



ST. JOSEPH PARISH SCHOOL FAMILY HANDBOOK 2024-2025

Mission Statement

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

Pre-K through 2nd Campus
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TABLE OF CONTENTS

TOPIC	PAGE
MESSAGE FROM PRINCIPAL	8
DIRECTORIES	
• School Faculty and Staff	9
• Parish Administration	9
• School Commission Members	10
• School Parent Organization/Club Members	10
SCHOOL INFORMATION	11
• Location	11
• Philosophy	11
• History	11
MISSION STATEMENTS	12
• Archdiocese of Seattle	12
• Office for Catholic Schools	12
• Parish	12
• School	12
NOTICE OF NON-DISCRIMINATORY POLICY	13
ACCREDITATION	13
PURPOSE OF THE FAMILY HANDBOOK	13
COVENANTS	14
• Community Covenant	14
• Teacher’s Covenant	14
• Student’s Covenant	14
• Parent’s Covenant	14
ADMISSION AND ENROLLMENT POLICIES	16
• General Information	16
• Students with Learning Differences	17
• Admission for Re-Registration	18
• Withdrawal of Students	18
RIGHTS OF THE SCHOOL AND RELATIONSHIPS	20
• Principal Privilege	20
• Respect of School Property	20
• Alcohol and Tobacco	20
• Search	20
• Use of Student Information and Pictures	20
• Use of School/Parish Grounds	20
• School / Home Relationships	20
FINANCIAL POLICIES	21
• Tuition	21
○ General Information	21
○ Tuition Goals	21
○ Tuition Rates	21
• Tuition Payment Options	22
• Tuition Contracts/Covenants	23
• Tuition Assistance	23
○ Fulcrum Foundation Tuition Assistance	23
○ School Financial Aid	23
○ Emergency Financial Aid	24
• Registration and Fees	24
• Fundraising	24
○ Auction	25

○ Annual Fund	25
○ Walk-a-thon	25
• Volunteer Hours	25
ACADEMIC POLICIES	26
• Instruction	26
• Religion	26
• Academic Subjects	26
• Assessment	28
• Awards	28
LIBRARY	29
• Philosophy Statement	29
• Responsibility Policy	29
FIELD TRIPS	29
STUDENT SERVICE HOURS	30
LUNCHES	31
HOMEWORK	31
• By Grade Level	31
• Late Work and Make-up Work	32
GRADING	33
REPORT CARDS	33
PARENT-TEACHER STUDENT CONFERENCES	33
RETENTION	33
ACADEMIC PROBATION	34
ACADEMIC PROMOTION	34
SCHOOL SUPPLIES	34
TEXTBOOK	34
TUTORING	34
DISCIPLINE AND BEHAVIORAL POLICIES	35
• Discipline Procedures and Policies	35
• What is Expected of Students	35
• Disciplinary Actions	37
• Discipline Policies	38
• Discipline Regulations	38
• Time-Out or Removal from Class	38
• Forfeiting Recess	38
• Detention	38
• Behavioral Contracts	39
• Suspension	39
• Expulsion	39
• Due Process	39
• Right of Dismissal	40
BEHAVIORS	40
• Harassment/Bullying	40
• Harassment	41
• Bullying and Cyberbullying	41
• Conflict	42 Conflict
• Threats	42
• Retaliation/False Allegations	42
• Unsafe Behaviors	42
• Aggressive or Reckless Behavior	42
• Alcohol and Drugs	42

• Intentionally Causing Physical Injury	43
• False Fire Alarms and Fire	43
• Cheating	43
• Disturbances	43
• Forgery	44
• Insubordination	44
• Leaving School Grounds without Permission	44
• Plagiarism	44
• Profanity	44
• Respect of Property	44
• Theft	44
WEAPONS	44
• Weapons Procedures	45
BUS RULES AND REGULATIONS	45
COMPUTER USE	46
SEARCHING STUDENTS' BELONGINGS	48
SCHOOL POLICIES	48
• Daily Schedule	48
• Calendars	48
• Attendance	48
○ Absences	48
○ Vacations	50
○ Tardiness	50
○ Appointments	50
• Inclement Weather	50
• Uniforms	51
○ Policy	51
○ Where to Purchase	51
○ Expectations	52
○ Options	52
○ Free Dress Days	54
LOST AND FOUND	55
DROP-OFF AND PICK-UP	55
EDUCATIONAL RECORDS	56
• Transfer of Student Records	56
• Types of Records	56
• Family Educational Rights and Privacy Act (FERPA)	57
PARENTS/GUARDIANS	58
• Non-Custodial	58
• Divorced or Separated	58
PHONES AND ELECTRONIC DEVICE	58
• Cell Phones	58
• Office Phone Use	59
• Electronic Devices	59
• Electronic	59
• Social Media	59
SCHOOL COMMUNICATION	59
• With Principal	60
• With Faculty	60
• Back to School Night	60
• Directory	60
• Emails	60

• Lines of Communication	61
• E-News	61
• Other Teacher Communication	61
CONFIDENTIALITY	61
SAFE ENVIRONMENT TRAINING	61
HEALTH CARE	62
• Health Room	62
• Medication	62
• Counseling and Referrals	62
• Immunizations	63
EMERGENCIES AND CRISIS PROCEDURES	63
• Emergency Form	64
• General Emergencies	64
• Fire Drills	65
• Earthquake	65
• Lockdown	66
• COVID Response	66
SAFETY AT SCHOOL	66
• Skateboards/Scooters/Skates Safety	66
• Touching Safety	66
• Financial Safety	66
BEFORE-CARE AND AFTER CARE	66
• Policies and Procedures	67
• Open Times	67
• Fees	67
PLAYGROUND AND SNOQUALMIE FIELD BEHAVIOR	68
• Rules and Behavior	68
• Playground Equipment	68
RELEASE OF STUDENT	69
• To Another Adult	68
• To the Police	69
PARENTAL INVOLVEMENT	69
VISITORS	69
ROOM PARENTS	70
PARTIES	70
PICTURES	70
DANCE POLICY	70
EXTRA-CURRICULAR ACTIVITIES	71
CLASS TEACHER ASSIGNMENTS	71
SPECIAL POLICIES AND INFORMATION	72
• Catholic Youth Organizations (CYO)	72
• Parent Club or Organization Bylaws	72
• School Commission Bylaws	73
• Principal’s Right to Amend Handbook	74

MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Joseph Parish School! In choosing St. Joseph, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Joseph Parish School for the 2023-2024 school year.

The St. Joseph Parish School Handbook is available online and hard copies can be printed for you in the school's main office. All school families must read this document carefully and have a 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 Parish School during the 2023-2024 school year.

The faculty and staff of St. Joseph Parish 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.

With gratitude,

Shauna Richards
Principal

DIRECTORIES

2023-2024 SCHOOL FACULTY AND STAFF

Principal	Shauna Richards	scogan@sjsissaquah.org
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SCHOOL COMMISSION MEMBERS

President	April Balden
Secretary	Frida Richwine
Commission Member	Lynn Reischl
Commission Member	Rick Mahadeo
Commission Member	Amy Morris
Commission Member	Shannon Sherrill
Commission Member	Johanna Gacad-Sioson
Commission Member	Anne Blackburn
Commission Member	Michelle Macartney

SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS

President	Nicole Loyola	ParentsClub@sjcissaquah.org
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Secretary	Christina Graham	
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PC Member	Nicole Drumheller	

ST. JOSEPH PARISH SCHOOL INFORMATION

SCHOOL LOCATION

St. Joseph Parish School is a Preschool through 8th grade Catholic school. It is located on two campuses.

