

ST. JOSEPH
CATHOLIC SCHOOL

NEW FAMILY INFORMATION

2023-2024 SCHOOL YEAR



NEW FAMILY INFORMATION

FOR THE 2023-2024 SCHOOL-YEAR

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QUICK FACTS

Address: 6500 Highland Drive
Vancouver, WA 98661

Phone: (360)696-2586

Report Absences: wendyl@stjoevanschool.org

Website: www.stjoevanschool.org

School Office Hours: 8:00 am to 4 pm

Extended Care: Before and after-school care is available for students in grades K-8. Visit [the school website](#) under Student Life for details and registration information.

School Hours: 8:15 am to 3:15 pm (doors open at 8 am each morning)
Wednesday dismissal each week is at 2:15 pm
Students need to be picked up within 10 minutes of dismissal time.

Early Release Days - Time: 11:30 am – first and last day of school, see school calendar for additional early release days



ATTENDANCE

Attendance is important --- it is the ticket to your child's success at school!

Research strongly supports the connection between academic achievement and attendance. Regular and punctual attendance in school is essential to a student's success. Families, schools, and community members must work as a team to support school attendance. In elementary school, parents are key players in reinforcing the habits of good attendance and punctuality. Thank you for making school attendance a priority.

It is extremely important that children begin good attendance habits early in life – starting in kindergarten. Here are just a few of the reasons why your child needs to be in school each day:

- Students need to be in class to learn.
- The teaching/learning process builds on lessons previously taught.
- Lessons usually involve hands-on and teacher facilitated activities that cannot be duplicated with paper and pencil assignments outside of class.
- Classroom instruction is interrupted for the entire class and a tardy student starts the day trying to catch up.
- Students who miss a day of school suffer because that day of instruction cannot be retrieved.
- Students develop the habits of good attendance and punctuality for future careers.

The importance of an education cannot be underestimated. A student who is 10 minutes late every day will miss 30 hours of instruction during the year. Children can make up an assignment, but they can never get back what's most important: the discussions, the questions, the explanations by the teacher, and the thinking that makes learning come alive.

We ask all parents to join us and make regular attendance and timely arrival to school a priority each and every day.



CLASS SCHEDULES & LUNCH

CLASS SCHEDULES:

- At the beginning of the school-year, your child's teacher will share the weekly schedule for your child's class; this will include the following specialty classes: Physical Education, Technology, Art, Music, and Spanish. K-5 also visits the library once a week.
- Nearly every Wednesday at 8:30 a.m., we attend Mass; we also have monthly all-school masses, prayer services and periodic assemblies. Other special schoolwide events that change the regular schedule will be shared with families in the *Cardinal Call* weekly communication.
- Grades K-2 have three recesses a day (morning, lunch, and afternoon) and Grades 3-5 have two recesses a day (morning and lunch), Grades 6-8 have breaks between classes and lunch recess. Lunch recess is about 20 minutes long and lunch is about 25 minutes long.
- Additional details regarding your child's schedule will be shared by your child's teacher

LUNCH:

- We have a hot lunch program at St. Joseph Catholic School. Every full day of school, students have several menu options to choose from. We offer a hot lunch option or yogurt meal with hot lunch sides. We also have a full Salad bar. For drink options, students can choose between milk and chocolate milk.
- We utilize the *MealTime* cashless online system for families to pay for lunches. When school starts, you will receive registration information and a student code to register; you can deposit funds online and should also set low balance alerts.
- During the year, the school lunch menu can be found on the school website www.stjoevanschool.org/parents. Student lunches include milk and are \$3.75 and milk only is \$.50.
- Students can also bring cold lunch to school. We have three microwaves for use by students in grades 5 – 8.



ST. JOSEPH
CATHOLIC SCHOOL

DRESS CODE UNIFORM CHART

K-5 Girls

Land's End/Dennis Pants
Land's End/Dennis Skirt/Skort
Land's End/Dennis shorts
Land's End/Dennis Jumper
Polo shirt or Blouse*
Turtlenecks
Land's End/Dennis Sweater
Fleece Zip Jacket
Socks/Tights

Navy	Red	White	Black	Hamilton Plaid
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K-5 Boys

Land's End/Dennis Pants
Land's End/Dennis Shorts
Polo shirt
Turtlenecks
Land's End/Dennis Sweater
Fleece Zip Jacket
Socks

Navy	Red	White	Black
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		•	
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6-8 Girls & Boys

Land's End/Dennis Pants
Land's End/Dennis shorts
Land's End/Dennis Skorts (Girls)
Land's End/Dennis Polo shirts
Fleece Zip Jacket
Socks/Tights

Navy	Khaki	White	Black
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- **WHITE** shirts do not have to be purchased from a uniform company. However, they must be plain with no logo or trim and must be kept clean. *K-5 blouses must be white.
- 6th, 7th, & 8th grade NAVY polos and K-5 RED polos must be from Dennis Uniform or Land's End
- All students may wear Navy crewneck sweatshirt, order on our website under [Student Life/school uniform](#)

[Land's End Uniform Online Store](#) or www.landsend.com, 24/7 Customer Service

1-800-469-2222, St. Joseph School code 900190265

Dennis Uniform, www.dennisuniform.com, Phone: 1-800-854-6951, St. Joseph school code: 58900

DRESS CODE GUIDELINES

The physical appearance of students should reflect the standards of excellence expected of students at St. Joseph Catholic School. These rules of dress help foster a positive school environment. The dress code will be implemented from the first day of school. Students not meeting the uniform requirements on any given day will be issued a warning. Repeated uniform violations may result in a parent/teacher/principal conference.

