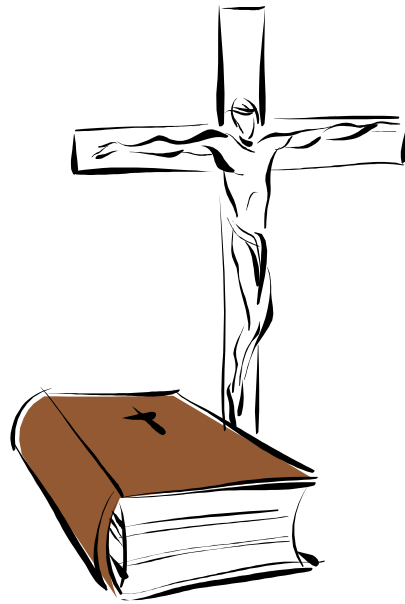


St. Joseph/Marquette

Parent-Student Handbook

2009 - 2010



Dear Parents:

I ask that you read each of the items in the Parent/Student Handbook. The information provided will help you and your children become more familiar with the procedures, expectations, rules, etc. for our school.

Please sign the signature page below and return it to the school by September 11, 2009.

Thank you,

Gregg Pleger
Principal

Points of Emphasis for the 2009 – 2010 school year

1. Attendance and tardies
2. Assignments and homework
3. Respect and responsibility
4. Bullying

PARENTS – PLEASE RETURN THIS SIGNATURE PAGE TO SCHOOL BY 9/11/09



I have read the rules and regulations and have shared them with my student(s).

Parent name and signature: _____

Student signature(s): _____ Room # _____

Student signature(s): _____ Room # _____

Student signature(s): _____ Room # _____

Student signature(s): _____ Room # _____

Comments: _____

Office use: Date received _____

Welcome

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

Mission Statement

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

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

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

Religious Statement

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

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

School Liturgies are set on our calendar and are celebrated in the church (generally every other Friday and at 8:40 a.m.). The Liturgies are prepared by students in each class with the help of their teachers. Additionally, our school conducts prayer services and other special events following the Liturgical calendar. Parents are invited and encouraged to attend school Liturgies and prayer services. These are announced in the Wednesday Letter.

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

St. Joseph/Marquette Catholic School Additional Information

History

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

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

The Elementary School

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

The Middle School

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

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

School Board

The School Board formulates and adopts policies pertaining to the welfare of the school. It has power to act only as a Board when the Board is in session. Any parent or teacher wishing to speak to the Board may do so at regular or special meetings but shall have the approval of the board president prior to the meeting. The School Board meets at 7:00 p.m. on the third Thursday of each month except for the month of July.

Parent Board

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

Volunteer Hours

The general policy for volunteer hours is "whatever makes the school money or saves the school money". Hours can be earned on all Parent Board approved fund-raisers, classroom help, sports concessions, providing transportation for sports and field trips, playground supervisor, yard work and summer work. Additionally, you may work at St. Joe's Bingo Hall by contacting Theresa Smith @ 248-3112. The Bingo Hall is open every weekend during the year. As you can see there are many ways to complete your hours. Hours are expected to be fulfilled on or before June 4, 2010. Families can not share hours with other families. Hours may not be saved or carried over to the next school year.. Those families who do not complete their volunteer hours by the designated date will be billed for those hours at a rate of twenty dollars (\$20) per hour per School Board policy. Those who have trouble completing your hours or have any questions please contact Mr. Pleger.

Volunteer Hours Procedures

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

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

Accidents

Students who receive minor injuries while at school will be treated in a manner that is approved by Washington State Laws. (Faculty and staff may not administer over the counter medications to students without written documentation from the students' physician and permission from the student's parents. This includes anti-bacteria ointments, aspirin, cough drops, etc.). School personnel will clean or assist in the cleaning of minor abrasions and cuts, apply an appropriate bandage, and/or provide an ice pack as needed. A record of all injuries and subsequent treatment is kept in the St. Joseph or Mother Joseph Center Offices. For major injuries, appropriate First Aid will be applied, parents will be contacted, and if necessary the emergency response service will be contacted. Head injuries: The office staff will notify the students' teacher, the parents, and complete a head injury form.