The Preschool through 2nd grade is located at 220 Mountain Park Blvd. SW in Issaquah, WA 98027. The 3rd through 8th grade is located at 38645 SE Newton Street in Snoqualmie, WA 98065.

SCHOOL PHILOSOPHY

St. Joseph Parish School is committed to inspiring and educating the whole child: heart, mind, and soul. Every student is formed in God's image and we recognize each as a unique individual. Partnering with parents, their first teachers, and set in a parish environment rooted in Catholic Tradition, we prepare them to be spiritually active Catholics, lifelong learners, persons of character, and socially responsible citizens. Therefore, our students will be fully alive as the presence of Christ in our world.

HISTORY OF ST. JOSEPH PARISH SCHOOL

In 1994, St. Joseph Parish began a preschool in response to parent demand for Catholic school education on the Eastside. With each passing year, the parents' enthusiasm and support grew, and with the support of St Joseph Parish, so did the school.

With our main Issaquah campus building bursting at the seams and no space to be found locally, St. Joseph started to look further east for a property on which to expand. It found the perfect fit in the former Mountain View School at the end of Southeast Newton Street in Snoqualmie.

On Wednesday, September 4, 2002, the school opened its doors at the Snoqualmie Campus to 50 third through seventh grade students and added an eighth-grade class in the fall of 2003. In 2004, the Focus on Our Future Campaign was successful in raising money for the down-payment of the Snoqualmie site and plans were drawn for the current expansion.

St. Joseph Parish School looks back on its history with pride and to its future with great enthusiasm.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

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

OFFICE FOR CATHOLIC SCHOOLS

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

ST. JOSEPH PARISH

Guided by the Holy Spirit, we answer God's call to live as a community of Disciples of Jesus and his Mission. We strive to ever-deepen in that identity and life by embracing the Eucharist as the foundation of our life, and by proclaiming the Good News through our words and our actions, all so that we might draw others into discipleship and further establish God's Kingdom.

ST. JOSEPH PARISH SCHOOL

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

NOTICE OF NON-DISCRIMINATORY POLICY

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

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

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Joseph Parish School is accredited by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

PURPOSE OF THE FAMILY HANDBOOK

The purpose of this family handbook is to provide families with the basic structure and policy information concerning the educational program at St. Joseph Parish School. This handbook acts as a contractual agreement that corresponds to the tuition contract that each family signed when enrolling their student(s) at St. Joseph Parish School. The contents provide an outline of school policies and procedures to nurture a respectful partnership between the home and school. At the end of this handbook is a required sign-off sheet that demonstrates each family's understanding of this handbook and their acceptance of the policies within.

COVENANTS

COMMUNITY COVENANT

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

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

CATHOLIC SCHOOL TEACHER'S COVENANT

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

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Joseph Parish School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT'S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Joseph Parish School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that

their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Joseph Parish School. Parents understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

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

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

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

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 Parish School. St. Joseph Parish School reserves the right to dismiss any student, or to deny reenrollment 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.

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

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The 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. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

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

1. Currently enrolled St. Joseph Parish School elementary students
2. Siblings of currently enrolled St. Joseph Parish school elementary students
3. Students whose families are registered at St. Joseph Church, Mary Queen of Peace Church, or Our Lady of Sorrows, and meet the criteria for parishioner status, sacrificial giving card on file, contributing member, and participate in the faith life of the Parish
 - a. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
4. Students whose families are registered Catholics from a neighboring parish or transferring from an out-of-state parish, for at least three months, sacrificial giving card on file, contributing member, and participate in the faith life of the Parish
 - a. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.

5. Baptized Catholics who are not covered by the above qualifications.
6. Non-Catholic students.

St. Joseph Parish School Preschool and Pre-Kindergarten students are not guaranteed acceptance into the elementary school.

1. Current Preschool and Pre-Kindergarten students will be accepted for Kindergarten according to the admission policy stated above.
2. If all factors are equal in the priority of two students and one is a St. Joseph Preschool or Pre-Kindergarten student, the St. Joseph student will have priority
3. If all factors are equal in the priority of two or more students, the Principal (or his/her designee) will make the decision on acceptance

St. Joseph Parish 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.

The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.

Final acceptance will be submitted in writing to all new families admitted for the following school year.

STUDENTS WITH LEARNING DIFFERENCES

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Joseph Parish School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis.

St. Joseph Parish School will consider:

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

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

St. Joseph Parish school will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical

requirements; and the resources available to the school in meeting those needs. St. Joseph Parish School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Joseph Parish 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 Parish 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, 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.**

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 return the intent form by the published date (typically late January/early February) of that year’s registration packet, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
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 registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

Registration fees and tuition paid at registration are deposited upon receipt and are not refundable after acceptance of your student. Submittal of a registration contract constitutes acceptance to St. Joseph School for families that are new or reenrolling. Families who make the decision to withdraw from St. Joseph School within the time parameters laid out in the table below must notify the school in writings 30 days prior to a student’s last day of attendance. Families who withdraw their student from St. Joseph School are obligated to pay a percentage of tuition as indicated in the table below, based on the last day of attendance. All monies owed will be due upon notification of withdrawal. St.

Joseph School will not forward records for students until all outstanding balances have been paid. Any deviation from this policy and the table listed below is at the full and sole discretion of the principal in consultation with his/her leadership team.

Date of Withdrawal	% tuition owed
April 12 th through June 30 th	20% of tuition
July 1 st through September 30 th	40% of tuition
October 1 st through December 30 th	60% of tuition
January 1 st through March 30 th	80% of tuition
After April 1 st	100% of tuition

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

1. Notify St. Joseph Parish School of the withdrawal in writing 30 days prior to a student’s last day of attendance.
2. All financial obligations must be met before a student’s education records will be released.
 - Parents must adhere to the table above
3. Student’s records will be sent at the request of the student’s new school

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis. Determination regarding deviation from the withdrawal policy will be made by the Principal in consultation with the Pastor and School Leadership Team.

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.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

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

RESPECT OF SCHOOL PROPERTY

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

ALCOHOL AND TOBACCO

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

SEARCH

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing 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. A parent who does not wish his/her child's picture used must notify the school with the appropriate documentation provided by the institution.

USE OF SCHOOL/PARISH GROUNDS

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

SCHOOL/HOME RELATIONSHIPS

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

FINANCIAL POLICIES

TUITION: GENERAL INFORMATION

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.