Any interpretation of the guidelines is at the discretion of the Administration.

1. Uniform pieces must be purchased either from Land's End or Dennis Uniform. (See uniform chart above for guidance) In the classroom, students may wear fleece jackets/vests which are dark navy in color; we have also added a navy crew neck sweatshirt, order on our school website under [Student Life/school uniform](#). NO LOGOS other than the St. Joseph School logo from Dennis or Land's End, other colors, or brand names may be on the fleece. Dennis Uniform and Land's End fleece are the model for comparison and fleece colors for items not from these companies must match the uniform fleece. Other types of coats, jackets, and sweatshirts, including CYO sweatshirts, may be worn outside as needed, **but may not be worn in the classroom.**
2. **WHITE shirts do not have to be purchased from a uniform company. However, they must be plain with no logo or trim.**
3. **For consistency, 6th, 7th, & 8th grade NAVY polos and K-5 RED polos must be from Dennis Uniform or Land's End.** (In-store school uniform sections, i.e., Target, Kohl's, Old Navy, usually don't match the color/fabric of Dennis and Land's End.)
4. St. Joseph School logo on uniform polo and fleece is optional.
5. All clothing must be the correct size and fit properly. Skirts, dresses, skorts, and shorts should be no more than 3" above the knee. If the uniform pieces become more than 3" above the knee, the item must be lengthened or replaced. Shirts and blouses must be worn tucked in at the waist at all times. Clothing and shoes must be neat, clean, and in good repair.
6. Belts must be worn in grades 5-8 *if* pants have belt loops. Belts will be plain with no enhancements (no studded belts) and must be worn through the belt loops. Acceptable colors of belts are black, brown, or navy. Belt loops may not be cut from pants. If loops are removed, new pants must be acquired.
7. Only the shoes described below are allowed: **(Call the school if you have questions)**

DRESS CODE GUIDELINES Continued

- a. Shoes must be matching, closed-toed, closed back, and have no more than a 1" heel. Examples of closed-toe shoes are tennis shoes, athletic shoes, shoes with non-skid, non-marking soles.
 - b. The primary color of shoes will be white, navy, gray, brown, black, or red. The shoes can have one secondary trim color.
 - c. Shoes with laces must have laces that match the primary shoe color (not the colorful shoe trim) or be white.
 - d. Shoes with laces must be correctly, securely, and tightly tied at all times.
 - e. Shoes may not have patterns (plaid, stripes, checks, flowers, glitter, sparkles, etc.) of any kind.
 - f. All shoes will be free of writing other than the brand name.
 - g. All shoes must fit correctly and safely stay on the foot.
 - h. Sandals, boots, and shoes with wheels or lights are not allowed.
8. Socks should be crew socks (those that have 4-6 inches of ribbing) or 1/4 socks (those that have at least one inch of ribbing) and comply with the colors listed in the uniform chart and be one solid color. Tights or knee-high socks may be worn as listed in the uniform table – a small logo is acceptable. Leggings may be worn with the uniform if socks cover the bottom of the leggings, tights of the uniform color shown below are allowed.
9. **Non-uniform outerwear may not be worn in the classroom.**
10. No hats or bandanas may be worn during the school day.
11. Physical Education uniforms are required for grades 5-8.
- a. The P.E. uniform is REQUIRED for students in grades 5-8, students wear P.E. uniform to school on their assigned P.E. days.
 - b. P.E. uniforms should be purchased at Dennis Uniform
 - c. Athletic shoes and athletic socks will be worn.
12. See Parent/Student Handbook for non-uniform dress guidelines.



ST. JOSEPH
CATHOLIC SCHOOL

DROP-OFF, PICK-UP, & PARKING

St. Joseph School has over 400 students to be dropped off and picked up on a daily basis. To keep all students safe and supervised, we have established the following procedures:

Drop Off Time: 8 am Daily

Drop-off Location: Church parking lot off Andresen Rd.

- Families with students in grades K and 1 may park in the church parking lot and walk your child to the building using the designated crosswalk.
- Fifth grade families should drop students in front of Marian Hall, following the map below.
- Everyone else will enter through the church parking lot and use the drive through drop-off line to the playground, exiting on Highland Drive. **Drop-off is not through the front doors on Highland Drive.**

Pick-up Time: 3:15 pm Monday, Tuesday, Thursday, Friday

2:15 pm Wednesday

Pick-up Location: **Church parking lot off Andresen Rd.** (see maps on next page)

- **Park** - You may park in the church parking lot and walk to the dismissal area through the small gate
- **Drive through** - follow red arrows to the pick-up area, enter through the church parking lot and use the drive through drop-off line through the playground, exiting on Highland Drive. **Pick-up is not through the school's front doors or the gate on Highland Drive.**
- Parents of walkers – should wait outside the Highland Dr. gate for their child to be dismissed.

