOQUALMIE

Drop-off:

All students may be dropped off at the sidewalk in front of the school beginning at 8:10 am. If your student is tardy **you** must check-in at the office where your child will receive a tardy slip for admittance to the classroom.

Pick-up:

Students will gather for afternoon pick-up in front of the school. Pick-up will follow the same drive-through procedure as morning drop-off. Any student not picked up by 3:15 will be escorted to Extended Day and charged accordingly.

Walking Students :

Students are not permitted to leave campus during school hours unless accompanied by an adult. Students are required to have written parental permission to walk or ride bicycles to and from school.

Early Release

If a student must leave school early, a note sent to the teacher prior to the early dismissal is greatly appreciated. The person picking up the student should go to the office and sign out the student in the notebook provided in the school office. The secretary will send for the student. Do not go directly to the classroom to collect your student. If the student returns to school later in the day, he/she must be signed back in. If a parent is having someone else pick up the student early, that person's name must be stated in a written permission note.

Emergency Information

Parents are responsible for making sure the information the school has regarding emergency contacts and the student's physician's name, in case of illness or injury, is current. Parents should notify the school office if any information changes.

Emergency Procedures

St. Joseph School has a very detailed set of procedures regarding emergencies. Please see the Emergency Procedures Handbook available in each classroom and also on-line. There are separate procedure handbooks for each campus.

E-Reader Policy AD.8.22.12.MMJ

St. Joseph School allows the use of E-Readers. Students must read, sign and follow the E-Reader Policy before being allowed to use an E-reader at school.

- St. Joseph School is not responsible for lost, stolen, or damaged e-readers. If you bring an e-reader on campus, it is your responsibility to care for it.
- All e-readers must be labeled with the student's first and last name.
- Each student is responsible for his/her own e-reader and is not allowed to lend it to another student while on campus.
- E-readers can be used in class only when the teacher gives the student permission. If a student is using an e-reader at an inappropriate time, the teacher may confiscate it and leave it in the office for the student to pick up after school.
- E-readers are to be used for reading school related material only.
- Any student found to be using his/her e-reader for internet access during class will lose his/her privileges. This means that books must be downloaded off campus, prior to coming to school.
- Material downloaded by each student must be monitored by his/her parents.
- E-readers may not be used on campus for audio books.
- The privilege to use an e-reader can be revoked at any time.
- E-reading devices must be approved by the teacher.

Event Scheduling

To schedule any student related event at either campus, times must be scheduled through the Issaquah school office. Use of Issaquah facilities must be scheduled through the Parish office. Snoqualmie facilities must be cleared through the Snoqualmie office. If your event is cancelled, please notify the appropriate office.

Extended Day

Extended Care supports success in school, academically, socially, and physically. This program aims to provide a safe community where students can begin to exercise choice while developing their sense of personal responsibility. After school, Extended Care provides a balance between individual and group activities, quiet study time and homework time as well as time to relax with friends.

Issaquah Hours: Daily from 7 am - 8:50 am, and 3:20 pm - 6 pm

Wednesday: 2:05 pm - 6:00 pm

Snoqualmie Hours: Daily from 3:00 pm - 4:15 pm

Wednesday: 1:45 pm - 3:00 pm

Extended Day may also be available in Issaquah on days when there is no school, from 7am to 6 pm, on early dismissal days, on selected days during vacation weeks, and on a drop-in basis according to availability. Extended Care will not be available on days school is closed due to weather.

There are two ways to sign-up for Extended Care:

Commitment Calendar: Regular users are encouraged to use the Commitment Calendar forms to schedule use for each billing period. These are available on the website two weeks before the beginning of each period. Use of these Commitment Calendars is the only way to guarantee availability for your child in Extended Care. You are charged for all the hours you “reserve” using the Commitment Calendar.

Drop In use: Call the Issaquah or Snoqualmie office to sign-up for Drop-in care for each location. You may sign-up for only one day at a time. Space is not guaranteed for Drop-In use.

Field Trips

St. Joseph School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom.

In the interest of safety, the following regulations must be met:

Written notice of the field trip and permission to attend

1. The written consent of parents and/or legal guardians must be obtained for every student participating in field trips.
2. A permission slip must be signed and filed prior to departure.
3. Permission by phone is not acceptable in place of a signed form.
4. Field trips are privileged outings. Students can be denied participation if they fail to meet academic or behavioral requirements.