Attendance

Attendance can affect students' grades at St. Joseph/Marquette Catholic School. ILLNESS, FAMILY TRAUMA, and/or MEDICAL APPOINTMENTS shall be considered as excused absence (see below for excused absence statement). **If a parent/guardian would like to request a pre-arranged absence for a family, business, and/or educational trip, he/she must do so in writing at least one week in advance. Pre-Arranged Absence Forms are available in the Marquette Office. If the request is approved by the principal, the absence will count as excused. The regular daily assignment policy will be in effect (see Daily Assignments below for an explanation of policy). If the request is denied and the leave is taken, the absence will be considered unexcused and daily assignments will follow the late daily work policy (see Daily Assignments below for an explanation of policy).** Educational and family trips are permitted – please pre-arrange these type of trips. If it is necessary to have your child excused during the school hours, we request that a note be sent to the St. Joseph or Mother Joseph Center office, stating the reason and time for the early dismissal. It is very important that the children attend classes regularly to avoid interruptions in their learning.

Cafeteria

Students shall not wear their coats while eating lunch in the lunch room and are expected to leave the table area where they have eaten clean and orderly. Lunch program food and beverages are not permitted outside the cafeteria. Appropriate behavior and manners are expected at all times. All students are required to be in the cafeteria during their scheduled lunch. Payments for lunches and milks can be made at the office. Free and reduced lunch applications may be obtained from the main office.

Excused Absences

Excused absences typically are a result of: illness, medical appointments, death in family, funerals, accidents, family emergency, other. (Other is not a very wide in scope and does NOT include hair appointments, concerts, errands, oversleeping, photo sessions, school visits, etc.)

Extra-Curricular Activities

The following is a list of activities available to students in grades 4 to 8. To participate in these events, students must maintain a grade point average of 2.5 or higher.

Kostka Club – grades 4 – 8, who are registered members of St. Joseph Parish.

Strings – beginning 4th grade, intermediate 5th – 8th, and advanced grades 5-6-7-8.

Instrumental Band – beginning: grade 4, intermediate: grade 5, and advanced: grades 6-7-8

Middle School Athletics – grades 7 and 8

Middle School leadership, year book, other

Free Dress Policy

Free dress days are the first Monday of each month. On this day and other special days the students may wear clothing other than their uniforms or dress code. If jeans are worn they MUST be free of patches, holes, frays, tears, etc. Bib overalls, halter-tops or other inappropriate clothing shall not be worn on free dress days. If shorts are worn, they must be walking shorts and follow the dress code guidelines in length and size. Sport shorts and sweat pants of any kind are not permitted. Clothing must be the correct size for the student, no form fitting, clingy, too tight or too loose garments. T-shirts, sweatshirts or sweaters may be any color. All writing, pictures, or printing must be appropriate. Skirts and dresses must follow the dress code length and size.

Leaving School Grounds Before and After School

Students are not allowed to leave the campus without adult supervision at any time! If a student plans to leave school or the school grounds (before, during or after school) by themselves or with friends they must have a signed written note from his/her parent or guardian and obtain permission from an administrator.

Late Work Policy

First and for most, it is expected that all assignments (homework, daily assignments, projects, etc) are completed and turned in on the date given by the teacher. This pertains to the homework folders given in the early grades as well as the daily assignments/projects given in middle school. A good practice is to establish a specific location in your home and time for students to complete their daily homework. In the event that students do not fulfill this expectation, teachers (grades 4 to 8) will, at a minimum institute the Late Work Policy for the late assignments. Please note that teachers may apply additional penalties to the students.

Late daily work policy:

Assignments that are one day late will receive a grade that is 70% of the earned grade on the assignment. Assignments that are more than one day late, will receive a grade that is 50% of the earned grade. Students will not have the opportunity to complete extra credit until all missing work has been completed and turned in prior to the quarter mid-term or at the end of the quarter. All work missed as a result of an unexcused absence will be considered late. Assignments that are late as a result of an excused absence may be made up. Students will be allowed the numbers of days absent plus one (1) extra day to complete and turn in their missed assignments. It is the student's responsibility to meet with their teacher(s) to get their missing assignments. If a child is sick, parents may contact the office to make arrangements to pick up homework materials from the homeroom teachers. Students who are absent for extended periods may be given special consideration.

