



St. Joseph School Issaquah-Snoqualmie

Welcome to the 2017-2018 School Year!

New Parent Orientation

A New Parent Orientation will be held on **Monday, August 28 from 7:00 - 8:30 pm** in the St. Joseph Parish Hall. This is a great opportunity to meet other new parents, find out about policies and procedures at school, and get your Volunteer Training done.

Taking Care of Business Day

The new school year will start with Taking Care of Business Day (TCBD) on **Thursday, August 24** from **4:00 – 7:00 pm**. Plan to come to the Parish Hall on the Issaquah campus to take care of all your back to school business. **THE DOORS WILL NOT OPEN UNTIL 4:00 PM.**

There will be a special summertime treat for the kid!



- You will have the opportunity to turn in new forms, such as:

[Bus Transportation Information](#) **Required for all Students**

[Extended Day Information, Registration, and September Commitment Calendar](#)

[Family Information Update Form](#) Use this form to let us know of any updates to your family information.

[Milk Form](#) Use this form to order milk for your student for the year or first trimester. Attach a check made out to St. Joseph School. Return to the office by **Friday, September 8**. Forms will be available at the beginning of each trimester.

[Pizza Order Form](#) Use this form to order pizza for your child. Ordering deadline for the first trimester is due **Friday, September 16**. **No late orders will be taken.** First Pizza Day will be **Friday, September 23rd**.

[Parents' Club Event Check Worksheet](#) The Parents' Club asks you to pre-pay for Parents' Club expenses including: class auction project, yearbook, Field Day, Lazarus House, etc.

[Volunteer Sign-Up Form](#) Use this form to volunteer for specific activities and events. Find a brief summary of the job descriptions available for scheduled events and activities during the school year on the school website.

<http://www.sjsissaquah.org/fams/volunteeropportunities.html>

If you cannot attend TCBD, all forms are available on the school website and may be printed out at home and mailed in or brought to the office by the first week of school.

- **Class lists WILL be posted at TCBD. Class lists will also be emailed after the TCBD on Thursday, August 24th.**
- You can purchase/sell or swap used uniforms. If you plan to sell items, you may arrive by 3:30 pm and enter through the Kindergarten doors. You must supervise your own items.
- St. Joseph School spirit items will be on hand for purchase. Forms to order additional [spirit items](#) are available online and will also be available at TCBD. Please remember fleece and sweatshirt items are now available at Dennis Uniforms.
- Parents' Club will be available to answer questions and take your Parents' Club Event Check.
- You will be able to sign up for a variety of school and parish activities and volunteer opportunities.

Auction

Please be sure to mark your calendars for the 2018 School Auction on March 3, 2018 at the Westin Bellevue. Stephanie Champion and Ann-Marie Karh will once again be our auction co-chairs and have plans underway. Procurement and Sponsorship will be kicking off the first week of school. If you would like to get a jump start on your auction procurements and earn your students a free dress pass before the start of school, bring in \$200 in procurement item(s) or a sponsorship to Taking Care of Business Day on August 24th.

Please contact Stephanie or Ann-Marie if you would like to help in either one of these areas. This would be a great opportunity to start volunteer hours for next year and help procure donations.

Save the Date!

Middle School Parents please mark your calendars to join us for a Bring Your Own Device (BYOD) Information Session on **Thursday, August 31, 2017 from 6:30-8:00pm** in Snoqualmie. Come learn about *Office 365* and how to set up your child's device for our middle school BYOD program. **This is a parent only event.** *Additional information will follow.*

Put IOWA test dates on your calendar:

October 17 - October 20. St Joseph School is part of the Archdiocese IOWA Consortium which tests in October. Please do not plan doctor/dentist appointments or any vacations during this time. The data gathered from the tests will be helpful in serving our students during the school year. Click [here](#) to view the new calendar.

Medication at School:

If your student requires medication at school, even over-the-counter medications, the [Authorization for Oral Medication](#) form **MUST** be completed by you and your child's physician. Please visit the school office, at a time NOT during TCBD, to speak with the Office Manager regarding your student's medication needs during the school year. For the Issaquah campus please contact Roxane Barkley at 425-313-9129 ext. 321 or for the Snoqualmie Campus please contact Patty Rosell at 425-888-9130, ext. 100.

Allergy Alert Form:

Mandatory Volunteer Requirements:

At St. Joseph School the safety of our students, mind and body, is important to all of us. In order to volunteer in any capacity that involves students, volunteers must meet the following requirements:

NEW VOLUNTEERS:

1. Attend a **Volunteer Training** at St. Joseph School **Monday, August 28, 7-8:30pm** in the Parish Hall during the New Parent Orientation
2. Sign a **Confidentiality Pledge** handed out during the Volunteer training
3. **Sign into Virtusonline.org to set up a Safe Environment account**
4. Submit and Pass a **Volunteer Background Check as prompted by the Virtusonline.org site**
5. Attend a 3 hour **“Protecting God’s Children” for Adults Class** available at multiple parish locations. See the Virtusonline.org site for dates, times, and locations (under the training tab – look for the class name).