Financial Aid

St. Joseph School Tuition Assistance: Several partial scholarships for both preschool and grade school are available. Applications are due as published in the e-news. If a family experiences financial need during the school year, they can meet with the school principal to see if aid is available.

Archdiocesan Tuition Assistance Program: The Archdiocese provides tuition grants to needy families through the Fulcrum foundation. Applications for financial aid are available online at www.seattlearch.org.

Free Dress Day

Free Dress days are held on the first Wednesday of the month and some other designated days. Students do not need to wear their uniform on Free Dress days; however, please send them to school in clothing and shoes that are appropriate for play (see Uniform Policy). Students from Snoqualmie who achieve Principal's list will receive an extra free dress day on the third Wednesday of the following month.

Fundraisers

Tuition is established at a level where, combined with fundraising requirements, a St. Joseph School education is made available to families wishing to enroll their student. The Development Committee, under the direction of school administration, establishes and implements the means of securing all necessary funds, excluding tuition and fees, required to meet the budgeted operational needs of St. Joseph School. This involves a three-focus approach:

1. **Annual Fund:** All families are required to donate to the Annual Fund. This is a yearly, tax-deductible cash gift where all families are asked to be as generous as possible. Payment on pledges can be made as a one-time donation or over a period of time of their choosing. Pledges cards are due by October 31. Re-enrollment for the following year may be delayed until a pledge card is on file. Payments are due by May 31.
2. **Walk-a-thon:** all families are required to participate in or contribute to the walk-a-thon at the rate of \$100 in pledges per family.
3. **Auction:** all families are required to procure \$200 worth of items or services (or donate \$200) and contribute to each student's class project.

Grading Scale

Teachers in Grades in K-3, Specialists and Elective teachers assign grades according to the following scale.

- E – Exceeds Grade Level Expectations
- M – Meets Grade Level Expectations
- W – Working Toward Grade Level Expectations
- NE – Not evaluated at this time

For students in grades 4-8

A	93 – 100%	C	73 – 75%
A-	90 – 92%	C-	70 – 72%
B+	86 – 89%	D+	66 – 69%
B	83 – 85%	D	63 – 65%
B-	80 – 82%	D-	60 – 62%
C+	76 – 79%	F	59% or below

Harassment Policy for Students

Harassment of any student by another student attending school in the Archdiocese of Seattle is prohibited. Any representative of the Archdiocese of Seattle, including all students, who has harassed another person, is subject to disciplinary procedures up to and including expulsion from the school.

Harassment is verbal or physical conduct that puts down or shows disrespect toward an individual. This could be because of his/her race, color, religion, gender, national origin, age, size, physical appearance or disability. This definition could extend to his/her relatives, friends, or associates and that:

- Has the purpose or effect of creating a disrespectful or offensive educational environment;
- Has the purpose or effect of unreasonably interfering with another student's education; or
- Includes, but is not limited to: words or conduct including making fun of or mocking someone in a disrespectful manner that relates to race, color, religion, gender, national origin, age, size, physical appearance, or disability; and may include written or graphic materials.

If a student feels they have a harassment complaint, they may have this addressed by a teacher or the principal. This prohibition against acts of harassment applies to all students.

The student victimizer may be placed on an Intervention Suspension or immediate expulsion. If the student is placed on an Intervention Suspension, the student may be required to see a mental health professional who is a psychiatrist/ psychologist (Ph.D.). An evaluation/risk report must be provided with recommendations before the student is admitted back into school.

Health Screenings

Screenings for vision and hearing concerns are provided by qualified parent volunteers yearly for grades K-8. Parents will be notified if a concern comes up during any of the screenings.

Homework

Homework is a hallmark of Catholic schools. It is given daily in grades 1-8 in order to foster self-discipline, organizational skills, independent learning, and to inform parents of the content of their student's learning. Parents are asked to provide a place and a time for students to complete their homework, which can be mutually agreed upon. Teachers will contact parents if there are concerns with homework.

Since each student has different capabilities and interests, it is difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. A suggested amount of daily homework is geared toward an average student but should generally fall into the following ranges:

Grade 1: 10-20 minutes

Grade 2: 30 minutes

Grade 3: 40 minutes

Grade 4: 45-50 minutes

Grade 5: 60 minutes

Grade 6: 60-90 minutes

Grade 7 and 8: 1-2 hours

In grades 4-8 a Homework Notification is received if the student fails to complete an assignment on time. A parent signature is required on each Homework Notification, which is returned to the teacher the following day with the late homework.

