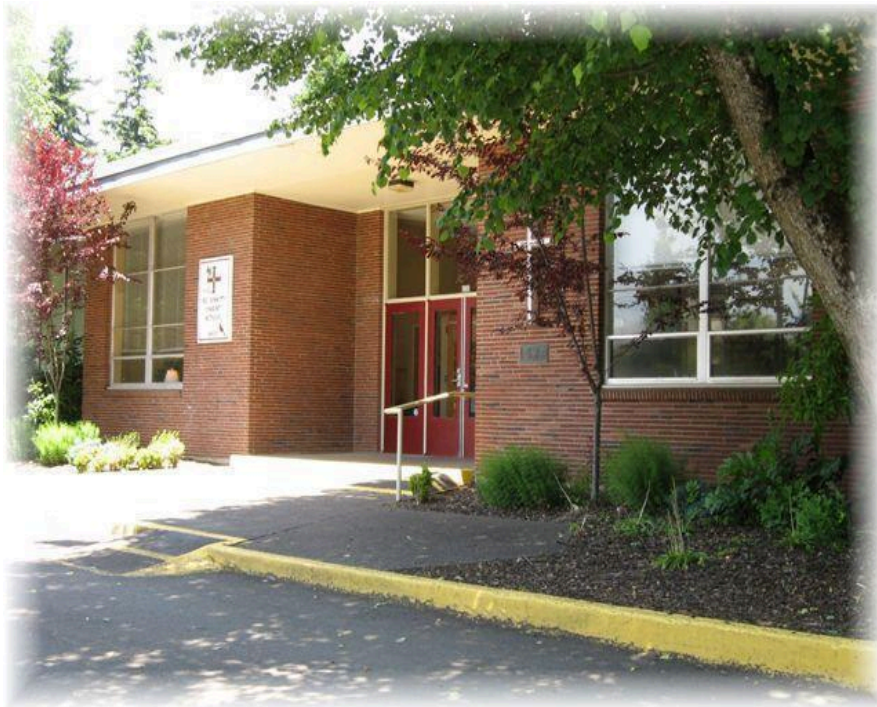




# FAMILY HANDBOOK

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2025-2026 School Year

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## I. GENERAL INFORMATION

### PRINCIPAL'S LETTER

Dear Parents and Students,

Welcome to St. Joseph Catholic School! In choosing St. Joseph School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of St. Joseph School for the 2025-2026 school year.

The St. Joseph School Family Handbook is available online and hard copies can be made available in the school's main office. All school families must read this document carefully and have a current signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Joseph School during the 2025-2026 school year.

The faculty and staff of St. Joseph School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Blessings,

Mary Yamoah

## MISSION STATEMENTS

### ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### ST. JOSEPH PARISH

St. Joseph Catholic Church, in union with the Universal Church, proclaims our belief in the message and mission of Jesus Christ. We nurture that belief through active participation in the Liturgy, embracing stewardship as a way of life, committing to life-long faith formation, reaching out to those who are in need, and welcoming all who wish to grow with us in faith. We nourish our community by recognizing and sharing our God-given talents and living our lives as a visible presence of Christ.

### ST. JOSEPH CATHOLIC SCHOOL

St. Joseph Catholic School partners with our families and parish to develop the spiritual, academic and social growth of each student, fulfilling their vocation to know, love and serve God.

### ST. JOSEPH CATHOLIC SCHOOL PHILOSOPHY

St. Joseph Catholic School endorses its call as an educational ministry of St. Joseph Catholic Parish and promotes three objectives: personal spirituality, social justice, and a strong academic program in accord with Christian values. We acknowledge that each student is created in the image and likeness of God and believe that children learn best in a secure, well-managed, and nurturing environment.

The faculty, staff, and administration of St. Joseph Catholic School supports parents as the primary educators of their children. We understand that strengthening the connection between home and school is essential in this partnership. We are dedicated to offering students a well-rounded, Christ-centered education. Catholic doctrine, traditions, and values are taught in formal religion classes, and our faith is integrated across all subject areas. Our school also fosters a vibrant sense of community where we nurture one another's unique God-given gifts as we deepen our capacity to know, love, and serve God.

As facilitators of learning, we will:

#### SPIRITUALLY

- build a community based on Gospel values
- cultivate an awareness of each individual's gifts
- encourage the practice of the faith including prayer and active participation in liturgical life

#### ACADEMICALLY

- establish and maintain high expectations and standards
- support students to work to their full potential
- promote independent and cooperative learning and develop critical thinking skills

#### SOCIALLY

- instill a respect for self and others demonstrated through actions, words and service
- encourage physical wellness and emotional wellbeing
- provide education and opportunities for responsible participation in local and global communities

St. Joseph Catholic School is a faith-based educational community that nurtures each student as a child of God.

### ACCREDITATION

St. Joseph Catholic School continues to be fully accredited by the Washington Catholic Education Association (WCEA). St. Joseph Catholic School completed a Self Study during the 2024-2025 school year. The Accreditation Team Visit will take place in October 2025.

### HISTORY OF ST. JOSEPH CATHOLIC SCHOOL

St. Joseph Catholic Church was launched in January of 1952. Daily Mass was held in a small storage building in the Andresen Road parking lot referred to as the 'chicken coop' and Sunday Mass was held in the gym of McLoughlin Heights Junior High School. It would be three years of hard work and dedication before the church and school buildings were completed. The 12½ acres of forestland overlooking the beautiful Columbia River held a convent and fully equipped school with 10 classrooms, library, cafeteria, music rooms and auditorium, which served as the 758-seat church. St. Joseph Catholic School opened its doors on September 8, 1954, with 302 students, five nuns of the Sisters of Providence Order, and three lay teachers. Expansion continued in 1961 with a new school wing built on the east side of the building. Many changes, including the diminished availability of religious to teach, brought about the need to establish annual fundraising events at the school. In jeopardy of losing its 7th & 8th grades in 1971, a group of parents and parishioners came together as the Booster Club and created the Sausage Fest. The first festival had fresh fruits, vegetables, a chicken wagon, fashion shows, and a dunk tank. The annual Vancouver Sausage Fest drew over 35,000 people to its grounds with a full-size carnival, craft booths, food stalls and entertainment.

In 1985, Fr. Haydock arrived at St. Joseph and soon organized the drive to build a larger church. With the new church completed in 1992, the old church was converted into a gymnasium for the school and named Haydock Hall.

The first annual School Auction Gala/Dinner was held in 1995 and over the years has provided more than \$1.5 million to the school toward capital improvements, the St. Joseph Catholic School Foundation, tuition assistance, and the general operating budget. Funds raised in 1998 helped build a new wing of four classrooms, providing the school with two classrooms per grade level.

St. Joseph Catholic School celebrated its 50th anniversary with a rededication of the school in 2004. The event included a Mass celebrated by Archbishop Brunett and Fr. Hans Olson and a catered dinner in the parish hall.

### COMMUNITY COVENANT

The St. Joseph Catholic School community strives to be a covenant community. The teachers and staff at St. Joseph Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a sacred relationship. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

### CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at St. Joseph Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Joseph Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.

- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline.

### CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educators of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Joseph Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled at St. Joseph Catholic School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Joseph School Family Handbook.
- accept and embrace the diversity at St. Joseph Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume, smoke, or vape tobacco and/or prescribed or non-prescribed cannabis products on school grounds, school transportation, and/or at school activities and events.

## II. **ACADEMIC POLICIES**

St. Joseph Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Joseph meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Joseph's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Joseph School is fully accredited through the Western Catholic Educational Association (WCEA). A copy of the accreditation study and report is available in the school office.

### ACADEMIC INTEGRITY

It is expected that all students will maintain a high degree of academic integrity in the performance of their schoolwork. Academic dishonesty is defined as, but not limited to, cheating, plagiarism, and the copying of or doing another person's homework assignments.

A student who violates this policy is considered to have committed a serious behavioral infraction and may be subject to the appropriate disciplinary action as outlined in this handbook. The student may also receive a failing grade on that exam or assignment.

### CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of

reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

### INSTRUCTION

The instructional program at St. Joseph Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

### RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Joseph School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Wednesday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services during the school day. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.
3. Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Reconciliation - The parish offers opportunities for families and students to receive the Sacrament of Reconciliation regularly throughout the year. During Advent and Lent, parishes add additional reconciliation times.

Catechetical Formation in Chaste Living - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living."

Community Service - Each student and class takes part in Christian service activities throughout the year.

Mass - St. Joseph School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the

celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings. Monthly student-led prayer services are conducted, and seasonal religious celebrations and rituals are held.

## ACADEMIC SUBJECTS

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in accelerated math classes if appropriate. The math program also emphasizes basic math facts and hands-on activities.

**Social Studies/History** - In social studies, PreK through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

**Music** – In music, students are given a multitude of opportunities to sing & play instruments in all grades. Students learn songs based on holidays and seasons. Students in grades K-4 perform at Christmas every year. Numerous skill sets are taught to students; vocal skills, rhythmic skills & notation, rudimentary music theory, harmony, ear-training, and developing their understanding & appreciation for various styles/genres of music.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on health, coordination, movement, and physical activities. The curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Joseph Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Joseph Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parents. Internet access is available to students for educational purposes only. St. Joseph staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

**Library Skills** – Students in grades K-5 visit the school library once per week and all students are given the opportunity to check out books to read for growth in reading and academic skills, as well

as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in K through 8<sup>th</sup> grade. Students become familiar with a variety of different mediums and gain vocabulary to discuss the visual arts. Kindergarten-3rd grade students are introduced to the elements of art and explore materials for creation including watercolor, clay, acrylic/washable paint, print, collage, and oil pastel. In 4<sup>th</sup> and 5<sup>th</sup> grades, students work on developing their technical skills, while in 6-8<sup>th</sup> grades there is a focus on self expression; middle school students also have the opportunity to explore our new digital art program.

