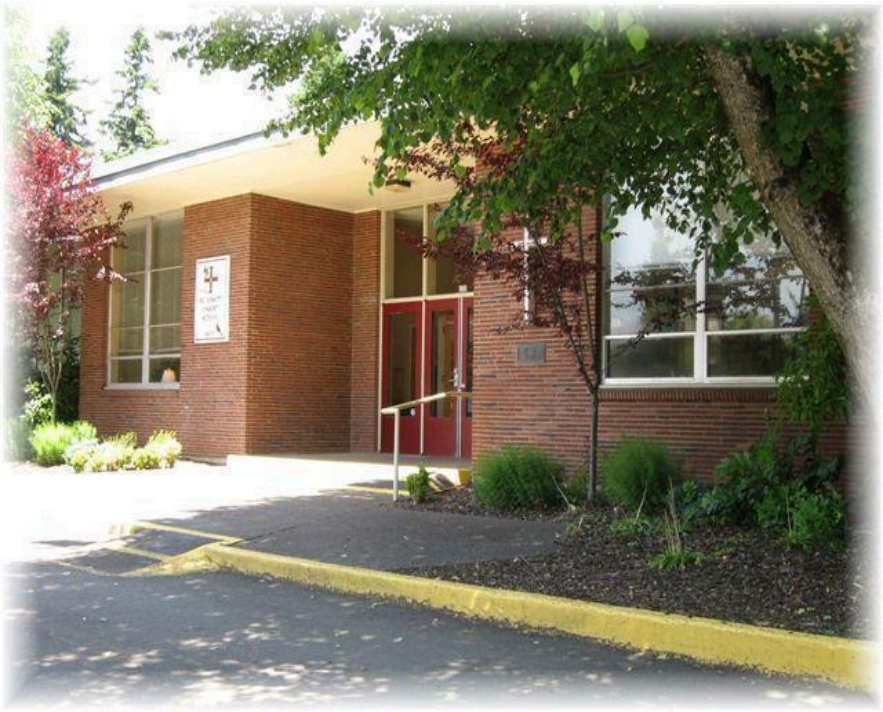
ST. JOSEPH
CATHOLIC SCHOOL

FAMILY HANDBOOK



2026-2027 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 Catholic 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 2026-2027 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 2026-2027 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

"Go therefore and make disciples of all nations…" — Matthew 28:18–20

OFFICE FOR CATHOLIC SCHOOLS

In a 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.

PARISH FAMILY 45

As of July 1, 2024, St. Joseph Catholic Church became part of a larger parish family through Partners in the Gospel. Our new Parish Family includes Our Lady of Lourdes and the Proto-Cathedral of St. James the Greater. We are excited to see how God will bless our new Family as we move into the future. We are always hopeful in God's loving providence.

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 support 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 is accredited through the Western Catholic Educational Association (WCEA) and participates in the accreditation and continuous-improvement processes required by WCEA and the Archdiocese of Seattle. St. Joseph Catholic School completed its most recent accreditation review in fall 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 near 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, with 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 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 choose St. Joseph Catholic School to assist them in forming their child as a disciple of Jesus Christ and understand that a constructive partnership between home and school is essential to continued enrollment. Parents are expected to cooperate with school personnel for the welfare of students and to support the Catholic mission and teachings of the school.

- 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.
- Respect the privacy of the faculty, staff, students, and their families.
- Not consume, smoke, or vape tobacco and/or 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 meets the requirements for Washington State-approved private schools and the curriculum standards approved by the Office for Catholic Schools. Catholic elementary schools also provide religion, personal safety, communication arts, physical education, health, technology, and service. St. Joseph Catholic School is accredited through the Western Catholic Educational Association (WCEA).

ACADEMIC INTEGRITY

Students are expected to submit work that honestly represents their own learning. Academic dishonesty includes, but is not limited to, cheating, plagiarism, unauthorized collaboration, fabrication, copying another person's work, and unauthorized use of artificial intelligence or other digital tools.

Teachers may authorize specific uses of artificial intelligence or other digital tools for particular assignments. When authorized, students must follow the teacher's directions and appropriately acknowledge their use. Consequences for academic dishonesty will be developmentally appropriate and may include redoing work, loss of credit, parent communication, and disciplinary action.

