



St. Joseph Catholic School
Parent/Student Handbook

(Revised)

2022 – 2023

ST. JOSEPH CATHOLIC SCHOOL

MISSION STATEMENT

St. Joseph Catholic School is a dynamic, faith-filled community where each child is challenged to excel and grow in body, mind, and spirit as an image of God in our world.

We, as a compassionate Catholic Community, in a tradition of academic excellence, strive to:

- Foster a Christian environment of family and friendship.
- Educate children in the life and teaching of Jesus Christ in the Catholic faith.
- Prepare children for leadership in Church and society through a sound and challenging academic curriculum.
- Enable each child to recognize his or her worth as a child of God.
- Encourage each child to internalize the values of self-discipline, mutual respect, personal morality, justice, and a concern for his/her surroundings.
- Nurture each child's natural desire to learn.

School Wide Learning Expectations

Students at St. Joseph Catholic School will grow in:

Body

Act as an example of what Jesus would do
Are self-disciplined and responsible for their own actions
Work cooperatively with others, respecting each other's differences
Know their body is a gift from God and make healthy choices

Mind

Demonstrate a strong foundation in core subjects
Are active participants in their own learning with a strong work ethic
Use good judgement in decision-making
Are respectful towards each other and authority
Use technology morally and appropriately according to Christian values

Spirit

Demonstrate and understanding of the Catholic faith and tradition
Are prayerful and reverent during prayer
Serve others, showing concern for all people and the environment

St. Joseph Catholic School

901 W. 4th Avenue, Kennewick, WA 99336

PARENT AND STUDENT HANDBOOK

2022-2023

Pastor: Very Rev. Felipe Pulido
Parochial Vicar: Fr. Cesar Izquierdo
Principal: Mr. Perry Kelly

School Telephone (509) 586-0481
School FAX (509) 585-9781
Montessori Preschool Telephone (509) 586-0481
Children's Center Telephone (509) 586-1428
Parish Office Telephone (509) 586-3820

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PART 1: INTRODUCTION

Dear Parents, Guardians, and Friends of St. Joseph Catholic School:

Welcome to St. Joseph Catholic School. This handbook has been prepared to help you become better acquainted with “St. Joe’s”. It contains general information about the school, the school programs, student services, and the parent organization. It also contains policies that are necessary to help us work together to achieve the best education for our students.

Your cooperation in reviewing and becoming familiar with the policies of the school and in conscientiously following the policies outlined in the following pages, will do much to contribute to a happy and productive learning atmosphere for our students.

Although policy handbooks sometimes seem as though they are restrictive and callous, it is important to remember that the number one goal we all have is for our community to gain the blessings of Heaven and to know and accept Christ and his love. With that in mind, we promise to do our best to follow and apply the policies and procedures in this handbook with a spirit of love and respect.

Sincerely,

The Staff of St. Joseph Catholic School

ST. JOSEPH CATHOLIC SCHOOL STAFF 2022/2023

(As of the writing of this document)

Rev. Felipe Pulido.....	Pastor
Perry Kelly	Principal
.....	Children’s Center Director
Karen Alleman/Catherine Maier	Kindergarten
Vanessa Tello.....	Kindergarten
Johanna Guzman.....	Grade 1
Megan Liebe	Grade 2
Angela Fiecke	Grade 3
Lauryn Green	Grade 3
Angela Borlaug	Grade 4
Bianca Fonseca	Grade 5
Kimberly Barany	M.S. Grade 6 HR, Rel, ELA, St. Council
Windy Negrete	M.S. Grade 7 HR, ELA, Hist, Reading
Catherine Valiant	M.S. Grade 8 HR, Science, Hist.
Michelle Lumetta.....	M.S. Math, Algebra, Geometry
Michelle Bohrmann	M.S. Math, Algebra,
Perry Kelly	K-3 Music and Orchestra
Giovani Liguori	4 th – 8 th Choir
David Drollman	ELA, Art, and Student Council
Jack Aitoro	PE, Athletic Director
Ellen Drollman	Math/Computers
Carol Hattemer	Librarian
Janet Bambock	Preschool Lead Teacher
Sue McLain	Preschool Lead Teacher
Alicia Maddison	Preschool Lead Teacher
Mary Quiroz	Atrium Lead Teacher
Diane Winget	Classroom Assistant
Tara Cloutier	Classroom Assistant
Julie Crites	Classroom Assistant
Amanda Ferguson	Classroom Assistant
Daisy Perez	Classroom Assistant
Camilla Lockard	Classroom Assistant
Sue McLain.....	Classroom Assistant
Maelyn Poston	Classroom Assistant
Diana Gileta	Classroom Assistant
Kerry Welsh.....	Classroom Assistant
Liz Sample	Classroom Assistant
Bebe Paoli	Office Lead/Registrar
Jessica Mutton	Secretary
Sergio Negrete	Custodian/Maintenance
Sheila Weber	Food Service

SCHOOL ADVISORY COUNCIL 2022-2023

Marcus MuzatkoPresident
Kori Harrison..... Secretary

The School Advisory Council is comprised of parishioners, community members, and parents. The appointments are made after a discernment process by the Council members, the St. Joseph Parish pastor, and the principal, focusing on the specialized needs and issues addressed by the Council.

SCHOOL ADVISORY COUNCIL DUTIES AND RESPONSIBILITIES

Planning

The Council assesses school needs and how they can be addressed by:

- * Setting goals
- * Developing a faith community
- * Assisting in the review of curriculum
- * Developing and tracking a long-range plan for the school
- * Coordinating activities with the PTO Board as needed through the year

Policy Making

The Council reviews and recommends the adoption of policies as appropriate to meet school needs by:

- * Identifying and/or writing policy
- * Reviewing and recommending updates for existing policies

Finances

The Council recommends the adoption of the school's financial plan and monitors how it is working by:

- * Reviewing the annual budget
- * Reviewing the monthly financial statements and year-to-date report
- * Determining and recommending tuition rates and fees
- * Dialoguing with the pastor or St. Joseph Parish Finance Committee regarding the amount of parish subsidy for the school

Special Projects

The Council assumes responsibility for special activities such as:

- * Recruitment of students
- * Public relations
- * Support of staff morale
- * Annual assessment of the school facilities
- * Reporting at General Parent Meetings
- * Fundraising

Bookkeeper Report

The Council will receive a budget report from the St. Joseph Parish bookkeeper, including:

- * Overall budget
- * Profit and loss statements

PARENT TEACHER ORGANIZATION (PTO) 2022-2023

Cherami Freeman	President
.....	Vice President
.....	Secretary
Rebecca Allen	Treasurer

The mission of the St. Joseph PTO is to support the school and its families through fundraising, community building, and assisting in classroom needs. To do this, the PTO helps families participate and support their children’s schooling through many different activities and events. Every parent and teacher at St. Joseph Catholic School is a member of this Parent Teacher Organization.

The PTO ordinarily meets monthly. Dates and time are published in the school website calendar.

STUDENT COUNCIL 2022-2023

Bryce Heising	President
Nate Fiecke	Vice President
Nora Liebe and Jacquelyn Valdez	Co-Secretaries
Gabe Cabasug	Treasurer
Ava Bateman.....	Publicity
Quincy Leyde.....	Spirit
Natalie Denini	Religious Affairs
Franco Salvante.....	Athletics
Jesus Mendoza	Environmental Affairs

The purpose and goals of the St. Joseph Student Council are the following:

- * To foster spiritual growth among the students
- * To promote good citizenship
- * To encourage a high standard of scholarship
- * To create school spirit
- * To demonstrate the practical application of democracy
- * To support the welfare of our school and its members
- * To provide service to the school and the civic community

PART 2: SCHEDULES

	<i>Grades K-5</i>	<i>Middle School</i>
Supervision	7:50 AM	7:50 AM
Tardy Bell/Time	8:00 AM	8:00 AM
Announcements	8:10 AM	8:05 AM
Recess	Scheduled by class/grade	
Lunch:		
Grades K-5	12:00 PM – 1:00 PM	
Grades 6-8		11:50 AM – 12:25 PM
General Dismissal	3:00 PM	3:00 PM
Friday Early Dismissal	12:00 (noon)	
Morning Pre-School	8:00 AM – 11:00 AM (Monday – Thursday)	
Afternoon Pre-School	12:00 PM – 3:00 PM (Monday – Thursday)	

Students arriving after 8:00 AM will be marked tardy.

Students arriving after 8:10 AM must check in and receive a Tardy Slip at the school office.

Supervision

Staff members are on yard duty from 7:50 AM to 8:00 AM. **Children are not to be at school earlier than 7:50 AM, nor remain after 3:00 PM unless they are involved in a school sponsored activity. There is no one on yard duty after school.** Students who have siblings participating in after school sports are not supervised and may not stay on school grounds without adult supervision.

Early Dismissal

Early dismissal times will be shown on the monthly and yearly calendars located on the website and on the weekly bulletin.

PART 3: POLICIES AND PROCEDURES

Admissions

- * A student entering Kindergarten must be 5 years old by September 1 of that year
- * Baptismal record, immunization record, the latest report card and standardized test results must be submitted with the completed application form before a family is considered for acceptance.
- * Priority in acceptance will be accorded as follows:
 1. Current school families in good standing
 1. Siblings of students already enrolled in St. Joseph School
 2. Registered parishioners at St. Joseph and Holy Spirit Parishes
 3. Non-parish applicants
- * Final approval by the principal is required for acceptance into St. Joseph School.

