



# *St. Joseph Parochial School*

Wenatchee, Washington

## FAMILY HANDBOOK

2017-2018

**The philosophy of St. Joseph Parochial School is consistent with the Catholic tradition of the gospel message. Saint Joseph Parochial School is a close community whose members help each other grow spiritually, intellectually and socially in a caring atmosphere. The school acts in partnership with the parents as first and primary educators of the children. Each child is treated with the dignity and importance bestowed upon him/her by our Creator. While each child is valued as an individual, students are also taught the importance of being responsible, productive, caring member of the broader community.**

### MISSION STATEMENT

*Our mission is to educate the whole child by instilling in the child the knowledge of God's love for each person.*

*We believe that with this knowledge, a child can develop strong moral values, self-confidence, and respect while attaining high academic standards.*

**RIGHT TO AMEND**

School administrators reserve the right to amend this handbook for just cause. Parents will be given prompt notification if and when changes are made.

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

Please detach at dotted line, sign and return to the school office. Thank you.

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Family

Name \_\_\_\_\_

I have read the information contained in this Family Handbook. I have noted my specific responsibilities with regard to tuition payments, volunteering and fundraising efforts.

I agree to abide by the school policies.

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

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*Welcome Back to School St. Joe's Families!*

*Here we are, ready to start another new school year. To all of our returning families, welcome back. To all of our new families, welcome to our fabulous school and to our family. This year is already looking to be filled with fun, learning and new adventures for everyone. The staff has been hard at work in preparation for this year and can't wait to get started.*

*You will notice a few changes, beginning right when you walked in. The new landscape and cement is a nice update. Please help to keep things looking great around our school by being respectful of our grounds and equipment when you are here both during regular and non-school hours. This is OUR school, let's all chip in and keep it beautiful!*

*Several staff have moved positions and grade levels to accommodate the changes in student numbers and the school's needs. These staff moves are not made lightly and much thought and consideration is put into the changes before they are put into effect. We have a fabulous staff here at St. Joseph's and we have full confidence that everyone is where they are best suited and will fill the greatest need for our families.*

*In this handbook, you will find the expectations for day to day operations in our school and basic procedures. Please make sure that you read it completely as there are changes to many items. If you have any questions please make sure to ask, we are happy to explain.*

*The staff at St. Joe's welcomes all parents to help out, observe or simply ask about your student, but please remember to call and schedule this in advance with the teacher. The teachers can all be reached by calling the school or sending a message to their school email. They are busy with students most of the time, but will get back to you as soon as they are able to.*

*Helping in the classroom, library, lunch etc. are great ways to get your volunteer hours in and there is always something that needs to be done. Don't forget to sign up early for events such as Harvest Fest and Have-A-Heart Auction. These fundraising events are great fun and keep our tuition the lowest around.*

*Don't forget to join us for Mass on Fridays at 9:00. The students love having their parents there and it is a wonderful time to share our faith. Please be seated and ready for Mass by 8:50. If you are there before Father is ready to begin, please feel free to come get your student to sit with you. If Father has already started, or is waiting to be begin, please do not disrupt him. You are welcome to come sit with the class, or simply take a seat for Mass and see your student afterward.*

*The staff at school is ready to have a full year of learning and growing in Christ. We look forward to learning about all of our students and their families and getting to work on the year's goals. With your help, all of our students can accomplish great things.*

*Have a wonderful year.*

*Many Blessings,*

*St. Joseph School Staff*

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## SECTION 1 – SCHOOL ADMINISTRATION

### Diocesan Policy

Bishop Tyson assumes primary responsibility for all parochial schools within the Yakima Diocese. For information regarding diocesan level school guidelines please refer to the Yakima Diocese. This handbook is intended to work cooperatively with the Policy and Procedure Manual (dated September 2006) generated for the Diocese of Yakima Catholic Schools.

### Pastor

The pastor of St. Joseph’s parish assumes primary local responsibility for St. Joseph Parochial School and has the right to delegate authority to other members of the administration as he sees fit.

### Principal

The principal is in the building and available to parents/guardians from 8:00am to 3:30pm by appointment only. Please call the school office at (509) 663-2644 to schedule an appointment.

### School Advisory Commission

The School Advisory Commission (SAC) are appointed parents and parish members who work with the pastor and principal in the administration of the school. The SAC’s purpose is to provide recommendations for school policy, advise the Pastor and Principal, provide leadership role for financial planning, public relations, recruitment, and evaluation for the school.

SAC meetings (typically held monthly) are open for all parents to attend during the first 20 minutes, but then are closed for confidential meeting items and discussion. If a parent wishes to present a topic to the SAC, please contact the Principal or SAC president prior to the meeting. Parent feedback is encouraged regarding concerns or suggestions to better the school and student’s enrichment.

SAC is different than a traditional school board in that SAC does not vote on policy or procedures rather they serve as a trusted group of advisors to the administrators of the school (Principal and Pastor). SAC members are appointed by the administrators upon review of application letters on an annual basis.

Those interested in serving on SAC may contact the Principal or SAC president for more information.

### Relationship to Parish

The St. Joseph Parish Council consists of a panel of parishioners who work directly with the pastor and specialized parish committees. Its primary mission is to determine how

best the school is to carry out the mission of the parish. The Parish Council acts in tandem with the School Advisory Commission to provide the pastor with insight and advice to accomplish that mission.

## Parents Club

All parents of children at St. Joseph Parochial School (also referred to as “St. Joseph’s”) are members of Parents Club. Parents are encouraged to attend monthly meetings which help them become more involved in the school. Parents Club sponsors and organizes various fundraising events throughout the year with the goal of enriching the lives of the students, families and staff. Goals of this club are to promote fellowship and unity between parents, students, and teachers. Parents Club meetings are typically held at 6:30pm on the first Tuesday of each month in the school library.

## Family Orientation

### *Back to School Night*

St. Joe’s back to school night is usually an evening ice cream social a couple days prior to the first day of school. The ice cream social is usually hosted by the Parents Club. At this event the students will be able to come and look around the school and their classroom, meet their teacher and take their school supplies to their classroom. Also, during this time, tables are set up in the gym with information regarding the various clubs the school has to offer as well as information on tuition payment, pre-payment options for hot lunch and the school milk program. The schools uniform store is open for purchase of new and used uniform clothing articles. This is a great time to exchange uniforms that your children may have outgrown or donate them. This is a wonderful opportunity to meet new families and catch up with old friends before the school year starts.

### *Parent Information Night*

This event typically occurs within the first month of the school year. This is for PARENTS ONLY; children are not to attend this event. The purpose is to give the parents an opportunity to meet and get to know the school faculty and administrators. You will also be introduced to the School Advisory Commission members and the Parents Club board. Parents will also have a chance to fill out the background check forms that are mandatory for all volunteers.

## SECTION 2 - COMMUNICATION

### School Newsletter

School newsletters will be distributed once a month. The newsletter will contain information on upcoming school and parish activities, the month's calendar and important messages written by the Principal and administration. Each classroom teacher will also provide a letter describing what their class will be learning and working on throughout the next month. Newsletters will be either sent home with the students and/or posted on the school website.

### Parent Inquiries, Concerns and Complaints

Parents with concerns or complaints about school or classroom situations should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern directly with the teacher (by appointment). Should that effort fail to resolve the issue, administrators should then be contacted. If the problem still remains unresolved, the parent has the option of contacting the parish Pastor who will meet with the principal.

### Staff Contact Information

Communications between parents and faculty must be conducted through school provided contact information which can be found in *Attachment A*. All parent/teacher meetings should be mutually scheduled in advance.

### Website

Please visit our school's website ([www.saintjosephcatholicschool.org](http://www.saintjosephcatholicschool.org)) for up-to-date information relating to St. Joseph Parochial School.

### Social Media

School parents maintain an unofficial Facebook page which is typically current with emerging information about the school. This resource is updated periodically depending on parent involvement. The school does not prohibit the use of such resource nor does it endorse the content or guarantee the accuracy of information provided on these pages.

## SECTION 3 – ADMISSION POLICIES

**St. Joseph Parochial School intends to treat all people equally and without discrimination on the basis of race, gender, national origin, age and disability if, with reasonable accommodation on the part of the school, the disabled person’s needs could be met.**

**Our school gives preference in admission first to Catholic students living within the parish boundaries; second, to Catholic students living outside the parish boundaries; third, to non-Catholic students.**

### Registration Policy

Pre-registration: Students planning to attend St. Joseph’s may pre-register at any time during the year. Please contact the office for the appropriate forms. You will be notified of acceptance in May of the year your child will attend school.