CURRICULUM

The SJCS curriculum follows the standards approved by the Office for Catholic Schools and meets or exceeds the requirements for Washington State-approved private schools. Instructional materials are selected to support strong academic learning and the Catholic mission of the school.

INSTRUCTION

The instructional program at St. Joseph Catholic School uses research-informed, explicit, engaging, and appropriately differentiated teaching practices designed to help students meet or exceed grade-level learning expectations.

RELIGION

The school is committed to promoting Gospel values in every aspect of school life. Along with daily instruction in the Catholic faith, St. Joseph Catholic School emphasizes prayer, worship, service and outreach, sacramental preparation, and Catholic Social Teaching. These commitments are reflected in the relationships, policies, and programs of the school community.

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, and will be 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.

Family Life/Chaste Living - St. Joseph Catholic School, in collaboration with the parish, provides the Archdiocese-approved Family Life/Chaste Living program in accordance with Office for Catholic Schools Catholic Identity and curriculum policy.

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. These include 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 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th 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 and 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, rudimental music theory, harmony, ear-training, and developing their understanding and 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 - Technology is an integral part of the educational program at St. Joseph Catholic School. Students develop digital literacy and STEM skills through age-appropriate experiences that may include keyboarding, digital communication and collaboration, research, coding, design, problem-solving, multimedia creation, and the use of technology to support learning across the curriculum.

Students learn to use technology responsibly, safely, ethically, and purposefully. School-managed devices, accounts, applications, networks, and digital resources are provided for educational purposes and must be used in accordance with school expectations and the Responsible Technology, Digital Citizenship & Artificial Intelligence Policy.

Students are responsible for the appropriate care and use of school technology and for protecting their school-managed accounts and login credentials. SJCS uses age-appropriate safeguards, filtering, supervision, and instructional practices to support safe technology use. Students are expected to access only school-approved resources and to follow staff directions when using technology. Families may be financially responsible for damage to school-owned devices resulting from intentional misuse, negligence, or failure to follow school expectations.

Library Skills – Students in grades K-4 visit the school library one day a 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 kindergarten through 8th 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 4th and 5th grades, students work on developing their technical skills, while in 6-8th grades there is a focus on self expression. Middle school students also have the opportunity to explore digital arts.

Spanish - Spanish instruction takes place in K through 8th grade. In Spanish students are introduced to the basics of vocabulary, grammar, and conversation around a variety of topics. In Kindergarten through 2nd grade, students focus on describing the world around them. In elementary, 3rd-5th grades, students begin describing others in their local and global community. Students in middle school (6th-8th 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 8th 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 implements the Archdiocese of Seattle-approved Safe Environment education program for students in accordance with current Archdiocesan requirements. Circle of Grace is taught as required, and families receive communication regarding the lessons.

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 that students understand a concept or skill.

Students are also assessed through formal measures, including classroom assessments, performance tasks, projects, curriculum-based measures, and standardized assessments. Students in grades 2-8 participate in NWEA MAP reading and mathematics assessment at least twice each year as required by the Office for Catholic Schools. SJCS may administer additional assessments or testing windows to triangulate data and inform instruction. Current assessment schedules are communicated annually.

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 8th 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. Parent chaperones may not bring siblings or other children on field trips. Parent chaperones and drivers should follow the designated route to and from the field trip and should not deviate from the planned route.

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. Effective January 1, 2020:
    - 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."

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, they will be 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. Outdoor School/field trips are automatically added to a student's Finalsite Tuition contract.

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.

STUDENT SUPPORT / MTSS

St. Joseph Catholic School uses a Multi-Tiered System of Supports (MTSS) to identify and respond to students' academic, behavioral, social-emotional, and developmental needs. The Student Support Team may include classroom teachers, Learning Resource staff, the school counselor, administrators, and other appropriate school personnel.

Through this collaborative process, the team reviews student data, identifies and implements appropriate interventions, monitors student progress, and partners with families and outside professionals when appropriate. Support may include classroom interventions, targeted instruction, Learning Resource services, counseling support, and reasonable accommodations or modifications based on individual student needs and the resources available to the school.

