

St. Joseph Marquette Catholic School

Parent-Student Handbook



2022 - 2023

St. Joseph Marquette Catholic School

School-Wide Learning Expectations

Faithfulness

Our students...

- Demonstrate an understanding of an appreciation for Catholic teachings and traditions.
- Participate actively in school liturgies, prayer services, classroom prayer, and service projects.
- Manifest Christ-like words, actions, and relationships.

Love

Our students will ...

- Attend to their physical, mental, emotional, and spiritual health.
- Demonstrate love of others through acts of kindness, compassion, and inclusion.
- Utilize personal talents to serve the needs of the community and the world.

Respect

Our students will ...

- Listen, speak, and act with self-discipline, manners, and sportsmanship.
- Honor diverse cultures, opinions, and personalities.
- Use peacemaking skills to resolve conflicts.

Responsibility

Our students will ...

- Obey school rules.
- Accept accountability for their words, actions, and learning.
- Promote a clean and safe school environment.

Excellence

Our students will ...

- Exhibit foundational knowledge and skills in all curricular subjects.
- Set goals and uses various skills, strategies, and resources to achieve them.
- Work independently and collaboratively.
- Use critical thinking skills to solve problems.
- Strive to do their personal best

Our Mission Statement

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

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.

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 in session. All parents are welcome to attend the School Commission meetings. If a parent wishes to address the School Commission, they are to receive prior approval from the President.

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.

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 report.

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.

After School Pick-up

Students are expected to be picked up within 15 minutes of school dismissal. Students who are not picked up within this window 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 8:00 a.m.). Naturally, there are times when attendance is not possible

due illness, medical appointments, family emergency, etc. Students are responsible for the work that they missed and will have the number of days absent plus one day to turn in their require work. Family trips and parental choice absences should be prearranged with the principal.

If your child is absent from school, please contact the main office by e-mail (vbalmer@sjmms.org or 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.

Pre-Arranged Absences:

We strongly encourage families to take their vacations during the school-scheduled breaks. We know that this is not always possible and want to work with families to ensure the continued learning and growth of each child.

If your family is planning a trip, please let your child’s teachers know by e-mail, Option C, or in writing at least one week in advance. Each teacher will have discretion about whether they are able to provide work ahead of time for your child. If they are not able to provide the work prior to your trip, your child will receive the work when they return to school. They will have the number of days they missed plus one additional day to make up their work.

Please note that if you do request work before your trip, and if the teacher is able to provide that work, it will be expected that your child turns in all of the work when they return to school. If they do not turn in the work at that time, it will be counted late. See Late Work for further explanation. If you don't think your child will be able to complete work during your trip, do not request it in advance; simply wait to get it until your child returns to class.

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. It is the student’s responsibility to talk with their teacher regarding the work missed. The student will get the days missed plus one day to complete and turn in the missed work.

Student Tardies: Parents should make every effort to get their children to school on time each morning prior to the start of school at 8:00 a.m. Coming to school late not only causes a child to miss instruction, but 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 slop 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 8:00 a.m. bell. Upon the fourth tardy, a point on the Discipline Point System will be assigned along with notification to parents through Option C.

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) to figure out 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. 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 (4th 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 or 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. Students may order an extra entrée (\$1.00) or milk (.35 cents).

Free Dress

Free dress days occur on the first Monday of each month for all students and staff. Special coupons may be used on any Tuesday. Additionally on special occasions, there will be announced themed free dress on days such as Halloween, Veteran's Day, 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, skirts, and dresses must follow the dress code guidelines for length and size.
- Athletic shorts are not allowed unless the student has a special coupon allowing athletic shorts.
- Sweatpants are not allowed unless the student has a special coupon allowing sweatpants.
- Yoga pants or leggings can be worn as long as the hem of the shirt worn reaches the student's fingertips when standing.
- 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 our school.
- Closed-toe shoes are required. A strap does not count as the back of a shoe. Crocs are not allowed.

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 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.

Leaving School Grounds

Students are not allowed to leave the campus without adult supervision or direction. Exception: a student provides the principal a signed and dated note from his/her parent or guardian giving permission to leave campus. A copy of the note will be kept on file for records.

Lockers

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. Each student is assigned a locker. Students are expected to keep their lockers neat and orderly. Students may "decorate" the interior of their locker with non-permanent items such as magnets, mini white boards, pictures, etc.

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.

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 and/or grade are invited. We fully respect a parent's right to invite who they wish; this policy is in place to reduce the possibility of hard feelings of students who are not invited. If your invitation list is selective, please mail invitations to those students' homes.

Student Phones/Devices

Personal phones and other electronic devices will follow an **OUT OF SIGHT OUT OF MIND** philosophy. If a student's phone or other device comes to a staff member's attention, that device will be confiscated and given to the principal to hold for the remainder of the day and a point will be assigned to the student. The student may pick up their device from the principal's office at the end of the school day. A subsequent violation of this policy will result in additional points being assigned and the student's parent/guardian will be required to pick up the student's phone or device from the principal's office. Additional violations of the policy will be treated as a major behavior offence. Students may request permission from a teacher, office staff or principal to use their cell phone to contact parents. Their phone use shall be in direct supervision of the person providing that permission.

