

# **St. Joseph/Marquette Catholic School**

## **Parent-Student Handbook**



Dear Parents:

As you know knowledge and information are invaluable. With this in mind, I invite you (with your children) to carefully read our school's Parent/Student Handbook. Your family's knowledge of the school's general rules, expectations and procedures will be beneficial.

Thank you,

Gregg Pleger  
Principal  
St. Joseph/Marquette Catholic School

### **Welcome**

The administration, teachers and staff would like to take this opportunity to welcome you to St. Joseph School/Marquette Catholic School. The information in this packet has been carefully prepared to help you succeed at our school. Please read it carefully.

## **Our Mission Statement**

**It is the mission of St. Joseph/Marquette Catholic School to build community and educate the total child (spiritually, intellectually, emotionally, physically, and socially) in values consistent with the teachings of Jesus.**

Education at St. Joseph/Marquette Catholic School and the Mother Joseph Center is an endeavor which involves the students, parents, teachers, and priests in the total development of each child.

Emphasis is placed upon a strong academic program that is integrated with the teaching of Jesus. Each child will be recognized and encouraged in keeping with his/her own personal talents and abilities with opportunities available for special programs and tutoring.

### **Religious Statement**

The formation of a Christian Community is paramount at St. Joseph/Marquette Catholic School. There is an emphasis on prayer, respect, and the development of Christian moral behavior. Religion is taught each day at each grade level and will be attended by all students. Catholic textbooks and supplementary material for these classes are approved and recommended by the Diocese of Yakima and the Council of Bishops.

Teachers are sensitive to the students who are not of the Catholic faith and respect the fact that their beliefs may be different from the Catholic Church. Although, all students are to respectfully participate in religion classes, Liturgies, and prayer services.

School Liturgies are set on our calendar and are celebrated in the church every Friday at 8:40 a.m. The Liturgies are prepared by the individual homerooms. Students, with the help of their religion teachers, sing in the choir, lead us in the Readings, Responsorial Psalms, and Prayers of the Faithful. Additionally, our school conducts prayer services, and other special events following the Liturgical calendar. Parents are invited and encouraged to attend school Liturgies and prayer services. These are announced in the Wednesday Letter.

Second grader students are prepared for the reception of the Sacrament of Reconciliation and First Communion by their teachers and their parents. Every family must meet with the pastor of their own parish during this preparation time.

## **St. Joseph/Marquette Catholic School Additional Information**

### **History**

St. Joseph/Marquette was founded by Mother Joseph in 1875 as a small mission school designed to meet the needs of the children of the young Yakima community. The small school of St. Joseph's had only nine students at the beginning; it was filled with the caring spirit of the Sisters of Providence, who trusted in God and relied upon their own strengths and talents to keep the school open. The pioneer spirit blossomed into the much loved St. Joseph Academy and St. Joseph's grade school.

They were soon joined by Marquette under the auspices of the Jesuit Fathers. The St. Joseph/Marquette School of today continues to build upon the heritage and traditions of the past.

### **The Elementary School**

During the formative elementary years, the curriculum is designed to help children develop intellectually, socially, physically, emotionally and spiritually. The foundation is laid to ensure a successful middle school and high school experience. Specific programs are available to encourage and understand each child's uniqueness, helping to build self esteem, self discipline and mutual respect.

## **The Middle School**

The Middle School builds on the success of the elementary years and prepares students for a successful high school experience. The Middle School is designed to meet the specific intellectual, physical, social and spiritual needs of the student during the critical transition from childhood to adolescence.

In addition to preparing students for the academic challenge of high school, students are also learning and developing skills to help them make wise choices in the years ahead. Prayer, Retreat Days and the Sacraments give strength, depth and scope as well as practical guidelines for behavior; these guidelines will serve the students through their young adult years. SJ/M is a Catholic School that truly cares about each child. The faculty and staff are committed to ensuring that each child is appreciated for his/her uniqueness.

## **School Commission**

The School Commission formulates and adopts policies pertaining to the welfare of the school. It has power to act only as a Commission when the Commission is in session. Any parent or teacher wishing to speak to the Commission may do so at regular or special meetings but shall have the approval of the Commission president prior to the meeting.