When appropriate, SJCS may develop a Student Support Plan (SSP) or other school-based accommodation plan documenting the supports and accommodations the school is able to provide. When a student is eligible for services through the public school system, SJCS will collaborate with families and appropriate public-school personnel as applicable.

SCHOOL COUNSELOR

The school counselor serves as a student advocate, family and teacher consultant, and co-educator supporting students' personal development and academic success. The counselor may provide brief individual support, small-group support, classroom lessons, consultation, and referrals. Students needing ongoing individual or small-group counseling require parent/guardian permission. Students requiring ongoing clinical counseling are referred to a licensed provider.

The school counselor maintains confidentiality consistent with professional ethics, applicable law, and student safety. The counselor communicates with the principal and families on a need-to-know basis and will disclose information when a student may be at risk of harm to self or others or when otherwise required.

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. Families 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 monthly 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 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 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

The school administrator makes the final decision regarding promotion or retention after consultation with the teacher and consideration of the student's educational needs. If a student is to be retained, the parent/guardian should be advised at least three months before the end of the school year. Families may request a conference with the classroom teacher and/or administrator at any time.

If a middle school student (Gr. 6-8) does not receive 60% or above for 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

Academic probation may be used when a student has serious or continuing academic deficiencies. The principal, in consultation with teachers and appropriate support staff, will determine the length, goals, and supports of the probation period and communicate them to the family. If the school is unable to meet the student's academic needs and withdrawal is being considered, the school will provide advance written notice, progress information, an opportunity to discuss future placement, and reasonable cooperation with a receiving 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 newly enrolled students are admitted with an initial enrollment review period during their first trimester at St. Joseph Catholic School. During this period, the school will monitor the student's academic progress, behavior, adjustment, attendance, and the school's ability to appropriately support the student's needs. If concerns arise, school personnel will communicate with the parent/guardian and may establish additional support or expectations. The principal determines continued enrollment in consultation with appropriate school personnel and the canonically appointed leader when required.[

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 should not chew 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:

- Illegal substances, firearms, weapons or facsimiles used to threaten or intimidate, fireworks, laser pointers, and other items that create a safety risk or materially disrupt the educational environment. Personal electronic devices such as Smart watches, cell phones, pagers, laser pointers, hand-held games, iPods, Kindles 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.
- Fidgets: fidgets are not permitted unless they are specifically noted as a student accommodation. For students who have an approved fidget accommodation:
    - The fidget should be quiet and hand-held in size.
    - Liquid or gel-filled fidgets are not permitted.
    - The purpose of the fidget should be to support learning and regulation, not to create a distraction.
- 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 4th through 8th 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 concerns include repeated disruption of the educational process, conduct that threatens safety or property, significant harassment or bullying, serious dishonesty, weapons or prohibited substances, or other flagrant violations of school policy. Responses are progressive and may include restorative action, loss of privilege, detention, behavioral probation, suspension, or expulsion. In extremely serious cases, the school may move directly to suspension or expulsion.

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. 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*
- *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 an extreme disciplinary measure. Except in extremely serious cases, expulsion is used only after probationary and suspension measures have proved ineffective. For an elementary school student, expulsion occurs only after the school administrator, in consultation with the canonically appointed leader and the Office for Catholic Schools, has met in conference with the parent(s)/guardian(s). Thorough documentation of prior actions and communications will be maintained.

DUE PROCESS

Students will be provided due process consistent with St. Joseph Catholic School and Office for Catholic Schools policy. The principal may exclude a student from school activities while a serious disciplinary matter is being reviewed when necessary for safety or the orderly operation of the school. For elementary-school expulsion, the school administrator will consult with the canonically appointed leader and the Office for Catholic Schools and will meet in conference with the parent(s)/guardian(s) before expulsion occurs.

HARASSMENT/BULLYING

St. Joseph Catholic School prohibits harassment, intimidation, and bullying of any student by any person. Reports will be taken seriously, reviewed promptly, and addressed in a manner consistent with Office for Catholic Schools Policy 4.7 and the school's discipline policy.

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 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.

Online Harassment: Includes, but is not limited to harassment involving emailing, texting, 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

Harassment, intimidation, or bullying includes intentionally written or electronically transmitted messages or images, verbal conduct, or physical acts that physically harm a student or damage property; substantially interfere with a student's education; are so severe, persistent, or pervasive that they create an intimidating or threatening educational environment; or substantially disrupt the orderly operation of the school.