- A. Application for pre-registration of new students must be accompanied by a non-refundable enrollment fee. See *Attachment B* for the current tuition and fee schedule.
  
- B. Any new student pre-registering for St. Joseph’s School will be assigned one of these priorities, in accordance with the family’s qualifications. As openings occur, students from the highest priority will be given first opportunity. There are six priority categories, as follows:
  - 1. Children already enrolled in St. Joseph’s School (Preschool through Grade Four) re-registering for the forthcoming year.
  - 2. Families with siblings already attending St. Joseph’s School.
  - 3. St. Joseph Catholic families. In order to qualify as a St. Joseph Catholic family, the parents must be active, practicing, Catholics at St. Joseph’s Church.
  - 4. Catholic families registered at adjoining Catholic Parishes.
  - 5. Families, both Catholic and non-Catholic, whose children previously attended St. Joseph’s School but left because the family moved to another area.
  - 6. Non-Catholic Families.

April 30<sup>th</sup> is the last day new applicants will be given priority status in pre-registration for the following school year. Beginning May 1<sup>st</sup>, all new applicants for the forthcoming school year will be accepted on a first come, first serve basis.

- C. Children must exhibit social, emotional, and physical readiness for Kindergarten by obtaining an acceptance score on the Scholastic Kindergarten or School Readiness Test, given in the spring of the year prior to admittance. Those students wishing to transfer into upper grades should be successfully enrolled in the same grade, or if entering in the fall, should have successfully completed the

previous level of study. Admission is subject to review of student records and approval of acceptance by the principal/teacher.

- D. The implementation of this policy falls within the realm of the Administrative jurisdiction of the school. The procedure, times, and dates for both pre-registration and re-registration will, therefore, be set by the Principal.
- E. Exit interview. We are committed to making St. Joseph School a positive experience for families. In the event a family decides to leave during the school year, we require an exit interview with the school principal or other administrative personnel to determine the reason for the student's departure.

## Age for Admittance

3-year old preschoolers must be age 3 by August 31<sup>st</sup> of the current year.

4-year old preschoolers must be age 4 by August 31<sup>st</sup> of the current year.

Kindergarteners must be age 5 by August 31<sup>st</sup> of current year.

First-graders must be age 6 by August 31<sup>st</sup> of current year.

## Tuition and Scholarships

### *Tuition*

The tuition fee schedule for the given school year shall be as specified in *Attachment B*. Each family is required to fill out and sign a promissory note (*Attachment C*) for each school year, which will be filed with the school.

Tuition can be paid in full or be divided into nine, ten, or twelve equal monthly payments. "Smart Tuition" manages the tuition payments for the school. Tuition payments are due on the 5th or 15th of the month. Mail payments to:

Smart Tuition  
P.O. Box 54228  
Los Angeles, CA 90054

Smart Tuition customer service can be reached at 1-888-868-8828.

All families are expected to pay tuition promptly unless they make advance arrangements with the Pastor or Principal. Please note, fifth grade student tuition must be paid in full by the end of June.

There will be a 45-day grace period for overdue payments. At the end of 60 days, the student(s) will be removed from school unless a Repayment Plan is approved. Repayment Plans must have approval of the Principal and Pastor and be signed by the family. Tuition due under a Repayment Plan must be paid on time and will include a portion of the overdue amount so that the full yearly tuition will be paid by the end of August of that school year.

### *Scholarships*

Scholarships are available to registered, active members of St. Joseph's Parish. To be eligible for scholarship, all outstanding balances must be paid in full. A family may apply for a tuition scholarship by completing a scholarship application available at the school office. All scholarship applications are subject to review and approval by the Parish's scholarship committee. The level of financial scholarship awarded is based on many factors including income and personal circumstances. Generally, the maximum potential scholarship awarded is fifty percent of full tuition.

## SECTION 4 – OPERATIONS

### School Office Hours

The school office is open all school days from 8:00 a.m. to 3:30 p.m. Summertime office hours vary so please call in advance to make an appointment.

### School Hours

**Students are not to come to school before 7:50am** There will be no supervision of school grounds before then; therefore, we cannot assume liability for student accidents during this time. Students will not enter the school building before 8:00am without specific permission from their classroom teacher.

Normal hours of operations for the school are as follows:

Grade(s)	Days	Time
Kinder through 5 <sup>th</sup> Grade	Monday-Friday	8:00am to 2:45pm
	First Friday of the Month	8:00am to 11:45am
Pre-K (3 year olds)	Tuesday and Thursday	8:00am to 11:00am
Pre-K (4 year olds) Three days per week	Monday, Wednesday and Friday	8:00am to 11:00am
Pre-K (4 year olds) Five days per week	Monday-Friday	11:30am to 2:45pm
	First Friday of the month	No classes

For the safety and security of the school, all doors except the main entrance to our school will remain locked during the school day. All parents, volunteers, and visitors must enter through the main entrance and sign in and out at the school office.

**Loitering or socializing in common areas such as the school lobby (including parents/volunteers) is not allowed as it is disruptive to staff and students.**

After 3:15p.m., the front parking lot is open for school functions and school business. For safety reasons, we do not allow **any** cars in this parking lot during school hours. The front gate must remain closed when children are present.

### Morning Drop-Off

Children are dropped off by parents on St. Joseph's Place along the curb only. There is absolutely **NO PARKING** within the crosswalk or in front of the gated and fenced areas due to congestion and safety concerns. Parents may also drop off children in the back of the building at the far end of the lot, near the Convent. See *Attachment D* which provides an illustration of the drop-off plan.

St. Joseph's Place can get very congested in the morning, so use caution when letting children out of the car. **Children (and adults) must cross the street in the area designated by the crosswalk markings.** If you have very small children, it is best to park the car outside of the drop-off area and walk them to the school grounds.

Parents of students in the afternoon preschool classes will drop off at the preschool door along the south side of the building.

## After School Release and Child Pick-Up

At the end of the school day, the children will be dismissed in two groups, alphabetically, to the front and back of the school building. Alphabet categories may change yearly depending on the number of families in each group. Please be prompt when picking up your children.

It is VERY IMPORTANT that your child knows who will be picking him/her up each day after school so please put a note in their school notebook for their teacher and remind them when you drop them off in the morning. Please do not call the school office to relay this information unless it is an emergency.

Each day the teachers will take the children to the designated areas. The cars will travel in a loop as shown in *Attachment D*. When the first four cars drive up, those children going home in those cars will board their vehicles and the drivers will proceed around and exit onto St. Joseph Place. If your child does not get in the car on time you may have to go around the loop again. It is essential that we keep the flow moving in a productive fashion. Please do not leave your car to visit with the teacher at this time. Please be considerate of others.

All students not enrolled in after-school care are to leave the school building and grounds immediately after school is dismissed, unless requested to stay by a staff member. School personnel do not monitor or supervise students that remain on school premises after school dismissal. Again, no supervision is available nor can the school assume liability for unauthorized persons on school grounds.

St. Joseph's School will not assume responsibility for the person who picks a child up at the conclusion of the day. It is not possible for St. Joseph's administration or personnel to monitor how each child gets home. It is essential that parents take the primary responsibility for picking up their children at the conclusion of the school day – or make special arrangements due to unique unforeseen circumstances. Should a parent have a specific preference as to how a child travels home, or a specific objection to a child being picked up by a specific individual, the parent shall notify the school secretary in writing.

Preschool students with siblings in upper grades will be dismissed together, for after school pick-up at the back (south side) door. All afternoon preschool children will be picked up from the backside of the building near the preschool area. Please be prompt in arriving for pick-up. We realize that it will take preschool students a little longer to load their vehicles due to the car seat requirements, so we ask that you do not visit in the car line. If you need to speak with the teacher please schedule a time for a conference.

If children have not been picked up within fifteen minutes of dismissal, they will be escorted to after-school care and must wait there for the parent. Students transferred to after-school care will result in applicable charges as described below.

## Attendance

If a student is sick or unable to attend school, please call the office at 663-2644. The secretary will relay the message to the teacher.