## **Parent Board**

The objective of the Parent Board is to serve as the primary organization for developing and overseeing the fund-raising events at St. Joseph/Marquette, as well as sponsoring social events and facilitating communication with parents for school events. Fund-raising helps keep tuition affordable.

## **Volunteer Hours**

Hours can be earned by volunteering to work on any Parent Board fund-raiser, assisting in the classroom, supervising on class field trips, donating items for sports concessions, working the concession booth, providing transportation for sports or other school sponsored events, playground or cafeteria supervision, manual work for the school such as yard work, summer work or any other items approved by the administration. Additionally, parents can work at St. Joe's Bingo Hall – please contact Theresa Smith the Bingo Manager at 248-3112 to make arrangements. As you can see there are many ways to complete your hours. There is a designated note on your Promissory Note in which you must complete your hours. Please note that families cannot share hours with other families and extra hours may not be saved or carried over to the next school year. Families who do not complete their volunteer hours by the designated date will be billed for those hours at a rate of twenty dollars (\$20) per hour per School Commission policy. Please contact Mr. Pleger with any questions regarding hours.

## **Volunteer Hours Procedures**

Parents are encouraged to sign-up to volunteer for projects and/or fundraisers through the event sign-up sheets that are distributed through the Wednesday Folder or by contacting the chairman of the event.

Families are responsible to keep track of their volunteer hours and to turn them in. To do so, we provide volunteer hour forms which are located in the school offices at the Mother Joseph Center, St. Joseph Building and/or Marquette Building. Simply complete the form (name, activity, number of hours, etc), tear off the top sheet for your records and return the second sheet to one of the school offices. Please note that you will need to get the chairman of the event or teacher to sign the form. Verification of your hours will be sent to you in a quarterly statement via the Wednesday Folder.

## **Accidents**

Students who receive minor injuries while at school will be treated in a manner that is approved by Washington State Laws. (Faculty and staff may not administer over the counter medications to students without written documentation from the students' physician and permission from the student's parents. This includes anti-

bacteria ointments, aspirin, cough drops, etc.). School personnel will clean or assist in the cleaning of minor abrasions and cuts, apply an appropriate bandage, and/or provide an ice pack as needed. A record of all injuries and subsequent treatment at school is kept in the St. Joseph or Mother Joseph Center Offices. For major injuries, appropriate First Aid will be applied, parents will be contacted, and if necessary the emergency response service will be contacted.

Head injuries: The office staff will notify the students' teacher, the parents, and complete a head injury form.

### **After School Pick-up**

Students are expected to be picked up within 15 minutes of school dismissal. Students who are not picked up within 15 minutes of school dismissal will be escorted to our After Care Program – normal program charges will apply. Arrangements may be made with a student's homeroom teacher for a student to stay after school for extra assistance, work on assignments/projects, take make-up exams, etc. for up to 45 minutes. If such arrangements are made, the student must stay in the teacher's classroom until he/she is picked up. Students are not allowed to be outside or in any of the school buildings after school without direct supervision by a parent, guardian or staff member.

### **Attendance**

Attendance at school clearly has a significant role in the academic success of students. Therefore we expect that children will be at school and on time (before 8:10 a.m.) when healthy. Naturally, there are times when attendance is not possible due illness, medical appointments, family emergency, etc. such absences will be considered excused absences.

Family trips and parental choice absences (haircuts, skiing, sporting events, etc.) are to be prearranged with the principal.

If your child is absent from school, please contact the main office by e-mail ([vbalmer@sjmms.org](mailto:vbalmer@sjmms.org) or [gpleger@sjmms.org](mailto:gpleger@sjmms.org)), phone or in person to provide an explanation for the absence. The purpose for the contact is that the office manager must track all student absences for school records.

**Family Trips:** Parents/guardians shall notify the principal and teacher(s) if they are planning an extended time away from school. Teachers may be asked for assignments in advance of the extended planned absence. Teachers will make a reasonable effort to honor such requests.

