

SAINT FRANCIS XAVIER REGIONAL SCHOOL

4501 West 5215 South * P.O. Box 18631 * Kearns, Utah 84118

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Love of God, Love of Others, Love of Self

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INTRODUCTION

Saint Francis Xavier School provides an opportunity for young men and women to become members of a Christian community where students and staff come together to share their experiences of prayer, learning, and recreation. The pastor and principal, in collaboration with the school commission, establish policies and execute procedures that will assist all in sharing such experiences. The overriding virtue binding this community is a genuine love, concern and respect for one another.

SCHOOL PHILOSOPHY

At Saint Francis Xavier Regional School we believe that love is the central Gospel message of Jesus Christ. We define love as any activity that makes us grow. We view love in three different dimensions - *Love of God, Love of Others, and Love of Self.*

“Love of God” refers to an awareness of God working in our lives as Father and Creator of all. “Love of Others” relates to the example of Jesus Christ in the commitment we make to helping others grow. “Love of Self” is cultivated in a sense of security, identity, belonging, purpose and confidence in the Holy Spirit working in our lives. Our school fosters love by providing a well-rounded, quality Catholic education set in a faith community of students, parents, and teachers.

MISSION STATEMENT

Saint Francis Xavier is a pre-kindergarten through eighth grade Catholic school dedicated to educating our diverse ethnic and socio-economic student population in partnership with family, Church, and community in a Catholic environment. Holistic development of the individual is guided by the teachings of the Catholic Church and promoted in a spiritual, academic, aesthetic, physical, emotional, and social environment that emphasizes service to others.

BELIEF STATEMENTS

1. We believe that in order to impart a solid educational foundation and Catholic formation, Christ must be at the center of all that we do.
2. We believe in teaching the Catholic faith to the fullest.
3. We believe that partnership with the larger community (parents, neighbors, businesses) enriches the development of the Gospel values in the students.
4. We believe in the importance of strong spiritual strength within each child.

5. We believe that we foster students who are committed to social justice and integrity.
6. We believe in developing an awareness of God, encouraging a commitment to others and fostering self-confidence in our students.
7. We believe that Saint Francis Xavier School demonstrates that each individual deserves to be treated with dignity and respect.
8. We believe that parents are the primary educators of the students and the school serves in partnership with these parents.
9. We believe in providing the opportunity for each student to strive to reach their personal best. We recognize that all are created equal, but appreciate the unique qualities of each student.
10. We believe in providing a variety of strategies for learning and assessment in order to address the individual needs of the students.
11. We believe Saint Francis Xavier School is a model of life-long learning and inspires a love of learning.
12. We believe that a high standard for academic achievement contributes to a strong work ethic.
13. We believe that the faculty and staff of Saint Francis Xavier School model the ways and teachings of Jesus Christ.
14. We believe that Saint Francis Xavier School creates and provides a warm and nurturing environment for all who enter.
15. We believe that a healthy student engages in the best learning.

Schoolwide Learning Expectations

Saint Francis Xavier students will demonstrate an array of

Religious beliefs and practices

- Demonstrate a love of God, others and self in word and action.
- Demonstrate an understanding of the basic teachings of the Catholic Church, and apply them in the students’ lives.

Saint Francis Xavier students will demonstrate an array of

Responsible Citizenship skills.

- Active stewardship of self and others
- Respect for law
- Appreciation of differences
- Gender awareness

- Media sophistication
- Global thinking
- Economics
- Respect for physical, mental and emotional well-being

Saint Francis Xavier students will demonstrate an array of

Life-long Learning skills.

- Time, materials, and information management
- Mastery of basic skills and knowledge in academic subjects
- Demonstrate an openness to faculty, staff and members of the community

Saint Francis Xavier students will demonstrate an array of

Complex Thinking.

- Critical thinking skills, organizational skills, and problem solving skills
- Mathematics: number sense, computation, estimation, fractions/decimals, scientific notation
- Scientific method: inquiry, experimentation, data measurement and interpretation
- Art appreciation and practice: visual art, music, dance, drama

Saint Francis Xavier students will demonstrate an array of

Effective Communication skills.