According to State Regulations, students who have been absent must bring a written excuse from their parents stating the reason for their absence. This note must be turned in to the student's teacher directly upon his/her return to school.

Parents, whose children miss in excess of 10% of the mandatory school days required by State Law, will meet with the Principal to discuss attendance and the possibility of retention.

Vacation during school time is discouraged because students miss valuable instruction time and continuity of lessons. If any vacation plans are made during school time, the dates must be submitted in writing to the office, at least one week prior to departure.

## Tardy Policy

Students should be in their class lines by 8:00 a.m. and are considered tardy if they are not in the class line or classroom by the second bell at 8:05 a.m. Late/tardy students must report to the school office for a "tardy pass" before proceeding to their classroom. A written notice will be sent home with an assigned date for detention for each tardy received. After a third tardy (within a quarter), the student's parent must schedule a meeting with the principal. Excessive tardiness (beyond three within one quarter) may affect student promotion/retention.

## School Calendar

The St. Joseph School annual calendar is provided at the beginning of the school year. Monthly calendars will also be sent home with students. However, some changes are occasionally made to suit the needs of the Diocese, Parish or school. Updates to the school calendar can also be found on the school website.

## Weather Delays & Cancellations

If inclement weather makes it necessary to close school, parents will receive notice by radio. Please listen to KPQ (560AM) for information. You may also receive this information online via the school website ([www.saintjosephcatholicsschool.org](http://www.saintjosephcatholicsschool.org)) and the Wenatchee World's website ([www.wenatcheeworld.com](http://www.wenatcheeworld.com)). St. Joseph's School follows the closing procedure and delay procedure of the Wenatchee Public Schools. For example, if the public school delays the morning start time, St. Joseph School will also be delaying the start time, and if the public school announces closures we, too, will be closed.

## Saint Joseph’s Care Club – Before/After School Childcare

### *Mission*

Saint Joseph School before and after school program called Saint Joseph’s Care Club (SJCC) was designed to meet the needs of its students (Pre-K – 5<sup>th</sup> grade) and their working parents. The purpose of the SJCC program is to provide a child centered, safe, and happy environment. Each day we will offer an after school snack, homework time and recreation time. In addition, a variety of activities which include but are not limited to: arts and crafts, games, projects and music.

### *Registration Form*

The registration form must be filled out completely and the information recorded on it should be kept current. Please notify the school secretary if there are any changes in business or personal information such as address or phone number during the school year.

### *Cost*

The cost of the program is \$3.00 per hour for each student or \$5.00 per hour per family. If your child is enrolled in the morning and afternoon program you will pay \$10.00 per day. On early dismissal days, the cost will be \$10 per day. You may pay in advance or at the end of the week. Fee receipts will be given at the end of each week. Payment is due on Monday mornings or afternoons of the week following that your child participated.

### *Details*

**Late Pick Up:** If you are going to be late for any reason, please call or make alternate arrangements. Parents of children picked up after 5:30pm will be charged \$1.00 for every minute after 5:30 PM

**Emergency Number:** 509-663-2644 ext. 109 (morning drop off) ext.103 (afternoon pick up) or 509-662-8752 (convent)

**Calendar:** The program will operate only those days when school is in session, unless notified otherwise.

**Before School Hours:** 7:00 AM until 8:00 AM

**Before School Drop Off:** Children may enter through the west door (door facing convent) entrance.

**After School Hours:** 2:45 PM until 5:30 PM.

**Early Dismissal Hours:** 11:45 AM until 5:30 PM

**After School Pick Up:** Children may be picked up at the west door entrance (near the convent). Children are to be picked up at after school program by a parent or a designated adult. For security purposes, photos and emergency information are kept on file.

**Dismissal:** Your child may be dismissed from the program for repeated inappropriate behavior.

**Homework:** Homework will be worked on during the after school program. In grades Pre-K through 2<sup>nd</sup>, it will be checked. In grades 3<sup>rd</sup> through 5<sup>th</sup>, it will be supervised.

## Recess

Children are expected to play outdoors during recess. Children too ill to be outside should remain at home until they are physically able to participate in all school activities. No indoor supervision is available during the recess period except when scheduled by the administration (ie, inclement weather days).

## Class Size

St. Joseph's strives to meet class size guidelines established by the Yakima Diocese but certain circumstances may warrant slight modifications to these guidelines. Please refer to the current Policy and Procedure Manual of the Yakima Diocese for additional information.

## Substitute Teachers

Please refer to the current Policy and Procedure Manual of the Yakima Diocese for information pertaining to substitute teacher requirements.

## Crisis Planning

In the event of an emergency or crisis at the school, please refer to KPQ Radio (560AM) for up-to-date information. If parents are asked to pick up their children in the event of a school evacuation, please meet in the church parking lot unless otherwise directed to claim your child(ren).

The school follows the Crisis Management procedures outlined in the current Policy and Procedure Manual of the Yakima Diocese.

## SECTION 5 – POLICIES

### Dress Code

#### *Uniforms*

Uniforms are to be worn by children in Pre-4 through fifth grade. Parents are required to maintain the integrity of the uniform policy by ensuring that their child is appropriately dressed before arriving at school.

Please refer to the current St. Joseph Uniform Schedule included in *Attachment E*.

In compliance with this dress code, please have your children wear black shoes and a belt. It is understood that it can be difficult to find entirely black shoes, so shoes with black as the primary color are acceptable. No lights or glitter on shoes. Preschool and kindergarten children are to wear shoes that do not require shoelaces (e.g., slip-on, buckle, zip, velcro).

All uniform shirts must have the approved embroidered St. Joseph's School logo.

Children who come to school out of uniform will have a note sent home with them asking to be in uniform the following day. Let's help our children to "do what is expected and to do it the best that they can".

#### *Hair and Accessories*

Hair must be neat, well-groomed and out of the eyes. No radical cut, style, or color is acceptable. Bangs are kept trim above the eyebrows. For boys, hair should be short and neatly combed. Boys may not have ponytails, braids, or hair accessories. Girl's hair long or short should be neatly trimmed, combed away from the face, and contained in braids, pony tails, or with appropriate clips, headbands, or scrunchies. No beads, sequins or unusual hair adornments are allowed. Bandanas/ kerchiefs covering the head are not permitted, as hair or accessories should not distract from the learning environment.

Tattoos even if temporary are not part of the uniform. Children are not to wear make-up to school. Girls are only allowed to wear one pair of post or stud earrings (small).

If any student is non-compliant, they will be sent home and not allowed to return to school until the hair style/color is corrected. Final determination as to what is acceptable will be determined by the administration.

#### *Free Dress Days*

Free dress days will be announced in advance. On photo day, students are given the option to wear "their Sunday best" for pictures. However, they must bring their uniform and change immediately after their photo is taken. On such occasions where the uniform is not worn, the student shall dress appropriately with shirts tucked in, no hats, no tank

tops or spaghetti straps and no makeup. This dress code shall apply to any school-sanctioned event.

## Visits to the School

Parents, volunteers or visitors must sign-in and receive a visitor badge upon arrival. All school visitors must obtain approval before proceeding to other areas of the building. Student-forgotten books or backpacks should be left in the office for delivery by school staff to eliminate unnecessary class interruptions.

Loitering or socializing in common areas such as the school lobby is not allowed as it is disruptive to staff and students.

## 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 office phone, the student must receive written permission from their teacher and show it to the St. Joseph office person prior to using the phone.

## Technology and Internet Policy

Only appropriate use of school technology equipment and internet access will be acceptable. Unacceptable use and behavior includes, but not necessary limited to, the following:

1. Sending, displaying, or downloading offensive messages or pictures
2. Using obscene language
3. Harassing, insulting or threatening others
4. Damaging of computer systems or computer networks
5. Violating copyright laws
6. Plagiarism
7. Using another person's sign-on credentials
8. Trespassing in someone else's folder, work or files
9. Intentionally wasting limited resources (e.g., printer paper)
10. Using the network for commercial purposes
11. Revealing a personal phone number, name or address of one's self or another.

## Field Trips

Field trips are a privilege, not a right and are subject to teacher and/or principal approval. Should a student be withheld from participation at a field trip, the parents will be notified and other arrangements will be made for the student for that day. The school sends a permission slip home for field trips informing the parents to location, date and time for the trip. A generic field trip permission slip is attached in *Attachment F* which can be used in the event of a forgotten or misplaced permission slip. Parents have the right to refuse permission on any trip that they do not wish their child to attend. No child may go

on a field trip without a signed permission slip. Telephone permission is not acceptable. If your child does not meet the Washington State guidelines of 8 years or 4'9" tall or taller, you are required to provide a car seat or booster seat the day of the field trip. Due to insurance requirements, only children enrolled in St. Joseph's school may attend field trips.