**Early Releases:** If it is necessary to have your child excused during the school day for an appointment or for some other reason, a parent/guardian shall notify the staff in the St. Joseph and/or MJC office in advance through a note, phone call, or by talking to the staff personally.

**Late to School:** Parents should make every effort to get their children to school on time each morning. Coming to school late not only causes a child to miss instruction, but it causes a disruption in the classroom when entering late. If a student is late, they must check into the St. Joseph or Mother Joseph Center office to get a TARDY SLIP from the office staff and to provide information on their choice of lunch. Students must have a tardy slip from the office to enter class after the 8:15 a.m. bell. Upon the fourth unexcused tardy, the principal will contact the student's parent.

**Make-up Work:** Students who have an excused absence from school have the opportunity to make up any missed class work or tests. It is the student's responsibility to meet with their teacher(s) their missed assignments. Students will have the number of days absent plus one (1) extra day to complete and turn in their missed assignments to receive full credit. Parents may call the office to arrange to have a student's work, books, etc. brought to the office for pick-up at the end of the day. Parents and/or students can also check for assignments on Option C.

**Late Work – grades 4 to 8:** – Assignments turned in one day late will receive 70% credit of the earned grade for that assignment. Assignments turned in more than one day late will receive 50% credit of the earned grade for that assignment. Late assignments will be accepted up to five (5) days prior to the end of the quarter. All assignments missed due to an unexcused absence will be considered late. Teachers will not provide extra credit work to any student that has missing assignments in their class.

### **Cafeteria**

Students have the option of ordering a hot lunch, SWAK, or salad bar (4<sup>th</sup> grade and up) from school or bringing their own lunch (microwaves are available). Students may also order milk separately. Students are expected to exhibit appropriate behavior and manners while in the cafeteria. Students shall remove their coats/jackets/hoodie sweaters while eating their lunch. Students are expected to leave the table, seat, and floor where they have eaten clean and orderly. Lunch food and beverages are not permitted outside the cafeteria. Payments for lunches and/or milk can be made at the St. Joseph or Mother Joseph Center office. Free and reduced lunch applications may be obtained from the main office or the bookkeeper.

### **Free Dress**

Free dress days occur on the first Monday of each month, on Tuesday's with a coupon and on specially announced days such as Halloween, St. Patrick's Day, etc.) On free dress days students may wear clothing other than their uniforms or dress code. There are some special rules that apply to free dress:

- Pants and shorts **MUST** be free of patches, holes, frays, tears, etc.
- Shorts must follow the dress code guidelines for length and size.
- Athletic shorts are not allowed unless the student has a Sports Shorts Coupon.
- Sweat pants, cotton, nylon, etc. are not allowed unless the student has a Sweats Day Coupon.
- Yoga pants, leggings, etc. can be worn as long as the hem of the top reaches the student's finger tips.
- Clothing must be the correct size for the student, it should not be form fitting, clingy, too tight or too loose.
- All writing, pictures, or printing on clothing must be appropriate for school.
- Skirts and dresses must follow the dress code length and size.

### **Leaving School Grounds**

Students are not allowed to leave the campus without adult supervision. Exception: the student shows the principal a signed and dated note from his/her parent or guardian which explains the reason for leaving campus and gives permission to leave campus. Before leaving, the student must show the principal the note. A copy of the note will be kept on file.

**Late Work – grades 4 to 8:** – Assignments turned in one day late will receive 70% credit of the earned grade for that assignment. Assignments turned in more than one day late will receive 50% credit of the earned grade for that assignment. Late assignments will be accepted up to five (5) days prior to the end of the quarter. All assignments missed due to an unexcused absence will be considered late. Teachers will not provide extra credit work to any student that has missing assignments in their class.

### **Lockers**

Each individual student is assigned a locker in school. All students are expected to keep their lockers neat and orderly. Lockers are the property and responsibility of the school. The school reserves the right to search any or all lockers at any time, with or without the student's knowledge and/or presence.