Lockers

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

Lost and Found

We strongly recommend that parents mark their children's clothing with their name. Lost and found articles are put in lost and found lockers near the St. Joseph office. After a certain period of time, the lost and found articles are gathered together and sent to the mission or other service organization.

Medicines

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

Middle School Homework Policy

The teachers see homework as a valued extension of learning. Your student should not be getting more than 1 ½ hours of homework on the average. The teachers attempt to schedule tests so students do not have more than two tests in one day. Teachers will avoid scheduling tests after a game day or other school sponsored activities. Teachers will also avoid having more than one major project due on any given week. Teachers do have regularly scheduled assignments through out the school year, which are exempt from these guidelines. Some students might take longer to do the homework depending on their learning style. Athletes can choose to take a volunteer study hall on practice days from 3:00 to 3:30.

Parties

Special occasions such as birthdays may be celebrated at school with the teacher's permission. Please contact your child's teacher for information and planning purposes.

Invitations to a private party shall not to be passed out at school unless they include the entire class or all the girls or all the boys from the student's class. This policy has been established to reduce the exclusion of students and hurt feelings by those who did not receive an invitation.

Public Display of Affection

Public displays of affection are not acceptable at anytime in our school. The following steps will be followed for this behavior:

1. Parents notified of behavior.
2. Parent conference.
3. In-school suspension.
4. Suspension.

Examples of public display of affection may be but not limited to: holding hands, hugging, kissing, etc.

Report Periods/Conferences

Report cards are given quarterly. Progress reports are issued at mid quarter for grades 4 - 8. Parent-teacher conferences are scheduled in the fall for all students. Parents or teachers may request a conference as needed during the year, for academic and/or behavioral concerns. **A student will not receive quarter grades if he/she is absent for an excessive number of days (12 days in a quarter).**

If a student receives an "F" in two quarters in the same subject he/she will fail that subject for the year. Any student who fails a class will not be eligible for promotion to the next grade level at St. Joseph/Marquette.

Student Illness

If a child has a fever or vomits at school, the parents will be called to come to pick up the student. A student **MUST** be fever free for a 24 hour period before returning to school. If your child is ill, please keep him/her home as we do not want to risk infecting others. Giving a child medication at home in hopes that he/she "can make it through the day" is not an acceptable practice.

Student Absences and Tardiness

Should a student be unable to attend school, we respectfully request that a parent notify the school. This notification can happen in one of the following methods:

- 1 – phone the school to speak to a receptionist or to leave a message on voice mail.
- 2 – send an e-mail to Mr. Pleger (sjmms-gpleger@charter.net).
- 3 – send a written note – please deliver to the St. Joseph or Mother Joseph Center Office
- 4 – speak to Mrs. Alderson (St. Joseph Office) or Mrs. Long (Mother Joseph Center) in person.

If a student is tardy or returns to school after 8:15 a.m. they must check in at St. Joseph Office (K-8) or the Mother Joseph Center Office (PreK) to get an admission slip. The student must take the admission slip to the teacher.

Parents are expected to make every effort to see that their children arrive at school on time. The first bell rings at 8:10 a.m. and the tardy bell rings at 8:15 a.m. Students who are tardy to class create a disruption in the flow of class and/or instructional time for the teacher and/or students. **Middle School students who receive four unexcused tardies (being late to school and/or late to class) will receive one hour work detention from Mr. Pleger. The detention must be served within three (3) days of notification.**

A student will not receive quarter grades if he/she is absent for an excessive number of days (12 days in a quarter).

If a student receives an “F” in two quarters in the same subject he/she will fail that subject for the year. Any student who fails a class will not be eligible for promotion to the next grade level at St. Joseph/Marquette.