Honor Roll

To achieve honor roll (for students grades 6-8), a student must have a 90% average or above in all graded subject areas. In addition, the student must earn at least an "M" in all other subjects, and is allowed no 'W' in any of the personal growth and behavioral expectation sections on the report card.

Illness and Injury

When a student becomes sick or is injured during the school day, the teacher or playground supervisor will send the student, accompanied by another student or adult, to the office. The parent will be called if a student needs to be picked up or has received a head injury.

A student must stay home at least 24 hours after having a fever, vomiting, diarrhea, a draining rash, eye discharge or pink-eye, or after starting a course of antibiotics. A student should not attend school if he/she has a cold with a non-clear mucus discharge, lice, nits or scabies, fatigue that prevents normal activities, or any other contagious illness.

When a student is injured a note from the parent is required to excuse their student from P.E. for the day. A student with a more serious injury requires a note from a doctor stating how long the student is expected to be excused from P.E. A note is also required for the student to resume participation. A student wearing a cast, brace, splint, boot etc that is rigid, may not participate in P.E. activities due to injury risk to other students.

Immunization Form

State law requires us to have an current immunization card for your student. Please come to the school office where your student attends school (Issaquah or Snoqualmie) with any updated information. This form must be dated and initialed every time you update any information.

Legal Issues

Parental Custody

It is the intention of St. Joseph School to abide by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. St. Joseph School abides by all parenting plans set up by the court. It is the custodial parent's responsibility to provide a copy of the family plan to the school. It is the intention of the school to carry out the orders of the court. If the court decrees a restraining order, a picture of the person with the no contact order should be placed in the student's file. This information will be given to teachers and specialists on a need-to-know basis.

Liturgies

Students will attend mass on the second and fourth Fridays of each month. Special liturgies, created by alternating classes, are held throughout the year. Full dress uniform is required for all students on Mass days. When in church, students are expected to show reverence for God's house. Parents and parishioners are welcome to attend liturgies with the students.

Lunches

Students eat lunch in their classroom. Please do not send items in your student's lunch that need to be heated. Warm lunches should be sent to school in a thermos container, already warmed.

Hot Lunch

Hot lunch is available through Lunch Ladies Catering. You can order lunches to be delivered to your student from their website <https://lunchladiescatering.orderlunches.com/>.

Milk

Milk is available on a daily basis. Milk can be ordered for the trimester or the year.

Pizza Friday

Pizza is available on select Fridays during the school year. Watch the E-news or check the website for forms and dates to sign-up. Late forms will not be accepted.

Medication

The Washington Board of Health requires that medication (over-the-counter or prescription) given during school hours requires an "Authorization to Administer Medication" to be on file in the school office. This form includes the condition requiring medication, the drug to be administered, and the physician's signature. All medications must be kept in the office in a secure location with clearly labeled written instructions. A student will report to the office at the prescribed time to have medication administered. Students will take all medications in the office and sign off on a record keeping form. No teacher is to give out medications. RCW 28A.210.260 and 28A.210.270 and 28A.210.280 and 28A.210.290

Mentors

Parents' Club sponsors the Parent Mentor program, which consists of current school parents mentoring new parents through their first year at St. Joseph. The role of the mentor is to provide that first, friendly parent-to-parent contact, to acclimate the new family to our school, and to help the new family feel comfortable in our community. A current school parent who desires to be a mentor is assigned a new school family at the beginning of the summer. The mentor contacts the new family and welcomes them to the school and answer any questions they may have.

Money and Items from Home

Money and other valuables are to be brought to school only when there is a real need for them. They should not be left in the student's desk. When brought for a specific purpose, such as field trip payment, money should be in an envelope carefully marked with the amount, purpose, student's name and grade. Radios, CD/tape players, electronic games and other items are allowed on the bus only. They are not to be seen or used at school. If seen, they will be confiscated and released only to the parents. Cell phones may not be used during school hours unless permission is given specifically from a teacher. All electronics must remain off and in student backpacks. St. Joseph School is not responsible for lost or stolen items.

Parental Co-operation

Parental co-operation is essential for the welfare of students. If, in the opinion of the administration, parental behavior seriously interferes with the teaching, learning, or administration process, the school may require parents to withdraw their student(s) and sever the relationship with the school.

Parents' Club

The purpose of the Parents' Club is to support and promote our children's Catholic education at St. Joseph School by assisting the school, staff and administration. Specifically, the purposes of the Parents' Club are to provide support for our children's educational and recreational needs by:

1. Providing volunteer support for the school community;
2. Providing social programs and educational activities for parents, students and teachers and;
3. Promoting the school to the parish, parents and community.