## **Lost and Found**

Lost and Found lockers are located in the lockers near the St. Joseph office. Students and/or parents are welcome to look through the lockers for any missing items. At the end of each quarter, all items in the lockers are put out on tables so students and parents can 'shop' for their lost items. Remaining items will be donated.

## **Medicines**

By state law all medications (prescription and over the counter) must be administered by trained school personnel and only after a medication form has been completed and on file in the St. Joseph or Mother Joseph Center Office. The medication form is called "Physician's/Dentist Orders for Medication at School Form". All medicines must be kept in the office and dispensed from there. It is unlawful for any child to carry medicine on his/her person with the exception of prescription required asthma inhalers and EPI pens. In this case, an emergency care plan will be developed through the school nurse.

## **Middle School Athletics**

Our school is a member of the WIAA and offers sports for students in grades 7 and 8. Sports for girls include volleyball, cross country, basketball, soccer, and track. Sports for boys include soccer cross country, basketball, baseball and track. Students who wish to participate in school sports must maintain a grade point average of 2.5 or higher and not have a failing grade in any subject.

## **Middle School Homework Policy**

St. Joseph/Marquette views homework as a valued extension of the classroom instruction and learning. Teachers do not use homework as an add-on to daily assignments nor as a punishment. Daily homework is typically is the work students need to finish from their class assignment or projects that extend learning. Therefore, students will generally have homework on a nightly basis. It is expected that students will complete and turn in assigned homework and/or projects on time.

## **Parties**

Special occasions such as birthdays may be celebrated in the classroom. However, before you plan a party, you must get permission from your child's teacher. Please contact your child's teacher for information and planning purposes. Please note that invitations for private parties may not be distributed at school **unless the entire class is included** or **all the girls or all the boys from the student's class or grade are being invited**. This policy is in place to ensure that students are not excluded thus eliminating hurt feelings.

## **Public Display of Affection**

Public displays of affection such as hugs, hand holding, kissing, etc. by students are not allowed at our school.

## **Report Periods/Conferences**

Report cards are given to students at the end of each quarter and quarter grades are available on Option C. Progress reports are posted on Option C at mid-quarter for grades 4 - 8. St. Joseph/Marquette holds Parent-Teacher conferences in early November for all students. Parents and/or teachers may request a conference at any time during the year to discuss any concerns they have regarding their child. Teachers will contact parents

if a student's grade falls below a C during the quarter, if there multiple missing assignments, if a student earns a failing grade on a test or project, if the student's behaviors and/or attitudes are affecting his/her academic/social growth or that of his/her classmates, etc. If a student earns a quarter grade of an F in a subject, the teacher will contact the parents to arrange for a conference to discuss the grade and plans on moving forward. During that conference the student and parents will be informed that if a failing grade is earned in the same subject in two or more quarters he/she will fail that subject for the year. Any student who fails a subject will not be eligible for promotion to the next grade level at our school.

### **School Closures**

School closures or delayed starts do occur on rare occasions. Generally a closure or delayed start is the result of overnight or predicted inclement weather such as heavy snow fall, ice, flooding, etc. In the event of a school closure or delayed start, parents will receive an Option C Parent Alert from the school. The information will be posted on the school website (sjmms.org). Additionally, the local media outlets may be contacted and they will broadcast such announcements. In the event that school must be closed during the school day, parents will receive a Parent Alert which will provide specific information about the closure and direction for pick-up.

### **School Visitors**

A visitor or volunteer must sign in at the St. Joseph or Mother Joseph Center office upon arrival at the school. They will receive a visitor or volunteer pass that shall be clearly displayed while on campus. The visitor or volunteer must sign out and return their pass in the same office. Parent volunteers who may have unsupervised access to students are required, by the Diocese of Yakima, to submit and have a clear Diocese background check. To get an approved background check volunteers must complete a "Permission to Procure a Background Check" form from the main office and have it submitted to the Diocese. If a student wishes to bring a visitor, they or their parents must request permission from the principal at least one day prior to the visit.