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 are 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 is in jeopardy failing or is failing a class, a parent/student conference will be scheduled to discuss the grade and develop a plan to raise the grade. During that conference, the student and parents will be informed that if a failing grade is earned in the same subject for two quarters, he/she will fail that subject. A student who fails a subject during the year (2 failing grades in the same subject) will be required to withdraw from school. A student who fails a subject will not be eligible for promotion to the next grade level at our school. Additionally, a student's final cumulative grade for each content area must be at passing (D- or higher) to be promoted to the next grade level.

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 snowfall, 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). 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 directions for pick-up.

School Visitors/Volunteers

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. Visitors or volunteers who may have unsupervised access to students are required, by the Diocese of Yakima, to have a clear background check. To get an approved background check volunteers must complete a "Permission to Procure a Background Check" form from the main office and return to the Marquette office for submittal 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.

NOTE: Volunteers doing tasks that resemble school staff duties on campus, must provide documentation to the principal showing they are fully vaccinated.

SPECIAL RULES

1. A St. Joseph Marquette student represents the school at all times. The school has the right to hold students accountable for out-of-school actions that affect the school environment. Examples of such behavior may be but not are not limited to social media postings, behavior at events, use of drugs and/or alcohol, etc.
2. Eating and drinking are limited to the lunchroom and other assigned places unless directed by a teacher.
3. Chewing gum is not allowed during school or at any school functions.
4. Students shall not tip their chairs for safety reasons – ‘four on the floor’ is expected at all times.
5. Students are not permitted to bring personal items to school for play or recess. If this occurs, teachers will 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, footballs, trading cards, toys, etc. Playground equipment may be donated to a student’s classroom or to the school.
6. Student phones and/or other electronic devices will follow an **OUT OF SIGHT – OUT OF MIND** philosophy. Students may request permission to use their cell phone from a teacher to contact parents. Use shall be in that teacher’s direct supervision.
7. 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, tag/chase, throwing balls at others, profanity, etc.
8. Any directions given by our playground supervisors must be respectfully followed.
9. Entrance into buildings:
 - a. BEFORE SCHOOL
 - Students must have permission from a playground supervisor to enter St. Joe’s or Marquette.
 - PreK and Kinder students will follow their buildings before school routines.
 - Middle School Band/Sting students may enter the building after 7:30 a.m. for practice.
 - Elementary students will be directed to line up in their designated location at 7:55 a.m.
 - Middle School students may go to their classrooms at the 7:55 a.m.
 - Students who arrive after 7:55 a.m. but before the 8:00 a.m. may go directly to their classroom.
 - PreK and Kinder students arriving after 8:00 a.m. must get a tardy slip from their building office.
 - Grade 1 to 8 students arriving after 8:00 a.m. must get a tardy slip from the St. Joe’s Office.
 - Students will not be allowed to enter the Mercy building during any recess.
 - b. RECESS TIMES
 - Students must get a pass to enter the St. Joe’s or Marquette building
 - Students are not allowed in the Mercy building during recesses or lunch.
10. 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 office staff. During breaks, the office staff must give permission to use the office phone.
11. Students should never leave school grounds without permission from school personnel.

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 may be asked to attend.

Student Discipline Point System

The Point System is designed to track individual student behavioral trends over the course of the school year. Each type of behavior (minor, moderate or severe) will be assigned a point value. Behaviors and points will be recorded on Option C. Look under the STUDENT tab and click on CONDUCT - As the student accumulates points, the following actions will be taken:

10 points = Formal conference with parents, student, and administration.

20 points = Formal conference with parents, student, and administration

Develop a student behavior plan with input from teachers, administration, student, and parents.

30 points = Formal conference with parents, student, pastor, and administration.

Review and revise the student behavior plan.

Parents and student will be informed that if the student reaches 40 points they will be expelled.

40 points = Expulsion from school.

A formal conference with parents and the administration will be held to administer the student's expulsion.

The number of points assigned is at the discretion of the teacher and the administration.

There are some behaviors that may necessitate an automatic expulsion from school.

The Administration reserves the right to set consequences as deemed appropriate.

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 protocols which may include but are not limited to: verbal warning, classroom discipline tracking, a one on one conference, contacting parents, loss of free time, removal from the room, involving the principal, etc. Teachers will determine if a behavior warrants the student receiving a point on the Student Discipline Point System. If a child is sent to the principal's office for being disruptive, disrespectful, or some other behavior, the following steps will be followed:

- A conference will be held with the student and the administrator. An appropriate point level will be recorded on the Student Discipline Point System (parents will receive notification via Option C) and an appropriate consequence will be given to the student for their behavior or action

Major Offenses

Major offenses are behaviors and/or actions that are considered to be severe in nature. These types of behaviors will lead a student to face strong consequences ranging from being placed on probation to expulsion from school. If a student's behavior and/or actions reach this level, a parent conference will be scheduled allowing parental consultation. The final discipline decision will be made by the principal or designee.