## Birthday Celebrations/Invitations

Invitations to student birthday parties may be delivered at school if they include all boys or all girls or the entire class. If only a few children from the class are invited, then invitations may not be delivered at school. Please mail them. Should you wish to acknowledge your child's birthday, we encourage you to purchase a book in the library and a name plate will be issued with your child's name and the year. The student council will sponsor monthly birthday celebrations for all students. Students are not to bring birthday treats to the classrooms.

## Gifts

Please refrain from bringing gifts including flowers and balloons to school. We have found it disruptive to the education process and sometimes can cause hurt feelings.

## School Property

The school has been built and equipped at great expense to all members of the parish. To help students appreciate the value of things, they are expected to share in the care of all school facilities and materials including textbooks. Damage of school property by individuals will not be tolerated and will result in appropriate disciplinary actions.

## Use of Gym and Kitchen Facilities

If you wish to schedule either of these facilities or for more information on procedures and fees, please contact the school office to get information on scheduling and fees. Permission for use is required by the principal and/or the pastor. Groups using the gym and/or kitchen do not have access to the school classroom/work area unless permission is granted in advance of the event.

## SECTION 6 – STUDENT BEHAVIOR & DISCIPLINE

### Discipline

#### *Disciplinary Policy*

Discipline is a fundamental part of the Catholic School to help students to acquire ethical, moral principles following the golden rule. According to the seriousness or persistence of an offense any or all of the following corrective actions may be taken:

- 1) Warning
- 2) Loss of a privilege - “reflection form”
- 3) Conduct referral to parents which must be signed and returned the following school day.
  - a. If the student forgets the signed conduct referral he/she will be sent to buddy room for remainder of school day
  - b. After three conduct referrals, student will receive an automatic detention notice
- 4) Phone call to parents. The student may be required to call and report the misbehavior himself/herself.
- 5) Lunch recess detention, and/or before school or after school detention
- 6) Exclusion from extra-curricular activities, school trips, or loss of other privileges
- 7) Parent/teacher/principal conference
- 8) In school suspension; out of school suspension; expulsion

#### *Detention*

The designated day and time for detention will be at convenience of the teacher and indicated on the Detention Notice used to inform parents in advance. The Detention Notice must be signed and returned to the teacher the following day. Cooperation from parents is mandatory.

#### *Suspension and Expulsion*

Serious breaches of discipline, such as, but no limited to those noted below may result in a suspension or expulsion.

- 1) Continued misconduct
- 2) Disrespect, willful disobedience, or open defiance of any school employee
- 3) Willful damage of property
- 4) Stealing
- 5) Obscenity, profanity, or vulgarity in word or act
- 6) Fighting
- 7) Continues and willful refusal to accomplish school assignments
- 8) Intimidation or physical abuse of other students or school personnel
- 9) Truancy
- 10) Computer, social media violations
- 11) Cheating
- 12) Use or possession of alcohol, tobacco, matches, knives, weapons, or drugs.

### 13) Bullying

#### *Special Rules*

- 1) Eating and drinking are generally limited to the lunchroom.
- 2) Chewing gum is not allowed on school grounds or during any school related functions.
- 3) Students are not permitted to have electronic devices such as games, music players, cell phones, etc. at school. Such items will be confiscated if found at school. Confiscated items will be kept in the principals' office. Items will be returned at the end of the day. Repeat offenders will need to have a parent pick up their device. Only under special circumstances and with permission from the principal can there be exceptions.
- 4) Students should not bring personal toys, balls, collectables, etc. to school for play at recess unless approved by a school staff member.
- 5) All threats of violence will be taken seriously. Any and all violence, threatened or acted upon, will not be tolerated. Any item that may be used to induce harm on another person is strictly prohibited from school grounds. Any student found in the possession of such an item will be reprimanded accordingly.

#### *Playground Conduct*

Throwing of rocks, gravel, snowballs, ice, etc., wrestling; playing tackle, walking on the top of playground bars, hanging upside down on the bars, going up the slide, leaving school grounds, throwing balls against the school buildings, playing ball tag, throwing balls at other students and any other behaviors or activities deemed unsafe to students are prohibited by all students.

All directions given to a student(s) by any playground supervisor must be followed.

Students shall never leave the playground or the school without permission. The principal will call the parents for a conference whenever a student is involved in a serious disciplinary issue. The student may be asked to be present for the conference. Teachers and other staff involved with the students action and behavior may be asked to be present for the conference.

#### **Student Behavior**

St. Joseph School uses the Bee-Attitudes Program where students are motivated to follow the Golden Rule practicing a new Bee-Attitude every month. Teachers will use a Bee-Themed Behavior Chart to track students behavior.

## SECTION 7 – STUDENT HEALTH AND WELLNESS

### Health Related Absences

In general, children should stay home whenever they don't feel well enough to participate in the normal activities in a school day. In order to control communicable disease in school, it may be important to keep your child home for several reasons, including (but not limited to) the following:

- a) Fever of 100.0°F or higher. Your child must be fever free for 24 hours, without the use of medication, before returning to school.
- b) Sore throat with fever, swollen glands, stomach ache or rash, especially if exposed to someone with strep throat. If your child has been diagnosed with a strep infection, please ask your health care provider when they can return to school.
- c) Vomiting two (2) or more times over a 24 hour period, or has persistent diarrhea.
- d) Persistent abdominal pain lasting more than 2 hours.
- e) If your child has a moist, productive cough, chest congestion, shortness of breath or difficulty breathing.
- f) A skin rash of undetermined cause.
- g) Red, crusty or draining eyes.
- h) If your child has live lice present on scalp or in hair.

Please contact your school whenever your child is ill and will remain at home.

Please update your child's contact telephone numbers whenever they change. In the event your child becomes ill or injured, the school will attempt to reach you, then telephone your emergency contacts if you are unavailable.

A medical release signed by the Licensed Healthcare Provider (LHP) is needed when any injury or change in health condition affects the student's full participation in class or other school activities.

Whether the incident occurs at home or at school, if the student is seen in the emergency room, has an unscheduled LHP office visit, or is hospitalized, a note or medical release is needed in order for the student to return to school.

If the injury or change of health condition occurs at school and Emergency Medical Services is called, the student **WILL NOT RETURN TO SCHOOL FOR 24 HOURS** and only with a medical release and follow-up by the school nurse.

### Head Lice Policy

If a student is identified with head lice, the following procedure will be conducted:

- a. Verified by school staff (nurse).
- b. Healthy head check" in the student's classroom conducted by the nurse.

- c. If an active case of head lice is discovered in a classroom, a letter is sent home to the parents of students in the classroom informing them of the occurrence and necessary precautions.
- d. Any student with nits or crawlers is sent home after the office has called the parent. The expectation is that the student will be treated with a medicated shampoo and nits removed before the child can return to school.
- e. The student will be given a “healthy head check” before being re-admitted to class.
- f. The student will be re-examined every few days to be sure lice are completely gone and/or re-infestation has not occurred.

## Medications

School staff are not to administer over-the-counter medications (e.g., Tylenol, ibuprofen, cough medication, etc) without written authorization from the child’s healthcare provider. In order to dispense prescription medicine, the school nurse is required to have an authorization form completed by the prescribing physician and the parent/guardian. Over-the-counter medication requires an authorization form signed by the physician and is for 15 days. A longer authorization can be obtained. Expired medications will not be administered.

Washington State law provides that students requiring rescue medications may carry and self-administer an inhaler, or Epi-pen, after certain paperwork and training have been accomplished. If you would like more information about this, please contact the school nurse.

St. Joseph School intends to follow the Washington State Office of Superintendent of Public Instruction’s *Guidelines for Medication Administration in Schools (2015)* for medication administering to students. A medication authorization must accompany all medications to be dispensed in the school office. This authorization must be filled out with the child’s parent and school nurse prior to the child attending school.

## Food Related Allergies

The school does not take special precautions for food allergies. Students are encouraged to not share food with others.