Please look for opportunities throughout the year to become an involved member of the Parents' Club! Your involvement is important and offers a great way to meet new friends while making a difference for the children and their education.

Parents' Club Event Check

Parents' Club Event check is your opportunity to pay for many of the school year events all at once instead of one-by-one throughout the year. With limited administrative resources, prepay helps out the school, Parents' Club, and makes it easier for families. Events included in this check: Class Auction Project, Lazarus House Outreach, Field Day, Emergency Supplies and Yearbook.

Parents on Vacation

It is helpful to teachers and the school office to be notified when parents plan to be away. If a student is living temporarily with relatives or friends or is being cared for at home by someone other than a parent, parents should notify the school.

Parishioner Status

Parishioner status is determined by the parish office in which you are registered. Please contact your parish office to determine your parishioner status.

Parties and Events

Social activities outside of school hours may be sponsored by student leadership, staff or the social committee. On special occasions a simple classroom party may be arranged by the teacher with assistance of the room parent. If a parent chooses to have a private party, written or oral invitations may not be given out at school unless everyone in a classroom is invited. There are no exceptions. Hurt feelings result when it is obvious that some students are not included.

Pets on Campus

Pets are not allowed on campus without permission from the principal unless they are a documented medical aide or provide a specific educational value. While we love our pets, our school needs to be a place that is safe, clean, hygienic, and comfortable for every student and adult.

Photographs of Students

Occasionally, photographs of students and school activities are used for promotional purposes, yearbook, and as items for bidding at the auction. If a parent does not want his/her student's photograph to be made public in ways such as these, a written statement must be sent to the office by the end of the first week of school.

Pizza Days

Pizza is available on select Fridays during the school year. Watch the E-news or check the website for forms and dates to sign-up. Late forms will not be accepted.

Principal's Right to Amend Handbook

This handbook is an ongoing document and the principal reserves the right to amend or adjust the handbook after consultation with and approval from the pastor. Not all of the policies of the school are found in the handbook. Parents will be notified of any additional changes in the handbook through the school newsletter.

Recess Procedures and Rules

Issaquah and Snoqualmie

The playground is the arena for students to grow socially. It is the hope for all students that when they have a problem, they own it as theirs, try to work it through first themselves, and then seek assistance from the adults on duty if no resolution can be found by themselves. The following are the main recess rules and procedures:

- Students will show courtesy and respect to the playground supervisors and follow whatever direction they give.
- Students should be able to see a supervisor from any location in which they are playing.
- Students should attempt to solve their own problems. If students are not successful, they should then ask supervisors for help.
- No students are to be excluded from games (soccer, basketball, kickball, etc.).
- Good sportsmanship is a must.
- Fighting games are not allowed.
- A warning will be given for inappropriate behavior. A time-out from play is given if the behavior continues. A time-out is automatically given for Major or Extreme offenses (see Discipline Policy) and the teacher and parent will be notified.
- Stop play immediately when a signal is given that recess has ended. Return all play equipment to the equipment basket if no one else is on the playground. Baskets must be returned to the shed or school building at the end of the day. Students will be assigned, on a weekly basis, to put away baskets at the end of the day.
- Line up with your class in an orderly manner.
- Stay within the play area at all times.
- Ask permission to use the restroom; only two students may use the restroom at a time.
- Students should always have a buddy when going anywhere on campus.

Issaquah

- Refrain from climbing on the rocks around the waterfall, playing on the hill or deliberately kicking balls into the rockery.
- Jump ropes are only to be used for jumping.
- Balls may be used in designated ball areas. No ball play allowed inside the fenced area.

Recess Procedures and Rules (Continued)

Snoqualmie

- Students must stay in one of the three designated play areas; the gym, the front sidewalk, or the field.
- The trees and bushes beyond the grassy area are off limits to students.
- Gym recess will be rotated on a per class basis when supervision is available.

Report Cards

Report cards will be sent home on a trimester basis. Progress reports will also be sent home one time per trimester for grades 6-8. Report cards and progress reports will be sent home via mail.

Right of Dismissal

St. Joseph School reserves the right to dismiss any student who, in the judgment of the Principal, is not making satisfactory progress or whose presence is detrimental to the welfare of St. Joseph School, of any other student, or any St. Joseph School faculty or staff member, or of him or herself. Failure to pay tuition according to the terms of this agreement, and other fees and costs as billed, is grounds for dismissal.