- Reading fluency and comprehension in all academic areas at grade level: phonics, word attack skills, textual structures, genre awareness, context clues, vocabulary
- Oral presentation: organization, graphics, presence
- Written presentation: expository, persuasive, prose and poetic forms
- Foreign language acquisition: vocabulary, pronunciation, grammar, culture

Saint Francis Xavier students will demonstrate an array of

Effective Collaboration skills.

- Discussion skills: listening, understanding points, making and supporting a point
- Competition: adherence to rules, teamwork, respect for competitors, acceptance of victory and defeat
- Goal attainment: responsibility, leadership and subordination, delegation, support
- Social interaction: respect, courtesy, patience and deference

Saint Francis Xavier students will demonstrate an array of

Employability skills.

- Flexibility in accepting and facing challenges through life
- Having pride in one's work; self- motivation and self-evaluation
- Computer skills: keyboarding, word processing, desktop publishing, spreadsheets, data
- Money sense
- Career awareness

FACULTY AND STAFF

		Phone Ext.
Pastoral Administrator	Rev. Robert Moriarty	417
Principal	Mrs. Nancy Essary	419
Assist. Principal	Mrs. Veronica Brand	407
Pre-Kindergarten	Mrs. Claudia Long	410
Pre-School	Mrs. Micheon Zbinden	411
Kindergarten	Ms. Connie Aiello	409
Grade 1	Mrs. Mary Cremer	401
Grade 2	Mrs. Barbara Keyser	402
Grade 3	Mrs. Mollie Wood	403
Grade 4	Mrs. Julie Mehmen	404
Grade 5	Mrs. Miriam Bugden	405
Grade 6	Mrs. Vicky Simpson	406
Grade 7	Ms. Haley Campbell	407
Grade 8	Mrs. Veronica Brand	408
Learning Resource/Music	Mrs. Carolyn Wilde	406
Physical Education	Mrs. Robyn Johnson	400
Spanish	Mrs. Tatyana Davis	414
Library	Mrs. Kathleen Kilby	423
St. John Bosco Program Director	Mrs. Kerry Hankins	400
Extended Day Coordinator	Mrs. Claudia Long	410
School Secretary	Mrs. Lorene Swim	400
School Finance	Mrs. Joanne Evans	418
Development	Ms. Angela Moon	414
Building Supervisors	Mr. Kevin Barber	400

CATHOLIC SCHOOL SYSTEM

The Catholic Schools in the Diocese of Salt Lake City are part of the educational ministry of the Bishop of the diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the bishop of the diocese and the Catholic school superintendent on all matters concerning Catholic Schools.

CATHOLIC SCHOOL LEADERSHIP

The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At the elementary/middle school level, the parish pastor and the school principal share the important ministry of pastoral leadership in the Catholic school. In a regional school, the pastor of the parish where the school is located assumes responsibility with the principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the principal when decisions impact either the school or the parish. Principals of diocesan regional schools and high schools share responsibility with the diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

The pastor in collaboration with the principal of elementary/middle schools provides for the pastoral care of the faculty, staff and students. At the high school level and in diocesan regional schools, chaplains are selected, as available, by the principal to provide campus ministry, thus assisting the principal with pastoral care.

ADMISSION REQUIREMENTS

Registration will be accepted beginning in February of the year the child will be entering school. Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program offered.

Neither race, sex, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are accepted on a space available basis.

Applicants will be admitted on the basis of date registered and the following:

1. Siblings of presently enrolled students.
2. Parish members where the school is located.
3. Parishioners of regional parishes
4. Other Catholics
5. Non-Catholics

Acceptance of preschool/pre-kindergarten students into the K-8 school program is at the discretion of the principal.

Parishioner

To qualify as a parishioner, parents and their children must be registered in the parish, baptized in the Catholic faith, attend Mass regularly, and support the parish in the best way they can, whether monetarily or in service.

Proof of Legal Name, Age and Custody

Before any child is admitted to a school, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's application for admission to the school. In case of divorce, records including a certificate copy of the Decree of Divorce, must be on filing stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

INCLUSION

The Catholic Schools of the Diocese of Salt Lake City support the concept of appropriate inclusion in our schools. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in general education classes.

ADMISSION

Name of Student

Upon admission to the school, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc. Birth, baptismal certificates and immunization records must be presented at the time of acceptance.