Non-Discrimination Policy

St. Joseph School admits students of any race, sex, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. The school does not discriminate based on race, color, or ethnic origin in the administration of its educational policies, admission policies, and scholarship programs, athletics, or other school sponsored programs. St. Joseph Catholic School is a ministry of the Bishop of the Yakima Diocese. All students and staff are expected to attend school Mass and religious activities and follow the religious and moral expectations and definitions of the Catholic church as a part of this ministry.

Attendance Policies

Absence Policy

- * To report an absence, please call the school office (586-0481) between 7:40 AM and 9:00 am.
- * Send a written excuse to the teacher upon the student's return stating the reason for the absence, and date of absence, signed by the parent or legal guardian.
- * Parents have the responsibility to notify the teacher of their intention to pick up their child's homework, so that the teacher may have time to gather and send it to the office or homeroom class. Homework assignments may be picked up at 3:00 PM.
- * A physician's re-entry slip is requested for an absence of five (5) days or more.
- * Vacations during the school year are discouraged. Missed or incomplete assignments may not receive full credit following vacations, at the discretion of the teacher and principal.
- * Make-up work is the student's responsibility. A student is allotted one make-up day for each day of absence.
- * **A student who has accrued 7 or more absences during a trimester may have grades withheld until the work is made up to the satisfaction of the teacher. At 10 or more absences a conference with the teacher and/or principal may be scheduled. Repeated absences may impact the student's grades and can also impact other students learning.**
- * Time spent in medical and dental treatments is called medical absence, and the child is considered legally present. Dated, signed slips must from the doctor or dentist for authorized medical absence.

Tardy Policy

Because tardiness sets a lifelong habit, we take this very seriously. Students arriving at school after the tardy bell are required to get a Tardy Slip from the office. The slip is then returned to the teacher who keeps a record of tardy students. This tardiness is reflected on the Report Card and Permanent Record. If tardiness persists a conference may be scheduled and in school detention may be assigned during lunch. The student and parent may be requested to provide a written plan for improved punctuality, signed by the student and parent, and returned to the school.

Early Release

* Students are dismissed only through the office regardless of the reason. **Parents are not to go directly to the classroom unless directed to by office staff.**

* A written request by the parent or legal guardian is necessary for student release during the school day.

Procedure for leaving school:

1. Parent or guardian must go to the school office and sign out the student for the day.
2. The secretary will send for the student.

Vacations During School Time

The teachers at St. Joseph School fully realize the advantages to the student of travel and family vacation. Unfortunately travel that removes students from school can also affect the student's success in class. Each time a child is absent, s/he misses assignments, instructional time, in-class activities, class participation and tests. The sequence of learning is also interrupted, sometimes seriously, as new skills are introduced during the child's absence. Absences that hold a student back can affect other students who have been present for instruction and are ready to move on. These are vital elements in each child's educational progress. **Make up work due to elective absences may not receive full credit.** Please keep these trips to holiday times, if possible (refer to the school calendar.) If that is not possible, then please keep the days to a minimum in order that your child and the classes educational progress will not be hindered.

Leaving Campus

Students may not leave the school grounds without written permission from their parent or legal guardian. Any student leaving the premises must be signed out of school by the parent/guardian through the school office. Students may not go to the local store, fast food businesses, etc., unless a parent accompanies them.

Change of Address, Phone, or Emergency Contact

An Emergency Contact Sheet is provided to each family at the start of the school year. Please fill out both sides of the sheet and return it to the school immediately. It is imperative for your child's safety that records are kept up to date. Send a note to the office when ANY changes occur.

Class Size Preferences (These are guidelines and not the rule.)

Preschool - Kindergarten	20 students
1 st – 2 nd Grades	24 students
3 rd – 5 th Grades	26 students
6 th – 8 th Grades	28 students

Weekly Communication

Each Thursday of the school year, family information is sent out electronically through Jupiter Grades. If you are not receiving this in your email, please make sure that the office staff has the most current and most frequently used email for you. Please make sure you open and read the various attachments. This is one way for our school to “go green.”

School Bulletin

The school sends out a weekly communication, usually on Thursday afternoon or Friday morning. The bulletin is in a pdf format and has information regarding upcoming events and other items that will help parents stay informed. Please make sure to check your email each week and read through the bulletin. It may also be accompanied by other attachments with additional information.

Field Trips

The school sponsored field trip is an activity that contributes to the educational growth of students. Educational field trips are to be properly planned and supervised so that the trip provides an opportunity to aid in the total growth of the individual. Written parental consent and signed liability releases will be required for all field trips. **NO SIGNED RELEASE FORM = NO TRIP.** Field trip drivers are not to stop for food unless part of the scheduled field trip, due to allergies, choking, or other potential insurance liabilities. Field trip drivers must all have completed the required Diocesan Background form and if they are driving, they must have completed the required Fieldtrip Driver form and Diocesan “Safe Driving” video. Most fieldtrips are designed for the parental chaperone only and not for extra siblings. **Family service hours will only apply if you drive more than your own student.**

Health

Students must meet state immunization requirements. Health records are kept by the school for each student. Each year our health services include vision and hearing. Sports physicals are performed by the student’s family doctor. Students who are ill or recovering should remain home. **PLEASE DO NOT REQUEST THAT WE KEEP YOUR CHILD INSIDE DURING RECESS TIME.** We have no available staff or space for supervision. If a child develops a fever of 100 degrees or higher, we will request that you pick your child up from school. Students must be fever free 24 hours before returning to school. For COVID-19, please keep your child home as per Benton/Franklin Health Department guidelines.

Medicine

No medicine will be dispensed to any child without a completed “PARENT REQUEST FOR GIVING MEDICINE AT SCHOOL FORM” on file. These forms are available in the school office. Additional information will be required for those children suffering from chronic illness such as asthma, etc.

Illness or Injury at School

If a student is injured or becomes ill at school, s/he is to report to his/her teacher and ask for permission to come to the school office. If necessary, we will try to contact the student's parents or legal guardian. All students who are injured or become ill during school hours must be checked out through the school office by the parent or legal guardian before leaving school. Please keep your Emergency Contact Sheet up to date in the school office.

Library

Our school library has a wide selection of literature as well as reference materials. The students come to the library at a scheduled time with their class. Students check out one (1) book per week. Grades 3-8 may check out two (2). Books are overdue after four (4) weeks. Students who have overdue books may not check out additional library books. Overdue notices are sent home as needed. The replacement price is included on these notices. Payment is made in the main school office.

Students are responsible for lost or damaged books. All library matters must be resolved before report cards will be release each trimester. At year's end, records will not be forwarded until books are returned or replaced.

Hot Lunch

Hot Lunch payments may be paid in the classroom or school office. Balance due invoices will be sent home via email.

Lunch and Milk

Students not buying hot lunch bring their lunch to school each day. Milk is provided for the students who have signed up and paid for it.

Food Allergies

Food allergies must be listed on your child's health record form and will be provided to his/her teacher. The school and classroom teachers will do their best to ensure a safe environment for your child. Please make it a point of discussion as you communicate with your child's teacher, to help her/him keep your child's needs in mind.

School Life

Parent-Teacher Conferences

If you wish to confer with your child's teacher at any time, you are encouraged to do so. Please contact the classroom teacher directly, either before or after school, to set up an appointment. A formal conference takes place early in the year. Strengths and weaknesses in academic studies, in social interaction, and in behavior can be discussed at this time, and recommendations or strategies for improvement can be outlined.

Volunteering

Educating students at St. Joseph Catholic School costs well over \$7,000 per year per child and expenses are rising every year. Tuition is considerably less than that amount. This difference is made up by Parish and supporter contributions and by our parents and community members volunteering to help raise funds to provide services for the school. It's through our parent volunteer efforts that our community not only raises funds but creates a unified and loving

community. Please take advantage of volunteer opportunities. You'll not only provide for a better education for all our students, but you'll create family friendships that will last a lifetime.

Parties

Special events in the lives of children are important. If you intend to celebrate in any way AT SCHOOL, the whole class is to be included. This includes handing out invitations or treats, limousine rides, etc. We ask this so that no child is left out or set apart. We are a community, accepting of all. If you do not want to include the entire class, please make arrangements off the school grounds and outside of school hours.

On special occasions, a simple party may be arranged through consultation with the classroom teacher and with the help of the PTO Class Representative. A small treat may be brought to celebrate the child's birthday. Parents are asked to notify the teacher in advance if a birthday treat is planned. Please do not send presents such as flowers, balloons, etc. during school hours.

Sacramental Preparation

The second-grade teacher works in cooperation with parish in preparing students for Reconciliation and First Communion. This year we will be working with the parish regarding Confirmation in the Middle School. More information will be available as the program is developed.

School Pictures

Pictures of all students are taken in the fall. There is no obligation to purchase pictures. Good dressy clothes may be worn on picture day. We may, at times, use photographs of students in advertising. Approval to use pictures for various media is included with yearly student registration packets.

School Supplies

Basic supplies are to be purchased by parents at the start of the academic year. These basic supplies need to be replenished as your student uses them. Additional supply requests may be made during the year by the teacher.

Snow/Ice Days

When road conditions are hazardous, we will follow Kennewick School District's schedule. Announcements will be made on KONA (AM 610) and KORD (FM 102.7) radio stations, as well as various television news stations and our website/Facebook. We also use Flash Alert. The Flash Alert app can be downloaded for your phone and set up to receive alerts at the same time media outlets receive them. Parents who would like to help clear snow at school can earn volunteer hours. Snow removal usually begins by 6:15 to 6:30 in the morning.

Telephone

Phone messages are given to the students and teachers through the school office. Class phones are not for student use unless there is an emergency.

Electronic Devices

Students may bring cell phones to school, but they must be in the off mode and kept in the student's locker or backpack. Students may not use cell phones in school from arrival to release.