Spanish - Spanish instruction takes place in K through 8<sup>th</sup> grade. In Spanish students are introduced to the basics of vocabulary, grammar, and conversation around a variety of topics. In Kindergarten through 2<sup>nd</sup> grade, students focus on describing the world around them. In elementary, 3<sup>rd</sup>-5<sup>th</sup> grades, students begin describing others in their local and global community. Students in middle school (6<sup>th</sup>-8<sup>th</sup> grades) dive into more complex grammatical structures and are introduced to speaking, writing and reading in all the major time frames (present, past and future). Students who participate in Spanish class from Kindergarten through 8<sup>th</sup> grade will enter high school with a firm foundation of the basics of the Spanish language, easing them into a high school Spanish program or preparing them for learning other world languages.

Personal Safety - St. Joseph Catholic School uses an Archdiocesan required safety program in K through 8<sup>th</sup> grade.

## ASSESSMENT

St. Joseph Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill.

Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (MAP) standardized tests in the fall and spring; first grade participates in spring MAP testing. The data the school collects from these tests and classroom assessments is then disaggregated and used to help inform instruction and curriculum.

## GRADING

- The performance scale for all grades, K-8, is as follows:
  - 4 – Exceeding Expectations – Student consistently exceeds grade-level expectations in performance. Student shows initiative, challenges himself/herself beyond expected outcomes, and demonstrates exceptional level of understanding.
  - 3 – Meeting Expectations – Student meets grade-level expectations. Student shows proficient understanding and demonstrates appropriate skills.
  - 2 – Approaching Expectations – Student has basic understanding and partially meets grade-level expectations. A student receiving a two is beginning to show understanding of concepts and developing skills.
  - 1 – Below Expectations – Student has minimal understanding and does not meet grade level expectations. A student receiving a one is not sufficiently grasping the necessary concepts and skills.
- Grade Point Percentages for Grades 4-8 are as follows:
  - 97 - 100 = A+      77 - 79.9 = C+
  - 94 - 96.9 = A      74 - 76.9 = C

90 - 93.9 = A-	70 - 73.9 = C-
87 - 89.9 = B+	67 - 69.9 = D+
84 - 86.9 = B	64 - 66.9 = D
80 - 83.9 = B-	60 - 63.9 = D-

- Beginning in grade 5, all classes assigned a grade will be included in the Grade Point Average (GPA). In computing GPA, some classes (PE/Health, Art, Music, Technology, and Spanish) are combined into a single grade and added to the grades given for Reading, Religion, English, Science, Math, and Social Studies. All grades below 60% are failing grades.
- If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

### ACADEMIC HONOR ROLL

Students in grades 6-8 who achieve a GPA of 94% or higher will receive First Honors and students in grades 6-8 who achieve a GPA of 90-93.99% will receive Second Honors for that trimester.

### VALEDICTORIAN AND SALUTATORIAN

The student selected as the 8<sup>th</sup> grade valedictorian must meet the following criteria:

1. She/he has the highest cumulative grade point average as calculated from the sixth grade through the second trimester of eighth grade.
2. She/he has attended St. Joseph Catholic School for the three full years of grades 6-8.

The student selected as the 8th grade salutatorian must meet the following criteria:

1. She/he will have the second highest grade point average as calculated from the sixth grade through the second trimester of eighth grade.
2. She/he has attended St. Joseph Catholic School for the three full years of grades 6-8.

The valedictorian and salutatorian both speak at graduation. Students who have an overall GPA of 94% or higher in grades 6 through the second trimester of 8th grade will be awarded gold honor cords to wear at graduation.

### FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. All students must bring the required permission slip form in advance of the field trip day. Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Joseph Catholic School can participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Joseph Catholic School.

In general, fees will be collected from school families to pay for the cost of the field trip and the transportation. Bus transportation is the preferred method to be used for any field trip. School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old.
2. The driver must successfully complete Safe Environment/VIRTUS training.
3. The driver must have a background check and show no felony, DUI, or reckless driving convictions.
4. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company.
5. Children not enrolled in the school shall not accompany the class field trip.
6. Effective January 1, 2020
  - Children under age 2 must be properly secured in a rear-facing car seat

- Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing
- Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with a seat belt (or continue in a harness seat).
- Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
- Children under age 13 are required to ride in the back seat when practical to do so.
- RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."
- For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

### OUTDOOR EDUCATION

The Outdoor Education Program at CYO Camp Hamilton or Camp Howard is a part of the 6th grade curriculum at St. Joseph Catholic School and attendance and participation in camp and camp activities are mandatory. It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject. The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle (Camp Howard, Archdiocese of Portland) and is operated in accordance with values and morals upheld by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Outdoor School is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, an alternate assignment will be given.

Payment for this important educational experience is the responsibility of the parents of 6th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp is made through the Finals site Tuition Portal.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by St. Joseph Catholic School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperone.

### EDUCATIONAL SUPPORT TEAM (EST)

The Educational Support Team (EST) is composed of teachers and administrators of St. Joseph Catholic School who take collective responsibility for student learning and well-being. This team meets to facilitate discussion for each child's unique learning situation and to assist the classroom teacher. The team approach offers consistent documentation from year to year and encourages communication among teachers and parents.

## CLASS PLACEMENT POLICY

Class placement is determined in the final weeks of the school year and sometimes after the conclusion of school in June. Classroom teachers lead the process for their current set of students, setting class lists for the next school year. Parents may not request a specific teacher but may provide a written statement of what they see as the specific needs of their student. This letter must be presented to the principal by June 1. Teacher assignments will be emailed before school begins. Lists are final unless unusual circumstances require a change approved by the principal.

## HOMEWORK GUIDELINES

The St. Joseph Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

### Homework Notes

1. Students in Kindergarten through 8th grade will receive age appropriate homework. Teachers will provide instructions to parents in the younger grades and will work directly with students in upper grades.
2. Students in 3rd – 8th grade are responsible for writing down their homework for each class in the planner they receive in September.
3. If a student consistently spends more time than is recommended by the teacher in real studying (without television and other distractions), the teacher should be notified and adjustments will be considered.
4. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
5. Individual teachers/grade levels will set their expectations for accepting and grading late homework.

## MAKE-UP WORK

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day. Student planners, and PowerSchool/Google Classroom (5th and up) are the sources of tracking assignments – daily and long term. Middle school teachers will post collected assignments online at some point each day. This is considered a backup to the planner and will assist absent students. Parents should check the student planner to make sure it is consistent with teacher postings. Students will communicate with individual teachers to determine due dates of work missed when absent. Books and materials will be available upon request.

## ACADEMIC PROGRESS AND COMMUNICATION

Students in grades 4-8 check their PowerSchool gradebook during technology class. Frequent communication between home and school is encouraged regarding your child's academic progress. Parents are provided a PowerSchool login to allow monitoring of student grades and missing assignments. Parents are encouraged to check progress in PowerSchool weekly and contact teachers with questions and/or concerns. If you wish to meet with your child's teacher, an appointment should be made with the teacher, a meeting should never be attempted during class hours, carpool, or recess periods.

## REPORT CARDS

Trimester report cards are issued at the end of each trimester. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

## PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading period. Optional conferences may be held during the winter and spring grading period. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents the opportunity to ask questions and to become informed of school activities. The conferences for grades 3-8 are student-centered; each student is an active participant and all students in grades 3-8 are expected to attend. Registering for conferences is done online. Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

## RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student, he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by March. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Joseph Catholic School. In all cases, the final decision rests with the principal.

## ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Joseph Catholic School.

## ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

## ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8 at St. Joseph Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## SCHOOL SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. A supply list is sent out to all registered families in June; they are also available in the school office and online. Some supplies may need to be replenished throughout the year.

## TEXTBOOKS

If a student damages a book and the book is still usable, a damage fee will be assessed. If a student destroys or defaces a book or does not return a book at the end of the year, the parent/s will be billed for the cost of the replacement.

### III. DISCIPLINE

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

#### BASIC SCHOOL-WIDE RULES

1. Students are always to respectfully comply with every faculty and staff directives.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity, racial slurs or name-calling).
5. Students are to display an attitude of love and concern for others.
6. Students are to show respect for those in authority: principal, clergy, teacher, school staff, chaperones, and volunteers.
7. Students are always to display playground courtesy: play properly with equipment, keep balls on the playground, and follow the playground rules.
8. Students are to tell the truth.
9. Students are to maintain acceptable classroom behavior.
10. Students are to show reverence during prayer and liturgical celebrations.
11. Students are to adhere to the dress code.
12. Students are to refrain from chewing gum anywhere on the school property.
13. Students are to refrain from public displays of affection.
14. Students are to refrain from any act which could result in damage, injury or disruption of the educational process.

Students may not bring to school:

- Cell phones, pagers, laser pointers, Smart watches, illegal substances, firearms, or any potential weapons, fireworks, hand-held games, iPods, or any electronic devices. Cell phones, smart watches or other electronics brought to school must be turned into the teacher upon arrival and picked up at the end of the day.
- Toys, playground equipment, or stuffed animals from home, unless directed by the teacher.
- Anything that disrupts the educational process.
- If discovered, these items will be taken away and the parent will be contacted.

#### DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in-place to ensure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

#### BEHAVIORAL CONTRACTS

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents. The

behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of positive and negative reinforcement.

## DETENTION

### After School Detention

After school detention will be held Thursday from 3:15 PM – 4:00 PM for 4<sup>th</sup> through 8<sup>th</sup> grade students. Parents will receive a detention notice which must be signed and returned the next day. Pick-up will be at the front office.

## DISCIPLINARY ACTION FOR SERIOUS BEHAVIORAL PROBLEMS

Serious behavioral problems are defined as repeated interruption of the educational process, behavior that could result in injury to students, property or others, or any action that is a flagrant violation of school rules.