Students arriving before or remaining after these times must be scheduled for Extended Care. If your child arrives before 8:00 am or is not picked up by 3:25pm (2:25 on Wed) they will be sent to the front office for their safety & supervision. A \$10 emergency fee may be assessed, the fee goes up after three late pick ups.

Please see the drop-off /pick-up map included in this New Family Orientation handbook.

For the safety of our students and families, please do not park on Highland Drive and walk through the gate to the dismissal area. All drop off and pick up will be done using the church parking lot

Front doors on Highland Drive are ONLY for:

1. Parents who have *business* in the office during the school day.
2. Students arriving after 8:15am. Parents must sign them in at the front desk.

Designated front parking spots have been purchased by school families at our annual school auction. ***Please keep in mind this is a fundraiser for our school.*** The parents who purchased these spots are the only ones allowed to drop off and pick-up on Highland Drive.

Our staff is committed to keeping your children safe. To help us do so, you are asked to follow the drop off and pick up expectations at all times.

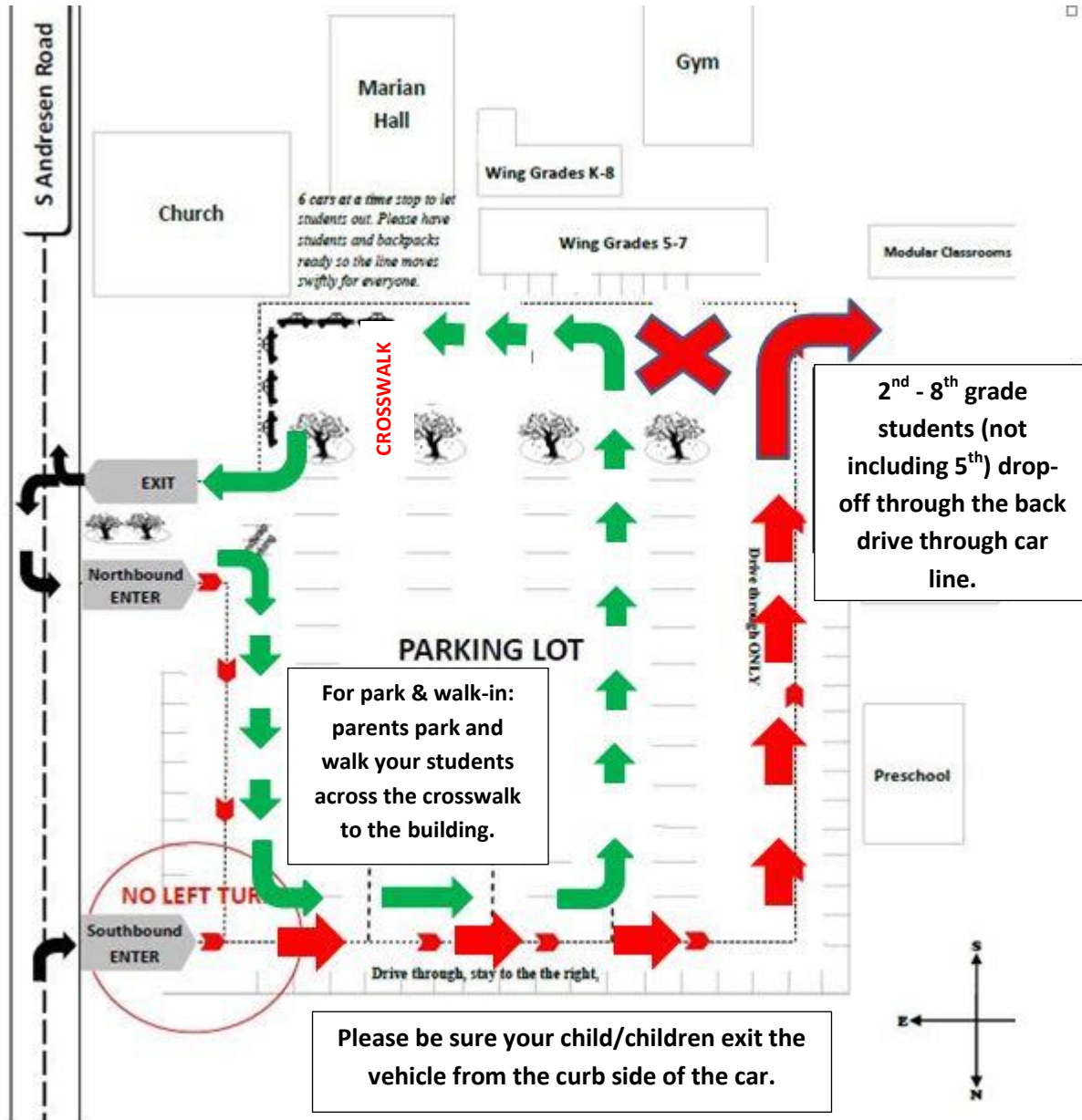
****No cell phone use in pick-up/drop-off lines.****

Be patient and respectful of others, observe all speed limits and parking directions on campus.

MORNING DROP-OFF & PARKING

Kindergarten and 1st grade families may park and walk to the exterior doors. Fifth grade will drop at the curb in front of Marian Hall following green arrows on map below. All other morning drop-off will use the drive through procedures (see below).