If students violate the cell phone rules, the cell phone will be confiscated by the staff for the remainder of the day. Subsequent offenses will require the parent to retrieve the confiscated cell phone. Other personal electronic devices may be brought to school only at the discretion of a teacher.

Testing Program

Measures of Academic Progress (MAP) will be given two or three times per year in grades K through 8. Primary MAP will be administered in kindergarten and 1st grades. We may also utilize Star Testing (K-8) and the Dibels test for kindergarten – 4th grades.

Transportation

Parents are responsible for the transportation of their child/children to and from school on time. **Please do not pick up children other than your own after school unless arrangements have been made previously with the parents of those students. Make sure the school office and classroom teacher have been notified as well.**

*Carpool: You can arrange your own or you may request that a notice be put in the weekly family bulletin.

*Parking Safety: In the school parking lot, please park in a striped space. Please do not park in the crosswalk or next to the yellow striped curbs. Please honor the reserved spots, by the school office and outside kindergarten/preschool cul-de-sac area, for the Art & Wine auction winners. A drop-off/ pickup map is included at the end of this document, with instructions for AM and PM procedures.

Diocesan Policy Regarding Harassment

The Diocese of Yakima will not tolerate the harassment of employees or diocesan personnel for any reason. Comments, conduct, and innuendoes that might be perceived by others as harassing are wholly inappropriate and are to be strictly avoided. This includes but is not limited to parishioners, vendors, and other visitors.

Harassment is defined as inappropriate conduct or speech which is focused on a person or group of persons, or which creates a hostile or intimidating work environment. Harassment includes, but is not limited to, physical or verbal abuse, unwelcome activity of a sexual nature, or retaliation, as well as behavior or action which interferes with an employee's ability to perform assignments.

PART 4: ACADEMICS

Curriculum/Instruction

Beginning in kindergarten and continuing through grade eight, the curriculum in St. Joseph Catholic School shall include instruction in the following areas: Religion, English, Spelling, Reading and Literature, Social Studies, Handwriting, Mathematics, Science, Health, Safety, Art, Music, Physical Education, and Computer Technology.

Homework

Assignments for home study are given so that skills and materials learned in class may be reinforced. Our goal at St. Joseph is to instill good study habits and responsibility. Parents need to be aware of the time that is conscientiously spent on homework, and to locate the time and area in your home most conducive to study and concentration. It is the student's responsibility when absent to make up all assigned work and homework.

The time generally given for homework is:

Grades 1-2	30 minutes per day
Grades 3-4-5	60 minutes per day
Grades 6,7,8	90 minutes per day

Please keep in mind that these are general times. Most teachers provide class time to do assignments. Depending upon the student's use of class time, some students will have less homework, while others may have more.

How Parents can help with Academic Achievement

Academic standards are more likely to be met when the parent/guardian:

- * Reviews Homework Assignment Notebook daily.
- * Reviews corrected papers and workbook papers weekly.
- * Sets up a teacher-parent-student conference when concern arises (phone 586-0481).
- * Defines homework procedures and clarifies expectations to the student.

Homework Guidelines

Read this list of good ideas from past students and use them as a way to talk about academic success plans with your child/children.

- * Plan a regular schedule for doing homework each day of the week.
- * Set up a regular "study area" at home to do homework and keep it well supplied.
- * Use your assignment notebook when a teacher gives an assignment and write it down immediately.
- * Make a list in the assignment notebook of the books and materials needed to do assignments each day.
- * Ask a parent or older brother or sister to look over completed assignments so mistakes can be fixed before the assignments are turned in.
- * Put completed homework assignments in one special folder or notebook immediately so that they won't be forgotten at home.
- * Ask the teacher for help and make a list of important things to study for each upcoming test.
- * Make an outline ahead of time of all the steps involved in completing long term projects or assignments.
- * Do a little work each day instead of waiting until the last minute.

Chromebooks

St. Joseph School has enough Chromebooks for every student to use in school. School Chromebooks are not to be taken home. The school has older Chromebooks available that may be checked out by parents for students use at home. Contact our technology teacher, Mrs. Drollman for more information about checking out a Chromebook. Any Chromebooks checked out still operate under the school Computer Use Agreement, are property of St. Joseph Catholic School, and are to be used under the same Computer Use Agreement requirements as in school Chromebooks and computers.

Honor Roll

At each report card period, the Honor Roll is determined based on the academic average of the six core subjects: Religion, Math, Social Studies, English, Reading Literature and Science. Students in grades 5 – 8 are eligible. (Core subjects)

PASTOR'S LIST	4.0 Cumulative GPA (no Cumulative A-'s)
PRINCIPAL'S LIST	3.91 to 3.99 Cumulative GPA
HIGH HONORS LIST	3.75 to 3.90 Cumulative GPA
HONORS LIST	3.0 to 3.74 Cumulative GPA

Conduct must be a "B" or better for all the above honors.

"Non-Core" subjects must average a 3.0 or higher for the above honors.

Non-Academic Awards

Various non-academic awards may be given each trimester and at the end of the school year.

Academic Expectations

Progress Reports

A progress report will be sent home mid-way through each report card period. Weekly examination of grades may take place if a student fails to maintain the 2.0 GPA and B- in Conduct. This may result in the student being removed from extracurricular activities for a limited time or permanently.

Report Cards

Report Cards are issued three times a year. We encourage parents to discuss grades with each child. Positive reinforcement of effort, good conduct, and improvement in academic subjects or behavior is important to your child's well-being. Collaboration is essential and highly recommended among parents, teachers, and the student to provide the necessary support to enable the student to attain personal goals. **Please sign and return the Report Card to school within the week following distribution.**

The grading system is as follows:

A	97 - 100	4.00	Outstanding
A-	94 - 96	3.75	
B+	92 - 93	3.50	Very Good
B	88 - 91	3.00	
B-	85 - 87	2.75	Good
C+	82 - 84	2.50	
C	75 - 81	2.00	Satisfactory
C-	70 - 74	1.75	Low Average
D	65 - 69	1.00	Below Average
F	0 - 64	0.00	Unsatisfactory

Graduation

All students must receive at least a 1.00 average (D) in the core academic subjects to satisfactorily complete the academic requirements for graduation.

Extracurricular Activities

Students participating in sports, Science Olympiad, and other extracurricular activities must receive a 2.0 grade point average or better in academics and a B- or better in Conduct. Students may not receive an "F" grade in any of the six (6) core subjects.

A student is ineligible for activities until their grades are brought up to the appropriate levels.

Homework Club

When a Middle School student is Failing a class or is having troubles getting homework turned in, he/she may be assigned to Homework Club for up to three weeks or until his/her grade is no longer failing. This is not detention. Homework club gives students an opportunity to have a positive place to complete work and receive additional help as needed. Our teachers volunteer their time to provide this opportunity for our students. Please respect that and remember they are doing this for the benefit of our students.

Behavior Assessment

A student receiving a “D” average in conduct at the end of the year may be asked to transfer from St. Joseph School. Parents will receive written notification defining the non-compliance with stated Classroom and General School Rules at a conference at the beginning of the 3rd Trimester, or a letter sent in the US Mail.

Academic Honesty

If a student copies an assignment, takes credit for an answer he/she did not generate, plagiarizes work done by others, or changes a score to affect a grade, the teacher will have the authority to not accept the assignment for credit and may either notify the parents or have the student notify the parents to explain what happened. If a student has additional instances of academic dishonesty, a parent notification and conference will likely be necessary to create a plan to help the student understand the importance of academic honesty.

Retention

Retention or transfer may be chosen as an option for a student who is receiving an “F” average in two or more core subjects at the end of the school year. Retention is defined as a request that a child repeat a grade. This step may be taken if the judgment of the school staff is that the child would ultimately benefit from repeating the grade in question. Retention can be either for academic or behavior reasons. Academic retention will be considered if a child in 4th grade or above is failing two or more core academic subjects. In the event retention is being considered, the parents will be notified by the end of the second trimester. This notification will serve only as notice of a possible retention, not a confirmation of certain retention.

Regarding Online Instruction

We are not providing virtual instruction to students as a regular virtual/online school. Online instruction will only be available when agreed to by the teacher and administration. Generally, this would be for:

1. Students who test positive for COVID-19 but have no symptoms and must quarantine
2. Students who are waiting for a test result or are required to quarantine according to Benton Franklin Health Department policies. When students are sick with a fever, common cold, flu, or other “non-Covid” illness, we expect them to stay home, get better, and contact their teachers for any missing assignments once they return to school.

Note: sometimes it takes a day or so to get setup online instruction. If a student is likely to be back within a day or two, it may be better to just get assignments from the teacher for the days spent at home.

PART 5: FINANCIAL POLICIES

Note: Registration fees are non-refundable.

Qualifications for Church Subsidized Tuition Plan

- * Registered parishioner at St. Joseph or Holy Spirit Parishes
- * Active parishioner means that you attend Mass on a regular basis
- * Participating/Contributing means that you give of your time, talent, and treasure to the parish and the school. The school serving the parishes is not a separate entity, but a part of the ministry of the education of both parishes. The school is open to non-parishioners and non-Catholics at a non-parishioner tuition rate.

Tuition Payment Policy

Tuition payments are determined by the School Advisory Council each year. Generally, families will pay tuition on a 10-month payment plan, September to June however other tuition payment options may be available. Check with the school registrar for more information.

It is important that each family pays tuition consistently and promptly. **Tuition payments are paid through SMART TUITION.**

If for some reason, a tuition payment is going to be late or if there are financial difficulties, the family needs to communicate with the Principal or the Registrar, and SMART TUITION.