St. Joseph’s school is not nut free. Your child may come into contact with peanuts and tree nuts in the course of their school day. If your child is susceptible to life-threatening conditions caused by food-related allergies, please ensure a pre-approved Individual Health Care Plan has been established with school staff and nurse before your child attends St. Joseph’s. See *Attachment G* for additional information on life threatening conditions and medication administration.

## **Lunch**

Students are required to have their lunch with them when they arrive at school. Do not drop lunches off at lunch time. The school will not be responsible for heating up lunches for students.

## **Milk Program**

A discount milk program is provided for students who wish to drink milk with lunch. This program is made possible through the Office of the Superintendent of Public Instruction, Child Nutrition Services. Milk is available to all students without regard to race, color, national origin, age, sex or handicap. Milk tickets can be purchased in the office or may be pre-paid prior to the start of the year.

## SECTION 8 – ACADEMICS

### Academic Expectations

School administrators expect all students to perform to the best of their ability.

### Curriculum

St. Joseph Parochial School has a tradition of high-achieving students. We strive to have our students meet and exceed the basic grade level expectations of Washington State while growing in Faith, forming a lasting relationship with God.

St. Joseph's uses Harcourt comprehensive curriculums for English language arts, mathematics and science. These curriculums teach concepts in a continuous series from kindergarten through fifth grade, ensuring our students of a solid grasp of all topics. Social studies is also taught as part of a complete curriculum using Harcourt and History Alive. Religion is taught from kindergarten through fifth grade using our new "Finding God" curriculum from Loyola Press and Catholic Faith, and ideology is integrated into all aspects of school life on a regular basis. Religion will be taught in both the religion classroom and in the regular classroom to more completely infuse our Faith into our daily lives.

Music and P.E. are a regular part of our school. Students participate in these activities twice each week with grade level appropriate skills and concepts building through their years at St. Joseph's. Throughout the year, each class is exposed to art concepts, styles and artists through the "Art Smart" program. The Spanish program is being updated this year to include a formal curriculum and two days of instruction to help our students grow in this skill.

St. Joseph's school also participates in Science Experience field trips in conjunction with the Wenatchee School District. These events have full units of study done in advance to help students learn about the world around us and how we interact with it.

### Homework

Homework is assigned Monday through Thursday by each classroom teacher. Homework is to be consistent with the lessons being taught in class to provide practice of the skills. Work is to be completed by the student and turned in the next day, or on its due date as assigned by the classroom teacher. Students may be expected to complete daily classwork not completed in class in addition to homework assignments. Reading is also a part of nightly homework assignments to help students improve their independent reading and comprehension skills.

### Grades and Grading

Students will be assessed on work completed and skills taught in each grading period. Report cards will be issued at the end of each grading period and are to be reviewed and acknowledged by the students parent/guardian. Grades on report cards reflect student

performance and achievement in specific areas of the curriculum, general knowledge and age-appropriate behavior.

Academic grades are reported on a scale from one to four based on current progress for meeting the year-end expectations. Co-curricular subjects including Music, P.E., Spanish and Library are reported using quality descriptors (Outstanding, Satisfactory and Improvement Needed). The students ability to consistently demonstrate Core Values is also evaluated and reported within the report card.

## Parent/Teacher Conferences

Regular parent-teacher conferences will be held in conjunction with the Wenatchee School District schedule. Parents wishing to confer with teachers outside the regularly scheduled conferences are encouraged to make special arrangements by a written note or phone call/email to the teacher in advance. Teachers will be available in the classroom before and after school.

## Promotion/Retention

### *Promotion*

Students will be promoted to the next grade level upon successful completion of the course work of the current year. It is the goal for all students that they master the grade level expectations each year in order to be successful the following year.

### *Retention*

If a teacher has concerns about a student's ability to be successful in the next grade level, retention may be recommended. Reasons for retention may be academic or behavioral, depending on the needs of the students. Parents will be notified in written form with four notices before a final decision is made.

## Records

Official student records include academic transcripts, academic testing, health records and emergency sheet. Upon written request from the student's legal custodian, official student records can be made available within forty-eight hours of the request.

## SECTION 9 – STEWARDSHIP

### Family Obligations and Parent Responsibility

It is our duty and responsibility as Catholic parochial school families to teach, form community, and give service. In choosing to be part of the St. Joseph Parochial School family, everyone is expected to support these three goals.

It is expected that parents teach our children the ways of our faith by daily example. It is ultimately the responsibility of the parents to provide a Christian environment at home. In addition, St. Joseph's families are expected to participate in parish or community wherever you may worship. Catholic families are expected to be active in the worship community by bringing their children to weekly Mass.

As a family of St. Joseph Parochial School, we expect all to be actively involved in our school community and strongly encourage each other to work together with other families.

St. Joseph's relies heavily on family and parent support throughout the school year. Representing the school at all parish events, mass and school events/functions is a vital role as a St. Joseph's family. Parent participation and philanthropic involvement is also a required and necessary responsibility of all St. Joseph's families.

Being part of St. Joseph's school commands a high level of involvement from our students parents and guardians. It is understood that when parents/legal guardians enroll their children in St. Joseph's, they have certain expectations of the school, its teachers and administrators. The school likewise has certain expectations of parents. At St. Joseph's, parent/guardian responsibilities include the following:

- To be a partner with the school in the education of your children;
- To understand and support the religious nature of the school;
- To read all communications from the school;
- To discuss concerns and problems with appropriate personnel;
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible;
- To promote your school and to speak well of it to others; and
- To meet your financial obligations in a timely manner and to support fundraising efforts.

In our school community, parents and educators work as partners to allow growth in their children. It is important that we acknowledge that the roles of parent and educator are different and that we respect these roles so that each child succeeds and grows.

## Fundraising, Community Building and Outreach

Fundraising at St. Joseph’s School is the responsibility of all parents. Money raised by the three major fundraising events finance a significant portion of the annual budget. In addition to providing financial support, these events, and our presence at them, contributes to the social and spiritual enrichment of our school community. By involving ourselves in these activities with our children, we give witness to our commitment to Catholic education to our students, families and parish members. Since these fundraising events are conducted with the generous assistance and support of the greater Wenatchee community, participation allows us to share our Gospel message with many others.

Currently, there are three aspects to fundraising at St. Joseph School that all families are obligated to provide volunteer hours and must make a sincere commitment to support these events:

**Harvest Fest.** This two-day fundraising event, held in the fall, consists of outdoor festival including carnival games, food, live music, inflatable rides and crafts.

**Have-a-Heart Auction.** This event is held at the Kuykendall Hall on a Saturday night in February. School families are expected to help on the weekend of the event with: set-up, decorations, ticket sales, raffle sales, table closings and registration at the event, etc.

**May Fest.** This two-day celebration held in May features live music, traditional Hispanic cuisine, a cantina, Mexican dances, kid games, soccer tournament, Mariachi, and much more.

Regardless of volunteer commitment associated with any given fundraiser, families are expected to actively participate in major events that build the school community. The exact dates of these events can be found in the school calendar, please plan accordingly.

## Commitment/Volunteer Hours

Parent volunteers are a much needed and very welcome enrichment at St. Joseph’s Catholic School. We ask that parents in each family examine their particular abilities, interests and talents and offer their services to the school. “Many hands make light work,” – certainly an apt phrase referring to the task of raising and educating our children in the spirit of Jesus Christ. This is a fundamental stewardship opportunity that teaches our children by our example what is really important in our lives. We ask that families prayerfully consider what they have to offer the children and the community at St. Joseph’s.

Volunteers that work with children are required to be and have a background check with the Yakima Dioceses within the past six years, watched the Virtus Entrusted to Our Care video within the last three years, fill out a volunteer application form and oath of confidentiality form through the Diocese.

Volunteer Opportunities: The following is a brief list of routine volunteer opportunities in the school. Remember, these are separate from fundraising responsibilities and can be used to fulfil general volunteer hour commitments.