GOALS

1. To try our best 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.

RATES

1. In-Parish Tuition Rate
 - a. Eligibility is determined by the parish office in which you are registered
 - b. Parishioners registered at St. Joseph Parish, who meet the criteria listed here and, in the letter, written by Father Todd, will receive the published rates as listed.
 - c. Parishioners registered at Our Lady of Sorrows or Mary Queen of Peace Parishes will receive the reduced In-Parish tuition rate as well, based on confirmed membership and amount of subsidy granted from those parishes.
 - d. Parishioners must meet their parish's criteria:
 - i. Registered at parish
 - ii. Regular attendance at Sunday Mass
 - iii. A current Stewardship of Treasure Card on file
 1. In relation to this, parishioners must make a good faith effort to keep their Stewardship of Treasure commitment through the year
 - iv. Contribute to the life of the parish
 - e. For financial subsidy purposes, families registered in parishes other than St. Joseph are asked to remain registered and active in the parish through the end of the school year
 - i. Parents should contact their parish office if they have questions about their family's parishioner status
 - ii. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - iii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
 - f. A St. Joseph In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass and supporting Parish activities, and contributing to the Parish
2. Monitoring of the St. Joseph Parish School In-Parish Tuition Rate Privilege

- a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated above 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 financial giving records kept by the parish.
- b. The school office will report all tuition obligation data to each school family. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations.
- c. If there is a financial challenge being incurred by a parish family, the family should notify the school directly.
- d. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader with the principal.

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:

- A. Tuition is paid through School Admin (a tuition management system) and is due by the 10th of each month with various payment plans available that begin in July or August.
- B. All incidentals will be billed through School Admin.
- C. Should a situation arise that a payment will be late, the parent is responsible for notifying the business office as soon as possible.
- D. In the event that a family fails to pay tuition on time, the business office will notify the school principal who will initiate the following procedures:
 - a. A late fee will be incurred by the family through School Admin. Only the principal can waive a late fee.
 - b. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the business office of the past due amount and will have 10 days to bring the account current.
 - c. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified by the business office that the account must be brought to current immediately or the student will be removed from the educational program.
 - d. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued for the year and the account will be referred to a collection agency.
- E. St. Joseph Parish 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 reenrollment for the following school year until financial commitments have been met. Reenrollment 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 are not eligible for tuition assistance.
- F. St. Joseph Parish School offers four tuition options to school families:

- a. Tuition paid in full by August 31st.
- b. Semi-annual payments August and January or September and January
- c. 11 equal payments (July through May)
- d. 10 equal payments (August through May)

Note: A twelve-month payment plan can be discussed with the Business Manager. It must be approved by the principal.

- G.** Families that are experiencing financial difficulties should first contact the business office. The business manager will then discuss the situation with the principal, who will then contact the family to discuss the possibility of arrangements.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Joseph Parish 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 school bookkeeper.
2. The person(s) who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree 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 ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

St. Joseph Parish School Financial Aid

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the St. Joseph Parish School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Joseph Parish School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The pastoral leader, with the principal's advice and recommendations, will determine the process and amount of tuition assistance based on specific criteria. St. Joseph Parish School families who belong to St. Joseph Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

Emergency Financial Aid

Life status changes occur and St. Joseph Parish 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 \$400 registration fee per family to secure the student's placement at St. Joseph Parish School. All registration fees are non-refundable. This registration fee is due with the St. Joseph Parish School New Student Registration Application.
2. Registration typically begins the first Monday of February for new families.

Re-Registration Fees:

Re-registration is held each year in January for families currently enrolled at St. Joseph Parish School. The reregistration fee is \$335 per family. The registration process is complete when the school has received:

1. St. Joseph Parish School Tuition Contract along with the contract fee.
2. The registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying .

Building Fees:

While the attempt is made to cover all fees through registration and tuition, there are several additional fees that may be charged throughout the year. These may include:

1. Book fees (possible use of consumable workbooks)
2. Technology fees
3. Eighth Grade Graduation Fees
4. Camp Fees (if offered)
5. Field Trips (if offered)
6. Milk and Hot Lunch (if offered)
7. Parents' Club Event Check

FUNDRAISING

Each school family will be required to participate in fundraising.

Auction

The auction is St. Joseph Parish School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families either donate items, "procure" items for the auction, or they can buy-out. The buy-out rate of \$200 is used by the St. Joseph Parish School Auction Committee to purchase quality items for the auction. Families are also expected to contribute to each child's class auction project.

Annual Fund

Every family is asked to financially support St. Joseph Parish School's Annual Fund, which helps with the current and future viability of the school. Each family may choose to select an Annual Fund donation option that is presented on the registration form (custom donation amount, full cost tuition for the in-parish tuition rate, full cost tuition for the out-of-parish tuition rate). Monetary gifts to the Annual Fund are solicited yearly and are tax-deductible as allowed by law. All families are asked to be as generous as possible. Payments on pledges can be made as a one-time donation or over a period of their choosing. Pledge commitments are due by September 30th, 2024. Payments are due by May 31, 2025.

Walk-a-thon

All families are expected to participate in and contribute to the Walk-a-Thon at the rate of at least \$100 per family.

Volunteer Hour Obligation

Every parent of a student, regardless of tuition commitment, is required to commit to 45 hours of volunteer hours (35 hours for Pre-Kindergarten) per school year and use the volunteer software and website to manage volunteer hours and positions. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$35 per hour due May 31st each year. A family may choose to "buy-out" their hours at the assessment charge rate.

It is the parent's responsibility to find opportunities to serve the school or parish; however, these will be posted and advertised. A periodic update of recorded hours is sent to all families through the school year.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, auction, recycle drive, gardening around the grounds, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

ACADEMIC POLICIES

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

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

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

Retention: Retention of a student is a serious matter that is discussed with parents, teachers, and the principal (or his/her designee) by the middle of the last quarter. This may occur because of:

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

Instruction

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

Religion

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

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday 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 are 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 that take place as part of the normal school calendar. 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).

Mass - St. Joseph Parish 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 every week for the celebration of the Eucharist. Once again, as stated earlier in this handbook, the school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Students will attend Mass every week. Special liturgies, created by alternating classes, are held throughout the year. Full dress uniform is required for all students on Mass days. When in church, students are expected to show reverence for God's House. Parents and parishioners are welcome to attend liturgies with the students.

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.

Academic Subjects

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

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes.

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.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6th through 8th grade curriculum also includes team-based activities.

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

Personal Safety – St. Joseph Parish School uses an Archdiocesan required safety program in PreK through 8th grade.

Specialized classes (specialists) are in place for Art, Foreign Language, Band, Choir, and Music.

Assessment

St. Joseph Parish School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and used to help inform instruction and curriculum.

Awards

Snoqualmie Campus only

Honor Roll:

To be listed on the honor roll, students in grades 6th through 8th must have an average of 90% for all graded subject areas at the end of each trimester. In addition, the student must earn at least an “M” in all other subjects that do not utilize percentages and letter grades. A student cannot receive any “W’s” in any of the personal growth and behavioral expectations sections on the report cards as they relate to subject areas.

LIBRARY

The St. Joseph Parish School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Philosophy statement of the Library

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children’s literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly so that they may enjoy and benefit from these materials.

Responsibility Policy

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Damaged Library Books: Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

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 Parish School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Joseph Parish School.

If necessary, 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 fieldtrip.) Fees will be added to a family’s tuition account. School uniforms are to be worn on field trips, unless otherwise indicated by the teacher after approval from the administration.

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 submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
 - children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body." For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

Students who cannot be present for or who choose not to attend experiential field trips that are in fact, part of the academic grade, will need to work with the teacher and administration to complete an alternate assignment.