Age of Admission for Kindergarten and First Grade

A student entering kindergarten must be five years old on or before September 1 of that year. A student entering first grade should be six years of age on or before September 1st of that year. An exception may be made if a student transfers from another state with a different age requirement. New students applying for admission to Saint Francis Xavier must present evidence of satisfactory conduct and achievement for a particular grade. Birth, baptismal certificates and immunization records must be presented at the time of acceptance. A test is required to determine the academic ability of each new student.

Exclusion

The principal is authorized to exclude from admission to kindergarten or first grade those pupils who, on the basis of objective testing conducted by the school, are unprepared for regular classroom work on that level.

CONTINUED ATTENDANCE REQUIREMENTS

For a student to continue in attendance at Saint Francis Xavier School the student must:

1. Follow the standards for conduct of the school.
2. Maintain regular attendance.
3. Demonstrate effort and motivation to achieve academic success suitable to his or her capacity.
4. Demonstrate age-appropriate social behavior.

The parent/guardian must:

1. Support the school's philosophy.
2. Cooperate with teachers and administration.

NON-DISCRIMINATION AND COMPLIANCE WITH TITLE IX EDUCATION ACT

Assurance Statement

The elementary/middle and secondary Catholic schools of the Diocese of Salt Lake City under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attest that they do not discriminate in admitting students of any race, color, sex, national and ethnic origin in its admission policies, treatment of students, and its employment practices.

Programs and Activities

These schools do not discriminate on the basis of race, color, sex, nationality, religion and ethnic origin in the administration of their educational policies, scholarship and loan programs, athletic and extracurricular activities, or in other school administered programs, in employment or promotion practices.

RESPECT FOR PERSONS WITH DISABILITIES

Catholic schools in the Diocese of Salt Lake City are to comply with the regulations on the disabled (Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1989) to the extent that they may apply to private educational programs.

ABSENCES AND ABSENCE PROCEDURES

The responsibility for attendance at school belongs to the parents/guardians, but the school is obliged to keep an accurate record of daily attendance. This record is to be signed by the teacher, placed in the school file, and kept in perpetuity. Attendance data must be entered on the student's permanent record.

When a student has been absent, the school must require a written excuse from parents/guardians. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation and apply appropriate solutions.

When parents/guardians take their children out of school because of family vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time. Final exams are scheduled for the last three days of each quarter,

and must be taken at the scheduled time. Vacations should never be scheduled during this period. Students who miss a scheduled semester exam may receive a zero for this exam.

Ordinarily, a report card will not be issued if a student is absent (excused or unexcused) for ten or more days in a given quarter. Elementary school promotion is difficult if a student does not receive a report card for two of the four quarters in any one school year. Summer school, tutored classes, or individual contracts may be used to remedy the situation after consultation with the teacher. The final decision as to promotion shall be the responsibility of the principal. Parental/guardian advice should also be considered in making the final decision.

Regular attendance has a direct correlation with learning and achievement. Parents are urged, therefore, to keep their children in school except for illness or emergencies. Illness or family emergencies are considered excused absences. Vacations are considered unexcused absences. Teachers are not required to allow make-up work or provide make-up tests for unexcused absences.

Notification of Absence

If a student will be absent from school, the parent/guardian shall notify the school as soon as possible. If the absence is unreported, a person so designated shall call the parent/guardian to verify that the child is absent with the knowledge of the parent/guardian.

RELEASE OF STUDENTS FROM SCHOOL

Parents/guardians presume their child is under the care of the school during school hours. Consequently, a student should never be released early without the explicit written permission of the parent/guardian. These requests are kept on file.

A student may be dismissed early only upon approval of the principal. An elementary student may be released only to the parent/guardian/authorized representative of the parent/guardian. The principal shall not honor a telephone request for a student's early dismissal to someone not listed on the emergency card. Students should not be detained unduly after school without the knowledge /permission of parents/guardians.

Please attempt to schedule medical and dental appointments outside of school time.

TARDINESS

Being on time to school is an important value and life skill to insure that work is not missed. In addition, entering the classroom after school has begun is disruptive to the entire class and interferes with the teacher's lessons.