Volunteer training will take place in the Parish hall as part of New Parent Orientation on **Monday, August 28**. If you cannot attend the New Parent Orientation, two additional trainings are scheduled for **Thursday, September 15 at 6:15pm** in the Issaquah Parish Hall prior to the Issaquah Back to School Night and **Thursday, September 22 at 6:15 pm** in the Snoqualmie gym prior to the Snoqualmie Back to School Night.

RETURNING VOLUNTEERS:

1. Review the **Volunteer Handbook** yearly
2. Sign a **Confidentiality Pledge** yearly
3. **SE Background check and Refresher course online** every three years. Go to virtusonline.org to check on your requirements.

For questions, please contact Roxane Barkley in the Issaquah office, 425-313-9129, ext. 321.

First Day of School for Grades 1-8

The first day of school for Grades 1-8 is **Tuesday, September 5** with a regular school schedule:

Snoqualmie Campus

8:10 am Students may enter building

8:30 am School begins

3:00 pm Snoqualmie dismissal

Issaquah Campus

8:45 am Students may enter classroom

8:55 am School begins

3:20 pm Issaquah dismissal

Please be punctual for the beginning and ending of school each day. Remember to exercise caution, good grace, and patience (and a sense of humor). Keep the safety of the children in mind and don't rush!

Join fellow parents for a **coffee hour** on the first day of school. At the Issaquah campus, parents will gather in the downstairs Parish Hall. At the Snoqualmie campus, parents will gather in the gym. Drop the kids off and come in for a visit!

Kindergarten Open House

Students and Parents will have an Open House on **Tuesday, September 5, 10:00 – 11:00 am** for students with last name starting with **A-K**, and at **1:00 – 2:00 pm** for students with the last name starting with

J-Z. This is not a regular kindergarten day. The Open House is an opportunity to stop by to meet the kindergarten teacher in the classroom and drop off school supplies. All kindergarten students may wear Free Dress to Open House.

First Day of Kindergarten

Kindergarten regular First Day of School is **Wednesday, September 6.**

Join fellow Kindergarten parents for a coffee hour on the first day of Kindergarten after drop off.

Parents will gather in the downstairs Parish Hall.

The day's schedule is as follows:

8:45 am	May enter classroom
8:55 am	Class begins
2:05 pm	Dismissal

Early Release Wednesday

As a reminder Wednesday is early release for both campuses. Snoqualmie Campus will dismiss at 1:45pm and Issaquah Campus will dismiss at 2:05pm.

First All School Mass

The first All School Mass for Grades K-8 is **Friday, September 8 at 9:00 am.** **All students** will meet at the Issaquah campus at 8:45 am for mass followed by an assembly. **Snoqualmie students will be bused to Snoqualmie at the end of assembly.** **There is no AM bus service.**

Office Hours week before school starts

Monday, August 28: 9am-4pm

Tuesday, August 29: 9am-4pm

Wednesday, August 31: closed for Staff retreat

Thursday, September 1: closed for Staff training

Friday, September 1: 9am-12pm

Monday, September 4: **Closed for Labor Day**

Tuesday, September 6: Snoqualmie opens at 8:10am and Issaquah opens at 8:45am

Regular Office Hours:

Snoqualmie: 8:10am – 3:30pm

Issaquah: 8:45am-4pm

See you at Taking Care of Business Day on **Thursday, August 25!**

Peg Johnston
Principal

Judy Lash
Vice Principals

Shauna Cogan
Admission Director

Ann Vandewark
Business Manager

Roxane Barkley
Patty Rosell

Joanne Barber
Development

Important Dates to Remember

Taking Care of Business Day: **Thursday, August 24, 4:00 -7:00 pm on the Issaquah Campus**
School Offices open: **Monday, August 28, Tuesday, August 29th from 9am-4pm and Friday, September 1 from 9am-12pm**

School Offices closed: **Wednesday, August 30** for All Staff Retreat and **Thursday, September 31** Staff Training.

New Parent Orientation and Volunteer Training: **Monday, August 28, 7:00 - 8:30 pm in the Parish Hall**
BYOD Parent Information Night **Thursday, August 31st** at the Snoqualmie Campus **6:30-8pm**

School Offices closed: **Monday, September 5** for Labor Day

First Day of School Grade 1-8: **Tuesday, September 5**

Open House for Kindergarten: **Tuesday, September 5**

1st Early Release Wednesday: **Wednesday, September 6**, Snoqualmie @1:45pm & Issaquah @ 2:05pm

First Day of School for Kindergarten: **Wednesday, September 6** *this is an early release day*

All School Mass in Issaquah – **Full Dress: Friday, September 8**

Volunteer Training: **Thursday, September 15, 6:15 – 6:45 pm** on the Issaquah Campus

Back to School Night, Issaquah: **Thursday, September 14, 7:00 – 8:30 pm**

Student Pictures 4th - 8th Grades: **Tuesday, September 20** – Snoqualmie/**Pre3 Issaquah Campus**

Volunteer Training: **Thursday, September 22, 6:15 – 6:45 pm** on the Snoqualmie Campus

Back to School Night, Snoqualmie: **Thursday, September 21, 7:00 – 8:30 pm**

Student Pictures Pre4/PreK/K-3 Grades: **Friday, September 23** – Issaquah Campus

First Pizza Lunch Day – **Friday, September 23**

No School: **Friday, October 6** Archdiocesan Teacher In-Service Day