STUDENT SERVICE HOURS

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

LUNCHES

Students eat lunch in their classroom. Items in a student's lunch should not need to be heated. Warm lunches should be sent to school in a thermos container, already warmed.

Hot lunch is available through Academic Eats and is offered on Monday, Wednesday and Thursday.

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

Pizza may be available on Fridays during the school year. Watch News from the Nest updates or check the website for forms and dates for payment and sign-up.

HOMEWORK

Homework is a hallmark of Catholic Schools. It is given regularly in grades first through eighth in order to foster self-discipline, organizational skills, independent learning, and to inform parents of the content of their student's learning. Parents are asked to provide a place and a time for students to complete their homework, which can be mutually agreed upon. Teachers will contact parents if there are concerns with homework and its completion. The St. Joseph Parish 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.

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

Pre-Kindergarten and Kindergarten

Homework assigned to Pre-Kindergarten and Kindergarten students is under the discretion of the Pre-Kindergarten and Kindergarten teachers and there is no specific amount of time for this grade.

First Grade

The average length of the daily homework assignments is approximately 10 – 20 minutes.

Second

The average length of the daily homework assignments is approximately 30 minutes.

Third Grade

The average length of the daily homework assignments is approximately 40 minutes.

Fourth Grade

The average length of the daily homework assignments is approximately 45-50 minutes.

Fifth Grade

The average length of the daily homework assignments is approximately 60 minutes.

Middle School – Sixth Through Eighth Grade

The average length of the daily homework assignments is approximately one hour to two hours.

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified. Adjustments will be discussed and considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

In Pre K – 5th grade, the late work policy is under the discretion of the homeroom teacher. However, families will be notified if a student is consistently missing work and/or not turning work in on time.

At St. Joseph Parish School, we strive to prepare student for the academic rigor and organization required in high school and beyond. With this in mind, students in grades 6th-8th will receive a deduction of grade at the rate of 20% per each day the work is late. **After 5 days, late assignments will not be accepted.** Following an absence, this deduction will not occur until students have been given the same number of days, they were absent to complete any missing work. Teachers may work with families if special circumstances arise.

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. A parent may request make up work for their students after the first day of an absence. A reasonable effort will be made to have materials ready by the end of the following day. Parents may call the office to pick up work if the student has been absent for more than one full school day.

When a student is absent from school due to a planned vacation, it is not the teachers' responsibility to prepare work prior to the planned vacation. Students are responsible for all work assigned during their absence. Assignments will not be given in anticipation of the vacation. In addition, the family will have to work with the teachers to make-up tests or other assessments.

GRADING

Students in grades Kindergarten through 3rd are assessed according to the following scale.

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

Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

Students in grades 4-8 are assessed according to the following scale.

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

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.

Frequent communication between home and school is encouraged regarding your child's academic progress. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. 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. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress, and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. Registering for conferences is done in advance and online.

Additionally, conferences may be requested at any time by parents, teachers, or administrators. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February. A formal letter from the principal will be sent out by March 1st, and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

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

ACADEMIC PROBATION

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

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is updated to the School Admin parent portal in April and is available on our website.

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

Students, parents, and teachers realize they are a community of faith and recognize the presence of Jesus in themselves and in every other member of the community. Students are expected to act in ways reflective of the Christian community to which they belong. The teacher or supervisor handles all minor offenses on the spot---in class, playground, and all other general areas of the school. Timeouts, staying in from recess, positive incentives, writing about their behavior, and other logical consequences for actions are the main types of disciplinary measures used. All school sponsored extracurricular activities will be subject to the school discipline policy. Leaders of activities not sponsored by the school are responsible for their own group's discipline.

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.

The principal is the final recourse in all disciplinary situations.

Purpose of discipline at St. Joseph Parish School

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect God, our self, and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

WHAT IS EXPECTED OF STUDENTS AT ST. JOSEPH PARISH SCHOOL?

Listed below is a general outline are some of the important rules everyone needs to know and follow.

All students are expected to...

- Show respect and kindness to all students and adults in the building and on the playground. This should include behaviors such as
 - Greeting one another pleasantly
 - Responding to one another with courtesy
 - Listening attentively when addressed

- Waiting patiently for another's attention without interrupting
- Treating one another gently in lines, on the playground, and stairs
- Helping one another by holding doors, assisting in carrying items, etc.
- Use appropriate language and a respectful manner when communicating with other students and adults
- Comply with all directions given by staff members
- Exhibit a welcoming spirit to guests in the building including greeting and being courteous
- Dress in the appropriate uniform
- Be encouraging to other students by affirming their success and gifts at appropriate times
- Use positive verbal skills to resolve conflicts
- Include everyone
- Leave dangerous objects at home
- Walk in the halls, classrooms, Church, library, and stairways
- Use the restrooms and drinking fountains in a proper manner during recess or, with your teacher's permission, during class time
- Stay on school property during school hours unless special permission has been granted to leave
- Take care of school property and supplies assigned to you
- Leave all toys and games at home unless requested by your teacher
- Turn off all cell phones and keep them out of sight during school hours unless used with permission from a teacher
- All electronic devices that are not part of the Bring Your Device policy are to remain in a student's backpack (this includes Smart Watches)
- Enter and exit school through the assigned door as directed by your teacher

In the classroom, students are expected to...

- Follow the directions of the teacher
- Complete assignments on time
- Work without disturbing others or interfere with the learning of others
- Observe the specific classroom rules agreed upon by the class and teacher

When eating lunch, students are expected to...

- Refrain from throwing food or wrappings
- Clean desk area and/or floor before leaving the classroom
- Put all garbage in the containers
- Bring their own lunch unless a hot lunch option exists
- Follow the classroom lunch rules
- Recycle

When students are on a field trip, they are expected to...

- Follow school-wide behavior expectations
- Obey the driver at all times
- Enter or leave the car/bus safely
- Go directly to the assigned seat and remain seated unless the driver gives permission to move
- Act appropriately so that the driver may drive safely
- Open the windows only with the driver's permission

- Keep hands and other body parts inside at all times
- Cross the street properly and safely
- Stay with the group

When students are in the office they are expected to...

- Speak quietly
- Use the office phones with permission or in an emergency situation
- Get permission to come to the office for medical help unless it is an emergency
- Get permission to use office machines and equipment

For the safety of students, they are to...

- Wait in the designated carpool areas
- Obey safety patrol
- Follow the carpool rules
- Observe general playground/recess rules
- Use the playground equipment properly including sharing and taking turns
- Refrain from climbing on the rocks around the waterfall, playing on the hill, or deliberately kicking balls into the rockery while in Issaquah
- Walk safely in and out of the buildings
- Stop playing immediately and line up to return to your classroom after their class is called in from recess

When in Church, students are expected to...

- Show reverence for being in the House of God
- Be attentive and quiet
- Participate in the various liturgies and prayer services
- Wear full dress uniform

When wearing the uniform, students are expected to...

- Keep it in neat and clean order
- Remove coat while in the classroom
- Keep shoes laced
- Refrain from wearing hats in the building

DISCIPLINARY ACTIONS

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

DISCIPLINARY POLICIES

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the St. Joseph Parish School Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
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 or name-calling).

DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in place to insure 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.