### **SPECIAL RULES**

1. Eating and drinking are limited to the lunchroom and other assigned places.
2. Chewing gum is not allowed during school or at any school functions.
3. Students should not tip their chairs due to obvious safety reasons – four on the floor will be expected.
4. Students are not permitted to bring personal items to school for play or recess. If this occurs, teachers should direct students to put their item in their locker and then to take the item home at the end of the school day. This includes playground balls, basketballs, foot balls, trading cards, toys, etc.
5. Student phones and/or other electronic devices: For distraction and safety issues, we would prefer that students do not bring their phones to school. However, we fully understand the current culture of immediate communication and connection, therefore, if students do bring electronics to school, parents and children must be aware that we will follow a strict policy of OUT OF SITE – OUT OF MIND for these items. This means that if a member of the school personnel sees a device on a student or hears it 'go off' at school (before, during, after) it will be confiscated and given to the principal until the end of the next school day. Subsequent violations of the Out of Site – Out of Mind rule will result in additional consequences including conversations with the student's parents.
6. For student safety the following actions are strictly prohibited on the playground:  
Throwing or kicking rocks, snow, snowballs or ice, wrestling, tackle football, or overly aggressive play, using the big toy equipment inappropriately, running up the slide, going outside the exterior fence; throwing/kicking balls against the school building balls, tag/chase, throwing balls at others, etc.
7. Special directions given by any playground supervisors must be followed.
8. Entrance into buildings:
  - a. BEFORE SCHOOL

- Students may ask permission from a playground supervisor to enter the St. Joe's building to use the restroom, get a drink, go to the office, get playground equipment, etc.
- Middle School Band/Sting students may enter the building after 7:45 for practice.
- Elementary students will line up in their designated area when the 8:10 bell rings.
- Middle School students may go to their classrooms at 8:10 bell.
- Students who arrive after the 8:10 bell and before the 8:15 bell may go directly to their classroom.
- Students arriving after the 8:15 bell must get a tardy slip from the St. Joe's Office.
- Students will not be allowed to enter the Mercy building before the 8:10 bell

b. RECESS TIMES

- Students must get a pass to enter the St. Joe's or Marquette building to use the restroom, get a drink, go to the office, get playground equipment, go to the classroom, etc.
  - Students are not allowed in the Mercy building during recess.
9. If a student needs to use the phone during class, he/she must have a written note from his/her teacher and give it to the staff in the St. Joe's office. During breaks it is up to the office staff to allow the phone usage.
  10. Middle School students may be subjected to disciplinary actions such as fines, classroom detentions, work detentions, etc. for minor classroom behaviors.
  11. Students should never leave the playground or the school ground without permission.

The principal will contact parents to arrange a conference following any serious disciplinary issue. The student may be asked to attend the conference. Teachers and staff who were involved in the issue may be asked to attend.

### Student Tardies

Parents should make every effort to get their children to school on time each morning. Coming to school late not only causes a child to miss instruction, it causes a disruption in the classroom when they enter late. If a student is late, they must check into the St. Joseph or Mother Joseph Center office to get a TARDY SLIP from the office staff and to provide information on their choice of lunch. Students must have a tardy slip from the office to enter class after the 8:15 a.m. bell. Upon the fourth unexcused tardy, the principal will contact the student's parent.

### STUDENT DISCIPLINE

**General Policies:** Each classroom teacher develops a classroom environment that is warm, welcoming and conducive to learning. Within each classroom, systems of management are in place designed to help students learn to take responsibility for their actions. Students are expected to manage themselves in a manner that shows respect for their teacher, classmates, and reflects the teachings of Jesus. In the event that a child steps outside these expectations a teacher will follow their classroom management protocol which may include but may not be limited to a verbal warning, personal conference, contacting parents, letters home, loss of free time, removal from the room, etc. If a child is sent to the principal's office for being disruptive, disrespectful, or some other behavior deemed inappropriate, the following steps will be followed:

At the elementary level: A conference will be held with the student and the administrator. An appropriate consequence will be given for the students' behavior or action:

At the middle school level: A conference will be held with the student and the administrator. If concluded that there has been a behavioral issue, the student will receive a Work Detention Notice to fill out which will include an explanation of the behavior. The student will be directed to take the notice home and review with parents.