School Closures

School closures or delayed starts can occur on rare occasions. Generally a closure or delayed start is the result of inclement weather such as heavy snow fall, ice, or flooding. In the event of a closure or delayed start, the local media (television and radio) will begin broadcasting the announcement by 6:30 a.m.. With limited local television coverage, it is recommend that families tune to AM 1280 KIT if there are concerning or questionable weather conditions.

In the event that school must be closed during the school day, school personnel will follow protocol. Parents will be contacted through an established phone tree – all pertinent information will be given at that time.

School Visitors

A visitor or volunteer must sign in at the St. Joseph or Mother Joseph Center office upon arrival at the school. They will receive a visitor or volunteer pass that shall be clearly displayed while on campus. The visitor or volunteer must sign out and return their pass in the same office. Parent volunteers are required, by the Diocese of Yakima, to submit a “Permission to Procure a Background Check” form and receive a negative result prior to volunteering for a school activity. If a student wishes to bring a student visitor, they request permission from the Principal at least one day prior to the visit.

Special Rules

1. Eating and drinking are limited to the lunchroom and other assigned places.
2. Gum chewing is not allowed during school time or at school functions.
(Consequence: \$1.00 fine and 30 minutes of work detention). Successive gum fines will double.
3. Students shall not tip their chairs. A \$1.00 fine is attached to this offense.
4. Students who ride bicycles to school are asked to walk them when on the school grounds. It is strongly recommended that they have a personal lock for their bike.
5. Students are not permitted to have electronic games, music players, cell phones, etc. at school. Such items will be confiscated if found at school or on the bus. 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 their item. Only under special circumstances and with written permission from the principal can there be exceptions.
6. Students should not bring toys, balls, collectables, etc. to school.
7. Because of the configuration and structure of the playground it is very important that students follow all of the safety rules.

ACTIONS PROHIBITED: Throwing of (rocks, gravel, snowballs, ice), wrestling; tackle football, walking on the tops of bars, hanging up side down on the bars, running up the slide, leave gated grounds, throwing balls against the school buildings (exception Schoenberg Hall), playing tag, ball tag, throwing balls at other students and any other behaviors or activities deemed unsafe to students.

8. Special directions given by any playground supervisors must be followed.
9. Entrance into the buildings:
 - a. BEFORE SCHOOL
 - Middle School students may go to directly to their classrooms at the 8:10 a.m. bell.
 - Elementary students will line up in designated area at the 8:10 a.m. bell. Students who arrive after the 8:10 bell and before the 8:15 bell may go directly to their classroom. Students arriving after the 8:15 bell students must get a tardy slip from the St. Joseph or MJC office.
 - Students may ask permission from the playground supervisor to enter a building to use the restroom, get a drink, go to the office, get playground equipment, or go to the classroom.
 - b. RECESS
 - Students must get a pass from the playground supervisor to enter the building to use the restroom, get a drink, go to the office, get playground equipment, go to the classroom, etc.
10. Middle School students may be subjected to special disciplinary actions such as fines, detentions, and/or community service for unacceptable classroom behaviors.
11. Students shall never leave the playground or the school without permission. If they skip a day or part of a day, they may be suspended from school until a parent/principal conference is held.

The principal will call the parents to come for a conference whenever a student is involved in a serious disciplinary problem. 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.

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 health related matters). Students may ask permission from their teacher to use the student phone to contact parents. To use the phone the student must receive written permission from their teacher and show it to the St. Joseph Office person prior to using the phone.

TUITION DELINQUENCY POLICY

- 1) Accounts not paid by the 10th of each month will be charged a 1.5% late fee.
- 2) Delinquent accounts of 60 days will receive a certified letter from the financial office requesting a meeting with the financial officer within ten (10) days from the post mark on the envelope.
- 3) If the past due account is not resolved within ninety (90) days, your student(s) will be suspended from school until the past due account is resolved.

This policy has been reviewed and accepted by the School Board.

STUDENT DISCIPLINE

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

At the middle school level: students will receive a “Work Detention Slip” to fill out. Students will take the slip home and review with parents. Parents are to sign the slip and indicate a day when the student will complete his/her 1 hour after school detention. The signed slip must be returned to the principal the next school day.