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.

The policy applies to electronically transmitted messages and images, including conduct through social media, messaging, apps, websites, or other digital communication.

Students and families should report suspected harassment, intimidation, bullying, cyberbullying, threats, or retaliation promptly to a teacher, counselor, administrator, or the principal. Retaliation for making a good-faith report or participating in an investigation is prohibited. Knowingly false allegations or knowingly corroborating false allegations may result in discipline.

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 must be reported immediately to the principal or administrator/designee who will determine whether police support or notification is necessary. Assault and sexual assault will be reported to legal authorities. The parent/guardian of a student who is the potential victim of a threat will be notified 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 or staff member, 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

Students may use generative AI or other AI-enabled tools only when authorized by the teacher and in the manner directed. Students remain responsible for the accuracy, originality, citation, and quality of submitted work. Presenting AI-generated content as one's own work when such use has not been authorized is academic dishonesty.

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.

When academic integrity is in question, teachers may review drafts, revision history, sources, student explanations, and other evidence of the learning process and may require the student to demonstrate understanding or redo the work. Teachers may periodically and randomly review student work using AI detection tools as a part of the schools commitment to academic integrity.

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. 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

St. Joseph Catholic School is committed to maintaining a safe environment for all students, staff, and members of the school community. Weapons are prohibited on school premises, parish premises, school-provided transportation, and at school- or parish-sponsored activities.

Any object that can be used to intimidate, threaten, or cause bodily harm will be considered a weapon. Any weapon or facsimile of a weapon used to threaten, intimidate, or coerce will be treated as a real weapon and may result in expulsion.

If the principal determines that a student is in possession of a weapon with dangerous intent and that expulsion is required, the principal will promptly notify the student's parent or guardian regarding the allegation or evidence of the policy violation. If the student is expelled for this reason, the principal will notify local law enforcement and the Office for Catholic Schools.

It is unlawful for any student or adult to carry a firearm or dangerous weapon, as defined by RCW 9.41.280, onto school premises, school-provided transportation, parish premises, or facilities used exclusively by the school.

A student violation involving a firearm will result in expulsion for at least one year. A violation involving another type of dangerous weapon may result in expulsion. School administration may modify the penalty of expulsion for good reason on a case-by-case basis, consistent with Office for Catholic Schools policy.

Weapons or prohibited items brought onto school property may be confiscated and handled in accordance with school procedures, applicable law, and Archdiocesan requirements.

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 is 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 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, will 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.
- Class size is determined annually based on enrollment, staffing, student needs, facilities, and program considerations. The school seeks class sizes that support a strong instructional environment but does not guarantee a specific maximum enrollment.

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, and a visit day 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 Finalsite, the student may be removed from the class list for the next school year and their spot is opened to families looking to enroll at 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, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Joseph Catholic School does not discriminate on the basis of race, gender, color, or national and ethnic origin 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 learning differences are given the same consideration as all applicants. St. Joseph Catholic School will accept a child for whom an appropriate educational program can be designed and implemented within the resources available to the school. Each student is considered individually based on emotional, academic, and physical needs and the school’s capacity to meet those needs.

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.

Supports may include classroom interventions, targeted instruction, Learning Resource services, counseling support, accommodations, modifications, progress monitoring, or a Student Support Plan (SSP), as appropriate. An SSP is not an IEP and does not grant the legal rights associated with an IEP. Continued enrollment is determined locally based on the student's needs and the resources available to the school.

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 directly to the school principal.
2. Student records are sent directly to the receiving school upon a proper request. Debts, fines, or unfulfilled contract obligations must be discharged before records are forwarded; however, immunization records and special testing results may not be withheld because of financial obligations.
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 school administrator interprets and implements the handbook in accordance with Archdiocesan policy. Local parish-school policy is subject to the final approval of the canonically appointed leader. The School Commission serves in a consultative role and may recommend policy. Material handbook changes will be communicated to families.

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, classrooms, common areas and all that they contain.

SEARCH AND SEIZURE

The school administrator and/or designee may search student desks, lockers, and personal belongings, including bags, backpacks, clothing, cell phones, and other items in a student's possession.