On a daily basis, teachers handle discipline issues as they arise in their own classroom. Parents are not notified of every minor infraction. If a particular situation warrants more immediate attention, one of the following actions will occur:

Behavioral consequences could occur during the school day in the form of restriction from free time or possibly service around school. After school detention is also a possible consequence. Parents will be notified when a detention will be served.

Teacher - Student Conference during which teacher and student meet to discuss the problem and a plan of action.

Teacher - Student - Administration Conference or Student - Administration Conference during which teacher, student, and administration meet to discuss the previous and current problems or the student and administration (principal or vice principal) meet. A plan of action is discussed.

Teacher-Student-Parent Conference during which teacher, parent, and student meet to discuss the problem and a plan of action.

Student - Administration - Parent Conference in which teachers may be present and during which student, administration and parents meet to discuss the previous and current problems. A plan of action may be written, and parents may be asked to sign a form indicating their support for a plan of action. Students and parents are informed of possible suspension and expulsion if chronic misbehavior continues.

### In-School Suspension

If serious behavior occurs parents will be called, and the student may be removed from his/her classroom for a period of time. The student will be supervised in another place in the school (e.g. vice principal's office) and will be given appropriate assignments to complete.

### Short-term Suspension

If serious behavior occurs parents will be called, and the student may be sent home that day and may be asked to remain there for the following day. Counseling or assessment (at the parent's expense) may be recommended by the principal. A conference is required between principal, parent(s), and student and the principal or teacher may request to speak with a counselor or specialist before the student can return to school.

### Long-term Suspension

Continued non-compliance or serious misbehavior will result in suspension for no less than 3 school days. Parents will be notified by phone and/or in writing. Counseling or assessment, at the parent's expense, may be recommended/required by the principal. A conference is required between principal, parent(s) and student, before the student can return to school. The principal or teacher may request to speak with a counselor or specialist before the student can return to school. Parents will sign a plan of action indicating their understanding and/or support. Upon return, the student

will complete a probationary period of 30 school days. A letter outlining the conditions of the probation will be given to parents.

#### *Homework Policy for Long, Short-Term or In-School Suspension*

- *All assignments due during the suspension must be made up and will be marked late and graded according to the individual teacher's late homework expectations.*
- *Students must take all books home with them upon suspension and may get assignments from Google Classroom.*
- *Days to turn in work = number of school days out plus one extra day.*
- *Upon return, teachers will provide a complete list of assignments missed.*

### Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for the appeal process is outlined below.

### DUE PROCESS

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Joseph Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

### HARASSMENT/BULLYING

St. Joseph Catholic School, as part of the greater Catholic Archdiocese of Seattle, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Joseph School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Joseph School will promptly respond to allegations of harassment and bullying and take each allegation seriously. St. Joseph School will review and investigate such matters in a professional and timely manner.

1. St. Joseph School is committed to an environment that is free of harassment and bullying whether intentional or not.
2. Online harassment via email, social media, or text will not be tolerated.
3. St. Joseph School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

### Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

### Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion,

gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school,
- And that creates an intimidating, hostile or offensive school environment.

#### Descriptive Terms

**Verbal Harassment:** Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.

**Physical Harassment:** Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.

**Visual Harassment:** Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.

**Sexual Harassment:** Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment.

Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or

That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.

**Online Harassment:** Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

#### Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over a period of time.

There are three types of bullying:

- Verbal bullying involves saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, apps and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under

the discretion of the pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

### **THREATS**

Any threat by a student, parent or staff member to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student, parent, or staff member who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, may be suspended or expelled and the police may be notified.

### **RETALIATION/FALSE ALLEGATIONS**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **VIOLENT BEHAVIORS**

St. Joseph Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

**Aggressive or Reckless Behavior** - Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **ALCOHOL AND DRUG POLICY**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Joseph Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school,

students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **ASSAULT OR INTENTIONALLY CAUSING PHYSICAL INJURY**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

### **CRIMINAL OR GANG-LIKE ACTIVITY**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish-sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **CHEATING**

St. Joseph Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating may receive a failing grade on the test or assignment, and any person facilitating the cheating may also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence may also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. Leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so
2. Writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. Using hand signals
4. Looking on another's test paper
5. Copying another student's assignment and/or homework
6. Talking with another student during a test period
7. Submitting AI-generated work as their original work
8. Talking with students from previous class periods in order to get test information
9. Using or attempting to retrieve digital information from a cell phone, smart watch, or similar device and then accessing such material during an exam, quiz or test
10. Handing in a paper for credit which has already been graded in another class, without the approval of the teacher

## DISTURBANCES

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## FALSE FIRE ALARMS AND FIRE

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

Arson is a felony. Any student who sets a fire on school premises may be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior may be suspended or expelled.

## FORGERY

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required may result in a disciplinary action.

## GAMBLING

Gambling on school/parish grounds is illegal and not allowed.

## HAZING

Hazing in any form or of any type is not allowed at St. Joseph School and can result in suspension or expulsion from school.

## INSUBORDINATION

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## LEAVING ASSIGNED AREA WITHOUT PERMISSION

Any St. Joseph School student who leaves his/her classroom or any other area to which the student is assigned will be subject to disciplinary consequences.

## LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

Any St. Joseph School student who leaves the school grounds without permission from the school is subject to receive a suspension or expulsion for his or her actions.

## PLAGIARISM

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they did not create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material are subject to a reduction in grades and disciplinary consequences.

## PROFANITY

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

## RESPECT OF PROPERTY

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## SMOKING

Cigarette smoking, e-cigarettes used for vaping, JUULing, and other similar conduct by students will not be tolerated on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking may receive a suspension and or expulsion for their actions.

## THEFT

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## SEARCHING STUDENTS' BELONGINGS

St. Joseph School has the right to search anything that a student brings onto the school campus (including cell phones). In addition, the school has the right to search backpacks and/or lockers at any time.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a knife, firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes may result in expulsion. Police may be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or causes bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosives (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration may call the police first then parents or guardians will be called.

## WEAPON PROCEDURES

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for

school purposes. The student will be prohibited from coming onto school property while the principal's investigation is ongoing. The school will ask for a copy of the police report and, if available, the police report number will be noted in the Notice of Expulsion.

3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The information for due process outlined below.
6. During the appeal process, the accused must honor the "no trespassing" order.
7. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
8. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

### APPEAL PROCESS

When a student and/or his/her family utilizes the appeal process, the procedure is as follows:

1. The appeal request must be made within two weeks of disciplinary action.
2. The appeal request must be submitted in writing and must be delivered to the office of the principal.
3. The principal and an appeals committee of faculty appointed by the principal will be called to hear the appeal presented by the student and/or family.
4. The decision of the appeals committee is usually final. Only the pastoral leader may overturn the decision.
5. The decision of the pastoral leader is final.

## **IV. ADMISSIONS AND ENROLLMENT POLICIES**

### GENERAL INFORMATION

It is understood that St. Joseph Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Joseph School. St. Joseph School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

### ADMISSIONS POLICIES

- Enrollment in St. Joseph Catholic School will generally be allocated in the following order of priority:
  - Current St. Joseph Catholic School Families. A current St. Joseph Catholic School family is a family who has a student currently enrolled at the school. Siblings of currently enrolled students have first priority of acceptance.
  - Active parishioners of St. Joseph who are new to the school.

- Active parishioners of other Catholic parishes in the local area.
- Active parishioners of a parish outside the local area who currently have children enrolled in a Catholic elementary school and are transferring to St. Joseph Parish.
- All others.
- As in all school policies, the final decision is made by the principal and pastoral leader of St. Joseph Catholic School.
- An "active parishioner" is defined as a family that is registered at St. Joseph Church, participates in weekly Mass, completes an annual stewardship card, contributes as pledged, and actively participates in church activities/ministries.
- St. Joseph Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.

## PLACEMENT

- Students registering for kindergarten must be five years of age on or before August 31 of the year for which they are applying for admission. Students registering for first grade must be six years of age on or before August 31 of the year for which they are applying for admission. There are no exceptions to this requirement.
- Students will be placed in the proper grade according to their successful completion of the previous grade-level work. For students applying for admission to grades first through eighth, acceptance will be dependent on previous academic records, behavior record, current teacher(s) recommendation(s), and interviews with both parent(s) and child. All new students, kindergarten through eighth grade, may be assessed prior to acceptance.
- All new students are placed on probation for their first trimester at St. Joseph Catholic School. A student may be asked to leave the school during the probationary period if either his/her behavior or academic effort is unacceptable or if the school feels that it cannot meet the academic, behavioral, or emotional needs of the student. The probationary period may be extended if there are concerns about student behavior or academic effort.
- St. Joseph Catholic School strives to limit enrollment to 25 students in each class although unique circumstances may require larger class sizes at times.

## APPLICATION & ENROLLMENT PROCESS

- Application materials are available in January. All deadlines and dates are made available on our website.
- Completed online application form, fee, and supporting documents are required for admission. Once admission is offered, families will enroll their child(ren).
- After the specified February deadline, enrollment is open on a first-come, first-serve basis to wait-listed families, current families who did not meet the February deadline, and any new families seeking enrollment.
- Tuition contracts will be sent to enrolled families whose accounts are current.
- A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students upon registration.

## ADMISSION FOR RE-REGISTRATION

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Parents must re-enroll their student by the posted date in Jan/Feb. If a parent does not complete the re-enrollment process in Finals site, the student may be removed from the class list for the next school year and their spot is opened to families looking to come to St. Joseph.

2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

### STATEMENT OF NONDISCRIMINATION

St. Joseph Catholic School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability 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 race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

### STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. St. Joseph Catholic School shall decide whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Joseph Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public-school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Joseph Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Joseph Catholic School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Joseph Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Joseph Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private and/or professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

\*\*For the complete procedural plans for serving students with special needs, please contact the school office.