TIME-OUT OR REMOVAL FROM CLASS ACTIVITY

After classroom warnings have been given, the student will receive a time-out or removal from class activity and will be placed with the campus admin and/or his/her designee. A student’s parents may be notified of this disciplinary action if it is deemed necessary by the teacher or an administrator.

FORFEITING RECESS

Forfeiting recess is one type of disciplinary action. A student may lose one or more recess periods, depending on the frequency and severity of the discipline issue. Students may sit on the curb, in the office, or remain in the classroom with the teacher.

DETENTION

Detention is a 30-minute after-school supervised session, and is another kind of disciplinary action. Parents will be notified of the assigned detention and the date in which it will be served. Teachers will escort students to their detention. Students must fulfill their detention time before they can participate in an after-school club.

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

SUSPENSION

Suspension is the separation of a student from school activity during the school day. Depending on the incident, a student may receive an in-school suspension or an out-of-school suspension. The length of time for the suspension depends on the seriousness of the infraction. When a student receives a suspension, the Principal, Dean, or both, will speak directly with the student's parents/guardians. A conference will take place before the student is allowed to return to classes. During the time of the suspension, a student will be held responsible for all work missed in class.

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled.

EXPULSION

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

DUE PROCESS

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

If a hearing is requested, it is held within five school days of receiving such a request. The hearing

committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

RIGHT OF DISMISSAL

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

BEHAVIORS

Harassment/Bullying

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

1. St. Joseph Parish School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. 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.

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

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

Descriptive Terms

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

2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. 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.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - c. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

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

Bullying and Cyberbullying

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

There are different types of bullying including but not limited to:

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

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

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

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

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.

Threats

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

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

Unsafe Behaviors

St. Joseph Parish School strives to maintain a safe, respectful, Christian environment. 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 Drugs

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 Parish School while they are in school, on and off school grounds, or at school-sponsored events.

1. 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.
2. Any medication a student requires during the school day must be kept in the health room or 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.

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, even if during play, is not tolerated. For severe cases, parents will be called, and the student must go home.

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.

Any student who sets a fire on school premises will 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 will be suspended or expelled.

Cheating

St. Joseph Parish 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 will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will 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. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher
10. Plagiarism

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.

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 will result in a disciplinary action.

Insubordination

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

Leaving School Grounds Without Permission

Any student who leaves the school grounds without permission from the school will receive a disciplinary action.

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 didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material may be 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.

Theft

Any student involved in a theft may be subject to a disciplinary action, including being suspended from a single class or from a full schedule of classes. The student will be required to replace or pay for the stolen item(s).

WEAPONS

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

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

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

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

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

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should 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 process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

BUS RULES AND REGULATIONS

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

1. The driver is in full charge of the bus and students.
 - a. Students must obey the driver promptly and willingly.

2. Unless by permission of school authorities, no student shall be permitted to leave the bus except at his/her regular stop.
3. Appropriate conduct must be followed. Appropriate conduct will be interpreted to mean that students:
 - a. Will sit properly in their seats
 - b. Will refrain from throwing objects in the bus
 - c. Will keep their hands to themselves
 - d. Will be courteous to their fellow passengers
4. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor.
5. Students will refrain from throwing anything out of the windows.
6. To help keep the bus clean, eating and drinking is not allowed, except when specifically authorized and supervised by an accompanying teacher or other staff member.
7. No student will smoke, light matches or lighters, or use any type of flame or sparking device on the school bus, or any form of tobacco.
8. Students will refrain from using vulgar or obscene language or gestures.
9. No student shall at any time extend any body part out of the window whether the bus is in motion or not.
10. No student shall open a window on the bus without first getting permission from the driver.
11. All electronics including cell phones and electronics used during the school day as part of the Bring Your Own Device policy must stay in the student's backpack.

Students are expected to abide by all the rules stated in the St. Joseph Parish School Bus Ridership Rules and Regulations. Minor infractions of the rules will be handled by the bus driver by seat assignment, time out in the front seat, etc. Behaviors of a more serious nature, such as those that would fall under major infraction offenses within the discipline policy, will be referred to the school administration through the use of the bus notification form and a disciplinary action will be assigned. Loss of bus privileges can be a major consequence for a major infraction or repeated infractions.

COMPUTER USE

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

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

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

General Information Regarding Computer Use

The Internet is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

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

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

Teachers at St. Joseph Parish School and the parents of St. Joseph Parish School students should together engage in activities that:

- Teach proper techniques and standards for Internet participation
- Guide student access to appropriate areas
- Assure that students understand that misuses of the Internet could result in loss of access privileges
- Monitor related concerns of privacy, software policy, copyright laws, email etiquette, approved/intended use of school's Internet resource sources.

Students in 1st through 8th grade students and their parents/guardians must sign an Internet Use Agreement before the student is given access to the school Internet resource. School personnel or the parent/guardian may withdraw student Internet access at any time.

Use of St. Joseph Parish School's Technology Resources

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

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

SEARCHING STUDENTS' BELONGINGS

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

SCHOOL POLICIES

DAILY SCHEDULE

Each day, school begins promptly

- At 8:30 a.m. on the Snoqualmie Campus
- At 8:55 a.m. on the Issaquah Campus

On Mondays, Tuesdays, Thursdays, and Fridays, school dismisses

- At 3:00 p.m. on the Snoqualmie Campus
- At 3:20 p.m. on the Issaquah Campus

On Wednesdays, school dismisses

- At 1:45 p.m. on the Snoqualmie Campus
- At 2:05 p.m. on the Issaquah Campus

Because of the supervised drop-off times, students should not come to school before

- 8:10 a.m. at the Snoqualmie Campus
- 8:45 a.m. at the Issaquah Campus

There is no supervision prior to the times stated above. Children arriving before these times or staying past dismissal 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.

CALENDARS

The school year calendar is sent home through the spring packet and is available on the school's website. The monthly calendar is also posted on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

ATTENDANCE

Absences

St. Joseph Parish School hours are from

- 8:30 a.m. until 3:00 p.m. at the Snoqualmie Campus
- 8:55 a.m. until 3:20 p.m. at the Issaquah campus

Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning

the school office by 9:00 a.m. in Snoqualmie and 9:30 a.m. in Issaquah.

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.

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

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

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

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. Excessive absences, even when excused, will likely cause a student's grade to drop.

Any student with numerous absences during a given grading period may be subject to action deemed appropriate by the principal. This may include required tutoring or possible retention.

When a student misses more than 90 minutes during the beginning, middle, or end of the school day, he/she will be considered absent for half a day.

Procedure for Reporting Absences

Parents/guardians are required to phone the school office before 9:00 a.m. in Snoqualmie and 9:20 in Issaquah to report student absences.

Early Excused Dismissal

When a student must be excused early, parents are required to come to the school office to pick up their child and sign out him/her. Parents should not report to the child's classroom.

Vacations

Daily attendance is an integral part of the educational experience at St. Joseph Parish 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. As such, parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. Unscheduled days off from school for family vacations cause students to miss valuable instructional time for which teachers are unable to provide a special studies program. Absences due to family vacations are not considered excused.

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. Assignments will generally not be given in anticipation of the vacation. In addition, the family will have to work with the teachers to make-up tests or other assessments.