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

MAJOR OFFENSES: In some situations, a student’s behavior and/or actions go beyond those of regular discipline actions. In such circumstances, the student may face more severe consequences such as probation, in-house or out-of-school suspension. Under extreme conditions, a student may be denied the privilege of continuing to attend St. Joseph/Marquette Catholic School (expulsion). Parents will be called for a conference when a child is involved in a major offense. The types of misconduct which make students liable for probation, in-school suspension, suspension or expulsion include but are not limited to:

1. Actions detrimental to the moral and spiritual welfare of other students or faculty.
2. Open and persistent defiance of authority
3. Fighting with or hitting, kicking, biting another student.
4. Continued and willful disobedience, disruptive conduct or habitual truancy.
5. **Bullying another student.**
6. Continuous refusal to accomplish and/or complete school assignments.
7. Using or exhibiting abusive, obscene or vulgar language, writing, pictures, signs or acts.
8. Leaving school grounds without permission.
9. Use or possession of any dangerous object, i.e. gun, knife, explosives, etc. (toy look-a-likes are included).
10. Making threats of violence or harm towards students and/or staff.
11. Defacing or destroying property belonging to another student, the school or others.
12. Stealing: The act of dishonestly acquiring the property of the school or property of other students,
13. Forgery: The act of fraudulently using in writing the name of another person or falsifying times, dates, grades, addresses or other data on school forms.
14. Alcohol-Drugs: Students shall not possess or use alcohol, drugs, or drug paraphernalia on school property or at a school activity.
15. Absolutely Forbidden: Gang related clothing, signs, or graffiti. If these are discovered, suspension is immediate until a parent conference is set. Depending on the seriousness - expulsion may result.

THE FOLLOWING ARE DESCRIPTIONS OF MAJOR OFFENSE CONSEQUENCES:

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

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

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

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

THE ADMINISTRATION RESERVES THE RIGHT TO SET CONSEQUENCES ACCORDING TO THE SERIOUSNESS OF THE STUDENTS' ACTIONS, AS DEEMED APPROPRIATE.

Appeal Process

If parents wish to appeal a major disciplinary consequence they should first contact the school principal, then the Pastor of St. Joseph Parish (Fr. Michael Pope S.J.). If unsatisfied with the outcome with the Pastor, parents may contact the Director of Schools for the Yakima Diocese.

Wednesday Folder and School Forms

Each Wednesday the youngest enrolled child in a family is given the Wednesday Folder which will contain an informational letter from the principal and various flyers, sign-up sheets and other items used to communicate information from the school and or Parent Board. The folder should be returned to school the following day. It may be used to return items that parents need to return to the school such as lunch payments, sign-up sheets, forms, etc. The folder is used each week. Families may elect to receive Wednesday Folder via e-mail instead of a paper copy. If this is the case please send your e-mail address to sjmms-gpleger@charter.net

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

WHO DO I SEE:

- Gregg Pleger: Principal – Marquette Building:
School concerns and issues, student issues, teacher concerns, safety concerns, discipline issues, etc.
- Mark Congleton: Vice-Principal/Athletic Director/Technology Coordinator – St. Joseph Building
Athletics, student issues, safety concerns, discipline issues, etc.
- Vicki Balmer: Registrar – Marquette Building
Registration, school records, general information, volunteer hour slips.
- Greta Alderson: Receptionist – St. Joseph Building
General information, lunch payments, school forms, informational flyers, volunteer hour slips, student issues (illnesses, medications, leaving early and returning to school), etc.
- Sharon Gillette: Bookkeeper – Marquette Building
Tuition payments, financial aide questions, lunch payments and balance questions, yearbook payments, book fines, etc.
- Dianne St. Mary: PR and Development – Mother Joseph Center
SRB Foundation information and parent volunteer hour balance

Thank you for reviewing all the information included in this handbook. A reward for doing so is the Free Dress Coupon you see below. To redeem, simply clip the coupon, attach it to the front of the signature page, and return the signature page with your Wednesday Folder.

Thank You,

Gregg Pleger
Principal

**RETURN
TO MR. PLEGER
by Friday, September 11th
for a Free Dress Coupon**