### WITHDRAWAL OF STUDENTS

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify St. Joseph Catholic School of the withdrawal via a note/email to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school

### WITHDRAWAL REGARDING FINANCIAL MATTERS

St. Joseph Catholic School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Joseph Catholic School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

The withdrawal of a student(s) at any time after a contract is signed and received by the school will result in the payment of the tuition through the withdrawal date or \$1000 per student, whichever is greater. The registration and student fees are non-refundable under any circumstances.

Collection of annual tuition and other fees may be waived only in the following cases:

1. the family relocates their residence more than 30 miles from St. Joseph Catholic School
2. the student is dismissed from the school
3. the principal determines that the school cannot appropriately meet the academic, behavioral, or emotional needs of the student. The registration fee is non-refundable under any circumstances.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Any balance that remains unpaid for a year may be sent to a collection agency.

## V. RIGHTS OF THE SCHOOL AND RELATIONSHIPS

### PRINCIPAL PRIVILEGE

The principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader and School Commission. Parents will be notified of any changes in the handbook through the school newsletter.

## RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

## SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, cell phones, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

## USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. Parents are asked to complete an online Media Release Consent to select their preference for use of photos taken during school activities.

## USE OF SCHOOL/PARISH GROUNDS

St. Joseph School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

## SCHOOL/HOME RELATIONSHIPS

St. Joseph School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Joseph Catholic School may require parents to withdraw their children and sever their relationship with the school.

# VI. FINANCIAL POLICIES

## GENERAL INFORMATION

1. Neither the subsidized nor the regular tuition rate fully covers the cost to educate a child at St. Joseph Catholic School.
2. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting tuition rates as well as non-refundable registration fees.
3. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.
4. Any check returned for non-sufficient funds will result in a \$25 service fee.

## TUITION GOALS

1. To strive to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

## ST. JOSEPH CATHOLIC SCHOOL TUITION POLICIES

### Discounted and Subsidized Tuition Rates

- a. To receive the discounted tuition rate a family must be registered in the parish for at least one year. Families registered in a neighboring parish may also request a subsidy.
  - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
  - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
- b. To receive the parish discounted tuition rate, a family must be registered at St. Joseph Catholic Church, participate in weekly Mass, complete a stewardship pledge, contribute as pledged, and actively participate in church activities/ministries (at least 10 hours/year).
- c. All financial details of tuition contracts, tuition assistance awards, and Parish Participation Benefit awards are confidential and should not be discussed with anyone outside of the St. Joseph School or Parish office.

### Monitoring of the Subsidized Tuition Rate Privilege

- d. A Catholic family receives a discounted tuition rate provided the criteria of being parishioners as stated in the St. Joseph Catholic School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person's depth or quality of faith, but rather as objective ways of establishing a person's commitment to St. Joseph Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the stewardship records kept by the parish.
- e. Each year, the School Commission will establish the actual cost of educating a student at St. Joseph Catholic School and determine the regular tuition rate. The Commission will then determine the discounted rate for Catholic students whose families meet the criteria set forth above.
- f. The school office will report all tuition obligation data to each school family as necessary. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations.
- g. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving assistance and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and/or the pastoral leader.
- h. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the subsidized rate may be moved to the regular rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in consultation with the principal.
- i. All financial awards are to be kept confidential and only discussed with school or parish staff.

### Regular Tuition Rate

- j. Families not eligible for the discounted rate are charged the regular tuition rate.
- k. This rate is still less than the cost to educate.

## TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

1. Tuition is paid through Finalsite and due the 10<sup>th</sup> day of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school as soon as possible. In the event that a family fails to pay tuition on time, the school will initiate the following procedures:

- a. Late fees will be assessed on all accounts when payments are blocked from withdrawal within 10 days of the payment due date.
  - b. If at the end of thirty (30) days the past due condition continues to exist, the parents will be notified that the account must be brought current.
  - c. If at the end of sixty (60) days the account has not been brought current, the family may receive notice that school services to the family/ enrollment may be discontinued, and the account must be brought current.
  - d. If at the end of ninety (90) ) days the account has not been brought current, school services to the family/enrollment may be discontinued and the account may be referred to a collection agency.
2. St. Joseph Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition may not be eligible for tuition assistance.
  3. St. Joseph Catholic School offers three tuition options to school families:

Plan A One annual payment	Due on or before July 10 of the school year
Plan B Two equal payments	Due August 10 and February 10 using Finals site
Plan C Twelve equal payments:	Due July 10 – June 10 using Finals site
  4. All payment plans must use the Finals site Tuition management company. All tuition paid through Finals site will be deducted on the 10<sup>th</sup> of the month from the checking or savings account chosen or using a credit card (there is a 3%+.30 fee for each credit card transaction). Finals site charges a \$35 annual fee per family when the contract is submitted.
  5. Families experiencing financial difficulties should contact the principal immediately.

### DIVORCED OR SEPARATED PARENTS

St. Joseph Catholic School typically requires one enrollment form and one tuition contract per family, signed by one parent. In a sole custody situation, the custodial parent will be expected to sign the contract and be legally responsible for making timely payment of all tuition and fees owed the school. If the non-custodial parent signs the contract, he/she will be legally responsible for making timely payments to the school of all tuition and fees. In the case of joint custody, parents may choose to have a dual signature tuition contract which can be designated in Finals site. St. Joseph School will not be involved in disputes about how to divide the cost of the child's education. Reimbursement between parents and/or others will be left to the parents.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree and parenting plan with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

### TUITION CONTRACTS

1. Each family signs a tuition contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Joseph Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or the admissions director.

2. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract must occur in writing and have the approval of the principal.

## TUITION ASSISTANCE GUIDELINES

St. Joseph Catholic School is committed to providing quality Catholic education to all children who wish to attend. Variable Tuition may be available to those families who qualify. A tuition assistance application must be completed through FACTS. Completing an application does not guarantee an assistance award. *There are two forms of tuition assistance available to students at St. Joseph Catholic School. The first is for applicants to the Fulcrum Foundation, the second form is variable tuition provided directly from St. Joseph Catholic School. Both are need-based assistance programs. You may apply for both forms of aid by completing the FACTS Tuition Assistance Application.*

- 1.) The Archdiocese Fulcrum Foundation Tuition Assistance Grant Program
- 2.) St. Joseph Catholic School Variable Tuition & Assistance

The Fulcrum Tuition Assistance Grant Program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need. To be considered for the Fulcrum Grant, the application must be submitted by the designated deadline of December 31.

St. Joseph School Variable Tuition can be requested by any current or new school family. Once a family has submitted the application by the deadline, they will be considered for St. Joseph School variable tuition. Completing an application does not guarantee an assistance award.

Once FACTS confirms completion, a decision on a variable tuition rate will be made by the Tuition Assistance Committee. Assistance awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum and/or the St. Joseph Variable Tuition. Any special circumstances will be handled confidentially by the principal and pastoral leader. The administration will determine the process and amount of a family's variable tuition based on specific criteria. St. Joseph School families who belong to St. Joseph Parish receive first consideration for assistance. Variable tuition awards are reflected on a family's tuition contract. Tuition assistance awards are confidential and should only be discussed with school administration.

Emergency Financial Aid: Life status changes occur and St. Joseph Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## REGISTRATION AND FEES

### New Student Registration Fees:

1. Families of new students must pay a \$150 registration fee per student to secure the student's placement at St. Joseph Catholic School. All registration fees are non-refundable. This registration fee is due with the St. Joseph School New Student Application.
2. Registration begins with our Open House on Catholic Schools' Week Sunday.
3. The registration process is complete when the school has received:
  - a. St. Joseph School New Student Application along with the new student registration fee.
  - b. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.
  - c. Applications for parish assistance and scholarship applications if applying.
  - d. St. Joseph School Tuition Contract along with the contract fee.
  - e. Emergency information forms that have been completed in full.

## Re-Registration Fees:

Re-registration for families currently enrolled at St. Joseph School is held each year in January.

## Fees:

Beyond registration and tuition, there are several non-refundable required fees as well as grade specific field trip fees:

1. Student Fees of \$375 include all Book Fees (textbooks and workbooks), Technology Fees (cost of updating hardware and/or licensing fees), and Class Activity Fees.
2. Operations Fee of \$200 per family
3. Middle School Fees cover 8th Grade Graduation Fee (cost of graduation and other 8<sup>th</sup> grade expenses), 7th grade field trip fees, and 6<sup>th</sup> Grade Outdoor School Fee (for full details please refer to 6<sup>th</sup> Grade Outdoor School Policy).
4. Field Trips: Fees in 4th-8th grade vary depending on field trip destination and costs.

## Involvement through Stewardship

St. Joseph Catholic School is part of the larger community of St. Joseph Parish. As a parish community, we embrace stewardship in the form of contributing our time, talent, and treasure. Each family makes a commitment to this program by signing the Tuition Contract each year.

## SERVICE HOURS

- a. SERVICE Hours are volunteer hours - your contributions of shared time and talent to our school. Each family is asked to account for their hours and submit them online. The SERVICE Hour year runs April 16 – April 15. If a family's SERVICE obligation is not met by April 15, a fee of \$25 per hour remaining will be assessed.
- b. Contracts for the following year will not be issued until all balances are collected.
- c. The tuition contract states that each family will contribute 30 hours (20 hours for single parent families) of their time and talent to the school and parish. (10 of the 30/20 SERVICE hours should be in a church ministry for those families receiving a discount from their local Catholic parish.)
- d. Items purchased for donation to the school (ex. the purchase of food for staff in-service days or class parties) may be counted toward SERVICE hours as \$25.00 = one SHARE hour.
- e. Parents, grandparents, and siblings (high school or older) are eligible to work to earn SERVICE hours.
- f. Parent volunteers are vitally important to St. Joseph School. Many of our activities and events are volunteer driven and are not possible without the dedication of each family. If your family is absolutely not able to commit to volunteer hours, you may buy them out at \$25 per share hour.