If a family does not meet its financial obligations, the following steps will be taken to ensure payment:

- * At the end of 30 days, if an account has not been paid in full, a conference may be requested by the principal to negotiate a payment plan.
- * At the end of 60 days from the end of the first month tuition payments were not made in accordance with the plan, the parents may be asked to enroll their student(s) elsewhere.

A student may not re-register at St. Joseph School unless tuition payments are current according to the designated payment plan. If a student leaves the school with unpaid tuition, the family will be notified that if regular payments are not made beginning the month after the student leaves, this information will be sent to collections.

Assumptions

- * Non-refundable registration fees are due at the time of registration for both Day Care and school registration.
- * Tuition payments are due by the set date each month according to the families tuition agreement.

Service Hours

In enrolling a child at St. Joseph School, a parent agrees to provide hours of service to the school and pay all tuition fees. Parents who do not wish to provide service hours to the school agree to pay, at the rate of \$35.00 per hour.

Thirty (30) hours or \$1050.00 per family for students in grades K-8.

Fifteen (15) hours or \$525.00 per family for students in pre-school.

At least 50% of your service hours (15 hours for K-8 and 7.5 hours for pre-school) are to be committed to a capital project, i.e., Art & Wine, Fun Run, and Scrip, Yard Sale, or other approved fundraising for major school projects. Parents who hold office in any of our fundraising committees automatically receive credit for fundraising hours provided they fulfill the requirements of that office.

This Program is designed to provide our children with the best possible benefits, and to help our school run smoothly, by getting everyone involved in the effort to build community. **Family members may substitute for each other provided they are legally considered to be an adult and can perform the service for which they are substituting.**

Each family is responsible for keeping their own records current in the main office for their service hours. Record keeping will be handled by:

* Entering your name and hours worked on the event sign-in sheet, if provided - **AND**

* Sign your name, activity, and hours in the service hour's book in the office.

Every family is responsible for keeping a personal record of hours worked and turning the forms in to the office. Record keeping begins after the last day of the current school year and ends on the last day of the next school year. Any hours turned in after the last day of school will count towards the next school year unless otherwise approved by the principal.

According to School Advisory Council policy, service hours will not be given for donated materials unless approved by the principal.

PART 6: DISCIPLINARY POLICIES

Philosophy

Our philosophy of discipline flows from our school mission, “St. Joseph Catholic School is a dynamic, faith-filled community where each child is challenged to excel and grow in mind, body, and spirit as an image of God in our world.” St. Joseph School exists to provide a Catholic atmosphere whereby the total person is developed. Children need adults who will consistently model values and actions which are in accord with our Catholic/Christian philosophy.

We believe that the process of learning is a lifelong journey consisting of a series of choices with respective consequences. The staff of St. Joseph School agrees that a just approach to discipline is essential for creating a positive atmosphere in our learning community. Our focus is on individual responsibility for choices and behavior.

Classroom rules and school rules

General school rules:

- * Respect all staff members and other students
- * Walk while inside buildings and going to the assigned play areas
- * Use inside/low voice in the halls and bathroom
- * No fighting, swearing, spitting, or destroying property
- * No gum on the school grounds
- * Do not throw food or objects
- * Keep hands, feet, and objects to yourself
- * No skateboarding or bicycling on school grounds unless approved by administration.

Recess expectations:

St. Joseph Catholic School believes in the value of recess for students to learn how to play together and to learn to solve problems with limited adult oversight. The most important rule is the “Golden Rule”. Students are expected to treat each other with respect and care and to listen to and follow the playground supervisor’s directions. Teachers review the playground rules with students at the beginning of the year. Playground rules include safe play on the playsets, swing sets, grass areas, and courts/concrete area. “PARK IT” (See Appendix) is used for minor infractions. Serious infractions are subject to the discipline policy.

The 5 P’s

- * **Prompt** – Students need to be on time and remain engaged for the entire class.
- * **Prepared** – Students are expected to bring classroom materials to class and not leave items at home or in their lockers.
- * **Productive** – Students are expected to complete their work in class as much as possible. This limits homework and makes life so much nicer.
- * **Polite** – Students are expected to treat each other, staff, and volunteers with respect. Raise your hand and speak at the appropriate times, in an appropriate manner, about appropriate topics. It doesn’t matter if we have different opinions or experiences. We are all God’s children and deserve to be treated with respect.
- * **Prayerful** – All students are expected to participate and be respectful during class prayer.

The Mass and Church guidelines are:

- * Show respect and reverence for Christ and God's presence
- * Deepen your relationship with God through prayer and contemplation
- * Participate in the Mass by singing and saying the responses
- * Focus on the altar, the priest, and the Eucharist during Mass, especially during the Consecration
- * Be respectful during the greeting of peace
- * Genuflect on your right knee or bow and say a prayer on entering the church; look at the tabernacle
- * Following Mass, remain in your seat and pray until dismissed by the teacher
- * Use the kneelers and song books appropriately and with respect for property
- * Always respect the sanctuary as a place of personal worship.

Parent Responsibility

A child's greatest influence is his/her parents. St. Joseph Catholic School cannot maintain our great classroom atmosphere without active and positive support from the parents.

If, in the opinion of the administration, parent behavior seriously interferes with the teacher/student learning process, the school may require parents to withdraw their children. It is the parents' responsibility to encourage in the child a positive attitude toward learning, and to guide the child in becoming a responsible, caring human being.

This includes:

- Supporting the spiritual development of your child by attending Sunday Mass together or, if non-Catholic, attending weekly worship service of your faith.
- Fostering in your student a Christ-like concern for the wellbeing of all classmates and teachers.
- Getting your child to school on time. Seeing that students come to school no earlier than 10 minutes before school begins and are picked up as school is dismissed. There is no supervision of students before 7:50 AM or after 3:00 pm.
- Upholding the rules and policies of the school (See Student Responsibilities).
- Sending your child to school in proper attire/uniform.
- Seeing that students have adequate supplies.
- Calling before 9:00 AM if a student will be absent.
- Send a note to school when there is the need to pick up a child early from school.
- Being available for conferences.
- Establishing a specified time and place for your child to complete homework.
- Seeking professional counseling and/or diagnostic evaluation for your child in partnership with school personnel.
- Keeping communication lines open between home and school by informing the principal/pertinent staff of any condition or situation which might affect a student's attitude and behavior in school. **This information will be kept confidential.**
- Being prepared to allow students to stay from 3:00 to 4:00, when requested by a teacher, for additional instruction to help your child succeed.
- Encouraging in your student, personal responsibility for his/her actions, and not focusing on perceived misbehavior or punishment of others.
- Please remember that we do not share specific details of student's discipline situations. Please focus on what your child can personally do to improve.

- Supporting the authority of school personnel by (a) refusing to criticize them in the presence of children, and (b) addressing concerns first by meeting with the teacher first, then, if necessary, with the principal, and only then with the pastor.
- Most of our teachers are parents too. We understand the challenges families have and we are here to work as a team with parents to help students reach their potential in school and life.
- Please consult the teacher or principal before forming a final opinion regarding any situation in which a child seems to be treated unfairly.

Online/Social Media Conduct (Staff, Parents, and Students)

St. Joseph has an exceptionally compassionate community of parents, staff, and supporters. When there is a concern or challenge regarding a school policy or situation, please understand that sharing that concern outside of our school/parish community is not conducive to maintaining a positive culture or atmosphere in the school community. When there is a need to discuss a problem or concern, please contact the persons directly involved and/or the principal or pastor.

Damage to Property

The cost of damage done to school property by students using the school facilities is to be assumed in whole or in part by the parents of the students who are responsible for the destruction. The amount will be determined by the pastor and the school principal.

Confidentiality Expectations for School Employees and Volunteers

Once anyone begins to work or volunteer in a school setting, information about students' behavior patterns, academic ability, emotional maturity, relationship with others, etc. may be obtained in the course of the work being done. Sometimes sensitive student information must be shared for an employee or volunteer to carry out the duties they are assigned.

As a representative of the school (staff or volunteer), we are **all** expected to respect and preserve everyone's self-esteem and self-worth by guarding the confidentiality of students, school personnel, volunteers, and their respective families. **Information obtained at school is shared on a "need to know" basis at school and is never to be shared in the community or on social media.** Similarly, care must be taken not to make comments harmful to the reputation of any pupil, staff member, or volunteer. All individuals are expected to report breaches of confidentiality to their direct supervisor or the principal. Each paid staff member has a section in their work agreement that covers the confidentiality responsibility that is inherent in working in a school environment.

Student Responsibilities and Consequences

Consequence Ladder for Behavior Offenses

Options Available

1. Verbal correction and/or teacher-student motivational talk.
2. Email contact with parents/guardians
3. White slip for less serious situations that a teacher wishes to make parents aware of.
4. Conduct Referral Slip for more serious situations where a parent is requested to address the behavior more seriously at home and sign a form letting the teacher know they have received the slip.
5. Telephone call to parent regarding inappropriate behavior.
6. Detention time at lunch, before or after school. The time and length of detention will be determined by the teacher and/or the principal. Detention may also include school service projects.
7. Conference with the principal, teacher, parent, and student which may include a verbal or written plan for improving behavior.
8. Probation is a formal warning that, unless set conditions are met, more serious action will be taken. The student and parents will be informed of the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year, both in school/on campus and at school (off campus) sponsored activities. Terms of the probation will be explained in writing by the principal/teacher and reviewed with the student concerned.
9. In-school suspension: The student will report to the principal's office and will serve detention as directed for the duration of the school day. Student is not allowed to participate in any extracurricular activities on the day of the detention. Student will be placed on probation as designated by the principal.
10. Expulsion is defined as a request for the student to leave the school and find educational accommodation in another school. This would occur when, in the opinion of school authorities, the student would not gain by continuing in the school or if the student's continued presence is detrimental to the good of the school. Repeated offenses after a suspension would indicate the appropriateness of this decision.
11. In all cases, when a student needs disciplinary correction, the teacher/administrator will work to help the student repair the situation either with the other student/s, staff trust, or physical item. This can be done in the form of service, counseling, or other appropriate action.