With this in mind, we urge you to make sure your child is on time for the beginning of class each day. Students who are late must enter through the east door entrance and check in at the main office for a late slip before proceeding to class. Students arriving after 10:00 a.m. are marked half a day absent. It may be difficult for students to make up work missed by chronic tardiness.

SCHOOL/PARENT COMMUNICATIONS

RAINBOW REMINDERS

"Rainbow Reminders", the school newsletter, is sent home weekly (usually Monday) and contains timely information about upcoming events.

BROWN ENVELOPES

The "brown envelopes" are sent home periodically with important information. They are also used for your monthly billing statement on the 20th of every month. After you have carefully read the material, please sign and date the appropriate line and return the envelope with your child on the following day.

TEACHER COMMUNICATION

Parents wishing to contact a faculty member about their child's progress or other aspects of student life may do so by leaving their telephone number and request with the school secretary or leaving a voice message on the teacher's voice mail at school. A teacher's home number will not be given out, and parents are asked not to contact teachers at home. Conferences with teachers should be prearranged. Drop-in visits, especially before school, are not allowed.

PRINCIPAL COMMUNICATION

Parents wishing to contact the principal may do so by calling the main office. The principal has an "open door" policy whereby teachers, students, and parents may meet at school any time without an appointment. Calling ahead, however, will ensure a specific time without interruption. The principal may be contacted at home in case of emergency. (801) 561-4030.

PARENT/TEACHER CONFERENCES

Formal conferences for grades K-8 are scheduled mid-way through the first semester and mid way through third quarter. (See calendar for specific dates.) Pre-school and pre-K conferences may be scheduled according to teacher/parent discretion.

ACADEMICS

CURRICULUM

Saint Francis Xavier School follows the curriculum of the Catholic Diocese of Salt Lake City in compliance with the core curriculum of the State of Utah. The curriculum includes a sequential program of learning in religion, language arts, mathematics, social studies, science, health, music, art, Spanish, technology, and physical education. A copy of the curriculum guide is on file in the main office for parents wanting more detailed information.

RELIGION FOR NON-CATHOLIC

The primary purpose of Saint Francis Xavier School is to promote and evangelize the message of Jesus Christ. Non-Catholic students are welcome but must be willing to adhere to Catholic religious teachings and practices within the school. Therefore, all students are required to pray with the class, attend Mass, pass religion courses, and promote the moral and spiritual climate of the school.

FINAL EXAMINATIONS

Finals are essential in assessing a student's progress and knowledge of subject matter. Those students who are absent from finals (unexcused) will receive an incomplete for the grading period and may receive "0" credit for the missed final. Please review dates listed on the calendar for final exams and make vacation plans accordingly.

HOMEWORK

Homework is part of the work required for learning at Saint Francis Xavier School. All students receive homework on a regular basis. The amount and regularity of homework is left to the discretion of the individual classroom teachers. Parents with children in grades K-3 are encouraged to be responsible for ensuring that their children complete their homework. Parents with children in grades 4-8 should hold their children responsible for completing their homework. In general, suggested homework guidelines are as follows:

Grades 4 & 5.....1 Hour
Grades 6, 7 & 81.5 Hours

All parents should create a proper study environment for children to do homework. This means limiting television time and creating an environment conducive to learning.

Students in grades 4-8 may be asked to stay after school for "Redeem Team" if homework is not ready when it is due. Parents will be notified by a student phone call. Students involved in after school activities (dance, choir, etc) will need to serve redeem team before attending those activities.

STANDARDIZED TESTING

Children in grades 2-8 take the Stanford Achievement Test in October. Results help determine academic standing and projected needs of the student.

GRADING SCALES

REPORT CARDS

Report cards are issued four times a year. (In addition, grade 4-8 will issue mid-quarter progress reports.)

In lieu of the report card, at the kindergarten level a report should be given to the parents/guardians at the time of the first quarter conference to indicate the student's accomplishments and needs.

Students with special education needs shall receive reports suited to their specific program of instruction. Different codes on report cards are used for students who are identified with special needs. Parents/guardians are to be notified of this code.

Ordinarily, a report card will not be issued if an elementary (K-8) student is absent (excused or unexcused) for ten (10) or more days in a given quarter. It is the decision of the principal, after consulting with the teacher, whether a student receives a report card after ten or more absences.

