

St. Joseph Marquette Catholic School

Parent/Student Handbook



2025 - 2026

Mission Statement

It is the mission of St. Joseph Marquette Catholic School to build a vibrant Catholic community and educate the total child in values consistent with the teachings of Jesus Christ.

Core Values: Faithfulness, Love, Respect, Responsibility, Excellence

Philosophy Statement

Saint Joseph Marquette Catholic School is dedicated to providing a Catholic education that nurtures the spiritual, intellectual, emotional, creative, physical and social growth of its students. In this endeavor, we are guided by five core values: faithfulness, love, respect, responsibility, and excellence.

Faithfulness: We create a learning environment founded in the teachings of Jesus Christ and the Catholic tradition. This enables students to ask meaningful questions, integrate faith and reason, and deepen their relationship with God. Through prayer, liturgy and an ongoing commitment to living the social teachings of the Church, our Catholic identity is not just a component of our education but the heart of it.

Love: We recognize the inherent dignity of each person as a child of God and encourage each person to recognize their own inherent dignity. This allows us to build a vibrant, nurturing, and compassionate community where students care for themselves and one another.

Respect: We foster a community in which every individual is welcomed and included. We honor and celebrate diverse backgrounds and cultures. This respect extends to the greater community through a commitment to service.

Responsibility: We empower our students to act as responsible individuals and citizens. Through the development of their character and a commitment to service, they contribute to the community and develop skills in leadership.

Excellence: We encourage the integration of faith and reason through the pursuit of knowledge and critical thinking. We root our high standards of academic excellence and rigorous curriculum in the rich intellectual heritage of the Catholic church. Our dedicated educators challenge students intellectually, nurture their talents and encourage students to reach their full potential as lifelong learners.

Our philosophy and commitment to our core values are a testament to our mission to build a vibrant Catholic community and educate the total child in values consistent with the teachings of Jesus Christ.

St. Joseph Marquette Catholic School

School-Wide Learning Expectations

Faithfulness

Our students...

- Demonstrate an understanding of and 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 use 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

Religious Statement

The formation of a Catholic 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. All students are still expected 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 8:30 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, rosaries, adoration, 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 grade students are prepared for the reception of the Sacrament of Reconciliation and First Communion by their teachers and their parents.

Nondiscriminatory Policy Statement

St. Joseph Marquette Catholic School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

School Commission

The St. Joseph Marquette School Commission is an advisory board that works in collaboration with the principal to develop policies, along with short- and long-range plans for the betterment of the school. In addition, commission members may volunteer to serve on the Finance Committee. The School Commission meets once a month in the Marquette Library at 7pm. All parents are welcome to attend the School Commission meeting during the “open session part.” If a parent wishes to address the School Commission, they are to receive prior approval from the President.

Meeting dates are set for the third Thursday of each month beginning in August and ending in May (with no meeting in December). Each year three new members are elected to the School Commission to serve a three-year term.

The Finance Committee works together for the financial stability of the school. They are involved in the approval of major expenditures. They research and suggest better ways of putting the financial needs of the school before the public. The Finance Committee also prepares and presents a budget to the School Commission for its approval each year.

Parent Board

The Parent Board represents the leadership of the St. Joseph Marquette Parent Club, which is made up of each member of our school community. The Board’s primary function is the development and oversight of the fundraising and social events for the school community. The major fundraisers for the year are the car raffle, Fresh Catch Auction, Jog-a-Thon, Fish Frydays, and the golf tournament. In addition, the Parent Board helps to facilitate communication among members of the school community. The Parent Board meets once a month in the Marquette Library at 6:30 p.m. All parents are welcome and encouraged to attend. Each year three new members are elected to the Board to serve a three-year term. To facilitate communication, the Parent Board has a mailbox located in the Marquette Building, and any suggestions or questions can be directed there or to the Parent Board email address at sjmmspb@gmail.com.

The ABCs of St. Joe's

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 student's 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. 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 student's teacher, the parents, and complete a head injury report.

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 sent 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.

AI Use/Plagiarism

Using artificial intelligence (AI) to complete any assignment is prohibited, as is copying another person's work (plagiarism). Any assignment created with AI or plagiarized will not be accepted. If a teacher suspects that a student has used AI or has plagiarized an assignment, he or she will speak with the student and parent. Consequences may include having to redo the assignment, earning a 0 on the assignment, or restricted use of devices at school.

Athletics

Our school is a member of the WIAA and offers sports for students in middle school. 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.

Attendance

Attendance at school plays a significant role in the academic success of students. It is very important that each student consistently attends school in order to develop a good educational foundation, social skills, and study habits. Therefore, we expect that the children will be at school on time (before 8:00 a.m.). Naturally, there are times when attendance is not possible due to illness, medical appointments, family emergency, etc. Students are responsible for getting the work that they missed and will have the number of days absent plus one day to turn in their required work. Family trips and parental choice absences should be prearranged with the principal and teacher(s).