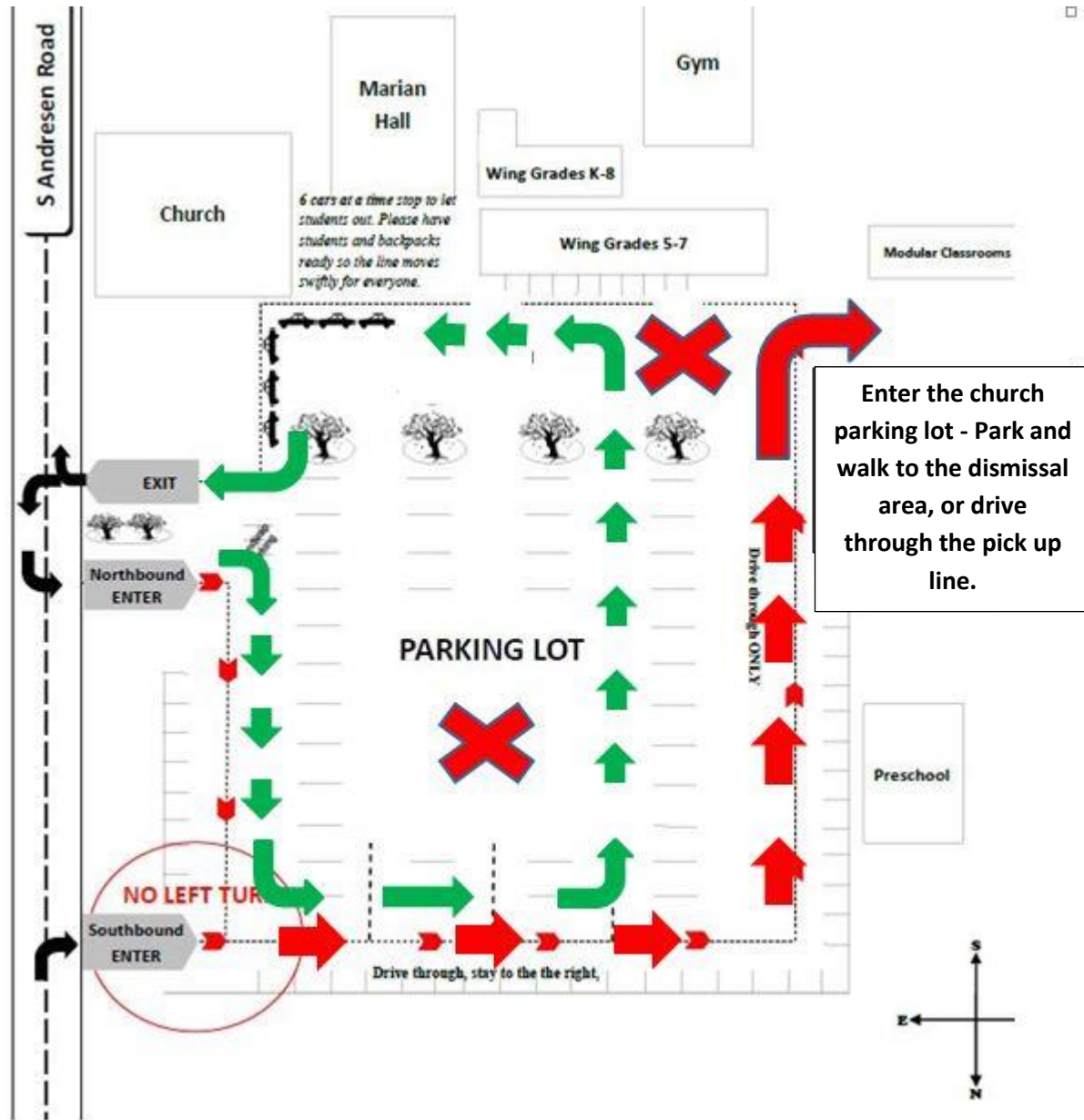
NOTE: Preschool has drop off during the same time frame, be cautious of preschool families walking to and from the preschool buildings on west side of parking lot.





AFTERNOON PICK-UP & PARKING

You may park in the church parking lot and walk to the dismissal area or drive through the car line to the dismissal area. **NOTE: Preschool has dismissal during the same time, be cautious of preschool families walking to and from the preschool buildings on west side of parking lot.**





EXTENDED CARE INFORMATION

OVERVIEW:

St. Joseph Catholic School offers extended care hours to assist with family schedules. On school days, we are open before and after school. During their time in Extended Care students do homework, participate in organized games, crafts, or activities, and have an opportunity for unstructured free time. A snack will be provided during after school care.

For safety, we follow the state requirements of an adult to child ratio of 1:15. Openings in Extended Care will be filled on a first come first serve basis. In order to maintain our adult-to-child ratio, we do not offer a drop-in service. We provide staffing and snacks based on the registrations submitted. You can change your monthly schedule by contacting Gina Filmer, ginaf@stjoevanschool.org.

HOURS:

Before School Care	7 am – 8 am	Daily
After School Care	3:15 pm – 6 pm	Monday, Tuesday, Thursday, & Friday
	2:15 pm – 6 pm	Wednesday
Early Dismissal days	Extended Care not provided	

Registration is open through Procare, [see details on our website](#).