Grading System

The approved grading system for kindergarten is:

- S -Progress is Satisfactory or Skill is Mastered
- I -Shows Improvement
- N -Needs Additional Work
- X -Not Introduced

Grades 1-3

- I. Compares students with expected grade norms
 - C Commendable
 - S Satisfactory
 - N Needs Improvement
- II. Indicates progress for subcategories
 - + Shows Improvement
 - Experiencing Difficulty

Grades 4-8

A	95-100	Excellent	C	75-78	
A-	92-94		C-	71-74	
B+	89-91	Very Good	D+	69-70	Below Avg.
B	86-88		D	67-68	
B-	83-85		D-	65-66	
C+	79-82	Good	F	Below 65	Failing

The approved grading system for students with special education needs or below grade level is:

- S - Satisfactory Progress
- I - Shows Improvement
- N - Needs Additional Work
- U - Unsatisfactory Progress

RETENTION/PROMOTION - GRADES K-3

Since primary grade children do not achieve educational skills at the same chronological age, and are not at the same level of readiness and maturity at the same time, standards for continuance at this level are based in indications of maturity and progress in learning according to ability.

To pass to the next grade, a primary student:

- * should be able to focus attention on lessons and work

- * should be able to function cooperatively in class
- * should show responsibility in caring for materials
- * should demonstrate skills in content subjects which are appropriate for the grade level ability of students

RETENTION/PROMOTION - GRADES 4-5

1. All students in the 4th and 5th grades at Saint Francis must earn 40 points in the 7 basic subject areas each year to be eligible for promotion.
2. The 7 basic academic subject areas include religion, math, reading, English, spelling, social studies, and science.
3. Points will be allotted in the following manner:
A = 4 B = 3 C = 2 D = 1
4. Students should attain at least 10 points per quarter, but must attain 40 points per year to pass to the next grade.
5. Any student who fails the same subject for two quarters in a given year will be required to make up that subject before promotion to the next grade (regardless of point accumulation).

RETENTION/PROMOTION - GRADES 6-8

1. All students in the 6th, 7th, and 8th grades at Saint Francis Xavier School must earn 38 points in the six basic subject areas each year to be eligible for promotion and/or graduation.
2. The six basic academic subject areas include religion, English, math, history, science, and literature.
3. Points will be allotted in the following manner:
A = 4 B = 3 C = 2 D = 1
4. Students should attain at least 9.5 points per quarter, but must attain 38 points per year to pass to the next grade or graduate.
5. Any student who fails the same subject for two quarters in a given year is required to make up that subject before promotion to the next grade or graduation (regardless of point accumulation).

GRADUATION

Eighth grade students must successfully demonstrate that they have met the standards for completion of course requirements.

Graduation Exercises

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the State of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony.

Only for the most serious reasons may a student be excluded from graduation ceremonies. This decision may be made only by the principal of the school after consultation with the superintendent. Parents/guardians and student will be informed of the decision.

Graduation ceremonies are to be simple and dignified.

TUTORING

Teacher recommendations for tutoring must be approved by the principal. No teacher may accept pay for tutoring their own students.

CODE OF CHRISTIAN CONDUCT

Covering Students and Parents/Guardians

It is a condition for enrollment that the student will behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by its policies. These principles include, but are not limited to those set forth in the student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, disruptive, threatening, hostile, or divisive.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Pastoral Directives 2004-2005

Code of Conduct for Minors

The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

Rights and Responsibilities: Rights are those things we are entitled to have. Responsibilities are the actions that are expected as a result of those rights.

Children and young people have the right to:

- a safe environment
- receive the best formation program to meet their needs
- feel secure from physical, verbal and written harassment

- be treated in a fair, consistent and respectful manner
- receive instruction and assistance for social, emotional and academic concerns
- a clean and pleasant environment

Children and young people have a responsibility to:

- share experiences in safe and pleasant surroundings
- attendance that is regular and punctual
- act safely in everyone's interest
- accept responsibility for their actions
- practice good health habits
- be honest and polite
- not interfere with the leader's facilitation, and the experience of others
- show respect for the rights, feelings and property of others
- seek help for social, emotional and academic concerns
- adhere to rules during any related activities
- work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate
- respect ethnic, racial, religious, gender, intellectual and physical diversities of all people
- report discreetly any inappropriate behavior to a responsible adult

Behavior:

- Reverence, Respect, Responsibility- All behavior should be guided by reverence for life, respect for self, others and property, and taking responsibility for one's actions.
- Behavioral standards should encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.
- Offenses- The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:
 - Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)
 - Causing psychological harm (intimidation, threats, etc.)
 - Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
 - Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
 - Showing disrespect for property (vandalism, theft, etc.)
 - Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
 - Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
 - Being dishonest (lying, cheating, etc.)