Accelerated Reading program	Library aide
Field Trip driver	Bake sales
Hot lunch	Photo Day
Art Smart	Classroom
Health screening	Playground/building maintenance
School Advisory Committee	Office Help
Rebate program coordination	Translation support
Parents club	Empty Bowls
Book Fair	Box Tops/Labels

- Preschool 3 & 4 parents are required to provide a total of six hours per year working on school fundraisers (two hours to each Harvest Fest, Auction, and May Fest).
- Families with children in grades Kindergarten through fifth grade need a combined total of 36 hours of commitment time broken down as follows:

6 hours to Harvest Fest  
10 hours to Have-A-Heart Auction  
4 hours to May Fest  
16 hours to other school activities

## Fines for Non-Completion of Commitment Hours

For those families with students in Grades K – 5<sup>th</sup>, the following fines will apply:

<u>Number of Hours Completed</u>	<u>Fine</u>
0 to 18	\$1,000
19 to 30	\$500
31 to 36	\$100

Fines for non-completion of commitment hours will be assessed and billed at the end of the school year and will need to be paid in full before the student may re-enroll in the fall or before records are transferred to another school.

Parents must stop by the school office to sign in and sign out. Each volunteer must wear a “volunteer” badge while in the building. Volunteer hours completed away from the school property should be noted on the “*Home and Off Campus*” volunteer form available in the office.

### Common Questions and Answers related to Commitment Hours

Q. *How will I know if I have fulfilled my commitment hours?*

- A. Tally sheets will be sent home 4 times per year with summaries of hours served and an advisory regarding whether the family has fulfilled its responsibility to major fundraisers.
- Q. *If I do not fulfill my hours at one of the major fundraisers, will I be fined even if I have the overall number of commitment hours completed by the end of the year?*
- A. Yes. If the required hours are not completed, the fine for Harvest Fest is \$200, Auction is \$400 and Crab Feed is \$200.
- Q. *What about fines for preschool families?*
- A. Preschool families who do not fulfill their fundraising obligations will be fined \$80. Preschool families will receive the same quarterly hours update as K-5 families.

## Community Service

St Joseph's School has embraced the Empty Bowls Project. The bowls are painted during Art classes in the winter. Volunteer potters in the community fire them. In the spring, the children learn about nutrition and focus on hunger and poverty education. An Empty Bowls soup supper is served with soups donated by restaurants in the community. Each class is assigned a specific responsibility for writing prayers, making posters, decorating, setting-up, serving, and cleaning-up for the event. The money raised is given to support the Convent's food bank.

## School Presentation

All students and St. Joseph's families represent the school, regardless of the time and place. It is critical that all members of the St. Joseph Parochial School family to act with respect, love and kindness when representing our school. Please take extra care by positively representing our school and faith during school-related activities and events.

Once anyone begins to work in a school setting whether as an employee or as a volunteer, he/she becomes aware of a variety of information about students, their families and other employees or volunteers. Information about students' behavior patterns, academic ability, emotional maturity, relationships with others, etc., may be obtained in the course of one's work. Often information in student records must be shared for an employee or volunteer to carry out the duties they are assigned. In addition, volunteers and staff members are sometimes in a position to learn personal information about other staff members or volunteers.

There is nothing wrong with staff and volunteers possessing such knowledge. However, as a representative of the school (staff or volunteer) you are expected to respect and preserve each individual's self-esteem and self-worth by guarding the confidentiality of students, school personnel, volunteers and their respective families. Information obtained at school should be shared on a "need to know" basis at school and never should be shared in the community. Similarly, care must be taken not to make comments harmful to the reputation of any student, staff member or volunteer.

As a representative of the school you have every right to expect that your right to privacy and confidentiality will be treated with respect by employees and volunteers.

All individuals are expected to report breaches of confidentiality to their direct supervisor, or to the principal or vice principal.

## ATTACHMENTS

Attachment A – Staff Contact Information

Attachment B – Tuition and Fee Schedule

Attachment C – Promissory Note (sample)

Attachment D – Student Drop-Off and Pick-Up Maps

Attachment E – Uniform Schedule

Attachment F – Field Trip Permission Slip

Attachment G – Life Threatening Conditions and Healthcare Diocese Policies Related to Medication Administration

## Attachment A – Staff Contact Information

### STAFF EMAIL ADDRESS LIST (2017/18)

<b>Position</b>	<b>Name</b>	<b>Email Address</b>
Principal	Sr. Olga Cano	olga.cano@yakimadiocese.org
Development Assist.	Mrs. Holly Berdan	hberdan@saintjosephcatholicschool.org
Bookkeeper	Mrs. Mary Ann Castro	mcastro@saintjosephcatholicschool.org
Preschool	Mrs. Socorro Gutierrez	sgutierrez@saintjosephcatholicschool.org
Kindergarten	Mrs. Amylee Soltwisch	asoltwisch@saintjosephcatholicschool.org
Grade One	Mrs. Erin Stitt	estitt@saintjosephcatholicschool.org
Grade Two (Class I)	Mrs. Lisa Cochran	lcochran@saintjosephcatholicschool.org
Grade Two (Class II)	Ms. Allie Bean	abean@saintjosephcatholicschool.org
	Sr. Lucia Hinojosa	sr.hinojosa@saintjosephcatholicschool.org
Grade Three	Mr. Greg Maloney	gmaloney@saintjosephcatholicschool.org
Grade Four	Mrs. Lisa Martinez	lmartinez@saintjosephcatholicschool.org
Grade Five	Mrs. Lindsay Pasion	lpasion@saintjosephcatholicschool.org
Religious Ed./Spanish	Sr. Oralia de la Paz Lozoya	sr.oralia@saintjosephcatholicschool.org
Music	Mrs. Mandy Bush	mbush@saintjosephcatholicschool.org
P.E.	Mrs. Melissa Tibbs	mtibbs@saintjosephcatholicschool.org
Librarian	Mrs. Amanda Stringham	astringham@saintjosephcatholicschool.org
Secretary	Mrs. Cathy Soule	stjosephschoolwenatchee@yakimadiocese.org
Nurse	Mrs. Anna Enslow	nurse@saintjosephcatholicschool.org

## **Attachment B – Tuition and Fee Schedule**

# Saint Joseph Parochial School



## 2017-2018 TUITION & FEE SCHEDULE

FEE SCHEDULES	
Enrollment Fee*	\$50.00 (per child )
Curriculum, Materials, Technology Fee **	\$150 (per child)
Smart Tuition	\$50.00 (per family)
Class Auction Project Fee	\$10.00 (per child)

\*All fees are annual and must be paid prior to your child starting school. Fees are non-refundable.

\*\*These fees may be added to your Smart Tuition account, but they must be paid within 3 months of the start of the school year. Fees are non-refundable.

TUITION SCHEDULE Preschool	** **Prepaid	Monthly Payments 9 Months	Monthly Payments 10 Months	Annual Cost
Preschool-3 years (Tuesday & Thursday)	\$1,525	\$157.50	N/A	\$1,575
Preschool-4 years – AM (Monday-Wednesday-Friday)	\$1,748	N/A	\$179.80	\$1,798
Preschool-4 years-PM (Monday-Friday)	\$2,135	N/A	\$218.50	\$2,185

TUITION SCHEDULE K-5 <sup>TH</sup> Grade	****Prepaid	Monthly Payments 10 Months	Monthly Payments 12 Months	Annual Cost
<b>K-5<sup>th</sup> Grade – Parishioner</b>				
Single Student Family	\$3,850	\$390	\$325	\$3,900
Two Student Family	\$7,050	\$710	\$592	\$7,100
Three Student Family	\$10,150	\$1,020	\$850	\$10,200
***5 <sup>th</sup> Grade (10 Month Payment)				
<b>K-5<sup>th</sup> Grade –Non- Parishioner</b>				
Single Student Family	\$4,250	\$430	\$358	\$4,300
Two Student Family	\$7,750	\$780	\$650	\$7,800
Three Student Family	\$11,150	\$1,120	\$933	\$11,200
***5 <sup>th</sup> Grade (10 Month Payment)				

\*\*\*All tuition must be paid in full by the last day of June 30<sup>th</sup>, 2017

\*\*\*\*Discount will be applied if you prepay in full by June 30<sup>th</sup>, 2017 for the 2017/2018 school year

-The Parishioner rate applies to registered, contributing members of St. Joseph Parish. Please refer to the attached letter for more details.

-The Non-Parishioner rate applies to families who are not registered members of the parish.

## Attachment C – Promissory Note (sample)



# St. Joseph Catholic School Promissory Note

Family Name _____
Child(ren) Name _____
Grade(s) _____
Phone Number _____

I understand that I have a moral and legal obligation to fulfill my responsibilities under this promissory note. I further understand that failure to comply with the elected payment schedule or failure to complete or schedule my volunteer hours for the 2017-2018 school year will result in A) withholding of student records and/or report card(s) B) payments two months in arrears will result in my child(ren) being suspended from school until tuition is current.