FEES AND PAYMENT:

Non-refundable registration fee per family	\$30 Annual Fee <i>Paid through Procare</i>
Before School Care	\$7 per child/per day
After School Care	\$13 per child/per day (2nd child-\$11 per child/day; 3 rd child-\$9 per day, 4th child-\$7/day)

There is a \$1 per minute, per child charge for pick-up after 6 pm (*after three late pick-up charges, families will be charged \$5 per minute, per child*). Outstanding balances of more than 30 days will prevent a student from continuing in the Extended Care program.

All registration and fees for Extended Care will be completed through Procare, our Extended Care management platform.

LOCATION:

Extended care is held in Marian Hall. Enter through the outside doors which are located between Marian Hall and kindergarten classrooms.

CHECKING IN:

Before school: Parents are asked to personally bring their child into Extended Care and sign them in at Marian Hall. At 8 am, the Extended Care staff will take students to classrooms so they can prepare to begin the school day.

After school: Students will be released after dismissal to the small covered area on the playground where they will be checked in by Extended Care staff and then taken to the cafeteria for snack. See the schedule for where your child will be when you arrive to pick up. Parents or authorized persons must come to Extended Care and sign the student out for the day. Written notice must be given for a person to pick up a child who isn't on the authorized dismissal list. ID's are checked.

Extended Care staff must be informed if a child will be in an after-school activity (sports, choir, band, etc.) so arrangements can be made to get the student between the activity and Extended Care.

SNACKS:

We provide an afternoon snack prepared by our school cafeteria staff. These snacks follow the FDA guidelines for after school snacks. Due to peanut/tree nut allergies, students are only allowed to eat food we prepare. No outside food is allowed unless your child has special needs we cannot meet.

INCLEMENT WEATHER PROCEDURE:

If St. Joseph Catholic School is closed, there will be **NO** Extended Care available. If there is a late opening, there will be **NO** before school care; however there will be after school care. Should weather conditions get worse during the time care is provided, St. Joseph Extended Care staff may decide to contact parents and request children be picked up as soon as possible.

EMERGENCY INFORMATION:

The Extended Care staff has emergency information for each student available to them. We will administer necessary first aid for non-life threatening situations and parents/guardians will be notified as soon as possible. We encourage you to have your child carry emergency medications (Epipens, inhalers, etc.) in their backpack or on their person, as we are not always in close proximity to their medications locked in the school office. Please provide updated phone numbers and emergency contact information each year.

SCHEDULE:

3:20 pm (2:20 on Wednesdays)	Cafeteria for snack.
3:45 pm (2:45 on Wednesdays)	Outside play on playground or covered area. Please send your child in appropriate outdoor weather clothing.
4:15 pm (3:15 on Wednesdays)	Extended Care Room for homework, free choice time, projects and games. Students will do homework before other activities.



ST. JOSEPH
CATHOLIC SCHOOL

SCHOOL COMMUNICATION

THE CARDINAL CALL & NEWSFLASH EMAIL MESSAGES:

Every Thursday, we send out our school newsletter, *The Cardinal Call*, via email.

The Cardinal Call emails are our main form of communication and include a week ahead calendar, information on upcoming events happening during the week ahead, and what is coming up in the future weeks.

New families will be subscribed with the email(s) you have provided.

If you would like to add an additional email, go to our website, www.stjoevanschool.org, scroll to the bottom of the page and follow the instructions.

The Cardinal Call is our primary form of communication – **we expect that you read all Cardinal Call and the periodic Newsflash messages so that you are up to date on the most current school information.**

SCHOOL WEBSITE: www.stjoevanschool.org

You will find it helpful to regularly check the school website for news and information. You can also find the following:

- School Calendars
- Lunch Menu
- Share Hour Recording Form
- Scrip Order Form
- Featured Events and Info
- Cardinal Call Archive
- Registration and Tuition
- Re-Enrollment

Please also check backpacks – we sometime send items home via paper!



SHARE HOUR AND SCRIP INFORMATION

SHARE HOURS

In order to get your feet wet in your first year as a school family and discover where you would like to share your time and talent, we have reduced the number of volunteer hours you are required to give to the school. A listing of school and parish activities is typically available on our website so you can find areas of interest where you can earn your share hours.

New families are asked to perform 20 hours (15 for single parent families). The normal share hour commitment is 30 hours (20 for single parent families).

The share hour year runs April 16, 2023 – April 15, 2024. Any hours you contribute to the school or parish over the summer count for the 2023-2024 school year. As a reminder, if you receive a parish discount you must complete 10 hours in a parish ministry.

Items purchased for donation to the school (ex. the purchase of food for staff in-service days or class party supplies) may be counted toward share hours as \$25.00 = one share hour. If you wish to opt out of giving share hours to the community, you can choose to pay \$25/hour.

SCRIP PROGRAM

What is Scrip? St. Joseph School purchases retail gift cards at a reduced price and sells them through our Scrip program at face value. You can use the gift cards at your local retailers just like the gift cards you purchase in stores.

The Scrip year runs April 16, 2023 – April 15, 2024. If you send a two-day order form to school with your child or drop it off by 9:00 am at the school office, your Scrip will come home with your child by the second day.