Tardiness

The school day starts at 8:30 a.m. on the Snoqualmie campus and 8:55 a.m. on the Issaquah campus and. All students arriving after these times must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Students who miss between one and ninety minutes of the beginning of the school day, due to late arrival, will be considered tardy.

Students who miss between 90 minutes and three hours of the school day will be marked as missing a half-day of school.

Students who miss more than three hours of the school day will be marked absent.

Only tardies related to personal illness or injury, medical or dental appointments, or funerals are considered excused.

The report card will note the number of excused and unexcused tardies.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. 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 an absence.

INCLEMENT WEATHER

When inclement weather makes it necessary to close the school, parents will receive notice via, but not limited to, the St. Joseph Parish School website, KOMO and KING websites and local TV channels, email, social media, and a text message. The school may also utilize text messages to families regarding closure alerts. Please check for emails, text messages, and listen to early

broadcasts between 6:15 AM and 8:00 AM, always looking specifically for St. Joseph Parish School. Please do not send students to school or **Extended Care** until it is confirmed that the school is open.

If one campus closes due to weather, both campuses may be closed. The decision and notification will usually be made by 6:15 a.m. At various times, an earlier decision of a delayed opening may be altered to a closure. Parents in certain geographic areas may make a prudent decision, based on the weather, about attending school, even if school will be in session.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal. Parents of certain geographic areas may make a prudent decision, based on the weather, to pick up students early from school, even if school will not be dismissing early. If school is dismissed early and parents find it difficult to pick up early, students will be supervised until parents can safely pick them up. Permission to release students to persons other than parents must be stated in writing or communicated to the school office.

Information will be given in relation to remote learning if that modality is put into effect.

UNIFORMS

Policy

Uniforms are a tradition of Catholic Schools. They contribute to the school's sense of pride and distinction. The students look well-groomed, and a uniformed look gives an outward sign of being a strong community. Wearing uniforms shows equality of all students and lessens peer pressure while enhancing self-esteem. Uniforms promote a focus on the development of the "inside" of the students rather than the externals, which include what a student is wearing. The use of uniforms ensure that clothes do not become a distraction during one's educational endeavors. The uniforms used here are practical, durable, and economical. Again, the emphasis for students when coming to school is to prepare their minds for learning. Uniforms are to be worn daily, unless a free-dress or spirit-wear day is explicitly stated. Each student is required to own a uniform in good, clean condition, and is expected to wear it at all times. Only approved uniform attire may be worn in the school buildings. Whenever specific clarification is necessary, a school administrator will make the final determination.

Students who must deviate from the uniform policy are requested to present a note to the teacher. If a student arrives at school without a proper uniform, they may be asked to wear something the school has on hand to bring them into compliance. They may also receive a Uniform Notification. A student who has three Uniform Notifications will lose their next free dress day.

Where to Purchase

New uniforms are available through Tommy Hilfiger and can be ordered at www.globalschoolwear.com. This link <https://sjsissaquah.org/school-uniforms> will provide step by step directions in how to order your uniforms.

For all customer service questions, please call 1-877-825-2860. Customer service is available in both English and Spanish.

Expectations

Parents are expected to help children keep the school uniform code. At St. Joseph Parish 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 and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts as requested.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts (other than uniform logo wear), large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or sweatshirt and will wear "full uniform" on designated days. Students always wear full dress uniform for Mass days, picture days, and other special events. "Full uniform" means uniform sweater or vest as part of the uniform.

Uniform Options for Girls		
PK- 8 Girls	Marymount plaid jumper, skort, or skirt purchased from the Uniform Store.	<i>Skirts, skorts, or jumpers should hang no shorter than three inches above the back of the knee.</i>
	Plain Navy Skirt	<i>Skirts, skorts, or jumpers should hang no shorter than three inches above the back of the knee. Must be comparable to those in the Uniform Store (similar fabric)</i>
	Plain Khaki Skirt (MS only)	<i>Skirts, skorts, or jumpers should hang no shorter than three inches above the back of the knee. Must be comparable to those in the Uniform Store (similar fabric)</i>
	Navy blue walking shorts	<i>On the Issaquah Campus, shorts may not be worn from November through February. Must be comparable to those available in the Uniform Store</i>
	Navy blue pants	<i>Ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Black and royal blue pants are not acceptable. Must be</i>

		<i>comparable to those available in the Uniform Store.</i>
	Khaki pants (MS Grades ONLY)	<i>Ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Khaki pants are only acceptable for students in 6th – 8th grade. Must be comparable to those in the Uniform Store.</i>
	White polo shirt	<i>Must be comparable to those available in the Uniform Store.</i>
	White blouse	<i>Plain button front, long or short sleeve. Pointed, rounded, or button-down collar. No lace must be comparable to Uniform Store.</i>
	White or red polo or turtle neck	<i>Please note, a full-dress uniform is white shirt only.</i>
	Navy blue sweater or vest	<i>Must be purchased through the Uniform Store</i>
	SJS Sweatshirt, SJS fleece, SJS Portsmouth windbreaker or MS Sweatshirt	<i>Must be purchased through the Uniform Store and/or through Squad Locker.</i>
	White or red polo or turtle neck	<i>Please note, a full-dress uniform is white shirt only.</i>
	Shoes of any color may be worn. They must be in good, clean condition and appropriate for running, jumping or playing. Athletic shoes preferred. No backless shoes, combat boots, sandals, or platforms are allowed. Heels may be no more than 1 inch high. Appropriate shoes are determined at the discretion of the administration and the safety of the student.	
	<p>Uniform Accessories: Only one pair stud earrings are permitted at school due to safety, this includes free dress days as well. No hoops or any type of dangling earrings are permitted. Bracelets: no more than 2 bracelets worn at any time. Belts must be plain, navy, black or brown. Socks must be solid navy, white, gray or black.</p> <p>Body Piercings: Body piercings are not allowed at any time.</p> <p>Makeup: no makeup allowed K-6 grades. 7th and 8th graders may wear mascara and foundation. (see uniform policy for more details) Fingernail polish cannot be worn at any time.</p>	
	Hair: No extreme hairstyles. No coloring or highlights is allowed. Hats or bandanas may not be worn inside the school buildings or church. No headbands with no animal ears and/or big flowers.	
6-8 Only	<p>Only Middle school girls will be allowed to wear khaki pants, walking shorts, skirts or skorts and a MS sweatshirt.</p> <p><i>Pants must be ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Must be comparable to those available in the Uniform Store.</i></p>	
	Uniform Options for Boys	