If your child is absent from school, please contact the main office by e-mail (sfeusner@sjmms.org or gpleger@sjmms.org), phone or in person to provide an explanation for the absence.

See next page for information on pre-arranged absences, early releases, student tardies, and make-up work.

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 will turn 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. 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 must sign the child out in either the MJC or St. Joe's office. If someone else will be picking them up, please call ahead and give permission. 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 slip from the office staff and to provide information on their choice of lunch. Students must have a tardy slip from the office to enter class after the 8:00 a.m. bell.

Make-up Work: Students who have an excused absence from school will be required 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.

Background Checks

According to the Diocese of Yakima, background checks are required for all employees, and for all volunteers whose duties include contact with minors and vulnerable adults, or who will handle money. In addition, all pre-k parents, guardians, family, or friends who may drop off a child in the morning will be required to have a background check as well. See Sarah or hope in the office to complete the background check form. You can also download the form from our website under parent info volunteer information.

Bathroom Use

All children must be potty trained before beginning school at St. Joe's, including Pre-K. Pull-ups are not allowed. Each Pre-K student must always have at least one pair of underwear and an extra change of clothes on hand. If the child has an accident and does not have underwear or extra clothes to change into, the parent will be called to come pick up the child. If a student has 2 pee accidents in a day or 1 poop accident in a day, the parent will be called to come pick up the child.

Bullying

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online. If you feel your child is being bullied, please let the administration know immediately. We also strongly encourage students to say something if they see something that is dangerous, harmful, or upsetting. It is essential that every child feels safe, respected, and loved while at school. We know there can be stigma with “telling,” but we work closely with families to protect the student(s) coming forward to come up with a plan to create a positive environment where all students can thrive.

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. Free and reduced lunch applications may be obtained from the main office or the bookkeeper.

Emergency Information

SJMMS is a member of SSOCC (School Safety Operations & Coordination Center) through ESD. As part of this program, the school holds monthly safety meetings and safety drills, as well as annual trainings. The school will let the community know about the monthly drills in the Wednesday letter. In the event of an actual emergency, please do not come to school. The school will send out directions and important information.

Grade Scale

Grade Scale for Kindergarten to Grade 3:

O	Outstanding
S+	Exceeding Expectations
S	Adequate Progress
S-	Area of Concern
U	Unsatisfactory

Grade Scale for Grades 4 to 8:

A+	100 - up %	C	74 - 76 %
A	94 - 99 %	C-	70 - 73 %
A-	90 - 93 %	D+	67 - 69 %
B+	87 - 89 %	D	64 - 66 %
B	84 - 86 %	D-	60 - 63 %
B-	80 - 83 %	F	0 - 59 %
C+	77 - 79 %		

Homework Policy

St. Joseph Marquette views homework as a valued extension of the classroom instruction and learning. Teachers do not use homework 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.

Late Work – Grades 3 to 5: Assignments turned in late will receive a 10% deduction for each day it is late. Assignments turned in 5 or more days late will receive 50% credit of the earned grade for that assignment.

Late Work – Middle School: 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.

Any missing assignments must be made up by mid-quarter or the end of the quarter. Teachers will not provide extra credit work to any student that has missing assignments in their class.

Honor Roll

The honor roll is determined by each student's individual grade point average for the quarter. Students in middle school may earn First Honors.

First Honors: 3.7 to 4.3 GPA

All students who earn First Honors in 1st and/or 2nd quarter will be recognized at an awards assembly following 2nd quarter. Those who earn First Honors in 3rd and/or 4th quarter will receive their honors certificate(s) during the end of the year recognition assemblies.

Leaving School Grounds

Students are not allowed to leave the campus without adult supervision or direction. Exception: a student provides the principal with 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

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. as long as it is school appropriate. Lockers are the property and responsibility of the school. The school reserves the right to search any lockers at any time, with or without the student's knowledge, permission, and/or presence.

Lost and Found

Lost and Found is 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 look for their lost items. The 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 "St. Joseph Marquette School Medication Administration Authorization 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.

Planners

All students in grades 4 to 8 are assigned a planner. Each teacher will spend time at the end of the day making sure each student fills out their planner with the homework for that night. Parents should check their child's planner each night for daily homework assignments.

Report Cards/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 of 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.

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 school closure or delayed start, parents will receive an Option C Parent Alert from the school. 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

All guests (parents, visitors, volunteers, and/or workers) must check in when visiting the school. Those that are visiting Marquette or St. Joe's must check in at St. Joe's, and those that are visiting the Mother Joseph Center will check in there. Upon checking in, guests will receive a visitors' badge, which must be worn at all times while on campus. Guests must sign out in the same office. Parents, visitors, or volunteers who may have 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 and return it 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.