Scrip can also be purchased online and via your mobile phone. For more information on setting up your account, visit our website www.stjoevanschool.org/scrip-sales, or contact Scrip coordinator Kim, scrip@stjoevanschool.org

You may begin to purchase scrip NOW for next year. We ask families to purchase enough scrip cards in a year to earn a **profit** of \$200 to fulfill your commitment - this is not just purchasing \$200 in scrip, but earning \$200 in profit. Most of the scrip you may purchase is for expenses you already have, such as groceries, gas, gifts, home improvement project, and more. For any profit earned above \$200, 10 percent will go to the parish to cover administrative expenses and 40 percent to the school to help close the gap in the cost to educate; the other 50 percent is applied to your fees for the following year. If you wish to opt out of this program, you can pay the \$200 by check or cash. Remember, each gift card purchased has a different percentage that you receive in profit – once you set up an account, you can check your balances online. If you have not earned any profit by November 1, your scrip obligation of \$200 will be added to your SchoolAdmin tuition account. If you are unable to reach the profit requirement by April 15, the remaining balance will be added to your SchoolAdmin account. Ask family and friends to help - they can support you in this commitment by purchasing Scrip cards from which you profit!



GETTING READY & APPROVED TO VOLUNTEER

The Archdiocese of Seattle has a requirement that all volunteers have a current background check and a Safe Environment class before volunteering and/or driving on field trips, etc. for the school or parish.

Steps to get approved:

- The Safe Environment Program is called VIRTUS. Before attending a class, volunteers will need to go to the VIRTUS website and set up a personal profile. You can access VIRTUS at www.virtusonline.org. Be sure to scroll all the way down and choose St. Joseph School as a place you volunteer.
- A background check will be requested as a part of your VIRTUS application. Unless a class has already been scheduled when you set up your account, you must wait to schedule an in-person training class. Once you know which training you will attend, you will be able to log in to your account and register for the class called "Protecting God's Children."
- **Find an upcoming in-person class, go to <http://www.stjoevanschool.org/before-you-volunteer.html>, or call the school, (360)696-2586. You only need to attend one. During the school year, we will publish upcoming VIRTUS "Protecting God's Children" classes in the Cardinal Call and on the school website. The class is approximately 2 1/2 to 3 hours long.
- Once the class is completed, it will be connected to your background check and will be good for three years. Updates will entail completing an online component every three years. You will be informed of renewals by email, so please be sure you keep an updated email on your profile.

Please contact the school office (360) 696-2586, with any questions regarding the Safe Environment classes, VIRTUS accounts, background checks, or other questions about our volunteer requirements.

Upcoming VIRTUS Safe Environment Training Sessions:

- Tuesday, August 1, 6:00pm, Holy Redeemer Vancouver, 17010 NE 9th St.
- Saturday, Oct 14, 9:30am, Holy Redeemer Vancouver, 17010 NE 9th St.



ST. JOSEPH
CATHOLIC SCHOOL

FREQUENTLY ASKED QUESTIONS

We hope that the following is helpful to you, as they are some of the most frequently asked questions in our school office, especially by new families.

1. How do I know what's going on at school this week? We share important information with all school families weekly via the our weekly email, *The Cardinal Call*. Please keep us updated with your current email address so you will continue to receive the *Cardinal Call* by email. We also periodically send out a *Newsflash* with special news and information.
2. How do I know if there is a half day or special event coming up? Our website calendar is updated regularly and you will also find our Academic Calendar that lists half days, school closure days, and other important dates. We will also share and post our Events & Activities calendar on the school website. A Week Ahead calendar is featured in the *Cardinal Call*, so be sure to read it weekly.
3. How do I contact my child's teacher? The best way to contact your child's teacher is via email. The email addresses for all staff are available on the school website. The teacher will then be able to email you or call you back. Please do not try to have an informal conference with the teacher during drop-off or dismissal time. The teachers are focused on getting ready for the day or getting all the children safely to their parents, carpool, or after-school activities, and a conversation will distract from the safety of the children. If you have an urgent need, please call the school office and we will assist you.
4. What if my child needs medication during the school day? To give students medication during the school day, we must have a Medication Authorization Form signed by your doctor on file in the school office. You can find this form on our website under [Parents / Forms & Publications](#). Please bring the form signed by your doctor and any medication (even over-the-counter medications such as cough drops) directly to the school office. Please do not send any medication with your child. St. Joseph students are not able to self-administer medication.
5. Who do I call if my child is sick and will miss school? Please email Wendy, wendyl@stjoevanschool.org or call the school office at (360) 696-2586 to inform us of your child's absence. It's important to inform us by 8:15 a.m. the day your child will be out and to contact the school each day your child is absent.
6. If my child is sick, when can he/she return to school? Students should be fever free for 24 hours without medication and should be symptom free. If you are unsure your child is ready to return, we always ask that you err on the side of caution and give them an extra day of rest.
7. What if my child has a medical appointment during the school day? We encourage you to limit appointments during the school day. If your child has an appointment and will be late in arriving to school, please let the office know prior to the appointment. If you need to pick up your child for an appointment during the school day, please advise the teacher as well as the school office prior to the appointment time (preferably the day before), and come to the front office to sign your child out of school for their appointment. Please allow enough time to get your child in the event that he/she is outside at recess, in the gym for PE, or otherwise not in their usual classroom.