## JOG-A-THON

- a. The purpose of this fundraiser is to easily involve family and friends who are not our direct school families. This is an opportunity to support our school with a tax-deductible donation at their comfort level.
- b. Each school family is asked to mail/email family and friends and ask for their pledges. All students will walk/jog on the day of the event.
- c. Proceeds go toward special school projects and identified needs.

## AUCTION

- a. Our annual Building Futures Event has become a crucial part of St. Joseph Catholic School fundraising activities since its inception in 1995.
- b. The tuition contract states that each family will give \$75 or donate or procure an item of equal value from the targeted Building Futures Event wish list before the Building Futures Event date (the \$75 may be paid through your tuition account)
- c. Proceeds go toward tuition assistance and special projects of the school.

## VII. SCHOOL POLICIES

### DAILY SCHEDULE

School begins promptly at 8:15 each day and dismisses at 3:15 on Monday, Tuesday, Thursday, and Friday and at 2:15 PM on Wednesday. Children should not come to school before 8:00 AM since there is no supervision prior to that time. Children arriving before 8:00 AM or staying past 3:30 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school. Students may not return to school grounds after dismissal unless accompanied by a parent, guardian or supervised by a coach.

### CALENDARS

The school year calendar is available on the school's website. School events will be updated weekly in *The Cardinal Call*. The monthly calendar is also posted on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is published, families will be notified via email and through the school's website.

### ATTENDANCE

#### Absences

School hours are from 8:15 AM to 3:15 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. It is the responsibility of the parent or guardian to call the school office or email Wendy, [wendyl@stjoevanschool.org](mailto:wendyl@stjoevanschool.org), at the start of the school day to report an absence. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted. Upon the student's return, his/her parent(s) must send a note explaining the reason for the absence.

Daily attendance is an integral part of the educational experience at St. Joseph Catholic School. The classroom instruction and interaction between students and teacher are extremely important and cannot be readily duplicated. Illness should be the reason for nearly all absences.

The absence of students from school during the school year for family vacations, travel, or other reasons not related to school functions, is not recommended.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make up work. Failure to make up assignments or tests may result in an adverse effect on grades.

No student may leave the school grounds during school hours without the written authorization of the student's parent or guardian.

If a student is absent from school or leaves school during the day due to illness, they will not be allowed to participate in after-school activities (including CYO sports practices and games).

### TARDINESS

The school classrooms open at 8:00 AM and a student is considered tardy if he/she is not in his/her classroom at 8:15 AM. When a student is late for school, the parent (or adult who drops off the

student at school) must accompany the student to the school office to get a late slip and sign them in. This must take place before the student can go into the classroom.

Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. Tardiness is considered excessive when the student has been tardy three (3) times in a one (1) month period or eight (8) times in a trimester. Excessive tardiness may result in a parent-principal conference. Students who are excessively tardy may be held in the main office until the next subject change to minimize disruption to other students.

Teachers and the school office should be emailed in advance when a student is going to be late to school due to an appointment. Email your teacher directly or [wendyl@stjoevanschool.org](mailto:wendyl@stjoevanschool.org).

Attendance at Wednesday Mass is an important part of our religion program. Tardiness or absence from Mass may affect the student's religion grade. Consult teachers' individual requirements for more detail.

### APPOINTMENTS

Please arrange for appointments outside of school hours whenever possible. If a student must leave during the day a note must be sent to the teacher in advance or on the morning of the appointment. This allows both teacher and student to be aware of the student's departure ahead of time and reduces the disruption to class time. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

### VACATIONS

Daily attendance is an integral part of the educational experience at St. Joseph School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Parents need to send a letter to the teacher(s) to notify the school of any vacation and the dates the student will be absent. Teachers will not gather or hand out work prior to the vacation. Upon return, it is the student/parent responsibility to communicate with the teacher regarding missed assignments. It is the parent/student responsibility to cover concepts and skills taught while the student was gone. Long-term projects are due on assigned dates or upon return. While homework can be made up, there is no replacement for actual teaching of concepts in class. Excessive absences for reasons other than illness may be reflected in a student's learning and grades.

A student who misses 8 or more classes in one trimester in Art, PE, Computers, Music, and/or Spanish may not receive a grade from the class in question.

### UNIFORMS

#### Policy

The physical appearance of students should reflect the standards of excellence expected of students at St. Joseph Catholic School. The uniform is a symbol of identity, a tool for promoting discipline, a policy to encourage equity and a means to focus on academics. The dress code will be implemented from the first day of school. Students not meeting the uniform requirements consistently, will be issued a "Uniform Reminder Notice" that will be sent home to parents and a copy will be given to the principal. Notice to the parents should be returned the next school day with a parent signature. Repeated uniform violations may result in a parent/teacher/principal conference and possible disciplinary action. Any interpretation of the guidelines is at the discretion of administration.

#### Where to Purchase:

[Anton Uniforms Online Store](#)

### [Land's End Uniform Online Store](#)

(or [www.landsend.com](http://www.landsend.com). St. Joseph Catholic School Code: 900190265)

PE Uniforms with St. Joseph logo must be ordered through Athletes Corner online webstore or may be Dennis Uniform items from the exchange. PE Uniforms are MANDATORY for students in grades 5-8. St. Joseph spirit shirts and Jogathon shirts should not be worn as PE uniform wear.

Crew Neck Sweatshirt: Order through Athletes Corner or [on the St. Joseph Team Site](#). K-8 students may wear this navy blue sweatshirt in the classroom.

Gently used uniforms are available through our Uniform Exchange. Contact the school office. There is no charge for the exchange, but donations are welcome.

\*All uniform skirts, skorts, pants, shorts and jumpers must be Anton brand, Land's End, or Dennis.

### Expectations

Parents are expected to help children keep the school uniform code. At St. Joseph Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

### Student Uniform Rules

1. Students will be in uniforms that fit properly, are neat and clean, and are in good repair.
2. Skirts, dresses, skorts, and shorts must be purchased through Dennis or Land's End and 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.
3. All pants, or shorts, must be purchased through Dennis Uniform or Land's End and must be worn snugly around the waist. Pants may not be baggy and oversized.
4. Shirts and blouses must always be worn tucked in at the waist.
5. T-shirts worn under the uniform shirt or blouse must be plain white with no writing.
6. No non-uniform sweatshirts/hooded sweatshirts, oversize shirts, sweaters, or outdoor jackets (other than uniform fleece or sweater) will be worn in the school building.

### General Appearance

Make-Up – 6th - 8th grade girls may wear minimal make-up. Minimal means a clear lip-gloss and mascara (no glitter). No eyeliner, eyeshadow, foundation or blush may be worn. Any blemish patches worn on the face must be minimal and clear in color.

Nail Polish/Nails - Nails and/or polish should not be a distraction to the learning environment. Nail decoration or acrylic nails deemed distracting by the administration are not appropriate and will be addressed on a case by case basis.

Hair - Hair must be combed, neat and clean in appearance, and must be of a natural color with minimal stripes or designs cut into the hair. Hairstyles deemed distracting by the administration are not appropriate. Boys' hair must be off the collar, above the eyebrows, and above the ears. Boys must be clean-shaven. Girls' hair must be worn above the eyebrows (in front) or kept off the face with barrettes or a headband. During art classes, long hair must be pulled into a ponytail. If a student comes to school with colored or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Mohawks of any type are not

allowed. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. Hair ornaments should be of colors that complement the uniform and should not be distracting.

**Belts**– 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.

**Jewelry** – Should be simple and a color or style that compliments the uniform. One bracelet at a time may be worn. No jewelry should be worn which would impact the students' safety.

**Earrings** - One pair of small earrings may be worn on the lower earlobe. Small dangling earrings or hoops will be allowed. Earrings should be no more than ¾" (the size of a dime). \*Students should not wear dangling earrings or hoops on PE days.

### **Shoes**

- 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.
- The primary color of shoes will be white, navy, gray, black, red, or brown. The shoes can have one secondary trim color.
- Shoes with laces must have laces that match the primary shoe color (not the colorful shoe trim) or be white. Shoes with laces must be correctly, securely, and tightly tied at all times.
- Shoes may not have patterns (plaid, stripes, checks, flowers, glitter, sparkles, etc.) of any kind.
- All shoes will be free of writing other than the brand name.
- All shoes must fit correctly and safely stay on the foot.
- Sandals, boots, Crocs and shoes with wheels or lights are not allowed.

### **Shorts**

Students may wear uniform navy blue or khaki walking length shorts in cotton twill (not knit or athletic style). Shorts, including PE shorts, must be worn within 3 inches of the knee.

### **Socks**

Socks must be worn and must 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. Black or navy leggings that reach the ankle may be worn with the skort or jumper. Leggings must not have any mesh; they must be made of one solid material.

### **Sweaters, Vests, Sweatshirts or Fleece**

Uniform sweaters, vests, fleece, or St. Joseph crew neck sweatshirts are a part of the full uniform and may be worn in the classroom. There are many warm, comfortable choices available to complement your student's uniform.

### **Miscellaneous**

- No facial piercing of any kind is allowed
- No writing on hands or body and no visible tattoos
- Sweatshirts and sweaters are not to be tied around the waist
- No hats may be worn in the building. Only knit hats are allowed at recess in winter. Baseball caps should not be worn during the school day.

## **NON-UNIFORM DAYS**

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Clothing that advertises drugs, alcohol, foul or obscene language, cult, satanic worship, rock groups, politics, or any derogatory symbols is forbidden. Non-uniform dress will be at the discretion of the principal and the teacher.