If a student's actions cause 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, meet with students/staff involved in the situation, consult 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. Continued and willful disobedience and/or disruptive conduct.
4. Bullying of others whether direct, in-direct, or electronically through social media.
5. Fighting or hitting another student.
6. Continuous and willful refusal to accomplish school assignments.
7. Using or exhibiting abusive, obscene, or vulgar language, writing, pictures, signs or acts.
8. Use or possession of any dangerous object, i.e., gun, knife, explosives, etc. (toys included)
9. Making threats of violence towards students and/or staff in any manner.

10. Defacing or destroying property – the student’s family will be responsible to pay for the parts and labor to fix the defaced or destroyed property.
11. Stealing others property
12. Cheating on assignments, assessments, projects, etc.
13. Habitual truancy
14. Fraudulently using the name of another person or falsifying times, dates, grades, addresses or other data on school forms and/or assignments.
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 a 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 he/she needs to complete missing assignments and/or projects that they have failed to complete. Parents will be notified if the 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 or school functions for a determined number of days. Teachers may provide assignments for the student during their suspension. These assignments will be due on the day the student returns from his/her suspension or on the due date assigned by the teacher. It will be the responsibility of the parent/guardian to request the assignments. If assignments are not requested, the student will have the number of days suspended plus one day to turn in all assignments. Any assignments not turned in on time will be considered late and will be graded according to the late policy.

Expulsion: Means that the student will be expelled from the school.

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 to 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 when they first begin to experience any financial difficulties or have a change in their financial status that affects their ability to pay.

Wednesday Folder

The Wednesday Folder is the instrument the school uses to facilitate weekly communications with our 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 and paper copies will be sent home with the youngest enrolled child in the family. The family folder should be returned each week to the child's teacher – preferably by Friday. If families do not wish to receive a paper copy of the Wednesday Folder, please send a note to Mr. Pleger at gpleger@sjmms.org.

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 the Bingo Manager at 248-3112 to decide. 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 fifty dollars (\$50) per hour per School Commission policy. 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 and/or Option C parent alerts.

The school tracks hours for families, however it is their responsibility to ensure that their hours are recorded on the Volunteer Hours record sheet (available in any of the school offices) and turned in to one of the offices. It is recommended that families keep a copy of the Volunteer Hours record sheet to self-track their hours. Please note that you will need to get the chairman of the event or teacher to sign the form. Verification of turned in hours will be sent to you in quarterly statements via the Wednesday Folder. If you have any questions regarding your hours on your statement, please contact Mr. Pleger.

Promotion and Graduation

Attendance at school plays a significant role in academic success of students. It is very important that the student consistently attend school in order to develop good educational foundation, social skills, and study habits. These skills will go with them on their future educational journey.

Students must demonstrate, through class work, homework, projects, assessments, etc. that they have a firm understanding of the academic knowledge and skills for each of their content areas.

Academic – **Pre-K to K:** To be promoted to the next grade level a student must demonstrate mastery at of at least 80% in the main content area on the report card. Teacher input is given strong consideration.

1st to 3rd: To be promoted to the next grade level a student must demonstrate satisfactory readiness for their grade level in all content areas. If a student earns a failing grade (U) in a content area in two (2) quarters they are not eligible be promoted to the next grade level.

4th to 8th: To be promoted to the next grade level a student must pass each of the main content areas in their grade level with a cumulative grade of 60% or higher. Additionally, if a student earns a failing grade (F) in one or more content areas in two (2) quarters, they are not eligible be promoted to the next grade level. If a student earns two failing grades in the same content area prior to the end of 4th quarter, they will be asked to withdraw. Examples: Fail math in 1st and 2nd quarter – withdrawal at the end of the 2nd quarter or Fail Language Arts 1st and 3rd quarter – withdrawal at the end of the 3rd quarter.

8th: If the academic requirements are not met, the student will not be allowed to participate in the Graduation Ceremony or receive a diploma from our school.

Community - Part of the school's Mission Statement is to build community. Students are expected to model the life choices to be in line with our School-Wide Learning Expectations.

The above requirements apply to all students (regular program or special program).

The administration reserves the right to set consequences as it deems appropriate.

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 Catholic School. If you have questions, concerns, or recommendations regarding the content of this handbook or anything else regarding our school, please contact Mr. Pleger at 575-5557 or by e-mail at gpleger@sjmms.org

Thank you for reviewing the information included in this handbook. I trust that you found it helpful. Your reward for doing so is a Free Dress Coupon for each of your children. To get them, simply complete the signature page and return it with your Wednesday Folder or to the St. Joseph office on or before Friday, September 16th. Mrs. Mendoza will track all returned signature pages and will enclose Free Dress Coupons in the September 28th Wednesday Folder.

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 16th.

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 # _____ |

Parental Comments: _____

Office use: Date received _____