Disciplinary Offenses Referred Directly to the Office

DRUGS/ALCOHOL: Students will not use or possess any type of drug or alcohol on or around school property, or at a school sponsored activity. Consequence: Expulsion.

USE OR POSSESSION OF A WEAPON: Students will not use or possess any gun, knife, or sharp item that could be used as a weapon to harm anyone. Consequence: Suspension or expulsion.

TOBACCO: Possession or use of any tobacco products on or around school property or on a school sponsored activity is not permitted. Minimum consequence: Suspension with one trimester probation. Second violation may result in expulsion.

VERBAL ABUSE OF STAFF: Students will not use profane or obscene language towards any staff member. Consequence: Suspension.

TRUANCY: Students with an unexcused absence from any part of the school day will be considered truant. May result in detention with time extended until schoolwork or hours are made up.

FIGHTING: Students will not fight on the way to or from school, or during any school activity, or on school property. Fighting will be considered physical action between two or more students in an angry manner which could result in injury to students. Consequences include detention, suspension, and expulsion depending upon the severity of the situation.

STUDENT ABUSE: Students will not be involved in flagrant harassment, intimidation, or threatening language toward another student or staff member. Discipline step will be determined by the teacher or principal based on the degree of involvement.

DIRECT INSUBORDINATION/DEFIANCE: Failure to follow a reasonable request of a staff member to the point that it disrupts the educational process and/or jeopardizes the safety of students and staff will not be tolerated. Discipline step will be determined by the principal.

USE OF DISRUPTIVE OR POTENTIALLY DANGEROUS ITEMS: Personal items such as valuables, skateboards, lighters, matches, water guns, and the like are NOT to be brought to school. Any disruptive item will be sent to the school office.

VANDALISM: Students will not take part in any purposeful, malicious damage to the school property or to the property of others on the school grounds. Step to be determined by the principal. Repayment of damages will be required.

STEALING/POSSESSING STOLEN PROPERTY: Students will not take any items that do not belong to them without permission. Stolen items must be returned, or the cost repaid. Step will be determined by the principal.

EXCESSIVE CLASSROOM/SCHOOL CONDUCT REFERRALS: All classroom/school conduct referrals are filed in the principal's office. Students with two or more conduct referrals may be given detention or other appropriate consequence.

OTHER OFFENSES: Any other offense which, in the judgment of the school staff, is harmful to students, staff, or property, or which disrupts the educational process will be subject to the "Consequence Ladder" as determined by the principal.

Bullying

This section is to help us understand what to watch for and to help have conversations about bullying. Disciplinary actions are to be addressed using the consequence ladder. Some actions don't fit in the consequence ladder. For example, repetitively and purposefully leaving someone out of a game or some other social form of bullying should be addressed so that students see their actions and change. Bullying is not a simple subject and will be dealt with on a case-by-case basis.

Bullying is unwanted, aggressive, and repeated behavior among school aged children that involves a power imbalance. Both kids who are bullied and those who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose for the purpose of extended degrading or controlling the person.

Types of Bullying

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying may include:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose to degrade or control the person.
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Where and When Bullying Happens

Bullying can occur during or after school hours. While bullying can happen at school, a significant percentage also happens travelling to or from school, in the youth's neighborhood, or on the Internet.

Source: <https://www.stopbullying.gov/what-is-bullying/index.html>

Locker Policy

A locker is provided for each middle school student to store coats, books, bags, and other school materials. It will be the responsibility of each student to take good care of the locker assigned to him/her. Pen, pencil, and other markings will be difficult for the students to remove at the end of the year. Please avoid using them on the lockers. Nothing should be placed on the outside of the locker. Locker repair costs will be paid by the student if s/he is found responsible for locker abuse or vandalism.

Students are to use only the locker that is assigned to them by their homeroom teacher. A copy of the combination is kept by the homeroom teacher. Students are to keep their lockers locked at all times. Students may use their lockers between classes to deposit or pick up books and materials. Please do not leave books, clothes, or other personal items on the floor around the lockers either during or after school.

PART 7: SCHOOL UNIFORMS/DRESS CODE

St. Joseph Catholic School has an Official School Uniform and Mass Uniform, consistent with our intent to maintain an atmosphere that is conducive to learning. The student's dress and appearance reflect neatness, cleanliness, and modesty. Parents are expected to understand, support, and enforce the uniform/dress code policy. (Please remember to label clothing with student's name, especially sweaters and jackets.)

Official School Clothing

- * Required every day
- * Exceptions: Fun Run dress and non-uniform dress days

Official Mass Clothing

- * **Every Friday: the entire school will attend Friday Mass.**

Official St. Joseph uniform pieces are only available from Land's End. Our school code number is **900055484**. Items found at Land's End.

Daily Dress Code:

K-5 Daily Attire SHIRTS

PANTS

WARM WEATHER OPTIONS

Shoes/Socks

6-8 Daily Attire SHIRTS

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K-5 BOYS

White polo shirt or button up shirt, long or short sleeves. A solid white t-shirt may be worn under the shirt. **BUTTON-UP SHIRTS MUST BE TUCKED IN.** Solid dark blue or navy twill; plain leg. (NO BLUE JEANS, DENIM OR CORDUROY)

Navy blue twill shorts may be worn from August to October 31st, and April 1st to June. Shorts length must be **within 3 inches from the top of the kneecap.** NO CARGO SHORTS

BOYS GR. 6-8

White polo shirt or button up shirt, long

K-5 GIRLS

White polo shirt, blouse, with long or short sleeves. A solid white t-shirt may be worn under the polo. **BLOUSES MUST BE TUCKED IN.** Solid dark blue or navy twill; plain leg. (NO BLUE JEANS, JEGGINGS, DENIM OR CORDUROY) **Yoga or thick tights are allowed under a properly fitted skirt.**

Navy blue twill shorts may be worn from August to October 31st, and April 1st to June. Shorts length must be **within 3 inches from the top of the kneecap.** NO CARGO SHORTS

Solid dark blue or navy Skirts or skorts may be worn. Must be **within 3 inches from the top of the kneecap.** Jumper will be St. Joseph plaid (Land's End ONLY) with white polo or blouse. Solid tights in white, navy or black are allowed with skirts.

GIRLS GR. 6-8

White polo shirt or button up shirt,

	or short sleeves. A solid white t-shirt may be worn under the shirt. BUTTON-UP SHIRTS MUST BE TUCKED IN.	long or short sleeves. A solid white t-shirt may be worn under the shirt. BUTTON-UP SHIRTS MUST BE TUCKED IN.
PANTS	Solid Gray twill; plain leg. (NO BLUE JEANS, DENIM OR CORDUROY) W/Black or brown belt.	Solid Gray twill; plain leg. (NO BLUE JEANS, DENIM OR CORDUROY) W/Black or brown belt.
WARM WEATHER OPTIONS	Gray twill shorts may be worn from August to October 31st, and April 1st to June. Shorts length must be within 3 inches from the top of the kneecap. NO CARGO SHORTS	Gray twill shorts may be worn from August to October 31st, and April 1st to June. Shorts length must be within 3 inches from the top of the kneecap. NO CARGO SHORTS
		Solid dark Gray Skirts or skorts may be worn. Must be within 3 inches from the top of the kneecap.
Shoes/Socks	Shoes should be clean and in good condition. Socks need to be solid color and should match the uniform and not be distracting.	

MASS DRESS – (We have Mass every Friday.)

BOYS’ K-5 MASS UNIFORM

- * White button front dress shirt (tucked in)
- * St. Joseph Plaid tie
- * (Optional) Red cardigan, sweater, or fleece from Land’s End preferably with school logo
- * Dark blue or navy twill pants (NO JEANS, DENIM, OR CORDUROY.)
- * **NO SHORTS**

GIRLS’ K-5 MASS UNIFORM

- * White girls button up shirt/blouse (tucked in)
- * St. Joseph Plaid tie (Optional)
- * (Optional) Red cardigan, sweater, or fleece from Land’s End preferably with school logo
- * Dark blue or navy twill pants or skirt, or St. Joseph Plaid jumper (Land’s End) navy blue or St. Joseph Plaid skirt within 3 inches from the top of the kneecap.
- * **NO SHORTS**

BOYS’ GR. 6-8 MASS UNIFORM

- * White button front dress shirt (tucked in)
- * St. Joseph Plaid tie
- * (Optional) Red cardigan, sweater, or fleece from Land’s End preferably with school logo
- * Gray twill pants (NO JEANS, DENIM, OR CORDUROY)
- * **NO SHORTS**

GIRLS’ GR 6-8 MASS UNIFORM

- * White girls button up shirt/blouse (tucked in)
- * St. Joseph Plaid tie (Optional)
- * (Optional) Red cardigan, sweater, or fleece from Land’s End preferably with school logo
- * Gray twill pants or gray skirt worn within 3 inches from the top of the kneecap.
- * **NO SHORTS**

Mass dress shoes and socks should be solid color (preferably black) and match the uniform.