Room Parents

Teachers utilize their Room Parents when needing assistance with various projects or activities. A Room Parent's responsibilities include:

- Planning class parties with the teacher.
- Helping contact and arrange drivers for field trips.
- Getting approval from the teacher or administration before sending any communication home to families.
- Directing parents with particular concerns or problems to address the issues with the teachers or administration personally.
- Coordinating parent volunteers in the classroom.
- Organizing or finding volunteers for auction project.
- Creating a class phone tree.

Sacraments

All students receive sacramental preparation in their classrooms, but students receive their sacraments with their own parish (according to Vatican II) – please see your own parish religious education director for any additional preparation required.

Safe Environment Training

All adults who would like to work with children in any capacity; classroom volunteer, CYO coach, field trip chaperon, scout leader, etc. must attend a Safe Environment training program “Protecting God’s Children”. This class is offered free of charge through the Archdiocese of Seattle at various locations throughout the Archdiocese. You must register online at www.virtusonline.org.

Safety and Security

Visitors to the school, whether volunteering in any capacity or simply observing, are required to register at the office immediately upon entering the grounds. Visitors must also wear a visitor badge issued by the office. Visitors without badges will be reminded by the staff to register and pick up a name badge from the office.

For the protection of our students, the administration reserves the right to search students, students’ possessions, or school desks when deemed advisable. No right or expectation of privacy exists for any students’ possessions, desks or other school property. A search will be conducted if the administration has reasonable grounds to suspect that the search will yield evidence of the student’s violation of the law or school rules. The administrator conducting the search will do so in accordance with state laws.

School Commission

The Commission is established by the pastoral coordinator, in accordance with Archdiocesan policy, to assist him and the principal in policy areas relating to the parish school. On an annual basis, the Commission shall select specific school goals and evaluate whether these goals are being met.

The Commission is consultative in the following sense: the members cannot act apart from the pastor and the principal and cannot address issues or make decisions binding on the parish

school without approval of the pastor and the principal. Consultation also means that decisions will not be made in major new goal areas until and unless the School Commission has been consulted. The areas in which the Commission has responsibility and will be consulted are:

- Planning
- Policy Development and Formulation
- School Finance
- Development
- Grant Writing

The St. Joseph School Commission welcomes attendance from the parent and parishioner community at our meetings. The Commission’s agenda is planned far in advance and is very full. To ensure that all meetings are conducted in a fair, orderly and expeditious manner, we’d like to remind you of the procedures for participating at, or attending the school commission meetings.

St. Joseph School Commission Meetings are open to visitors who are affiliated with St. Joseph School and St. Joseph Parish.

Visitors are asked to note the following protocols:

1. Visitors are welcome in a non-participatory role without prior communication.
2. Visitors are asked to sit in the seats provided which are positioned separately from the working table of the commission.
3. Any visitor who would like to speak or comment on an agenda item needs to communicate their desire to speak before the meeting begins. Visitor comments are limited to a five-minute presentation. The forum for visitor presentations will be scheduled after regular commission agenda items are completed.
4. Any visitor who would like to suggest an item to be added to the meeting agenda needs to do so in writing at least fourteen (14) calendar days in advance of the monthly commission meeting. All items must relate to commission business. Submit requests via email to the school principal and school commission president. The president will contact you with the date and time you have been placed on the agenda. If the request is a proposed change to school policy, procedures, etc. you’ll be asked to complete and submit the proposal form. (available on the school website)
5. At times, a closed session is called due to confidential items under discussion, visitors are asked to respect the call for a closed session.

School Schedule - Daily

The school year begins the day after Labor Day and ends in mid June and follows the Archdiocesan calendar for Christmas and Easter break.

Issaquah Campus

K - 3th grade

Monday, Tuesday, Thursday, Friday, 8:55 am - 3:20 pm

Wednesday—8:55 am—2:05 pm

8:45	Supervised Drop-off
8:55	Tardy Bell
9:00	Preschool starts
10:15-10:30	Morning recess #1
10:30-10:45	Morning recess #2
11:40-12:30	Lunch #1
12:00-12:50	Lunch #2
2:00-2:15	Afternoon recess #1
2:15-2:30	Afternoon recess #2
3:20*	Dismissal Bell*

*Wednesday is an early dismissal day. All students will be released at 2:05 pm.