Parents are to sign the notice and indicate a day when the student will complete his/her 1 hour after school detention. The signed slip must be returned to the principal the next school day. Failing to do so may result in additional consequences.

### **Major Offenses**

Major offenses are behaviors and/or actions that are considered to be server in nature. These types of behaviors will lead a student to face strong consequences ranging from being place on probation to expulsion for school. If a student's behavior and/or actions reach this level, parents will be contacted and will be a part of the discipline process.

In the event that a student's actions, behavior or on going behavior causes the administration to consider expelling a student, the student will be suspended from school until the administration has had time to completely review all of the circumstances, meeting with students/staff as appropriate, consulted with the administration team as well as the Pastor of St. Joseph Parish. Once the review has been completed, the principal will schedule a conference with the student's parents and the Pastor to discuss the situation and come to a final decision as to the level of action to be taken.

### **Reasons for Probation, Suspension and Expulsion**

The types of misconduct which make students liable for probation, in-school suspension, out of school suspension or expulsion include but are not limited to:

1. Actions detrimental to the moral and spiritual welfare of other students.
2. Open and persistent defiance of authority.
3. Fighting or hitting with another student.
4. Continued and willful disobedience and/or disruptive conduct.
5. Habitual truancy.
6. Bullying.
7. Continuous and willful refusal to accomplish school assignments.
8. Using or exhibiting abusive, obscene or vulgar language, writing, pictures, signs or acts.
9. Use or possession of any dangerous object, i.e. gun, knife, explosives, etc. (toys included).
10. Make threats of violence towards students and/or staff.
11. Defacing or destroying property.
12. Stealing others property
13. Cheating on assignments, assessments, projects, etc.
14. Forgery: The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data on school forms.
15. Possession and/or use alcohol, drugs or drug paraphernalia on school property. The use of alcohol or drugs is defined as the act of using, or being under the influence, as evidenced by the actions, odor or other symptoms regardless of the quantity consumed. Possession is defined as storing in one's locker, on school property or on one's person.
16. Involvement and/or association with a Gang in any manner i.e. clothing, signs, graffiti, etc.

### **Descriptions of Major Offense Consequences**

**Probation:** A student may be put on probation by the principal for a specified period of time for relatively serious or continued misconduct, which does not require immediate suspension or expulsion. Parents and student will be made aware of the reason for the probation. During the time of probation, a student must demonstrate in behavior, cooperation, effort and attitude that he/she will comply with the requirements of the

school. Failure of the student to comply with the probation conditions may result in suspension or expulsion from the school.

**In-School Suspension:** If a student receives in-school suspension he/she is placed in the library under supervision for a predetermined amount of time; generally a half or full day. While the student is in in-school suspension he/she will be allowed to read a book, write reflection and apology letters, and if requested by a teacher complete an exam. The student will not be allowed to work on any school assignments or homework, or talk with his/her peers. A student may also be placed in in-school suspension for academic purposes. The purpose is to give the student the time to he/she needs to complete missing assignments and/or projects that they have failed to complete. Parents will be notified if they child is placed in-house suspension and the conditions for such a consequence will be discussed. The student will be expected to visit each of his/her teachers at the end of the day to gather missed assignments. All assignments will be due as scheduled by the teacher and the student will be responsible for all material covered in class during his/her absence from class.

**Out of School Suspension:** If a student receives out of school suspension, the student will not be allowed to attend school for a predetermined number of days. All assignments missed will not be allowed to be made up, but the student will be responsible for all material covered in class during his/her absence.

**Expulsion:** Means that the student will be expelled from the school for the remainder of the school year.

**THE ADMINISTRATION RESERVES THE RIGHT TO SET CONSEQUENCES AS DEEMED APPROPRIATE**

### **Student Illnesses**

If a child has a fever (99 degrees or higher) or vomits at school, they must go home. Parents will be called and are expected to pick up the student in a timely manner. A student **MUST** be fever free for a 24 hour period before returning to school. If your child is ill, please keep him/her home, as we do not want to risk infecting others. Giving a child medication at home in hopes that he/she “can make it through the day” is not acceptable.