BOYS’/GIRLS’ SWEATSHIRTS/SWEATERS

- * Red Polar fleece from Land’s End preferably with St. Joseph School logo
- * Land’s End red sweater

PRE-K-8 BOYS'/GIRLS' SHOES

- * All shoes must be closed toe (*NO SANDALS, OPEN BACK, FLIP FLOPS, BIRKENSTOCKS, CROCS, or ROLLER/SKATE SHOES*)
- * Ankle high boots may be worn during winter. (Not for P.E.) They must be single/solid color (black or neutral colors only), heels no higher than 1 inch w/non-marking sole.
- * Snow boots may be worn (outside only) when there is snow on the ground or snow is forecast.

JEWELRY – GIRLS

- * Catholic medal or cross, No rings
- * Small stud/post earrings; NO hoops or other dangling styles

JEWELRY – BOYS

- * Catholic medal or cross, No rings or earrings

K-5 GIRLS' MAKE-UP

- * No make-up, nail polish is not encouraged and must never be distracting.

GR 6-8 GIRLS' MAKEUP

- * Makeup is not encouraged and if worn, must be natural looking and not a distraction.
- * Nail polish is not encouraged and must never be distracting.

PRE-K through 8th Grade BOYS AND GIRLS' HAIR

- * Neatly kept.
- * NO distracting styles and no unnatural multi-colored hair or streaks.
(A distracting hairstyle is any hairstyle that draws the eye due to its unusual or unnatural appearance.)
- * Boys who are beginning to grow facial hair are respectfully expected to stay clean shaven while in Middle School.

Special Note Regarding Mondays –

Students will be allowed to wear current year Fun Run shirts on Mondays. Blue jeans will be allowed provided the student is wearing a Fun Run shirt and the blue jeans are clean, fit properly and have no holes. Stylized jeans that are ratted or torn are not acceptable. Jeggings, yoga pants or other tight-fitting jeans are not allowed.

Regarding Free Dress Days/Passes –

Students using a free dress pass are still required to dress appropriately for school. Clothes must be of appropriate length, Jeggings, yoga pants are never acceptable when worn as pants. No Sandals/open toe shoes, tank tops, or jeans stylized to be ratted or torn.

Consequences include –

- Reminder to student w/possible informational/reminder note or call home
- Parent may need to bring appropriate clothing, or the student may need to find appropriate clothing in the school clothing closet.
(Our goal is not to discipline students but to help them observe our dress code.)

PHYSICAL EDUCATION UNIFORM

	GRADES K-4	GRADES 5-8
T-Shirt	No PE Uniform	Any SJS t-shirt
Shorts	N/A	Black or Navy Sport shorts of appropriate length; no Spandex or tight-fitting clothes.
Sweatpants	N/A	Solid black or navy
Shoes	Tennis shoes or sport shoes	Tennis shoes or sport shoes

ALL FINAL QUESTIONS ON DRESS CODE AND APPEARANCE ARE LEFT TO THE DISCRETION OF THE SCHOOL PRINCIPAL.

PART 8: EXTRACURRICULAR ACTIVITIES

Extracurricular activities provide the students with opportunities for decision making, creativity, and organization outside the regular school day. They are voluntary and require much dedication and time. Moderators of these groups monitor their academic status and consult with classroom teachers to determine eligibility. Extracurricular activities at SJS are a privilege. We welcome all students' participation. Given these activities' status as a privilege and as creating student ambassadors to the community at large, any student receiving conduct referral detention may also be refused the privilege of participating in their extracurricular activity the day of detention.

STUDENT COUNCIL

The purpose of the Student Council is to foster spiritual growth, to promote good citizenship, to encourage a high standard of scholarship, to foster school spirit, to demonstrate the practical application of democracy, and to advance the welfare of the school and its members in every way.

1. Members: President, Vice-President, Secretary, Treasurer, Commissioner of Religious Affairs, Commissioner of Environmental Affairs, Commissioner of School Spirit, Commissioner of Publicity, Commissioner of Athletics. Students in grades 5-7 are eligible to run for Student Body offices in the spring.
2. Qualifications
 - a. At least a "B" average in academics; no "D's" or "F's"
 - b. At least a "B" in effort
3. Characteristics
 - a. Reliable and dependable
 - b. Respectful to teachers and students
 - c. Communicates well with all students
 - d. Treats all students equally
 - e. Provides support for teachers, administration, and students

SPORTS

1. Eligibility
 - a. Participants must meet the designated academic and behavior standard listed below.
 - b. Selection of team members is determined by the league regulations.
 - c. All students will pay an Athletic Fee PER SPORT prior to the issuance of a uniform.
 - d. A player is ineligible until the fee is paid. The sports fee will not be refunded after the season begins.
2. Academic requirements/standards and procedures
 - a. An athlete must maintain a "C" average in the six core subjects and Conduct on the MIDTERM PROGRESS REPORT CARD (Religion, English, Reading, Science, Math, and Social Studies.)
 - b. An athlete may not receive any "F" grades in any core subject, or they become ineligible to play in a game. Athlete must attend all practices until the "F" grade becomes a passing grade.
 - c. An athlete may not have a grade lower than a B- in conduct.

3. WIAA rules and athletic eligibility
 - a. 10 practice sessions are required before participation in games.
 - b. A PHYSICAL EXAMINATION is required.
 - c. Teams will be formed from 6th, 7th, and 8th graders at St. Joseph Catholic School, based on enrollment of middle school grades. In some circumstances 5th graders may be eligible for a sport. This is usually related to the number of students available to play and is at the Athletic Director's discretion and in accordance with WIAA rules.
4. Guidelines for all practices and games
 - a. Players must arrive on time, dressed to play/practice (15 minutes following school dismissal).
 - b. Players must show good sportsmanship.
 - c. Players must cooperate with and show respect towards the coach.
 - d. Players must have a positive attitude towards the team and the coach.
 - e. Players must develop skills consistently; make a real effort to learn.
 - f. Players must attend all practices and games unless the coach receives and approves a written note from the parents.
 - g. During sports team practices, the coaches are working with and supervising the teams. There is no supervision for siblings of students who are not on the sports teams. Because of this, siblings of team members are not to wait for their brothers and sisters unless there is an adult with them.
5. Special Sports Awards

Students may earn school plaques or trophies which are given to build a sense of pride and ownership in the school, as well as to develop positive school spirit. Awards are presented at the Spring Awards Banquet.

 - a. Most Christian Athlete

The Most Christian Athlete Award is given to the athlete who has demonstrated strong Christian values and good leadership, attended practices regularly, shown proper conduct, given 100% participation, and displayed good sportsmanship.
 - b. Most Improved Player

The Most Improved Player Award is given to the student athlete in each sport who has exhibited the most improvement in skills, shown proper conduct, shown good sportsmanship, and given 100% effort.
 - c. Most Inspirational Player

The Most Inspirational Player Award is given to the student athlete who has shown good sportsmanship and proper conduct, given 100% participation in practice and game situations, and has exhibited positive spirit throughout the season.
 - d. Coaches Choice/Most Outstanding Player

The Most Outstanding Player Award is given to the student athlete who is judged to be an outstanding athlete and a true team player.
6. Perpetual Trophies and Plaques
 - a. "Most Christian Athlete of the Year" is awarded to an 8th grade male and female student.
 - b. "Most Outstanding Player of the Year" is awarded to an 8th grade male and female student.

7. Jana Corbally Memorial Trophy- (Most Inspirational Female Player)
Jana Corbally attended St. Joseph School in the 1970's. In 1980, at the age of 16, she was killed in a tragic accident. Jana was an avid supporter of sports, and her enthusiasm was inspiring and encouraging. We, here at St. Joseph School, recall the positive power of her presence at St. Joseph' Catholic School.
This memorial trophy is presented to a young lady in Grade 8 for being a Christian role model, and for living the qualities that Jana believed in and valued.
8. Monsignor Desmond Dillion Memorial Trophy- This award will be given yearly to the 8th grade boy who demonstrates the understanding of Monsignor Dillon's teachings that "God made you to be Good, Happy and Successful."

SCIENCE OLYMPIAD

1. Members: students from Grades 6-8
2. Eligibility:
 - a) At least a "B-" conduct grade.
 - b) Interest and dedication to the goals of Science Olympiad.
 - c) Commitment to hours necessary to complete the project.
 - d) Willingness and ability to work together as a group to accomplish a project.
 - e) Ability to travel to competition(s). Consistent attendance.
 - f) No more than 3 missed, assigned days.

GUIDELINES FOR SCHOOL SOCIALS

1. Students should be dropped off directly at the PAC, Dillon Hall, or Chapel basement.
2. Remain in the PAC, Dillon Hall during the entire time of the scheduled dance.
3. Be courteous to supervisors and each other.
4. We encourage students to say yes at least once, when asked to dance by another student.
5. Respect property, cause no damage, and clean up properly before leaving.
6. Say "Thank you" to the supervisors when leaving.
7. At some dances, students may be allowed to invite a guest from another school. When this is an option, guests will be required to fill out and submit our guest information form. All guests are subject to the same oversight rules as our students.

ST. JOSEPH MONTESSORI PRESCHOOL

St. Joseph Montessori Preschool Staff believes in the education of the whole child. We feel that each area of his/her development is of equal importance. We offer each child a stimulating environment where intellectual, social, emotional, spiritual, and physical growth is nurtured through an integrated curriculum presented by caring adults.

GOALS

The following are areas of development you can expect to see in your child:

- * Joy of learning
- * Concentration
- * Learning through discovery
- * Attachment to reality
- * Independence
- * Love of order
- * Self-confidence
- * Self-discipline
- * Ability to make choices
- * Enjoyment of God and the gifts of the Holy Spirit

CURRICULUM

The Montessori curriculum is much broader than many other early-childhood programs. In our classroom, we have activities ranging from fine motor development to zoology. The environment is carefully designed to allow children easy access to a variety of learning experiences. The Montessori Program is sequenced according to the principles of development. Every activity is carefully thought out to build on previous preparation and to lead the intelligence to a higher activity. The routine of the classroom is based upon the principle of freedom of choice and designed to develop independence and responsibility through self-correcting activities.