The following guidelines will apply:

- Acceptable clothing for non-uniform dress days:
  - Pants or slacks (i.e. Dockers or chinos) or clean jeans without rips, tears, or holes
  - Sweatpants that are clean and fit appropriately, no rips, tears, or holes
  - Dresses or skirts of appropriate length - no more than 3" above the knee
  - Shorts of appropriate length, no more than 3" above the knee
  - Athletic shorts must fit appropriately and may not sag or extend below the knee
  - T-shirts: plain or with appropriate logos/writing (see guidelines above)
- Shoes:
  - 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, and shoes with non-skid, non-marking soles.
  - Laces must be correctly, securely, and tightly tied at all times.
  - All shoes must fit correctly and safely stay on the foot.
  - Sandals and shoes with wheels or lights are not allowed.
  - Crocs or clogs are not acceptable shoes for school (open back, open areas)
  - Socks must be worn and may be of any length or color
- Unacceptable clothing for non-uniform dress days:
  - Exposed midriffs: when arms are raised above the head, shirts must still cover the midriff.
  - Low-neck, backless, spaghetti straps, strapless clothing, tank tops.
  - Pants or jeans with holes, rips, or tears
  - Leggings, jeggings, shorts, pants, and shirts that are skintight
- Students are expected to follow the guidelines under Non-Uniform Dress Days for all school functions.

## SCHOOL UNIFORM CHART

	Navy	Red	White	Black	Hamilton Plaid
K-5 Girls					
Land's End/Anton Pants	•				
Land's End/Anton Skirt/Skort	•				•
Land's End/Anton shorts	•				
Land's End/Anton Jumper					•
Polo shirt or Blouse*		•	•		
Turtlenecks			•		
Land's End/Anton Sweater		•			
Fleece Zip Jacket	•				
Socks/Tights	•	•	•	•	

	Navy	Red	White	Black
K-5 Boys				
Land's End/Anton Pants	•			
Land's End/Anton Shorts	•			
Polo shirt		•	•	
Turtlenecks			•	
Land's End/Anton Sweater		•		
Fleece Zip Jacket	•			
Socks	•		•	•

	Navy	Khaki	White	Black
6-8 Girls & Boys				
Land's End/Anton Pants		•		
Land's End/Anton shorts		•		
Land's End/Anton Skorts (Girls)		•		
Land's End/Anton Polo shirts	•			
Fleece Zip Jacket	•			
Socks/Tights	•	•	•	•

- 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.
- 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> grade NAVY polos and K-5 RED polos must be from Anton Uniform or Land's End (Navy polos are not uniform for students K-5)
- All students may wear Navy crewneck sweatshirt, order on our website under [Student Life/school uniform](#)

## LOST AND FOUND

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

## EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out/printed in the Family Directory will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

## TRANSFER OF STUDENT RECORDS

If a parent is registering a child in another school, St. Joseph School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file and recorded at the parish office where sacraments were first received.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Joseph School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school health office. Parents are asked to update this information each fall or when necessary during the school year in order to ensure the safety of their children.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask St. Joseph School to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Joseph School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Joseph School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Joseph Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605.

## PARENTS AND GUARDIANS

### Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## PHONES AND ELECTRONIC DEVICES

### Cell Phones

Students are discouraged from bringing cell phones to school. If necessary, upon arrival, students must turn the phones off and place them in a designated spot in their homerooms. Cell phones may be retrieved at dismissal. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### Office Phone Use

The School Office is open from 8:00 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### Electronic Devices

The use of personal electronic devices during normal school hours is prohibited; these include but are not limited to cell phones, Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or laptop), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as, cheating.

## VIII. COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Joseph Catholic School. All pertinent general school information will be posted on the school website.

Correspondence from the school is delivered to families in several ways including but not limited to email and telephone. Important information such as weekly school and classroom newsletters and other materials may be sent via email to every family each week on Thursday in the emailed Cardinal Call. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive. On occasion, communication will be sent home with the youngest and only students in the school.

### WITH PRINCIPAL

The principal is available to meet with parents as needed. Please either call or email the school office or email the principal to make an appointment. So that the principal is fully prepared to visit with you, please state the topic or concern when setting up the appointment.

Questions or concerns regarding St. Joseph Catholic School should be taken to the proper person according to the following sequence: The teacher should be contacted first if the problem pertains to the classroom or teacher. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.

### WITH FACULTY

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, dismissal area, etc., as it is unprofessional, and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### ELECTRONIC

Whether occurring within or outside of St. Joseph School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, text messages, social media, website postings, or blogs, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

### DIRECTORY

The St. Joseph School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have email and phone numbers published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in September and posted on a password protected page on the school website. The St. Joseph School directory is intended solely for the use of St. Joseph School families and employees to strengthen their mutual support and the education of St. Joseph School students, and any other use of the information in this directory is strictly forbidden.

### GOOGLE CLASSROOM

St. Joseph Catholic School provides students grades 4-8 with accounts through Google Classroom for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or

follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Google Classroom usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours. Students should never log into another person's account.

### SOCIAL MEDIA

The content of the student and parent social media platforms/postings should never include defamatory comments, photos or words regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Negative engagement on social media shall result in disciplinary actions, including expulsion. St. Joseph Catholic School students and their parents must adhere to and sign the St. Joseph Catholic School Internet Acceptable Use Terms and Conditions form.

## IX. HEALTH CARE

### HEALTH ROOM

The health room is located in the school office. This room is staffed by school staff and volunteers who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

### MEDICATION

St. Joseph School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, St. Joseph School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Joseph School are not permitted to have either prescription or non-prescription medication (including cough drops) in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may always carry one on their person once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

### COUNSELING AND REFERRALS

Students have access to mental health support through our licensed, on-site school counselor. Parent permission is required to receive regular, ongoing services. Contact the school office or your

child's homeroom teacher for more information about our counseling program. School support counseling is also available through various local agencies such as Catholic Community Services. Other family counseling arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. It is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, contact your child's teacher or administrator right away.

*Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.*

### **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

### **IMMUNIZATIONS**

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The schedule can be found here:

<https://doh.wa.gov/community-and-environment/schools/immunization/families>. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA.) authorized to practice in the State of Washington, including the physician's license number.

### **VISION SCREENING**

The school conducts vision screening in the fall. Any concerns found will be communicated to the parents.

## X. EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Joseph Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Joseph Catholic School website, email, phone call, and/or text messages, and by checking local radio and television stations or websites. If St. Joseph Catholic School is not specifically mentioned, follow the Vancouver School District attendance schedule. Parents are expected to pick up their children as soon as possible.

St. Joseph has subscribed to FlashAlert.net to provide another communication resource for distributing information about inclement weather, emergency closures, and other important news. Through FlashAlert.net, families can register an email address(es) to receive emergency messages, such as breaking news or snow closure information, and news releases from participating organizations in Oregon and Western Washington. Be sure to watch for St. Joseph Catholic School (SW Washington).

FlashAlert users can register to receive emergency information via email. There is no cost to the public for viewing the information or subscribing to messages. To register your contact information for personal notification, see the school website, [www.stjoevanschool.org](http://www.stjoevanschool.org), under Emergency and Weather Information.

Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians.

Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Extended Care: If school is canceled or starts late, morning extended care will be canceled. If school closes early, extended care will also close early or be canceled.

### STUDENT EMERGENCY FORMS

The school **MUST** have student Emergency Forms, Allergy Forms, After-school Pick Up Plans, and Technology/Media/Handbook Consent on file for EVERY student BEFORE the first day of school. Student safety requires all of these forms to be on file in the school office and with teachers on the first day of school.

If any information changes during the year, the office should be notified immediately. It is especially **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

### GENERAL EMERGENCIES

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other

dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

### STUDENT ILLNESSES

Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school front office or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. *Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school.* If an unexplained rash appears, students will be sent home; the rash must be clear before returning to school. Due to the highly contagious nature of pink eye, if a student is suspected of having pink eye they will be sent home for follow up with your pediatrician.

### FIRST AID

The principal and school office staff will be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately, and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.

Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider within 24 hours.

### MEDICATIONS

School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

### HEAD LICE

Special additional procedures for lice outbreaks:

- If lice or nits are discovered on a student, the parent will be called immediately to pick up the child and treat the condition.
- The child must be lice free before returning to school.
- The parent must accompany the child to school for a recheck before the child will be admitted back into class.

### FIRE DRILLS

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency pack and first aid kit that should travel with them during drills.

### EARTHQUAKES

1. Instructions on what to do during an earthquake are taught to the students and practiced during earthquake drills:
  - a. Remain calm and think through the consequences of any action you take.
  - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.

- c. If in a **CLASSROOM** or **CHURCH HALL** you should: Get under desks or tables and begin counting, "One Mississippi, Two Mississippi," etc. up to sixty. Face away from windows.
  - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
  - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
  - f. If in **ASSEMBLY** areas - (Chairs and tables may be lacking, and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - g. If in a **STAIRWAY** - during an earthquake, interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
  - h. If **OUTDOORS** - Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
- a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
  - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
  - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
  - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met.
  - f. Do not spread rumors. They often do great harm following emergencies.
  - g. Keep the streets clear for passage of emergency vehicles if necessary.
  - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
  - i. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
  - j. Cooperate fully with Public Safety officials.

### LOCKDOWN/LOCKOUT

A lockdown or a lockout is a way to secure students and staff within the facility due to emergency or threat. Staff and students will practice lockdown and lockout procedures routinely so they can be prepared in the event of an emergency. These procedures are not meant to scare the community, but to empower all members to use safety precautions at all times.

## XI. SAFETY AT SCHOOL

St. Joseph Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Joseph School.