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.

FAMILY/SCHOOL PARTNERSHIP

St. Joseph Catholic School believes that a strong partnership between home and school is essential to the education and formation of each student. Parents and guardians are expected to work cooperatively and respectfully with school personnel, support the Catholic mission and policies of the school, and contribute to a school environment that promotes the well-being and learning of all students.

When parent or guardian behavior seriously interferes with the teaching and learning process or the school community, the administration will communicate the concern and provide an opportunity for the behavior to be corrected and for a cooperative relationship with the school to be restored.

If the situation is not resolved, the principal, after consultation with the Superintendent of Catholic Schools and the pastor, may require the family to withdraw its child or children from St. Joseph Catholic School. Appropriate documentation of the concern, communication with the family, and consultation regarding the matter will be maintained by the school.

Parents or guardians who actively and publicly promote a moral or doctrinal position contrary to Catholic teaching may also be considered in violation of school policy and may be asked to withdraw their child or children, in accordance with Office for Catholic Schools policy.

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 principal and pastoral leader are responsible for setting tuition rates and non-refundable registration fees in consultation with the School Commission.
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 tuition sub-committee along with the finance team will establish the actual cost of educating a student at St. Joseph Catholic School and advise 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 meet 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 10th 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 Finalsite
Plan C	Twelve equal payments:	Due July 10 – June 10 using Finalsite

4. All payment plans must use the Finalsite Tuition management company. All tuition paid through Finalsite will be deducted on the 10th 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). Finalsite 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 Finalsite. 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 pastor 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.*

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 based on financial need and allocated by the Fulcrum Foundation. 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, transcripts from any previous school, and teacher recommendation form.
    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. There is a $125 per student fee due with submission of a student's Intent to Enroll form..

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. Events Fee of $75 per family
4. Middle School Fees cover 8th Grade Graduation Fee (cost of graduation and other 8th grade expenses), 7th grade field trip fees, and 6th Grade Outdoor School Fee (for full details please refer to 6th Grade Outdoor School Policy).
5. 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 using the Track it Forward volunteer time tracking platform. The service hour year runs June1 - May 31. If a family's service obligation is not met by May 31, a fee of $25 per hour not completed will be assessed to your Finalsite tuition account.
b. The tuition contract states that each family will contribute 30 hours (20 hours for single parent household) 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 parish benefit from their local Catholic parish.)

c. New families will contribute 20 hours in their first year (15 hours for single a parent household)
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 service hour.
e. Parents, grandparents, and siblings (high school or older) are eligible 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. Our goal is to engage families, not to charge for hours; however, if your family is absolutely not able to commit to volunteer hours, you may buy them out at $25 per service hour. Our goal is not to charge, but to encourage engagement.

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 the greatest needs of the school as determined by the Principal and Pastor.

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 $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 the greatest needs of the school as determined by the Principal and Pastor, which may include 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. 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, 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 or email 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 may be required and an attendance support plan may be established. Significant absence may affect a student's ability to demonstrate grade-level learning and may be considered as one factor in placement or retention decisions. Individual circumstances and the reasons for absence will be considered.

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-administration conference. Students who are excessively tardy may be held in the main office until the next subject change or they may be asked to return home for the day if their late arrival will cause significant disruption to the learning environment.

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.

Participation in school Mass and liturgical celebrations is an important part of the SJCS Catholic formation program. Patterns of absence or tardiness that cause a student to miss Mass will be addressed through the school's attendance process.

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 teachers regarding missed assignments. It is the parent/student responsibility to cover concepts and skills taught while the student is 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. 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 ($25) or on the St. Joseph Team Site ($40). 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 Anton 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. Skirts, dresses, or skorts should not be overly tight.
3. All pants, or shorts, must be purchased through Anton Uniform or Land's End and must be worn snugly around the waist. Pants and shorts may not be baggy or overly tight.
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. Pointy nail styles are to be avoided for safety reasons.

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. Hair tinsel is not part of our school dress code. 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
- For safety, 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 stay safely 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, exposed shoulders, strapless clothing, tank tops.
    - Pants, shorts 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.

- Students who arrive in clothing that does not meet uniform or free dress expectations will be asked to change into an appropriate item from the uniform exchange or have a parent/guardian provide an alternative.