Snoqualmie Campus

4th - 8th grade

Monday, Tuesday, Thursday, Friday, 8:30 am - 3:00 pm

Wednesday—8:30 am—1:45 pm

8:10	Supervised Drop-off
8:30	Tardy Bell
Lunch times vary according to grade.	
3:00*	Dismissal Bell*

*Wednesday is an early dismissal day. All students will be released at 1:45 pm.

Student Records

The school shall abide by the provisions of the “Family Educational Rights and Privacy Act” with regard to parents’ rights of access to their children’s school records. Likewise, the school shall abide by the provisions of Washington State law regarding the right of access of the non-custodial parent to his or her child’s school records.

The parent has the right to inspect the student’s records and may do so in the presence of the principal or person qualified to explain the material in the records.

Both custodial and non-custodial parents may inspect their student’s records in the presence of the principal or designee, unless there is a court order or decree presented to the principal restraining a parent from such contact and inspection.

A request to view records should be made in writing to the principal two full school days before the inspection.

When school records pertain to more than one student, the parent/guardian may inspect only that part of the educational record which pertains to the child of the parent/guardian.

Student Rules

Each teacher establishes classroom regulations and procedures. Below are additional students expectations:

- **All students are to be dropped off no earlier than 10 minutes before the start of school in Issaquah and no earlier than 20 minutes in Snoqualmie.** The exceptions are those students who participate in a before school activity, go to Eagles’ Landing or have appointments with teachers. Students should go directly to their classroom upon drop-off.
- Students may be on school grounds only when being supervised by an adult. Students in Issaquah will be placed in Extended Day, Snoqualmie students will be sent to the office if not picked up in a timely manner after school, (20 minutes after school ends) and parents will be charged \$5 per student per 15 minutes.
- All students remain outside at recess time unless they have permission from a playground teacher/supervisor to re-enter the building. Access to the rooms may be given at the beginning of recess or only with permission if recess has begun.
- An adult will supervise students at all times.
- Gum chewing is not permitted at school or on school grounds

- unless a teacher has given special permission.
- Students are not permitted in classrooms unless a school staff member is present and supervising.
 - No student is to take anything from another's desk or other property without explicit permission from the owner or the classroom teacher.

Teacher In-Service Days

Teacher in-service days are marked on the yearly school calendar. These are days when school is dismissed early or is not in session. Most teacher in-service is accomplished on early release Wednesdays.

Telephone

Students are not allowed to use school phones during the school day without permission. Arrangements for playing with friends after school, athletic practices, etc., should be made prior to coming to school. Messages from parents may be left with the school office and will be given to students at lunch or recess times or at the end of the day.

Testing

St. Joseph School meets standardized testing requirements through the yearly administering of the IOWA test of Basic Skills in grades 2-8.

Tuition

St. Joseph School is committed to making enrollment at the school financially accessible. An enrollment fee is required annually for each student at the time of registration. An application fee is also required for new students. (The registration fee will be refunded if the school does not accept the student.) Returning families must complete the following from the current school year before being officially accepted into the school for the upcoming school year:

- Fulfill the current year's volunteer hours commitment (or pay the appropriate fee);
- Fulfill their fundraising commitments; and
- Have no unpaid tuition or unpaid tuition late fees.

Tuition is paid through TMS (Tuition Management Systems) and is due by the 10th day of each month for eleven months starting in July. In addition, a student will not be allowed to begin attending classes unless his or her tuition payments are current, as of the first day of school. A family must meet parishioner status standards in order to qualify for the in-parish tuition rate. Parishioner status is determined by the parish office in which you are registered. Please contact your parish office to determine your parishioner status.

Uniforms

Uniforms are a tradition of Catholic schools. They contribute to the school's sense of pride and distinction. The students look well groomed and with a uniform-look give an outward sign of being a community. Wearing uniforms shows equality of all students by de-emphasizing economic differences. Uniforms also lessen peer pressure and enhance self-esteem. They promote a focus on the development of the "inside" of the students rather than the externals and what the students are wearing. Clothes do not become a distraction. Uniforms are practical, durable, and economical. Again, the emphasis for students coming to school is to prepare their minds for learning. Uniforms are worn daily. Each student is required to own a uniform in good clean condition and is expected to wear it at all times except on designated "Free Dress days". Only approved uniform attire may be worn in the school building. Whenever specific clarification is necessary, the principal will make the final determination.

Students who must deviate from the uniform policy are requested to present a note to the teacher. If a student arrives at school without a proper uniform they may be asked to wear something from the lost and found box and may receive a Uniform Infraction. A student who has three Uniform Infractions, will lose their next free dress day.