### GENERAL SCHOOL SAFETY GUIDELINES

- The campus is completely fenced. All exterior gates are locked when school begins in the morning and remain locked during the school day. Anyone entering the school during the day must come through the front doors on Highland Drive.
- All visitors must be identified at the front desk, sign in, wear a temporary badge, and sign out when they leave.
- All staff must always wear an identification badge.
- Numerous cameras are installed campus-wide and are monitored in multiple locations in the school office. The office personnel can see all locations where cameras are positioned.
- The less traffic we have entering and exiting the building the better we can monitor who is on campus. If your student forgets something (lunch, homework, etc.) there is no need for you to bring it in. The cafeteria will provide lunch and you will reimburse the account. Homework will be turned in the next day. We encourage our students to pack their backpacks the night before and double check that they have everything they need to build responsibility.
- Please do not come to pick up your child early at the end of the day, especially if you are trying to avoid the car line (appointments are a different matter). This may lead to confusion in the school about appropriate pick-up locations at the end of the day.
- If you park in the parking lot and walk in to pick up your student, please do not come under the covered play area. We want to make sure the correct person is picking up and we need adults to stay out of the line-up area so visibility is clear.
- Only students who live in the neighborhood should be signed up as walkers. Asking your student to meet you down the street puts him/her at risk for unsupervised time and increases congestion on Highland Drive. Increased traffic creates safety challenges for everyone.
- Guardians or family members may have lunch with their student, but must notify the school office by 10 am. If someone outside the family would like to visit for lunch, parents/guardians must give permission by notifying the school office.

All the rules/procedures in the world will not help unless they are followed. Our primary focus is student safety. We need your help to keep students safe. Every person who feels they are exempt from following the rules puts every child in danger. Rules/procedures are established to support your children and our community and need to be consistently followed.

### STUDENT TRANSPORTATION

#### To and From School

At the beginning of the year parent(s)/guardian(s) must complete the After School Pick Up Plan for each student. A walker is considered a student who lives within reasonable walking distance from the school. Parents must inform the homeroom teacher, in writing, if the established routine will vary on any given day. The school takes no responsibility for the safety of students whose parents sign them as walkers and pick them up in the neighborhood beyond the designated pick-up area.

#### Drop Off/Pick Up of Students

Students may not be on campus, unless accompanied by an adult, before the doors open at 8:00 am. Any student who arrives before that time should be registered and scheduled for morning Extended Care.

All drop-off and pick up is through the church parking lot. Kindergarten and 1st grade families may park and walk your child to the exterior doors. Fourth and fifth grade (and siblings/carpool) will drop at the curb in front of Marian Hall. Grades 2nd/3rd and 6th-8th use the drive through drop off on the school blacktop. There is NO parking or drop-off/pick up on Highland Drive, all parents are required to use the back parking lot for the drop off and pick up of students before and after school. At pick up, parents may park OR use the car line. During this high-traffic time and for the safety of our students, please do not use your cell phones while driving on campus.

When dropping off or picking up students move cautiously through the line. Walkers should enter the gate on Highland Drive. Students entering the main building should use the side door by the boys bathroom; 4th-8th grade students may go directly to the wing classrooms.

All classes will be brought to the dismissal area lot by 3:15 pm (2:15 pm on Wednesdays). Walkers will be directed to a gathering place where they will meet a staff member to supervise their departure. Students staying for Extended Care or after-school activities will be directed to a gathering place to meet the supervisor of their activity. All other students will remain in line with their teacher until their parent or carpool arrives. Parents should stay back from the covered play area until they are noticed by your student or teachers. Teachers make eye-contact with the designated adult before releasing them. Students should always check out with their teacher prior to meeting their designated adult. Students who have not been picked up by 3:30 pm (2:30 pm on Wednesday) will be taken to the school office to call parents. After two late pick-ups, you will be charged \$25 through your Finals site account.

The safe arrival and departure of more than 490 preschool-8th grade children depends on having an effective plan that everyone follows. Please partner with us by following these expectations for the safety of everyone.

### **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**

Bicycles may be ridden to school, but students must follow all school and local rules regarding helmets and rider conduct. Skateboards, scooters, and rollerblades may not be used as modes of transportation.

### **PEDESTRIAN SAFETY**

Students walking home are required to line up with the teacher on duty before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

### **CIRCLE OF GRACE**

The *Circle of Grace* teaching safety curriculum is provided and required by the Archdiocese of Seattle and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons annually. Parents will receive communication prior lessons.

### **FINANCIAL SAFETY**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

### **ASBESTOS NOTIFICATION**

A letter is shared in the Cardinal Call and can also be found on our website in September with information about asbestos monitoring as required by the Archdiocese of Seattle.

## XII. EXTENDED CARE

St. Joseph Catholic School offers a before and after school program for students, referred to as St. Joseph Catholic School Extended Care. This program is held in Marian Hall.

The primary focus of St. Joseph Catholic School Extended Care is to provide quality onsite supervised care for St. Joseph Catholic School students kindergarten through 8th grade. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by St. Joseph Catholic School Extended Care staff that are employees of St. Joseph Catholic School. St. Joseph Extended Care staff have CPR and First Aid training, Safe Environment training, including updates, and have passed background checks. St. Joseph Extended Care staff are under the supervision of the St. Joseph Catholic School Extended Care Director. Day-to-day management of the St. Joseph Catholic School Extended Care is the responsibility of the St. Joseph Catholic School Extended Care Director, who reports to the principal.

There is a separate charge for students attending the St. Joseph Catholic School Extended Care program. Extended Care registration and scheduling is done online using Procure. Staffing must be planned in advance, therefore families will be charged for the days registered, even if a student does not show up. Families may be charged in the event of a snow day.

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 students registered in Procure.

### POLICIES AND PROCEDURES

Extended Care is open from 7:00-8:00 AM and from dismissal-6:00 PM Monday through Friday. Please see the school calendar as Extended Care is not always available on early dismissal days.

- Parents must sign their student into the morning session of Extended Care. At 8:00 AM, the Extended Care staff will accompany the students to their classrooms.
- For the afternoon session, the Extended Care staff will sign in students. Parents must sign their child out when picking up for the afternoon session. Please park and come to the front doors on Highland Dr. Ring the video doorbell and staff will let you in

Students are expected to treat each other and all Extended Care staff with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student's emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us either in writing that morning or by a phone call directly to Extended Care.

For further information and fees please see the school website.

## XIII. LUNCH PROGRAM

A nutritious hot lunch is served Monday through Friday. Students may choose from two main entrees or the salad bar. The cost is \$4.25 for children and \$5.00 for adults with additional costs per extra serving. Milk is included in the lunch, but single milks may be purchased for \$.50.

The lunch program works on a debit system called MealTime. Each child is assigned a personal number that is his/hers alone. No other child may use that number. You may add funds to your

child's account using your MealTime account or send a check made out to St. Joseph Catholic School and attach your child's name and grade to the check or envelope. Please give the check to the classroom teacher or main office. The check will be added to your child's account. Lunch accounts must be kept current and should never consistently carry a negative balance. Family accounts over \$50 negative will be served an emergency lunch consisting of a cheese sandwich and fruit. Negative balances over \$20 per family account will no longer be able to receive an extra entree or extra milk.

If a forgotten lunch is brought to the office in time, it will be delivered to the student.

St. Joseph Catholic School participates in the National School Lunch Program, a government subsidy program. Families apply for free or reduced lunch based on income. Applications are kept in strictest confidence and handled through the school office. Applications are available on the school website and may be made any time during the year whenever there is a change in family finances.

### LUNCHROOM RULES

- Sit at your table with your cold or hot lunch. Please talk quietly. Do not carry other items (balls, coats, etc.) along with the lunch tray.
- You may not trade food with other students due to the possible presence of allergies and the potential spread of illness.
- Use silverware, trays and condiments (such as parmesan or hot sauce) respectfully
- Sign up for extra milk or entrée in the morning in your classroom.
- Do not go through the lunch line more than once.
- Raise your hand to be excused to the restroom or to heat food in the microwave.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- To be excused from the table follow these steps:
  - Collect all trash on and under your seating area.
  - Raise your hand to be called on, then throw away all trash that is on and under the table.
  - Return to your seat.
  - Sit quietly at your table and wait to be excused to line up.
  - If a particular grade deviates from these guidelines, the students are clearly made aware of the change.
- Table washers will wash tables after the table is empty of students.
- Microwaves are available during lunch for 5th–8th grade students only.
- If parents or guests come to have lunch with their child, please ask the adult on duty for directions to a suitable place for you and your child to be seated. Only ONE friend may join a child and their guest.

## XIV. PLAYGROUND BEHAVIOR

### RULES AND BEHAVIOR

Below are the guidelines and expectations to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action. The normal procedure for rule enforcement is for the adult to request appropriate behavior. If an inappropriate activity persists, the student may be relieved of playground privileges and/or assigned a detention.

- All students will abide by the agreed upon rules of the game they are playing.
- Only appropriate sports equipment may be thrown as part of the game.
- Each class is responsible to return all sports equipment to the storage area.

- Permission from the adult on duty is required to be in the building during recess for the bathroom, health room, or office.
- Students are not to go into the classrooms without a teacher or assistant during break time.
- The wing area is off limits during break time unless upper grades have rainy day recess.
- Students must stay away from bike racks during school hours.
- Respect for adults is to be demonstrated.
- Report all injuries to the playground supervisors immediately.
- Stay in fenced areas.
- Once the bell rings or whistle is blown, all play stops, and students return to their appropriate areas to line up.
- Slides are to be used in the appropriate direction (down only). Only one person sliding at a time.
- No standing on, walking on, or jumping from bars.
- Inappropriate, vulgar, or profane language is not allowed on the playground.
- Spitting is not allowed.
- Keep hands and feet to yourself.
- Play-fighting, fighting, rough games, and contact sports are not allowed.
- The game of TAG, regardless of what it is called, is not allowed.
- Students may not throw rocks, sticks, pinecones or any projectiles at any time.
- One hand touch football is allowed; tackle is not.
- Soccer may be played if regulation rules are strictly followed.
- No hanging upside down from bars.
- No balls or jump ropes on the structures.
- Respect each other's personal space.
- Absolutely no hitting of any kind is tolerated.