SCHOOL UNIFORM CHART

K-5 Girls	Navy	Red	White	Black	Hamilton Plaid
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	●	●	●	●	

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

6-8 Girls & Boys	Navy	Khaki	White	Black	Hamilton Plaid
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.
- 6th, 7th, & 8th 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 month.

EDUCATIONAL RECORDS

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

Educational records are maintained confidentially in accordance with Office for Catholic Schools policy. The school administrator is the custodian of student educational records and authorizes release of information as permitted by policy and law.

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 maintained for each student in accordance with Office for Catholic Schools policy and the current Archdiocesan Catholic Schools Records Retention Schedule. Permanent student record cards are retained permanently.
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)

St. Joseph Catholic School follows Office for Catholic Schools Policy 4.14 regarding inspection of educational records. Parents and eligible students may inspect records in the presence of the school administrator or designee. Custodial and non-custodial parents have access unless a court order or

decree presented to the school restricts that access. Requests to inspect records should be made in writing at least two full school days in advance.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 partner with 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 encouraged to leave cell phones at home whenever possible. If a student needs to bring a cell phone to school, the phone must be turned off upon arrival and placed in the designated location in the student's homeroom. The phone must remain off and stored until dismissal unless otherwise authorized by school personnel. 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 from the school office. 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. A Cell Phone Agreement is part of the consent forms completed before the school year begins.

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 be provided by the school and 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, they should ordinarily begin with the staff member most directly involved. Because teachers are responsible for supervising students and fulfilling assigned duties before, during, and after the school day, substantive conversations should be scheduled in advance rather than held informally in classrooms, hallways, or dismissal areas. Concerns involving immediate safety, suspected abuse, or serious misconduct may be reported directly to administration or appropriate civil authorities.

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 5-8 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

Student use of social media or other digital communication may result in school action when it includes defamatory comments, threats, harassment, bullying, conduct that harms a person's dignity, or other content contrary to Catholic teaching or significantly adverse to school community life. Consequences may include suspension or expulsion when warranted. Families are expected to communicate about the school and members of the school community respectfully and through appropriate channels.

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 Category I Catholic school in the Archdiocese of Seattle, students must present proof of immunization as required by Washington State law and current Archdiocesan policy. The school will follow the current Office for Catholic Schools immunization requirements and documentation procedures.

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 & HEARING SCREENING

Required vision and hearing screenings are conducted annually in accordance with Office for Catholic Schools and Washington requirements. Families are notified when follow-up evaluation is indicated.

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 should 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, 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

A student who becomes ill or injured during the school day will be evaluated by an appropriately trained or designated person to determine whether the student should be sent home or requires emergency care. School personnel report symptoms and do not diagnose illness. Families are responsible for maintaining current emergency contacts and arranging prompt pickup when requested.

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

Students who are ill or potentially contagious should remain home. Before returning after a contagious illness, a student must be past the period of communicability, free of fever without medication, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities. The school follows the current Office for Catholic Schools and public-health guidance for communicable illnesses.

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 via incident report.

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.

EMERGENCY DRILLS

St. Joseph Catholic School conducts safety and emergency drills throughout the school year in accordance with Washington State, Office for Catholic Schools, and local safety requirements. At least one safety-related drill is conducted each month that school is in session. Drills include practice in evacuation/fire response, secure/lockout, and earthquake procedures, as appropriate.

Students are expected to follow staff directions promptly and calmly during all emergency drills. Classrooms are equipped with emergency supplies that accompany students and staff during an evacuation when appropriate.

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.

SECURE/LOCKOUT

A secure or a lockout is a way to secure students and staff within the facility due to emergency or threat. Staff and students will practice secure 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.
- 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.
- Parents, guardians or immediate 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.
- To help keep classroom celebrations safe, manageable, and focused on our students, attendance is limited to students and their parents/guardians. We ask that siblings and other guests not attend.

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.

At the end of the school day, all students will gather in the gym for prayer and dismissal, where they will remain under staff supervision until released according to their designated dismissal plan.