AGES

Children from ages 2 ½ to 5 may enroll in St. Joseph Montessori Preschool. Students must be potty trained. See enrollment ages on the contract agreement for preschoolers.

CLASS SCHEDULES

MORNING CLASSES (4 DAYS/WEEK)	AFTERNOON CLASSES (4 DAYS/WEEK)
Monday – Thursday	Monday - Thursday
8:00 AM – 11:00 am	12:00 PM – 3:00 pm

MONTESSORI PRESCHOOL TUITION

Preschool tuition is different from regular school because it is ½ day, and there is no parish subsidy.

ST. JOSEPH CHILDREN'S CENTER

St. Joseph Children's Center provides a safe and nurturing environment in which the child can develop cognitively, socially, physically, and emotionally, through a creative program of planned activities, within a day care setting. Our day care program is offered for ages 1 to 6 years. Our elementary program, BASIC, is offered for ages 6 to 12 years.

HOURS OF CARE MONDAY-FRIDAY (hours may be adjusted)

Daycare	6:00 AM - 6:00 pm
BASIC (M-Th)	6:00 AM - 8:00 AM and 3:00 PM - 6:00 pm
BASIC (F)	6:00 AM - 8:00 AM and Noon - 6:00 pm

ST. JOSEPH CHILDREN'S CENTER SUMMER DAY CAMP

St. Joseph Children's Center Summer Day Camp provides fun and exciting activities along with our educational curriculum to children ages 1 to 12 years of age. Our summer calendar is filled with arts and crafts, field trips, water play, barbecues, and many more fun-packed activities. For more information, contact the Children's Center.

(Director) – phone (509)-586-1428.

Appendix

COMPUTER AND INTERNET USE AGREEMENT

(Student Version)

Computer and internet use are a privilege, not a right. Use of St. Joseph computers (including its internet connections, servers, routers, software, hardware, security, etc.) will only be allowed upon satisfactory reading, understanding, and signing of this *St. Joseph Computer and Internet Use Agreement* (hereafter referred to as “*Use Agreement.*”)

Violation of the rules of this *Use Agreement* will subject the user to disciplinary action according to school policy and the loss of access privileges.

Agreement

1. All use of the system must be in support of education, research and/or consistent with the mission of the school. The school reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity with local, state, and federal laws, network provider policies and procedures, and the St. Joseph School policy. Use of the system for commercial solicitation is prohibited. The principal must approve use of the system for charitable purposes in advance.
3. No use of the system shall serve to disrupt the operation of the system by others or system components. Hardware or software shall not be destroyed, adversely modified, or abused in any way.
4. Malicious use of the system to develop or implement programs that harass other users or gain unauthorized access to any computer or computing system and/or damage components of a computing system is forbidden (for example, computer hacking and introduction of worms, viruses, etc.)
5. Users are responsible for the appropriateness of the content/material they transmit or publish on the system. Hate mail, harassment, intimidation, discriminatory remarks, or any other behavior proscribed in the *Parent Handbook* are expressly forbidden.
6. Use of the system to view, access, store, or distribute pornographic, obscene, or violent material is expressly forbidden.
7. Subscriptions to mailing lists, bulletin boards, and commercial on-line services and other information services must be pre-approved by the principal or designee.
8. Access to chat rooms is expressly forbidden.
9. Downloading freeware, shareware, or any other programs is expressly forbidden without the direct consent of the principal, teacher, or designee, and must be consistent with the school’s or classroom’s objectives.
10. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. *
11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the system, or attempt to gain unauthorized access to the system.

12. Communication may not be encrypted to avoid security review.
13. Everything a user does on the network is to be stored in that student's folder, either on the network or on their assigned computer.
14. Personal information such as addresses, and telephone numbers (your and others') should remain confidential when communicating in the system. Students must never reveal such information without permission from their teacher or parent.
15. Students must never make appointments to meet people in person that they have contacted on the system without express parent and school permission.
16. Students must notify their teacher or other adult whenever they come across information or messages that are dangerous, obscene, and pornographic, or make them uncomfortable.
17. Unsupervised use of internet is forbidden.
18. The unauthorized installation, use, storage or distribution of copyrighted software or materials (including music) on school computers is forbidden.
19. Diligent efforts must be made to conserve system resources. For example, users should frequently delete e-mail, and either delete or archive old, outdated or unused files.
20. No person shall have access to the system without having received correct training and/or is under the supervision of a school employee and has signed this **Use Agreement**.
21. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other, approved, user acting in conformity with school policies and procedures.

** For reasons of School Computer System (System) and personal security, each System account holder authorizes school review of e-mail messages and any other content on the System. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of the System and all files on the System may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized employees or law enforcement personnel, as well as authorized officials of other organizations, both domestic and foreign. By using this System, the user consents to such discretion of authorized persons of the school. Unauthorized or improper use of this System may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this System, you indicate your awareness of and consent to these terms and any others designated by the **Use Agreement**.*

Student Signature _____

Recess "PARK IT" Program

Objective - To stop inappropriate behavior before it escalates to a major problem.

Rationale - When minor problems are addressed immediately with minimal consequences, situations tend not to escalate into larger problems. Children respond well to discipline when there is a consistent, predictable environment.

Theory - When a child or children are behaving inappropriately, they are told to "Park it." They sit down or stand immediately off to the side of the play area. When the child is "parked," the behavior has ceased. This is done often and consistently with minor behavior problems, such as arguing, before it escalates into fighting. The child is parked only for a minute or two, and then told to continue with appropriate behavior (or given "thumbs up.")

Rules

1. NO WARNINGS! The teachers and para-educators are to "park" a child without warning them that they will be "parked" if the behavior doesn't stop. The child must be able to predict the consequence of being "parked" when they exhibit inappropriate behavior.
2. NO ARGUING! If a child argues, s/he is "parked" for an additional minute or longer. It is important for adults not to get caught arguing as well.
3. NO LECTURES! The adult is not to stand and lecture the child on why s/he was "parked." The child knows.
4. APPROPRIATE PROCEDURE IF EXPLANATION IS NECESSARY: If the child thinks, "that's not fair," the child is to raise his/her hand and politely ask the adult to explain his/her situation. The adult is to listen to the explanation when they have the time. They may either listen then or designate a time to meet with the child. It may or may not change the situation, but the child knows s/he will have the opportunity to explain. Again, this is not a time to argue, but to listen.

NOTE: This plan is for minor disturbances that many times lead to major problems if not addressed immediately. Any behavior that begins so severely as to endanger someone, (such as fighting,) or outright disrespect or disobedience (such as refusing to "park,") is sent to the principal.

Recess Guidelines for All Students

1. Respect and obey the teachers and adult supervisors.
2. Demonstrate respect and kindness for your fellow students.
3. Respect the playground equipment by using it appropriately.
 - a. Slide sitting down with feet first.
 - b. Stay alert and keep your distance from the swings.
 - c. Stay where the supervisor can see you.
 - d. Take your turn and do not block others from equipment.
 - e. No wrestling, contact games, tag, tackle football, war ball, keep away, throwing balls against the wall, etc.
 - f. No jump rope on the porches. Ropes are used for jumping and safe play only.
4. Observe the boundaries of your area and always remain in visible range of yard duty adult.
5. Ask permission of the yard duty person to leave the area, to go to the bathroom, or to get a ball.

Boundaries

1. Upper grass field: on the field side of the gym and basketball court unless on the basketball court. Areas also bordered by the street fence and the trash containers.
2. Equipment: grass area between the school building and the retaining wall, and the swings, not off the gravel or by the fence.

[Volunteer and Driver Information](#)

All volunteers who work with students are required to obtain a “Virtus” Training Certificate and pass a background check. Volunteers are also required to adhere to Diocese of Yakima, Washington State, and local health department requirements regarding health standards and requirements for volunteers.

[Click here](#) for the diocesan required volunteer background check form, driver approval form, and adult liability release form. Once you’ve filled in the required forms, please bring them to the school office to be processed.

[Click here](#) to find out when Virtus training sessions are being provided by the Yakima Diocese. If none are available, please contact the school office.

Volunteers are under the supervision of Diocesan/Parish/School authorities while performing volunteer duties. Should a volunteer choose to not follow directions while volunteering, it could jeopardize the school/parish/diocese legally. Please let your supervising staff or Volunteer Coordinator know if you are not able to perform an assigned duty. Thank you for your service and for your understanding in this manner.

[Field Trips](#)

All field trips made available to enrich the curriculum and are carefully planned as an extension of the classroom experience. The following rules apply to all field trip volunteers:

- * Chaperones wanting to bring siblings on the field trip must get prior approval from the teacher and principal.
- * All drivers must follow the teacher-provided directions and drive directly to and from the field trip destination. It is very important to meet at designated times and locations, as directed.

The following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

- The driver must be at least 21 years old.
- The driver must submit to a background check and show no felony, DUI, or reckless driving convictions.
- The driver must be a St. Joseph Catholic School volunteer, pass a volunteer background check, and attend the Safe Environment training program (Virtus).
- The driver is responsible for his/her passengers and must follow the instructions and directions of the supervising teacher.
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese’s insurance company.
- Students less than 8 years old must be secured in an appropriate child safety system unless the child is 4 feet 9 inches or taller and the seat belt fits correctly.
- Students older than 8 years old or taller than 4 feet 9 inches must ride with a secure seat belt. If the seat belt does not fit correctly the child must remain in a child restraint regardless of height or weight.
- Children under 13 years old must ride in the back seat of the vehicle.