UNIFORM FOR GIRLS: K-8

Marymount plaid jumper, skort or skirt. Skirts, skorts or jumpers should hang no shorter than three inches above the back of the knee. *Must be purchased at the Uniform Store.*

OR Navy blue walking shorts. On the Issaquah campus, shorts may not be worn from November through February. Shorts should be no shorter than three inches above the back of the knee. *Must be comparable to those available at the Uniform Store.*

OR Navy blue pants. Pants must be twill or corduroy with no outside pockets. Sweatpants or jeans may not be worn as uniform pants. Ankle length, no leg zippers or snaps, no tapered legs, no contrast topstitching. Black or royal blue are not acceptable. *Must be comparable to those available at the Uniform Store.*

*The girls' jumper, skort or skirt may be worn with solid navy leggings. Leggings may not be worn alone. **Full dress uniform pants, skort, jumper or skirt are plaid or navy only.***

White blouse. Plain, button front, long or short sleeve; pointed, rounded or button-down collar. No lace. *Must be comparable to those available at the Uniform Store.*

OR white or red polo shirt. Knit, long or short sleeve button front placket, plain collar, no pockets, no logos or emblems other than SJS logo available through Parents' Club.

OR white or red turtleneck. Knit long sleeve.

*Red shirts must be the same color red as those sold at the Uniform Store. No oversized shirts or blouses are acceptable. If shirts are worn under uniform blouses or shirts, they must be plain white, and not hang below top shirt. All shirts must be worn tucked in. **A full dress uniform shirt is white only.***

Navy blue Sweater or vest. All students must have a uniform sweater or vest. *Must be purchased at the Uniform Store.*

Navy blue Sweatshirts (optional). Crew neck pullover or hooded pullover with school logo. (Wear appropriate size.) *Must be purchased at the Uniform Store or through Parents' Club.*

Navy blue Polar Tec vest or jacket (optional). *Must be purchased at the Uniform Store or through Parents' Club.*

Shoes. REV.03.23.15.MMJ- Shoes must be in good, clean condition and must be appropriate for running, jumping, and playing. **Shoes of any color may be worn.** Shoes must always be worn with socks that reach above the ankle (or tights.) No clogs (shoes must have a back), boots, high-top tennis shoes, sandals or platforms are allowed. Heels may be no more than 1-inch high.

Accessories for girls.

Earrings: Due to safety considerations, only stud earrings are permitted at school. This includes free dress days as well.

Bracelets: Not more than two bracelets may be worn at a time.

Make-up: REV.08.19.13.MMJ - No make-up is allowed in grades K-6. Grades 7 and 8 may wear mascara and foundation. No eyeliner, fake eyelashes or fingernails may be worn. All girls may wear clear nail polish only. No nail polish containers may be brought to school. Due to staff member allergies, scented lotion, scented deodorant, or perfume is not allowed. Please have your children keep those items at home.

Hair: No extreme hairstyles. No coloring or highlights are allowed. Hats or bandanas may not be worn inside the school buildings or church.

Belts: Plain navy, black or brown.

Socks: Plain navy or white, socks or tights. Socks must reach above the ankle.

In addition to the standard uniform, girls in grades 6-8 may also wear **khaki or navy skirt or skort and khaki walking shorts or pants** comparable to those available at the Uniform Store.

UNIFORM FOR BOYS Grades K-8:

Navy blue pants. Pants must be twill or corduroy with no outside pockets. Ankle length, no leg zippers or snaps, no tapered legs, no contrast topstitching. Sweatpants or jeans may not be worn as uniform pants. Black or royal blue are not acceptable. *Must be comparable to those available at the Uniform Store.*

OR navy blue walking shorts. In Issaquah, shorts may not be worn from November through February. Shorts may not be below the knees. *Must be comparable to those available at the Uniform Store. Full dress uniform pants are navy only.*

White dress shirt. Plain, button front, long or short sleeve; pointed or button-down collar.

OR white or red polo shirt. Knit, long or short sleeve button front placket, plain collar, no pockets, no logos or emblems other than the SJS logo available through Parents' Club.

OR white or red turtleneck. Knit long sleeve.

Red shirts must be the same color red as those sold at the Uniform Store. No oversized shirts are acceptable. If shirts are worn under uniform shirts, they must be plain white, and not hang below top shirt. All shirts must be worn tucked in. A full dress uniform shirt is white only.