Families will identify each student's regular dismissal method by day: Drive-Up/Car Line, Approved Person Pickup/Walk-Up, Extended Care, or Independent Walker/Biker. Drive-Up students will be called from the gym when their vehicle reaches the designated pickup area; Walk-Up students will be released from the east gym doors directly to an authorized adult; Extended Care students will transition according to established procedures; and authorized walkers/bikers will be escorted by a staff member to parents at the designated departure point. Families may make occasional changes to a student's dismissal plan by notifying the school through the designated process by 2:30 p.m.; otherwise, students will follow the dismissal plan on file for that day. Families are expected to keep dismissal information current and follow all designated traffic, pedestrian, and student-release procedures. 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 Finalsite 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.

WALKERS, BICYCLES & SCOOTERS

Students who walk, bike, or use a non-motorized scooter to travel to and from school must follow school dismissal procedures and all applicable safety rules. Bicycles and scooters must be walked while on school grounds and parked in the designated bicycle/scooter area during the school day. Students riding bicycles or scooters must wear a properly fitted helmet. Students are encouraged to secure bicycles and scooters with a lock; the school is not responsible for loss, theft, or damage.

At dismissal, students authorized as Independent Walkers/Bikers will gather in the gym and depart with staff according to established dismissal procedures. Students must walk bicycles and scooters until they have exited school grounds and reached the designated departure point. Once released from school supervision, students are expected to travel according to the dismissal plan authorized by their parent/guardian.

Skateboards, rollerblades, motorized scooters, e-bikes, and other motorized personal transportation devices may not be used for transportation to or from school unless specifically authorized by school administration.

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 the main school building.

The primary focus of St. Joseph Catholic School Extended Care is to provide quality onsite supervised care for St. Joseph Catholic School students in 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 our Extended Care program 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 Procare. 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.

Extended Care staffing will meet or exceed the Office for Catholic Schools minimum ratios applicable to the ages served: 1:12 for ages 5-7 and 1:15 for ages 7 and older. Enrollment is limited by program capacity and available staffing.

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 $4.90 for children and $5.75 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 payment will be added to your child's account.

Lunch accounts must be kept current and should never consistently carry a negative balance.

- Family accounts with a negative balance will not be able to receive an extra entree or extra milk.
- Student/family accounts over $50 in the negative will receive a Yogurt meal at the cost of the meal.

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 in the assigned seating chart order and talk quietly. Do not carry other items (coats, etc.) along with the lunch tray.
- You may not trade or share food with other students due to the possible presence of allergies and the potential spread of illness.
- Energy drinks and soda are not permitted during the school day. They should not be included in cold lunches or brought to accompany hot lunch or during breaks.
- Use silverware, trays and condiments (such as parmesan cheese and hot sauces) 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 shouting or loud noises are allowed.
- Do not throw food or objects.
- Keep your hands to yourself.
- Clean up after yourself. Collect all trash on and under your seating area.
- Wait for the staff member to dismiss your table. Clean items and return to your seat.
- 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), with 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

Students will be released only to a parent/guardian or another adult authorized through the school's designated pickup process. A parent/guardian requesting a one-time change must notify the school using an approved method. The school may require photo identification before releasing a student and will not release a student when authorization or identity cannot be verified.

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. FAMILY PARTNERSHIP

Parents and guardians are the primary educators of their children and essential partners in the mission of St. Joseph Catholic School. Families are encouraged to participate in school and parish life, attend conferences and school events, support student learning and attendance, communicate respectfully with teachers, volunteer when able, and model mission-centered partnership. Below are a list of potential questions to ask:

Parental cooperation is essential for the welfare of students. If parent/guardian behavior seriously interferes with teaching and learning, the principal will inform the parent/guardian that the behavior must stop and that cooperation with the school is required. If the situation is not corrected, the principal, after consultation with the Superintendent and the canonically appointed leader, may require withdrawal. Relevant communication and consultation will be documented and retained.

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 in order 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 visitors must enter through the school's designated main entrance, report to the office, complete required check-in procedures, and wear school-issued identification while on campus. Classroom visits must be arranged in advance. Visitors may not enter classrooms or other student areas without authorization. All visitors must follow school safety and Safe Environment requirements.