## XV. RELEASE OF STUDENTS

### RELEASE OF STUDENTS TO ANOTHER ADULT

If anyone other than a parent or guardian is sent to pick up students, St. Joseph Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Joseph Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### RELEASE OF STUDENTS TO POLICE

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the principal or principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## XVI. PARENTAL INVOLVEMENT

It is expected that parents will become actively involved in their child's progression through St. Joseph Catholic School. It is our hope that this will include assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PTO, attending conferences, as well as conferring regularly with their child's teacher. Parents may

find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

### SACRAMENTS AND RELIGIOUS EDUCATION

First Reconciliation, First Eucharist, and Confirmation preparation is provided by the parish a family attends, not by the school. This is according to the expectation of the Archdiocese of Seattle.

Parents will need to enroll their children, as desired, in the parish preparation programs.

Parent meetings for First Reconciliation and First Eucharist will be held by parishes throughout the year. Parental attendance is required for the child to receive these sacraments.

Religious education is a life-long process. Our intent is to help the St. Joseph students along the path towards future spiritual fulfillment, attaining knowledge in traditions of the Catholic Church, gaining confidence in their personal Christian beliefs, and being receptive to changes in the church.

### VISITORS

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a visitor badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building. Visitors and parent volunteers must check out at the front office and return their badge before leaving the school.

Classroom visits must be arranged with the teacher in advance. Classroom disruptions are kept to a minimum and learning time to a maximum.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

Visits to the school by other children are discouraged and rarely granted. The school program is set up to accommodate your child. Visits by children who are not participating in the school program require time from the staff and other students for the day they are visiting.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are required to keep these doors closed at all times and not to open them to anyone.

### ROOM PARENTS

A parent from each K-5 classroom is selected to assist the teacher throughout the school year as "room parent." Room parents may facilitate classroom to parent communication, coordinate special class functions, and assist with activities.

## VOLUNTEERS

All volunteers must take the VIRTUS Safe Environment training mandated by the Archdiocese of Seattle and complete a background check. Volunteers should make sure they are up to date with requirements – current with safe environments training and have a current background check – at least two weeks in advance of your volunteer opportunity.

## BIRTHDAY TREATS/INVITATIONS/PARTIES

Because of allergy concerns and dietary restrictions, students may not bring birthday treats into school. Non-edible items are also not allowed. Teachers and the principal will recognize and celebrate student birthdays in age-appropriate ways. All birthday students are recognized monthly or bi-monthly at all school Masses.

It is not appropriate to bring individual gifts to school for another student.

Any delivery will remain in the office until the end of the school day. No balloons, flowers or gifts should be delivered to children at the school. If such items should arrive, the student will need to come to the front office after dismissal to pick them up.

Students cannot hand out party invitations at school. The only exceptions to this rule are if ALL students in the classroom are invited, or if invitations are given to all the girls OR all the boys in the classroom, otherwise please send your invitations by mail or email. Please consult the Family Directory for emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Joseph Catholic School students are allowed at classroom parties.

## PICTURES

Individual photos are taken in the fall and class group pictures are taken in the spring. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture day. No parent is required to pay for pictures unless they choose to order from the photographer.

## ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they can bring visiting animals to St. Joseph Catholic School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

## HOMESCHOOLING

The mission of Catholic Schools is to educate the whole child. Therefore, while the Office for Catholic Schools respects the decision of families to home school their children, it does not endorse their selective use of its school programs.

## EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements. A student may not play in a CYO game or practice on a day they have missed school, left school early due to illness, or did not participate in PE.

## **XVII. SPECIAL POLICIES AND INFORMATION**

### **CATHOLIC YOUTH ORGANIZATION (CYO)**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Portland. St. Joseph School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports include volleyball, cross country, basketball, swimming, and track & field.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

### **PARENT TEACHER ORGANIZATION**

Every St. Joseph Catholic School parent or guardian is a member of the Parent Teacher Organization.

The goal of the Parent Teacher Organization is to support and enrich the school experience through communication and a strong sense of community. All are welcome to attend monthly meetings to gather, socialize and discuss topics of interest.

Objectives of the PTO:

- Nurture and encourage a warm, friendly environment and enhance communications among parents, students, teachers, staff, and administration of St. Joseph Catholic School.
- In cooperation with the principal, plan regularly scheduled religious celebrations to encourage the participation and enhance the religious practices of the school parents.
- Encourage a Christian attitude of charity and humility, and the generous sharing of time, talent, and treasure at all PTO activities.
- Regularly schedule "educational enrichment" assemblies for students, helping to further enrich the children's education environment.
- Regularly schedule "community-building" social events for the school community, helping to foster a strong sense of community for students, parents, administration, and teachers.
- Regularly show the teachers and staff appreciation for their dedication (i.e.: Christmas gifts, Staff Appreciation Luncheon, etc.)
- Assist with school functions as requested (i.e.: New Family Welcome, Back to School Night, Catholic Schools Week, Open House etc.)

PTO raises funds throughout the school year through the Wreath Sale and restaurant nights. With the funds raised, PTO donates to classrooms and the library; brings educational assemblies to the students and supports the school staff to assure that they know how much they are appreciated. Suggestions are encouraged at any time and may be left for the PTO in the school office.

### **SCHOOL COMMISSION**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long-range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

## **XVIII. INTERNET USE TERMS AND CONDITIONS**

### **COMPUTER LAB**

St. Joseph Catholic School is proud of its computer lab and the use of technology woven throughout the curriculum. The computers in the lab have an internet connection and parents and students sign an "acceptable use" agreement each year stating that they will adhere to the computer use guidelines and only use appropriate and approved web sites while online at school.

### **INTERNET USE**

The acceptable use agreement for the Internet and any other Internet-related policy and procedures will remain on file with the school. This and other related documents are available for review by all parents, guardians, school employees, and other community members.

### **ACCEPTABLE USE**

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of St. Joseph Catholic School. The use of the Internet resources may not be used in violation of any U.S., state, or local regulations. The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening materials. The Internet resources may not be used to infringe on copyright or to plagiarize material. Students are not allowed to check their home e-mail accounts or that of friends and family.

### **PRIVILEGES**

The Internet at St. Joseph Catholic School is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of St. Joseph Catholic School may request the system administrator to deny, revoke, or suspend specific user accounts.

### **ETIQUETTE**

All are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send unkind, abusive, or threatening messages to others.
- Use technology only in the application that was directed by the teacher.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not search out, print, or distribute pornography, obscene, or sexually explicit materials.
- Do not reveal personal addresses or phone numbers or that of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. (e.g. downloading huge files during prime time).
- Students will not respond to unsolicited online contact.

- Students are not allowed to access their email, any social media account, or other online accounts at school.

## SECURITY

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on any Internet access, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Do not give your password to any other individual. Attempts to log in to the system as any other user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

## VANDALISM

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Students are prohibited from purchasing goods and services via the Internet. Students will not be allowed to subscribe to list servers or news groups.

## UPDATING YOUR USER INFORMATION

You must notify St. Joseph Catholic School of any changes in your account information (address, etc.) The school will not be held liable for:

- Information stored on school hard drives or servers.
- Information retrieved through the school computer, networks, or online resources.
- Personal property used to access school computers, networks, or online resources.
- Unauthorized financial obligations resulting from use of school corporation resources and accounts to access the Internet.

St. Joseph Catholic School students may not use the Internet without having a signed Internet Use Agreement on file.

## INAPPROPRIATE USE OF TECHNOLOGY OUTSIDE OF SCHOOL

As previously stated in the Behavior Expectations section, St. Joseph Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours when that behavior has a detrimental impact on the school, its program's reputation, or its students. Thus, inappropriate use of technology (for example, on a home computer, iPads, phones etc.) may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, staff, or students, offensive communications, and safety threats.

## **XIX. COMMUNICABLE DISEASE POLICY FOR CATHOLIC SCHOOLS**

St. Joseph Catholic School follows the Archdiocese of Seattle's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

### ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

St Joseph Catholic School is committed to the health and well-being of our students, faculty/staff, volunteers and others who are part of the St. Joseph school community. We acknowledge that the novel coronavirus ("COVID-19"), although no longer considered "a public health emergency of international concern" by the World Health Organization, can still pose significant health risks and affect many aspects of life. It is possible that other communicable diseases could pose risks to St. Joseph Catholic School students and others in the St. Joseph community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Joseph Catholic School is following recommendations and guidance issued by

county, state and federal authorities and agencies, including Clark County Health Department, OSPI and other Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness, and in some cases, death. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases and understand their associated risks. To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state and federal authorities and agencies, including the Clark County Department of Health, the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations may include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by St. Joseph Catholic School for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Joseph Catholic School within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by Clark County Department of Health.

Students must stay at home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Joseph Catholic School will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Joseph Catholic School will close its campus if St Joseph Catholic School deems it necessary to protect students, faculty/staff, volunteers and other who are part of the St. Joseph Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance or direction of local and state authorities.

## XX. PURPOSE OF HANDBOOK AND RIGHT TO AMEND

This handbook is designed as a guide for school families; it is not a comprehensive compilation of all the expectations under which and by which the school operates.

This is an ongoing document and the school administration makes all final decisions regarding the interpretation of this handbook. The administration also reserves the right to amend this handbook, and any changes to the handbook will be published for school families.