PK-8 Boys	Navy blue pants	<i>Ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Black and royal blue pants are not acceptable. Must be comparable to those available in the Uniform Store.</i>
	Khaki pants (MS Grades ONLY)	<i>Ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Khaki pants are only acceptable for students in 6th – 8th grade. Must be comparable to those in the Uniform Store.</i>
	Navy blue walking shorts	<i>Must be comparable to those available in the Uniform Store.</i>
	White polo	<i>Must be comparable to those available in the Uniform Store.</i>
	<i>Scout Uniforms may be worn the day of respective meetings as well as Mass days</i>	
	Navy blue sweater or vest or Portsmouth windbreaker	<i>Must be purchased through the Uniform Store</i>
	SJS sweatshirt or SJS fleece or MS Sweatshirt	<i>Must be purchased through the Uniform Store and/or Squad Locker</i>
	White or red polo or turtleneck	<i>Please note, a full-dress uniform is white shirt only.</i>
	Shoes of any color may be worn. Must be in good, clean condition and appropriate for running, jumping, or playing. Athletic shoes preferred. No backless shoes, combat boots, sandals, or platforms are allowed. Heels may be no more than 1 inch high. Appropriate shoes are determined at the discretion of the administration and the safety of the student.	
	Uniform Accessories- belt must be plain, navy, black or brown. Socks must be solid navy, white, gray or black. Not allowed: earrings, makeup, nail polish <i>Please see Uniform Accessories above (under girls) for more information</i>	
	Hair: no extreme styles. Length may not extend over the eyebrow, over the ear lobe or past the shirt collar. No coloring or highlights. Hats and bandanas may not be worn inside school building.	
6-8 Only	Only Middle school boys will be allowed to wear khaki pants or walking shorts or a MS sweatshirt. <i>Pants must be ankle length, no outside detail, no cargo pockets. No sweatpants or jeans. Must be comparable to those available in the Uniform Store.</i>	
Full Dress Uniform		
PK-8 Girls	Plaid jumper, plaid skirt, plaid skort, navy skirt or navy skort , or long navy pants, plain white collared shirt, sweater, or vest. (No leggings on full dress day)	<i>Mass, picture day, and any other days deemed necessary.</i>
PK-8 Boys	Long navy pants, white collared shirt, and a sweater or vest.	<i>Please note, a full-dress uniform is white shirt only.</i>
Free Dress Uniform		

<p>PK – 8 Girls & Boys</p>	<p>Free dress clothes must be in good, clean condition. Clothing that is disruptive to the educational process or presents health or safety problems will not be permitted. The following items are not allowed:</p> <ul style="list-style-type: none"> • Spaghetti straps, halter, midriff, tube, or tank tops • Revealing or skintight clothing. Yoga pants can be worn with long tops. • Oversized attire, saggy pants • Pajama bottoms • Short shorts are not permitted. Shorts can be no more than 3 inches above the knee. • Clothing with questionable pictures or words • Flip-flops or unsafe footwear
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Free Dress Days are held on the first Friday of the month and some other designated days. Students do not need to wear their uniform on these days, but they must follow the above policy.

LOST AND FOUND

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

DROP-OFF AND PICK-UP

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

Issaquah

Drop-off:

- Students may be dropped off in the upper lot no more than 10 minutes before the start of school. If the student is tardy, the parent must check in at the office.

Pick-up:

- Students will gather by class in the middle parking lot for drive-through pick up.
- Please enter the upper lot, drive down to the middle lot, form three lines, and wait for your student(s) in your car.
- The teachers will direct students to cars; drivers are to remain in their cars to keep the process quick and safe.
- Pedestrians should cross only at the crosswalk, NOT IN BETWEEN CARS.
- Any student not picked up by 3:35 p.m. will be escorted to Extended Care and charged accordingly.

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

Walking Students:

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

Snoqualmie

Drop-off:

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

Pick-up:

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

Walking Students:

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

EVENT SCHEDULING

To schedule any student related event at either campus, times must be scheduled through the Parish Office. The Parish Office will clear the event with school officials.

EDUCATIONAL RECORDS

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

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

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

Transfer of Student Records

If a parent is registering a child in another school, St. Joseph Parish 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 and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the main office while a student is enrolled at St. Joseph Parish 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 office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements 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 are inaccurate or misleading. Parents or eligible students may ask St. Joseph Parish 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 Parish 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 Parish 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 attempt 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 Parish 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 aide 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 and Other Text Capable Devices

Students cell phones are to be off and out of sight. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is used. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

1. Any cell phone use, including text messaging, during the school day, including 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.
7. Texting during the school day through the use of a Smartwatch is prohibited.

Office Phone Use

The School Office is open throughout the length of the school day. 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 electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pads or I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), 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 and treated as cheating.

Electronic Communication

Whether occurring within or outside of St. Joseph Parish 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 e-mails, blogs, text messages, social media, or website postings, 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.

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

SCHOOL COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Joseph Parish School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly "Thursday folder." Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials are sent utilizing these methods. In order to be well-informed of academic and community news, it is

essential that each family take time to open and read the school emails and newsletters when they arrive. An end of the month newsletter will be sent home via email from the school leadership team (“In the Loop”). A weekly e-news (“News from the Nest”) will be communicated each week on Tuesdays.

With Principal

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

With Faculty

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

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular 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.

Back to School Night

All parents are to attend an evening in September designated for each campus. At this time, the teacher will give a curriculum overview and communicate expectations for the year.

Directory

The St. Joseph Parish School directory is provided as a courtesy for the convenience of school families and includes each student’s name, grade, family members’ names, addresses, 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 this information published must notify the school in writing no later than the second 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. The St. Joseph Parish School directory is intended solely for the use of St. Joseph Parish School families and employees to strengthen their mutual support and the education of St. Joseph Parish School students, and any other use of the information in this directory is strictly forbidden.

Emails

St. Joseph Parish School provides students with email accounts 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 un-trusted 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. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Lines of Communication

Any issue of a personal nature or any situation requiring an in-depth discussion is best addressed directly with the person(s) concerned in a scheduled conference. Conflicts and grievances are settled on the basis of the principle of subsidiarity. When a parent wishes to address a grievance, they are expected to try and resolve the issue directly with the teacher first. If the issue is not resolved in a conference with the teacher, the parent should request to meet with first the Dean of Students for that campus. If the issue is not resolved at this time, the matter can be discussed with the principal.

E-News (“News from the Nest”) and Thursday Envelopes

Every Tuesday, the E-News (“News from the Nest”) is published and sent via email and later linked on the school website. The E-News is the primary communication tool regarding school activities and announcements. It is important to read the E-News weekly to stay informed. At times, parents will be asked to sign forms and return them to school. An envelope is sent to each family on Thursday via one of the family’s students. Parents should use this envelope to return any necessary forms printed from the website.

The school leadership must approve of all notices and flyers going out to parents via email, student folder, or the weekly E-News. All announcements to be placed in the E-News must be received by our online media director no later than the Friday before the announcement is to be published.

Other Teacher Communications

Teachers on the Issaquah campus (Kindergarten through second grade) will send home weekly newsletters with class information.

Teachers on the Snoqualmie campus will post weekly updates to their Microsoft Teams. Students and parents are encouraged to check this platform frequently for news, announcements, and assignments.

CONFIDENTIALITY

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

SAFE ENVIRONMENT TRAINING

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

HEALTH CARE

Medication

St. Joseph Parish 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 Parish 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 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 carry one on their person at all times 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

A school counselor is available for all students in grades PreK through 8th grade. This staff member has the ability to address academic, behavioral, and social-emotional concerns. The school counselor will work and communicate closely with teachers and parents to best meet the needs of the students.

If a situation warrants, the counselor or other school staff may suggest the help of third-party services to shed additional light on some need or concern. 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, the teacher, and the school counselor will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being contact the school counselor, your child's teacher, or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel

having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

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

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

IMMUNIZATIONS

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

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

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 Parish 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 Parish School website, KING Websites, KIRO, and KING TV channels. A Flashalert message will also be sent. 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.