Note: Parents who drive children other than their own qualify for volunteer hours when they drive for events and class trips.

Parking Area Procedures

The recommended way to enter and exit the parking area on the east side of the building is from Garfield Street.



Parents who enter from the Annex parking lot on 4th, need to turn East at the first parking lane and then park along the inside parking spots. Then children will have a safe area to walk to the school. We will do the same on the side nearest Dillon Hall. Please see map. If you park near the pre-school and Kindergarten, it is still O.K. to use that crosswalk. Please be careful and stay with your children.



Parents who enter from 4th, West of the school sign, need to follow directional arrows. Please do not drop off students in the area marked with the x. Please fully park your car when dropping off children. We are reviewing this area and will likely add a crossing area from the center sidewalk to the school sidewalk.



St. Joseph Catholic School Parking area map.

Drop off—7:50 AM

School starts—8:00 AM

Pick up—M-Th —3:00 PM

Pick up—F—Noon

School Safety and Emergencies

In the event of a major disaster or emergency, we are responsible for all students in our care.

We will adhere to the following directives during an emergency:

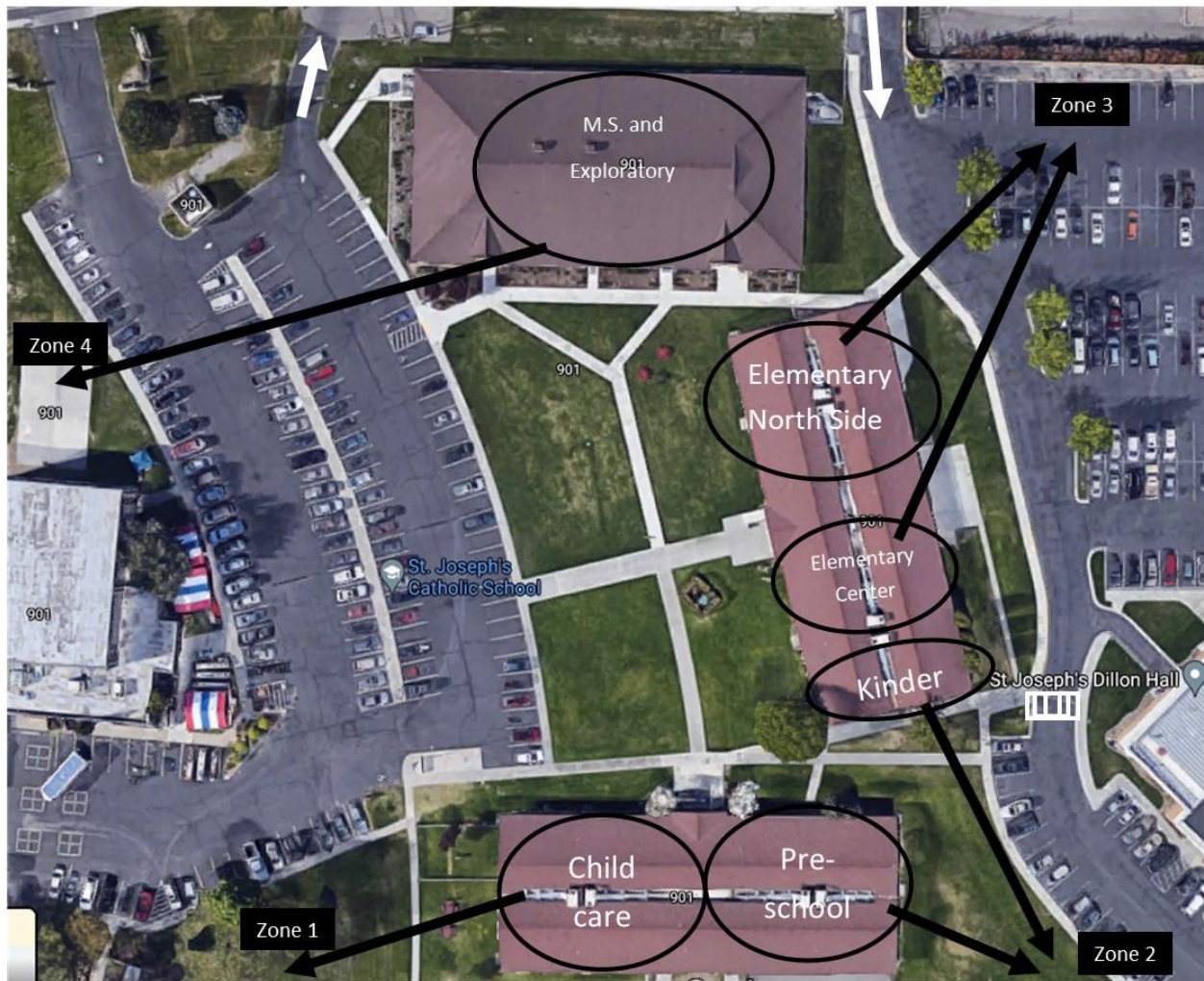
- Never leave students unsupervised or without direction
- Never prop or leave doors open to any building on campus
- Please do not share keys or access codes with others
- Other than at pickup, drop-off, parents and visitors are to first report to school office and check in. (509) 586-0481
- Contact the school office immediately to report suspicious behavior on or near campus. When in doubt call 9-1-1.
- If you see something suspicious—say something (trust instincts, “sixth sense”, little voice in your head)
 - The school office phone number is (509) 586-0481.

Each staff member is expected to be familiar with school procedures and his/her specific duties and be able to carry them out. Staff should also be familiar with each other’s responsibilities should it become necessary to cover for someone else. In an emergency we ask parents and visitors to follow staff member instructions and prioritize the safety of our students.

No set of plans can provide for all the conditions that may occur during a disaster. Staff members should be well versed in our procedures. However, alternative methods of achieving these same goals in unforeseen circumstances are encouraged when needed.

Fire Drill Meeting Areas –

Students go to zones depending upon the building/class they are in when the alarm sounds. Teachers/Paras/Adult Volunteers lead students to the area for their Zone. Students line up and teachers take roll to make sure that no students are missing. If any students are not accounted for, teachers notify the principal or office staff who will locate the student.



Regarding emergency evacuations – The school has a primary and secondary meeting place in the case of an emergency that requires us to evacuate school grounds. An announcement will be made through [Flash Alert](#) as soon as possible regarding the status of the situation. Parents, need to check email for a Jupiter announcement regarding where students can be picked up and for further instructions. To sign up for [Flash Alert click here](#). Note: you must renew your flash alert account each year.

Calendar – 2022 / 2023 School Year

M	T	W	TH	F
AUGUST 3				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25*	26
29!!	30!!	31		

SEPTEMBER 21				
			1	2!!
5	6	7	8	9!!
12	13	14	15	16!!
19	20	21	22	23!!
26	27	28	29	30!!

OCTOBER 20				
3	4	5	6	7 _{MT}
10!!	11!!	12#	13!!	14#
17	18	19	20	21!!
24	25	26	27	28!!
31				

NOVEMBER 19				
	1	2	3	4!!
7	8	9	10	11
14	15	16	17	18!!
21	22	23!!	24	25
		*		
28	29	30		

DECEMBER 12				
			1	2!!
5	6	7	8	9!!
12	13	14	15	16!!
19	20	21	22	23
26	27	28	29	30

JANUARY 20				
2	3	4	5	6!!
9	10	11	12	13!!
16	17	18	19	20 _{MT}
23	24	25	26	27!!
30	31			

ST. JOSEPH'S 22-23 SCHOOL CALENDAR

Back to School Night ★
August 25

1st & 2nd Day of School
August 29 & 30
(Noon dismissal)

Holidays-Vacation ☐
(No School)

Labor Day (9/5)
Veteran's Day (11/11)
Thanksgiving (11/24-11/25)
Christmas (12/19-1/2)
Martin Luther King (1/16)
President's Day (2/20)
Spring Break (4/3-4/7)
Easter Monday (4/10)
Memorial Day (5/29)

Noon Dismissal Days -!!

All Fridays – Staff PLC/Mtgs.
Conference week (see below)
Thanksgiving (11/23)
Christmas (12/16)
Catholic Schools Week Mass (2/3)
Spring Break (3/31)
Good Friday (4/14)

Diocesan & Staff Inservice - #

(No School)
October 14
March 10

Conferences ☐

October 10 – noon release
for teacher prep

11- noon release (conferences)
12 - no school (conferences)
13 - noon release (conferences)

Last Day of School

June 9
8:30 Mass & Dismissal

(Dates may be subject to change)

M	T	W	TH	F
FEBRUARY 19				
		1	2	3!!
6	7	8	9	10!!
13	14	15	16	17!!
20	21	22	23	24!!
27	28			

MARCH 22				
		1	2	3!!
6	7	8	9*	10#
13	14	15	16	17!!
20	21	22	23	24!!
27	28	29	30	31!!

APRIL 14				
3	4	5	6	7
10	11	12	13	14!!
17	18	19	20	21!!
24	25	26	27	28 _{MT}

MAY 22				
1	2	3	4	5!!
8	9	10	11	12!!
15	16	17	18	19!!
22	23	24	25	26!!
29	30	31		

JUNE 7				
			1	2!!
5	6	7	8*	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

☐ Holiday/Vacation

First Day of School Aug. 29th
(No school) Prof. Development

☐ Conferences

! Noon Dismissal

!! Staff Development (12:00 release)

() Field Day

MT Mid-term

* End of Trimester