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 chaperones and volunteers who supervise students must be at least 18 years old and complete a successful background check, Safe Environment training, and other required documentation before volunteering. High-school volunteers must also complete required screening and training and may not be left unsupervised with younger students. Families should complete requirements well in

advance of the desired volunteer activity. Find more information on our website, BEFORE YOU VOLUNTEER

BIRTHDAY TREATS/INVITATIONS/PARTIES

Because of allergy concerns and dietary restrictions, students may not bring birthday treats to 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 at morning prayer.

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 homeschool their children, it does not endorse selective use of Catholic-school programs. Student-record transfers for homeschooling will follow OCS policy.

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 (PTO). The PTO works in partnership with school leadership to strengthen the relationship between home and school and encourage families to participate actively in their children's faith formation, education, and school life. The PTO helps foster a welcoming and connected school community through family engagement, student enrichment, staff appreciation, and support of school activities. Current PTO leadership, meetings, programs, and volunteer opportunities are communicated separately.

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 brings educational assemblies to the students, offers parent education sessions, 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

St. Joseph Catholic School is a ministry of the parish and the Archdiocese of Seattle. The canonically appointed leader has final approval over parish-school policies and works in

collaboration with the school administrator, School Commission, parish leadership, and the Office for Catholic Schools.

The School Commission is a consultative body that advises and supports the canonically appointed leader and school administrator. Its responsibilities include recommending policy, mission, long-range goals, finance and fundraising strategies, communication, and evaluation of school goals. The School Commission does not exercise final policy authority.

XVIII. INTERNET USE TERMS AND CONDITIONS

COMPUTER LAB

St. Joseph Catholic School offers a dedicated technology learning space that provides students with opportunities to strengthen digital literacy and technology skills. In addition, through co-curricular collaboration, technology is woven throughout the curriculum enriching learning across all subject areas.

School technology, accounts, networks, and digital resources are provided for educational purposes and must be used responsibly, safely, legally, and in a manner consistent with the mission of St. Joseph Catholic School. Students may access only accounts, applications, websites, and resources authorized for their use; must protect passwords and account credentials; and must follow teacher and school directions for all technology use. Both 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 copyrights or to plagiarize material. Students are not allowed to check their home e-mail accounts, or those of friends and family.

PRIVILEGES

Using 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 that the system administrator 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 those 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, iPad, phone, 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 Office for Catholic Schools policy and current public-health guidance regarding communicable diseases. Families must notify the school of a diagnosed contagious disease when required. Students may return when they are past the period of communicability, free of fever without medication, vomiting, and/or diarrhea for 24 hours, and able to participate in normal classroom activities.

ACKNOWLEDGMENT OF COMMUNICABLE DISEASES

St. Joseph Catholic School is committed to protecting the health and well-being of students, staff, and the school community. Students with communicable illnesses will be treated with dignity and respect while the school takes appropriate measures to limit the spread of illness and protect the health of others.

Parents/guardians are expected to notify the school when their child has been diagnosed with a communicable disease. When necessary, the school will notify affected families and/or appropriate public health authorities and will follow current guidance from the Office for Catholic Schools, Washington State Department of Health, and local public health authorities.

Students who are ill or potentially contagious should remain home. Before returning to school following a contagious illness, a student must be past the period of communicability; free of fever without the use of fever-reducing medication, vomiting, and/or diarrhea for at least 24 hours; and able to participate in normal classroom activities. Certain illnesses may require additional exclusion or return-to-school requirements based on current public health guidance.

Students who become ill during the school day should report to the school office. A parent/guardian will be contacted when a student needs to be sent home.

SJCS follows current infectious-disease prevention guidance and may implement additional health and safety measures when warranted by an outbreak, increased illness within the school community, or direction from public health or the Office for Catholic Schools.

XX. PURPOSE OF HANDBOOK AND RIGHT TO AMEND

This handbook communicates the principal policies, procedures, and expectations of St. Joseph Catholic School and is reviewed annually for alignment with Archdiocesan and Office for Catholic Schools policy. It is not an exhaustive statement of every school rule or operating procedure.

School administration interprets and implements this handbook in accordance with Archdiocesan policy. Local policy revisions for this parish school are subject to the final approval of the canonically appointed leader; the School Commission serves in a consultative role. Material changes will be communicated to families. Where local and Archdiocesan policy differ, Archdiocesan policy governs. The current published version supersedes earlier local versions.