8. What time do I pick up my child in the afternoon? School is dismissed at 3:15 p.m. (2:15 p.m. on Wednesdays), and children should be picked up by 3:30 p.m. (if they're not going to Extended Care or an after-school activity). In case of the occasional traffic delay or emergency, we will hold your child in the school office for your arrival. After two late pick-ups, a fee may be assessed for late pick up. Fees will be added to your tuition account.
9. What if someone other than a parent will be picking up my child after school? Please notify your child's teacher as well as the office in advance. If it's a change that comes up during the day, it's best to call the school office directly, as teachers often don't have the chance to check email once the day has begun.
10. What if my child forgets his/her lunch? If your child forgets their cold lunch, he/she will have the option of choosing hot lunch or salad bar that day. If your child does not have funds in their lunch account, we will charge the lunch and bill your family for a hot lunch meal.
11. What if my child forgets to bring something important to school (homework, instrument, etc.)? We stress to our students and families that this is okay to happen – people forget things. We ask that parents not bring these items to school and that we talk through the natural consequences of not having the item that day.
12. What's the uniform exchange? The uniform exchange is a room full of gently used uniform items donated by other school families. The uniform exchange is open several times a year. During these times, you are welcome to look for uniform items that will work for your child and drop off those that no longer fit. If you need to visit the uniform exchange at other times of the year, please check in at the school office. There is no charge for these items, though we do accept donations. Please keep in mind that since the items are donated, we don't have every size available, and some items need minor repairs (buttons sewn on, etc.). We are unable to accept donations of items that don't meet current uniform guidelines.



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INCLEMENT WEATHER & UNPLANNED CLOSURES

As a general rule, St. Joseph Catholic School follows the closure and delay schedule of Vancouver Public Schools. There may be times when Vancouver schools remain open or without delay, but we have made the decision to close or delay. Any deviation from Vancouver Public Schools will be shared through FlashAlert, our website, Facebook page, and Instagram. Please visit our website to learn more about school closures, [Closure Information - St. Joseph Catholic School](#).







In the event of unplanned school closures...

St. Joseph Catholic School uses a web-based system for delivering changes in schedule, such as snow closures, to the news media.

This message delivery is extended directly to the public through a system called **FlashAlert**. In addition to being alerted through television and radio broadcasts, you can now self-register to **FlashAlert** and manage up to three home or office email addresses and receive emergency information just minutes after we post it, **at no cost to you**.

To register... Go to www.FlashAlert.net

-  Click on **PORTLAND** on the map.
-  Type "St. Joseph Catholic" in the search field.
-  Follow the prompts to "Subscribe to receive FlashAlert messages from St. Joseph Catholic."
-  If you already have subscribed you can login at <http://www.flashalert.net/login.html>. Note that you must verify your account annually.

Please be aware that with the proliferation of spam and the resulting spam filters, it is impossible to completely guarantee message delivery, since different filters block different messages. After adding or changing email addresses, have test messages sent to verify they will pass through your mail server's filters.

All addresses registered on **FlashAlert** will remain confidential and shall not be released to any person or organization. Once a year, you will receive an email at your primary address asking if you wish to continue your subscription at no cost. You should continue to tune into local news stations and websites for emergency schedule closures. FlashAlert is simply another tool for parents to receive immediate notification.

****We also utilize SwiftK-12, a text and email alert system that is sent through our PowerSchool system. We utilize this to communicate important information such as weather closure, early snow release, or other emergency information. These notices will be sent to cell phone numbers in our PowerSchool system. Please make sure to update any changes to your contact information, email wendyl@stjoevanschool.org.**



EVENTS AND ACTIVITIES OVERVIEW 2023-2024

This guide provides some insight and information about the events and activities that take place during the school year. The following gives a brief description of typical events as well as the approximate timing of the event.

Emergency FormsDue August 16

Emergency, Allergy, and other forms will be available on your SchoolAdmin Checklist soon. You will receive an email invitation to return to your portal and ask that all forms be completed as soon as possible so we can update your information in the school office.

Back to School NightSeptember 7, 2023

Back to School Night begins at 7pm. This is an opportunity to meet your child's teacher and learn important information regarding class schedules, classrooms and activities/events. For middle school parents, there is also an earlier meeting with the middle school team at 6pm. Learn about our middle school processes and expectations before the general information is presented at 7pm.

Sock HopOctober 6, 2023

Jump back to the 50s - girls dress in poodle skirts or jeans while the boys are in jeans and t-shirts, slicked back hair and sunglasses. Letter jackets and cheer outfits come out of the closets! The students wear their 50's dress to school – there's a super fun afternoon assembly and family dance in the evening!

ConferencesOctober 19-20, 2023

In October, we set aside two days for parent-student-teacher conferences. School is not in session on October 19 & 20, but students in grades 3-8 participate in the conference. A few weeks prior to conferences, you will be given instructions on how to schedule your conferences through an online scheduling system. The conferences will allow you to learn about the progress your child is making and provide you the opportunity to ask teachers questions about how your child is doing.