### **Student Telephone Use**

Teachers may allow students to use their classroom phone to contact parents in special circumstances or as part of their classroom management plan (not for health related matters). Students may ask permission from their teacher go to the office to contact parents. To use the phone the student must receive written permission from their teacher and show it to the St. Joseph Office person prior to using the phone.

### **Tuition Delinquency Policy**

St. Joseph-Marquette Catholic School is dependent upon parents paying their tuition on time. Please be respectful of this fact and honor your commitment as signed on your promissory note. In the event that your tuition balance becomes delinquent, the finance office and/or principal will contact you to discuss the situation. Further delinquency may result in the removal of the family from school. Families are strongly encouraged to speak to the principal and/or bookkeeper if/when they first begin to experience any financial difficulties or changes in their financial status.

### **Wednesday Folder**

The Wednesday Folder is the instrument the school uses for weekly communications with families. The ‘Folder’ will contain an informational letter from the principal along with various flyers, fundraiser sign-up sheets and other correspondence for parents. All this information will be sent electronically through the Option

C program. Families who do not have an e-mail address listed in Option C will automatically receive a paper copy of the Wednesday Folder. Should a parent prefer to receive the Wednesday Folder in a paper format, they are to submit a written request to Mrs. Alderson in the St. Joseph Office.

On the first Wednesday of each month, all families will receive a paper copy of the Wednesday Folder through their youngest child. The reason for the paper copy is that we include your monthly tuition and lunch account statements. When you receive a paper copy of the Wednesday Folder, please have your child return it to their teacher the following day. The folder is a great way to efficiently return sign-up sheets, office paperwork and payments to the school.

We make every effort to include as much helpful information within this handbook; unfortunately, we are unable to include every rule or policy of St. Joseph/Marquette. If you have questions, concerns, or recommendations regarding the content of this handbook please contact Mr. Pleger at 575-5557 or by e-mail at [gpleger@sjmms.org](mailto:gpleger@sjmms.org)

### WHO DO I SEE:

- Fr. Felipe Pulido      Pastor of St. Joseph Parish: 248-1911
- Gregg Pleger:          Principal – Marquette Building:  
School concerns, student issues, teacher concerns, safety concerns, discipline issues, etc.
- Mark Congleton:      Vice-Principal/Athletic Director/Technology Coordinator – St. Joseph Building  
Athletics, student issues, safety concerns, discipline issues, etc.
- Vicki Balmer:          Office Manager & Registrar – Marquette Building main office  
Registration, school records, general information, volunteer hour slips.
- Greta Alderson:        Receptionist – St. Joseph Building office  
General information, lunch payments, school forms, informational flyers, volunteer hour slips, student issues (illnesses, medications, leaving early and returning to school), etc.
- Paula Mattson:         Bookkeeper – Marquette Building  
Tuition payments, financial assistance questions, lunch payments and balance questions, yearbook payments, book fines, etc.
- Dianne St. Mary:      Parent Hours / SRB Advancement/Development– Mother Joseph Center  
SRB Foundation information and parent volunteer hour balances

Thank you for reviewing the information included in this handbook. A reward for doing so is the Free Dress Coupon for each of your children. To get your child's Free Dress Coupon, please complete the signature page and return it with your Wednesday Folder or to the St. Joseph office on or before Friday, September 11<sup>th</sup>.

Thank You,

Gregg Pleger  
Principal



# Parent-Student Handbook



# Signature Page

PARENTS COMPLETE THIS SIGNATURE PAGE AND RETURN IT TO THE ST. JOSEPH OFFICE  
BY FRIDAY, SEPTEMBER 8<sup>th</sup>.

**I have read the handbook and have shared the information with my student(s).**

Parent name _____	Signature: _____
Student signature(s): _____	Teacher: _____ Room # _____
Student signature(s): _____	Teacher: _____ Room # _____
Student signature(s): _____	Teacher: _____ Room # _____
Student signature(s): _____	Teacher: _____ Room # _____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office use: Date received \_\_\_\_\_**