Navy blue Sweater or vest. All students must have a uniform sweater or vest. *Must be purchased at the Uniform Store.*

Navy blue Sweatshirts (optional). Crew neck pullover or hooded pullover with SJS logo. (Wear appropriate size.) *Must be purchased at the Uniform Store or through the Parents' Club.*

Navy blue Polar Tec vest or jacket (optional). *Must be purchased at the Uniform Store or through the Parents' Club.*

Shoes.REV.03.23.15.MMJ- Shoes must be in good, clean condition and must be appropriate for running, jumping, and playing.

Shoes of any color may be worn. Shoes must always be worn with socks that reach above the ankle (or tights.) No clogs (shoes must have a back), boots, high-top tennis shoes, sandals or platforms are allowed.

Accessories for boys.

Earrings: Not allowed.

Bracelets: Not more than two bracelets may be worn at a time.

Make-up: No make-up or nail polish allowed.

Hair: No extreme hairstyles. No coloring or highlights are allowed. Hats or bandanas may not be worn inside the school buildings or church. Length may not extend over

the eyebrow, over the bottom of the ear lobe or past the collar.

Belts: Plain navy, black or brown.

Socks: Navy, white or black. Socks must reach above the ankle.

In addition to the standard uniform, boys in grades 6-8 may also wear **khaki walking shorts or pants** comparable to those available at the Uniform Store.

Free Dress. Clothes must be in good, clean, neat condition.

Clothing that is disruptive to the educational process or presents health or safety problems will not be permitted. The following items are not allowed:

- Spaghetti straps, halter, midriff, tube or tank tops
- Revealing or skintight clothing
- Oversized attire, saggy pants or skirts and pants worn simultaneously
- Pajama bottoms
- Yoga pants
- Bicycle shorts or short shorts
- Clothing with questionable pictures or words
- Flip-flops or other unsafe footwear

Full Dress Uniform

Girls – plaid jumper, plaid skirt, plaid skort (K-8), navy skirt or navy skort (6-8 only) or long, navy pants; plain white, collared shirt, and sweater or vest, no leggings.

Boys – long, navy pants, white collared shirt, and sweater or vest.

*Please note, a full dress uniform shirt is **white only**.* A full dress uniform must be worn at every Mass, picture day and any other days deemed necessary.

Scout Uniforms. May be worn on the day of respective meetings.

Volunteer Requirement

St. Joseph School requires all families to commit to a minimum of 45 volunteer hours between July 1 and May 15 by volunteering for school activities and/or parish activities. A minimum of 5 hours of the 45 hours total must be volunteered in some capacity for the auction. Any hours not completed will be billed at a rate of \$30 per hour. Hours may not be transferred from one family to another. Hours may not be carried over to the following school year.

Volunteering with Students

In order to volunteer with students in any capacity; classroom volunteer, scout leader, CYO coach, field trip chaperone, etc., you must complete the following: attended a Volunteer Training session, attend a Safe Environment Class, have passed a background check during the last two years and have a Confidentiality Form on file.

Withdrawal of Student

Withdrawal Prior to the Start of School

Registration fees and tuition paid at registration are deposited upon receipt and are not refundable after acceptance of your student. Submittal of your registration contract constitutes acceptance to St. Joseph School for families that are re-enrolling. If you withdraw after April 11, you are responsible for the tuition portion based on the table below. For example, if notice is given on April 12 that your student will not be attending St. Joseph School in the fall, you will owe 30% of tuition -- even though your student has not yet attended classes. All monies owed will be due upon notification of withdrawal. St. Joseph School will not forward records for students until all outstanding balances have been paid.

Date of Withdrawal	% of tuition owed
April 12 – September 30	30% of tuition
October 1 – December 30	60% of tuition
January 1 – March 31	90% of tuition
After April 1	100% of tuition

Withdrawal During the School Year

Families who make the decision to withdraw from St. Joseph School during the school year must notify the school in writing 30 days prior to a student's last day of attendance. Families are also asked to make an appointment with the office for an exit interview prior to leaving the school. Families who withdraw their student from St. Joseph School are obligated to pay a percentage of tuition as indicated in the table above, based on the last day of attendance at St. Joseph School. All monies owed will be due upon notification of withdrawal. St. Joseph School will not forward records for students until all outstanding balances have been paid (tuition, annual fund, and/or fundraising).

Prorating of Tuition In Case of Late Admission

Students who are admitted after the start of the school year will be responsible for tuition based on the table below.

Date of Withdrawal	% of tuition owed
Before October 10	100% of tuition
October 11 – December 31	75% of tuition
January 1 – June 20	50% of tuition