I agree to pay \$ \_\_\_\_\_ for my tuition and the following fees for the 2017-2018 school year.

Annual registration to St. Joseph School fee: **\$50.00** per student.

Failure to pay this fee to the school or families that still have this fee outstanding will be added to *Smart Tuition*.

Registration for *Smart Tuition* fee: **\$50.00**

Curriculum and Material fee:

**\$150.00** per student

**Tuition:**

All families are required to be registered and make payments to *Smart Tuition* unless they pay in full by August 30, 2017. Please be sure you understand your financial obligation with *Smart Tuition* as they are a collection agency and additional late fees can be applied.

I agree to pay (circle one):

**Kindergarten –Fifth Grade**

A) \$ \_\_\_\_\_ in full by August 30, 2017

B) \$ \_\_\_\_\_ in twelve monthly installments due by the (check one) \_\_\_\_\_ 5th or \_\_\_\_\_ 15th of each month beginning in September and ending in August.

**Preschool Families**

A) \$ \_\_\_\_\_ in full by August 30, 2017.

B) \$ \_\_\_\_\_ in 9 monthly installments (PS3) or 10 monthly installments (PS4/PK) due by the (check one) \_\_\_\_\_ 5th or \_\_\_\_\_ 15th of each month beginning in September and ending in May (PS3) or June (PS4/PK).

Fundraising events offset the total cost to educate a child, therefore, I have declared to be an active participant in being a volunteer in the school's fundraising programs: Harvest Fest, Auction, and third fundraiser to be determined and other fundraisers throughout the year which need parent/guardian volunteers. (Remember, friends and parishioners can be asked to fill hours too). The following minimum requirements per family must be met:

**Auction procurement requirements**-each school family is required to procure at least three items valued at a total of \$200.00 each or more and one item valued at \$500.00 or more and to volunteer a minimum of ten hours. Failure to procure will result in a \$500.00 fine. Fines for non-completion of commitment hours will be assessed and billed in August. Arrangements must be made for payment prior to the start of school. You may also arrange to do make-up volunteer hours with a member of the school faculty. Please obtain a sign-up sheet for this from the school office. Failure to do so will result in the fine being added to the *Smart Tuition* total for the new school year or a denial of records being transferred to another school.

**Fines for Non-Completion of Commitment Hours**

0-18 hours completed \_\_\_\_\_ \$1,000.00 fine/19-30 hours completed \_\_\_\_\_ \$500.00 fine/31-36 hours completed \_\_\_\_\_ \$100.00 fine

In signing the promissory note, I am stating that I agree to all the terms and conditions of the aforementioned.

**Kindergarten –Fifth: 36 TOTAL HOURS REQUIRED**

6 hours to Harvest Fest

10 hours to Auction

4 hours to New Fundraiser

16 hours to all other school activities (may include hours dedicated to Preschool)

**Preschool: 6 TOTAL HOURS REQUIRED**

2 hours to Harvest Fest

2 hours to Auction

2 hours to New Fundraiser

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Drivers License/ID

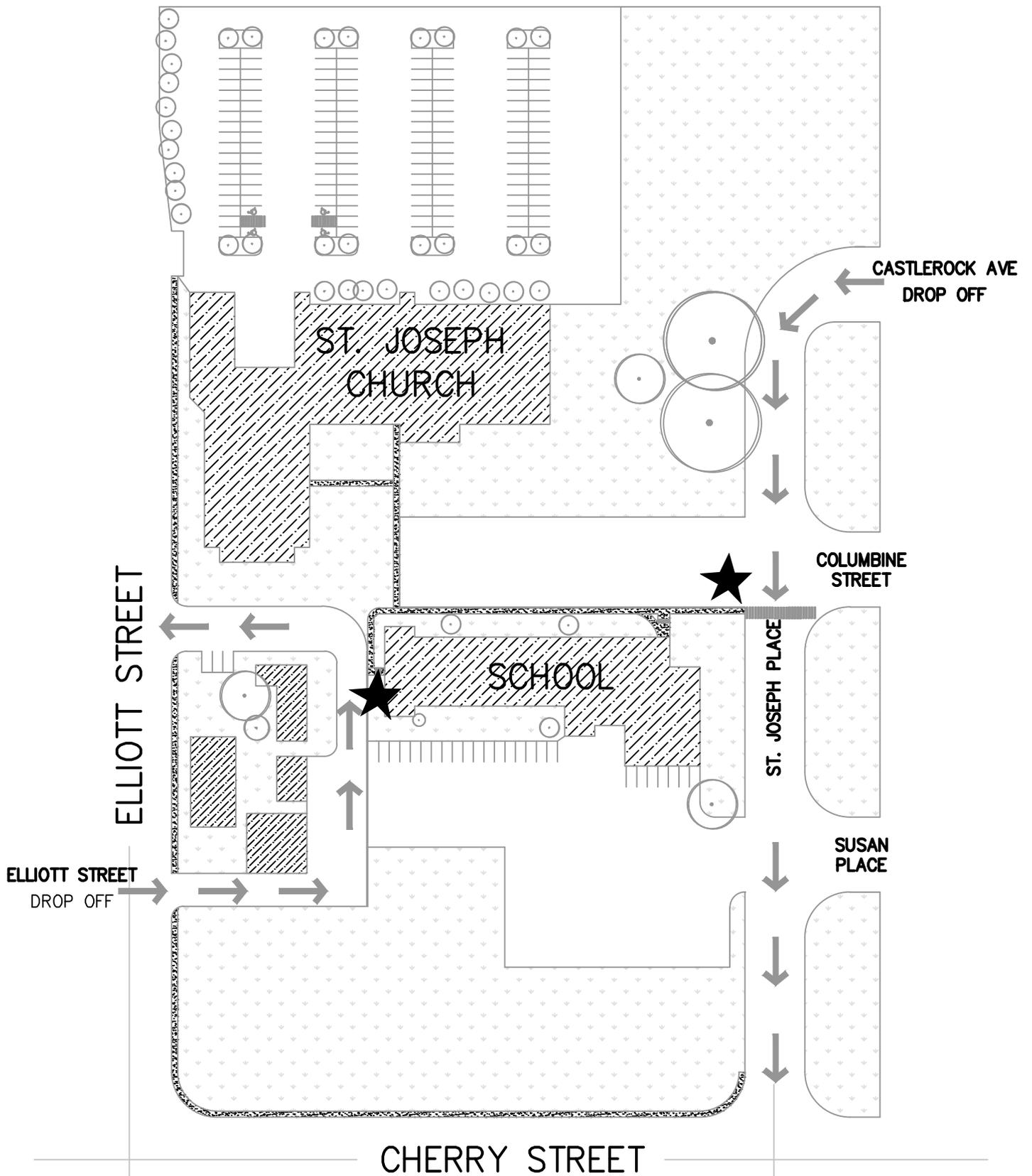
\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Drivers License/ID