Family Bingo Night..... December 1, 2023

PTO hosts family bingo for school families and St. Joseph parishioners. Join the fun with food, treats and prizes!

Catholic Schools Week.....January 28 , 2023 – February 3, 2024

This week-long event features many special activities. The focus is on our Catholicity and celebrating our community. The difference for us is we focus on how we are unique in a Catholic school. It is a very fun, out-of-the-ordinary, and celebratory week. An outline of the week will come out in January to help inform you about all the different events and activities. Grandparents/Special Friends day is February 2, there is an 11:30 dismissal this day.

Building Futures EventTBD

This is the largest fundraiser for the school. It is an adults-only evening event. Families, as part of their financial commitment to the school, donate \$75 by September 30. There is a charge to attend the event. Proceeds from the auction are used to fund special projects within the school, as well as help with tuition assistance.

Jog-a-thon

May 17, 2024

The annual Jog-a-thon is a fundraiser for the school that goes to support a special need (i.e. naturescape, covered play area, etc). Students seek out sponsors who will donate a per-lap pledge or a flat donation. Complete details are shared in April. The Jog-a-thon is usually followed by a social block party with families staying after school to purchase food from food trucks and dance along to tunes provided by an on-site DJ.

Shine & Show Art Showcase..... May 23, 2024

This event showcases the artistic talents of our students. Art projects are displayed in the gym, entertainment is provided by the students and the middle school band typically plays.

End of the Year Field Day and BBQ..... May 31, 2024

As part of their final PE grade, the eighth graders create and run activity stations for the whole school. The entire school enjoys a barbecue lunch and we finish with the annual staff vs. eighth grade kickball game.

The following are events and activities that take place multiple times during the school year.

PTO Meetings.....1st Tuesday of the month*

These meetings are held once a month (*typically the 1st Tuesday) to give parents an opportunity to get involved through PTO sponsored activities. Meetings will alternate between 8:30am right after dropping off your student and 6:30pm to accommodate working parents. Meetings are held in Marian Hall.

Uniform ExchangeMultiple dates

Uniform Exchange opens in August before the start of the school year and during various events throughout the year. This is an opportunity to trade in outgrown uniforms. Donations are accepted, though not required, for those who do not have uniforms to trade in. Watch the Cardinal Call for Uniform Exchange dates.

All School Mass.....Monthly

These Masses are held every month in correlation with Holy Days or special feast days. Each grade is responsible for hosting one Mass during the year. All School Masses are held in the church. Parents are welcome to attend mass with their students. We'll publish Mass times in the fall.



CATHOLIC YOUTH ORGANIZATION (CYO) SPORTS

The CYO sports program is open to members of St. Joseph Catholic School, St. Joseph Parish, and other local Catholic parishes without a school. The CYO program offers various sports throughout the school year. The CYO program relies on volunteers for the success of the program.

CYO is based on Christian principles that reinforce sound human and social values. CYO athletics exists to provide opportunities for youth to participate in activities under conditions that are safe, enjoyable and promote Christian attitudes of fair play and cooperation. CYO has a concern for the whole person made up of the body, mind, and spirit. Physical fitness, positive mental attitude, and spiritual growth are all important in development of the whole person.

FALL SPORTS

- Grade 1 and 2 boys and girls basketball (Hotshots co-ed)
- Grade 3 - 8 girls volleyball
- Grade K - 8 swimming (Fall/Winter)
- Grade 3-8 boys and girls cross country

Volleyball, Cross Country and Hotshot basketball registration is open now! Visit [CYO - St. Joseph Catholic School](#).

WINTER SPORTS

- Grade 3 - 8 boys and girls basketball
- Grade 1 and 2 boys and girls basketball (Hotshots co-ed)

Winter sports registration begins in November.

SPRING SPORTS

- Grades 3-8 boys and girls track & field

Registration begins in March.

To register: go to www.cyocamphoward.org.

Your child must be properly registered before they can participate in any practices or games.

CYO is funded through registration fees, donations, and a generous parish subsidy.

Questions: email Kristy at cyo@stjoevanschool.org

You're Invited

FROZEN TREAT SOCIAL & SUPPLY DROP-OFF



MONDAY, AUGUST 28

Uniform Exchange in cafeteria - 4 to 6 pm

Frozen Treats on the Playground - 4 to 6 pm

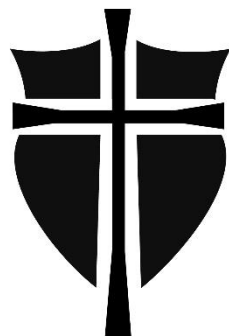
Supply Drop-off & Meet the Teachers - 4 to 6 pm

Join school families and teachers for an afternoon of
catching up and getting to know each other.

More information to come this summer!

Organized by the St. Joseph Catholic School PTO

FOR MORE INFORMATION ...



ST. JOSEPH
CATHOLIC SCHOOL

Visit our website www.stjoevanschool.org to keep up-to-date on
Information and events.

The parent/student handbook for the new school year will be available
soon. We will ask families to review the handbook and complete a family handbook
agreement page. Watch for more information.

The 2023-2024 School Directory

Our family directory containing parent emails and phone numbers comes out after
school starts in the fall. If you **do not** want your contact information included
in the directory, email the office at wendyl@stjoevanschool.org