Emergency Form

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

General Emergencies

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

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

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free, without the use of fever reducers, for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should 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.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. 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.
5. 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).

Fire Drills

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

Earthquakes

1. Instructions on what to do during an earthquake:
 - 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 St. Joseph, Two St. Joseph," 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 **CHURCH HALL or 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. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
 - 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 request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

Lockdown

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

SAFETY AT SCHOOL

St. Joseph Parish 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 Parish School.

Skateboards/Scooters/Skate Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Touching Safety

The Circle of Grace, program by Virtus 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 in October and in March. This is a mandated program from the Archdiocese; however, if you choose to have your child opt out of the program, you must send an email to the principal before the scheduled lessons.

Financial Safety

It is our mission to do all billing for tuition and incidental through School Admin. However, 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.

BEFORE-CARE AND AFTER-CARE

St. Joseph Parish School offers a before and after school program, referred to as St. Joseph Parish School Extended Care. This program is located in the parish hall and extended care trailer. Extended Care supports success in school---academically, socially, and physically. This program aims to provide a safe community where students can be to exercise choice while developing their sense of personal responsibility. After school, Extended Care provides a balance between individual and group activities, quiet study time and homework time, as well as time to relax with friends.

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

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

There is a separate charge for students attending the St. Joseph Parish School Extended Care program.

Policies and Procedures

Extended Care is open in the morning from 7:00 a.m. until 8:50 a.m. and in the afternoon from 3:20 p.m. until 5:30 p.m. Monday through Friday at the Issaquah campus.

- Parents must sign in their student in the morning session of Extended Care.
- For the afternoon session, the Extended Care staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Extended Day door.

Students are expected to treat each other and all Extended Care personnel 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.

Open Times

Extended Care is open during conferences, early dismissal, and various other days unless otherwise noted. Extended Care is not open on federal or school holidays.

Fees

Extended Care charges are billed to your FACTS account and are not pre-paid. The monthly period used to calculate your fee is generally from the 21st of each month through the 20th of the next month.

Hourly Rate: \$7.50/hr.

Late Fee (after 5:30pm) \$2.00/minute per child

The minimum use for any morning Extended Care session is 15 minutes.

The minimum use for any afternoon Extended Care session is 30 minutes.

Non-scheduled use rates are charged for student using Extended care without signing up by 3:20pm on the day of use.

PLAYGROUND AND SNOQUALMIE FIELD BEHAVIOR

Rules and Behavior

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

Below are the guidelines 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.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
4. Respect for adults is to be demonstrated.
5. Report all injuries to the playground supervisors immediately.
6. Students may not throw rocks or any projectiles at any time.
7. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.
8. Students should be able to see a supervisor from any location in which they are playing
9. No students are to be excluded from games
10. Good sportsmanship is a must
11. Stop play immediately when a signal is given that recess has ended
12. Return all play equipment to the equipment basket
13. Line up in an orderly manner
14. Stay within the play area at all times
15. Ask permission to use the restroom
16. Students should always have a buddy when going anywhere on campus

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

At the Issaquah campus, students should refrain from climbing on rocks around the waterfall, playing on the hill, or deliberately kicking balls into the rockery. Students should refrain from playing ball inside the fenced area.

At the Snoqualmie campus, students must stay in one of the three designated play areas; the gym, the front sidewalk, or the field.

RELEASE OF STUDENTS

Release of Students to Another Adult

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

Release of Students to the 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.

PARENTAL INVOLVEMENT

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

It is expected that parents will become actively involved in their child's progression through St. Joseph Parish School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in Parent Club/Organization, attending fall conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

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

VISITORS

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building as a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building

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

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

ROOM PARENTS

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested
- Arranging for classroom parties with the teacher
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event
- Helping contact and arrange drivers for field trips
- Organizing or finding volunteers for the auction project

PARTIES

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at lunch time under the guidance of teacher/principal and/or administrative assistant. Adhere to any and all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool unless everyone in a classroom is invited. There are no exceptions. If this is not possible or reasonable, please send your invitations by mail or email. Please consult parent directory for addresses and 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. If possible, do not pick up children from carpool for parties where the whole class is not included.

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 Parish School students are allowed at classroom parties.

PICTURES

Individual and class school pictures are taken in the fall. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them.

DANCE POLICY

St. Joseph Parish School hosts middle school dances outside of school hours. St. Joseph Parish School students attending the dances held at St. Joseph Parish School and other Catholic school middle school dances must abide by the codes of conduct set forth by St. Joseph Parish School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Joseph Parish School.

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.

CLASS/TEACHER ASSIGNMENTS

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

The administration does not accept class placement requests by parents. However, if there are exceptional concerns that a parent wants considered as the staff determines class assignments, the parents need to address them to the principal in writing by the last Friday in May. The administration and staff will consider parental concerns, but do not guarantee placements as requested by parents. Class assignments will be posted at least one week prior to the start of the school year.

SPECIAL POLICIES AND INFORMATION

CATHOLIC YOUTH ORGANIZATION (CYO)

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

CYO sports are available for students enrolled in the school and students registered at either St. Joseph, Mary Queen of Peace, or Our Lady of Sorrows Parishes. Sports available include: soccer, basketball, volleyball, and cross-country. Practices and games take place outside of school hours. Participation is governed by archdiocesan policy.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

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.

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.

PARENTS' CLUB

The Parents' Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

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

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

The Parents' Club Event Check is an opportunity to pay for many of the school year events all at once instead of one-by-one throughout the year. Events included in this check include: Class Auction Project, Lazarus House Outreach, Field Day, Emergency Supplies, and Yearbook.

SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions.

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

On an annual basis, the School Commission shall select specific school goals and evaluate whether these goals are being met.

Since the School Commission is consultative, the members cannot act apart from the pastor and the principal, and cannot address issues or make decisions binding on the parish school without approval of the pastor and the principal. Consultation also means that decisions will not be made in major new goal areas until and unless the School Commission has been consulted. The areas in which the Commission has responsibility and will be consulted are:

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

The School Commission welcomes attendance from the parent and parishioner community at its meetings. The Commission's agenda is planned far in advance and is very full. To ensure that all meetings are conducted in fair, orderly, and expeditious manner, there are a set of procedures for participating in, or attending, commission meetings.

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

Visitors are asked to note the following protocols:

1. Visitors are welcome in a non-participatory role without prior communication.
2. Visitors are asked to sit in the seats provided, which are positioned separately from the working table of the commission.
3. Any visitor who would like to speak or comment on an agenda items needs to communicate their desire to speak prior to the beginning of the meetings. Visitor comments are limited to

five minutes. The forum for visitor comments will be scheduled after regular commission agenda items are completed.

4. Any visitor who would like to suggest an item to be added to the meeting agenda needs to do so in writing at least fourteen calendar days in advance of the monthly commission meeting. All items must relate to commission business. Submit requests via email to the school principal and school commission president. The president will contact you with the date and time you have been placed on the agenda. If the request is a proposed change to school policy, procedures, etc. you will be asked to complete and submit a proposal.
5. At times, closed session is called due to confidential items under discussion. Visitors will be asked to respect the call for a closed sessions.

PRINCIPAL’S RIGHT TO AMEND HANDBOOK

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