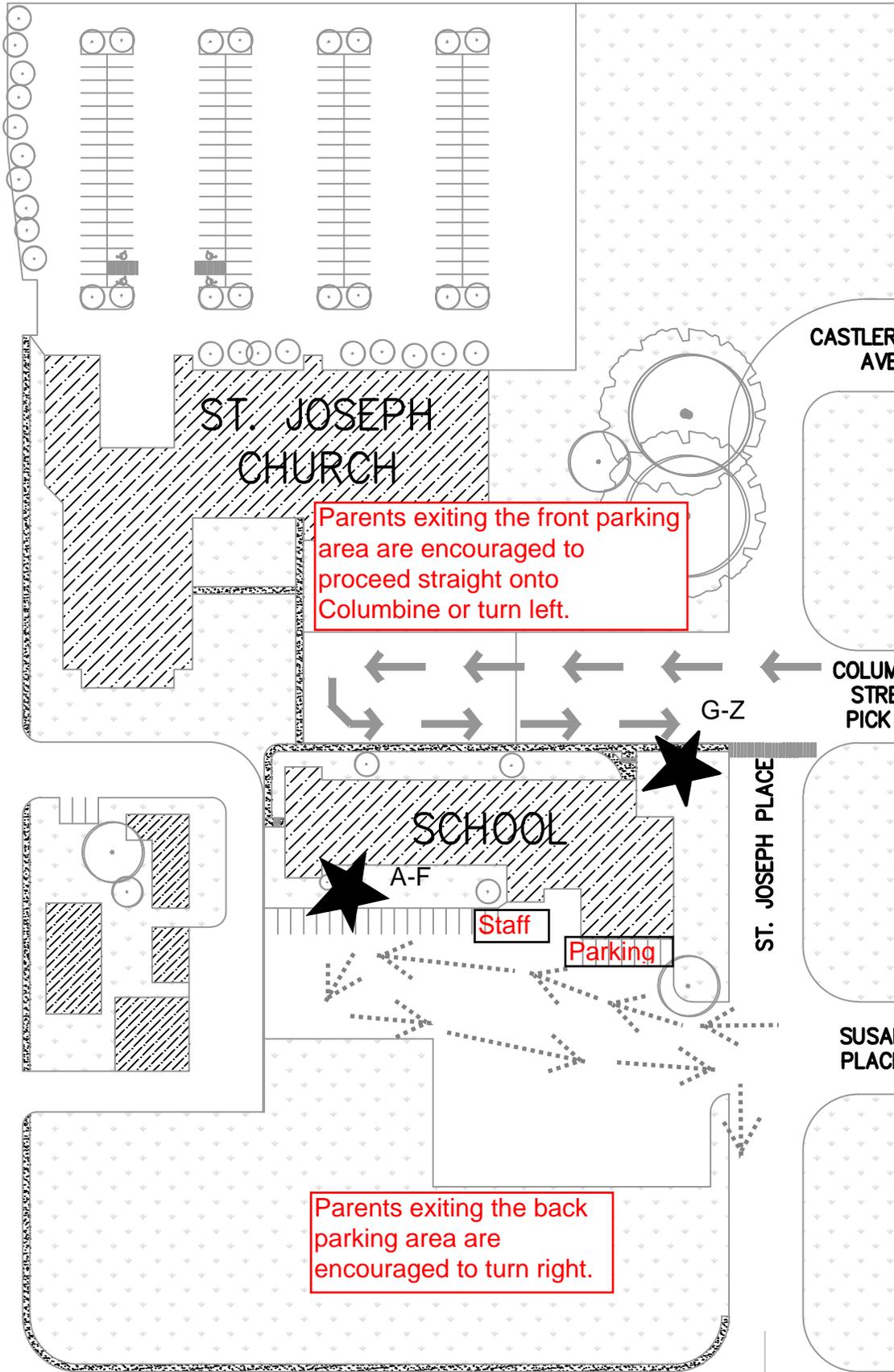
\_\_\_\_\_  
Date

## Attachment D – Student Drop-Off and Pick-Up Maps



Morning Drop-Off Plan

ELLIOTT STREET



CHERRY STREET



AFTERNOON PICK UP

## Attachment E – Uniform Schedule

## St. Joseph Uniform Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Girls</b>	Jumper, white blouse, red tie and white knee socks or tights	Red polo with blue shorts, pants or skirt & belt, navy crew socks	Red polo with blue shorts, skirt or pants & belt, navy crew socks	Spirit t-shirt with blue shorts, skirt or pants (or red polo), navy crew socks	Jumper, white blouse, red tie and white knee socks or tights
<b>Boys</b>	Red polo, blue shorts or pants & belt, navy or black crew socks	Red polo, blue shorts or pants & belt, navy or black crew socks	Red polo, blue shorts or pants & belt, navy or black crew socks	Spirit t-shirt with blue shorts, or pants (or red polo), navy or black crew socks	Red polo, pants & belt (blue sleeveless sweater vest optional) navy or black crew socks

\* Shorts are allowed until Oct. 31st & after Spring Break

\* Girls are to wear white knee socks or tights when wearing the jumper and white blouse and navy crew socks or tights when wearing the red polo with navy pants/shorts/skirt.

\* Black or navy shoes are required for boys & girls. Snow boots are okay during winter season.

\*Children are expected to play outside at recess. Please send your child to school dressed appropriately for the weather. Jackets/sweatshirts during the cooler months. Winter Weather students should wear Hats, coats, gloves (snow pants & boots are required to play in the snow at recess). Please label all items with student name. All students will be going outside unless it is below 20 degrees.

## Attachment F – Field Trip Permission Slip

# DIOCESE OF YAKIMA FIELD TRIP

<b>MEDICAL INFORMATION AND PARENTAL/GUARDIAN CONSENT FORM/LIABILITY WAIVER</b>
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Participant's name \_\_\_\_\_

Birth date \_\_\_\_\_ Sex \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_

Home address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

I, \_\_\_\_\_, grant permission for my child, \_\_\_\_\_,  
Parent/Guardian name Child's name

to participate in this parish/school/youth ministry event that requires transportation to a location away from the parish/school/youth ministry site. This activity will take place under the guidance and direction of employees and/or volunteers from \_\_\_\_\_.  
Name of parish/school youth group

A brief description of the activity follows:

Type of event \_\_\_\_\_

Date of event \_\_\_\_\_

Destination of event \_\_\_\_\_

Individual in charge \_\_\_\_\_

Estimated time of departure and return \_\_\_\_\_

Mode of transportation to and from event \_\_\_\_\_

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend \_\_\_\_\_, its officers, directors, employees & agents,  
Parish/school/youth group

And the of \_\_\_\_\_, it's employees, and agents, chaperons, or  
(Arch)Diocese  
representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school/youth group, its officers, directors and agents, and the \_\_\_\_\_  
\_\_\_\_\_

(Arch)Diocese  
its employees and agents and chaperons, or representatives associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claims arises from the negligence of the parish/school/youth group or \_\_\_\_\_.  
(Arch)Diocese

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.) I understand that my medical insurance is always primary.

*Emergency Medical Treatment:* In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. Please be aware that your medical insurance is always primary. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship \_\_\_\_\_ Phone \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone \_\_\_\_\_

Family Health Plan Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Other Medical Treatment:* In the event it comes to the attention of the parish/school/youth group, its officers, directors, and agents, and the, (Arch) Diocese \_\_\_\_\_ chaperons, or representatives associated with the activity that my child becomes ill with symptoms such as a headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Medications:* My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby grant permission for non-prescription medication (such as non-aspirin products, i.e. acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Specific Medical Information:* The parish/school/youth group will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: Date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Any physical limitations? \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting?  
\_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.? If so, date and disease or condition: \_\_\_\_\_

You should be aware of these special medical conditions of my child: \_\_\_\_\_

**Attachment G – Life Threatening Conditions and  
Healthcare Diocese Policies Related to Medication  
Administration**

LIFE THREATENING CONDITIONS AND HEALTHCARE DIOCESE POLICIES  
RELATED TO MEDICATION ADMINISTRATION

Washington State mandates that students with a life-threatening health condition must have a medication and/or treatment order and an emergency medical protocol in place to attend school. Under this law, “life-threatening condition” means a health condition that will put the child in danger of death during the school day if a medication or treatment order and a medical protocol are not in place. This includes students with conditions such as severe bee sting or food allergies, certain heart conditions or any condition that would put the child in danger during the school day.

Any child meeting the criteria will need to have the proper paper work necessary, medications and/or equipment delivered to the school, and a nursing care plan in place **BEFORE HE/SHE ATTENDS SCHOOL.** The medication and/or treatment order(s) must address the life-threatening condition and it must be on file with the school before the child attends school. Your school nurse will be responsible for developing and implementing a medical protocol for your student. All completed forms and any medications or equipment will be delivered to the school **NO LATER THAN ONE WEEK BEFORE SCHOOL STARTS.** We will then set up a time to consult with the school nurse so that your child may start school on the first day.

4.9(E) All schools must comply with state laws regarding the administration of medication at a private school. See RCW 28 A.210.260 and 28A.210.270.

4.9(F) All schools should devise a means to screen for and assess the health needs of students. Schools accepting students with a medically complex condition, defined as a “health condition that can put the child in danger of death during the school day or that requires close monitoring” will work with the family of the student and the health care professional to devise a plan of support.

This plan should include medications, medical supplies, and alternate foods, if necessary to meet the student’s needs. This Individual Health Care Plan (IHP) must be developed, signed in collaboration with the student’s parents and a health care professional, be acceptable to the school, and be within the resources of the school to provide. The plans shall be kept on file and updated annually.