Standardized Testing

Students in 2nd to 8th grade will take MAP (Measure of Academic Progress) Assessments each fall and spring. DIBELS is a reading assessment given to students in grades Kindergarten to 2nd grade at least 2 times during the course of the school year to measure a student's growth in their reading skills. Teachers will notify parents when testing will take place. Please make sure your child is in attendance those days and is well rested. Teachers will review the results with parents during the fall conferences and as needed throughout the school year.

Student Illnesses

If a child has a fever (100 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. If your child is picked up from school due to vomiting, diarrhea, or a fever they must miss the next day of school. For example, if a student is picked up at any time on Monday, they may return to school on Wednesday. If a student is picked up on Friday, they may return on Monday. A student **MUST** be fever free without medication and not have any vomiting or diarrhea 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 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. 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 under the direct supervision of the person providing that permission.

Technology Use

SJMMS has implemented a 1:1 technology program for all of its students. Students in pre-kindergarten to third grade will receive a tablet and students in fourth to eighth grade will receive a laptop for use during the school year. The technology guidelines and expectations will be given out at the beginning of the year by your child's teacher. Parents should read this over and sign it indicating that they agree to the technology use guidelines and expectations. Parents and students must sign and return the agreement page before a device will be issued to the student.

Textbooks

Textbooks are assigned to students beginning in third grade. Students are fully responsible for the books checked out to them. Students should cover their textbooks to help prevent damage. If a student loses or damages a textbook, the family will be responsible for the charges. The teacher will let you know about any charges.

Tuition 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. Families may not re-register or begin the next school year if they are not current on their account. 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.

Uniform, Dress Code, and Free Dress

The guidelines for the uniform (pre-k to 5), dress code (middle school), and free dress are given out at the beginning of each year. Parents and students should review the guidelines closely. If a student is out of dress code, they will be directed to go to the principal's office. An administrator will review the dress code with the student. If the dress code violation can be corrected, the student will do so immediately and return to class. If the issue is not able to be corrected, the student's parent/guardian will be called to explain the violation and ask that an acceptable replacement be brought to school to correct the violation. The student will then wait in the library until the violation is corrected or the school day ends. **Interpretation of the dress code is under the discretion of the administration.**

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 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

At SJMMS, we succeed because parents are involved in the school. To help limit costs and offset the gap between tuition and the cost of operating the school, we rely on families to donate their time, talents, and treasures. Each family must complete a minimum of 35 volunteer hours each school year. Of the 35 hours, at least 20 must be dedicated to fundraising events (with a minimum of 4 dedicated to the Fresh Catch Auction). Hours can be earned by volunteering to work on any Parent Board fundraiser, 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. 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 \$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 Lindsay Riel at lriel@sjmms.org or Mr. Pleger.

Additional Expectations

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 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. Public displays of affection such as hugs, handholding, kissing, etc. by students are not allowed at our school.
6. Students are not permitted to bring personal items to school for play or recess. If this occurs, teachers will direct students to put their items 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.
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 building’s before school routines.
 - Middle School Band/String 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 7:55 a.m.
 - Students who arrive after 7:55 a.m. but before 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 the MJC office.
 - Grade 1 to 8 students arriving after 8:00 a.m. must get a tardy slip from the St. Joe’s Office.
 - b. RECESS TIMES
 - Students must get a pass to enter the St. Joe’s or Marquette building. Middle school students may not enter the Marquette building during lunch recess.
 - 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

General Policies: Each classroom teacher develops a classroom environment that is warm, welcoming, and conducive to learning. Within each classroom, systems of management are 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.

Student Discipline Point System

The Point System is designed to track individual student behavioral trends over the course of the school year as well as notify parents of disruptive or concerning behavior. The goal is not to shame children but to proactively address concerning behavior and work on a productive plan to help the student. 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 students 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.

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 suspension 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 administration.

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 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 or weapon, 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. Fraudulently using the name of another person or falsifying times, dates, grades, addresses or other data on school forms and/or assignments
14. Possession and/or use alcohol, drugs, or drug paraphernalia on school property.
15. Involvement and/or association with a gang in any manner i.e., clothing, signs, graffiti, etc.

Descriptions of Major Offense Consequences

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 complete the in-house reflection, 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 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 collect 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 an 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/removed from the school.

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

Promotion and Graduation

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.

Pre-K to K: To be promoted to the next grade level a student must demonstrate mastery 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 to 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 quarters, they are not eligible to 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.

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

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 12th. Mrs. Riel will track all returned signature pages and will enclose Free Dress Coupons in the September 24th 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 12th.

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 _____