In addition to the Code of Conduct for Minors, the Diocese has a published Child Abuse Policy which is available in the Principal's office or on the Diocesan Website: www.dioslc.org. A copy may be requested from the principal.

The discipline policies at Saint Francis Xavier are established to create a safe and fair environment for our students. In addition, we believe that learning, experiencing, and accepting consequences for inappropriate behavior are essential for the social, moral, and spiritual development of all students.

Saint Francis Xavier has high expectations and standards for its students. The challenges that Saint Francis presents are deliberate and intended to help students become mature, responsible, and conscientious individuals who exemplify the values and ideals of the Gospels.

The following are the suppositions under which our guidelines were created:

1. Each child has the right to an education in a safe and inoffensive surrounding.
2. Each teacher has the right to facilitate learning in the classrooms to the best of his/her ability.
3. Each staff member has the right to carry out his/her duties to the best of his/her ability.
4. The administrator has the right to expect cooperation from students, teachers, and staff and the duty to see that each person's rights are protected.
5. Anyone interfering with the rights of another must accept the consequences of his/her behavior.

GENERAL GUIDELINES FOR BEHAVIOR

The following is a description of behavior that interferes with an individual's rights.

1. Disruptive words or actions in the classroom, playground, or assembly.
2. Intentionally injuring another by physical or verbal means.
3. Defacing or destroying school property or another person's property.

SPECIFIC GUIDELINES/INFRACTIONS

Behavior codes and guidelines will be enforced during school hours, on school property and at any school sponsored or school related event. Behavior codes and guidelines may also be enforced for conduct outside of school that damages the reputation of the school.

Inappropriate language

Inappropriate language is not tolerated at any time.

Snowball/Rock Throwing

For obvious safety reasons, no object should ever be thrown on school premises.

Food/Gum Regulations

Special permission must be obtained before food can be consumed anywhere outside the cafeteria area. Gum is never allowed anywhere on Saint Francis property.

Property Care and Maintenance

If a child mares or destroys any school property by intent or through carelessness, the child will be fined according to the expense entailed. Other consequences may also be enacted. Library and textbooks, if damaged or lost, must be paid for by the person responsible.

Cheating

Cheating will not be tolerated. Classroom infractions will earn a student zero credit for the work on which cheating occurred. Additional infractions may jeopardize a student's status at Saint Francis Xavier.

Stealing

Stealing or taking an item that does not belong to a person is a serious offense, both ethically and legally. Most serious consequences will be attached to someone involved in theft. Middle school students will be suspended if it is determined that they were involved in stealing. Further infractions are grounds for dismissal from Saint Francis. Students are reminded that items found at school are to be turned in to the school office. Failure to return items found at school places a student in a position to be suspected of stealing.

Harassment

The Catholic schools of the Diocese of Salt Lake City recognize that harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe around school.

Because of the Christian climate and Catholic culture in the schools, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s).

In keeping with its philosophy, Saint Francis Xavier recognizes the dignity of every human being. Therefore, the school will not tolerate harassment, by word or action, of any member of the school community, whether on or off school property.

Fighting

Fighting is in direct opposition to the philosophy of Saint Francis Xavier School (love of others). In addition, it is seen as especially important that our students learn how to handle conflicts without resorting to physical violence. Fighting, therefore, will be seen as a serious infraction of school policy. Middle school students will be suspended if it is determined that they were involved in a fight and if it is determined that they, at any point, could have made a decision to remove themselves from the situation. Further infractions are grounds for dismissal from Saint Francis.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of himself/herself or any other person in the school building, or is in possession of, or brings onto school

property, any article or substance* that endangers him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violations of the Safe Schools Act of the City of Salt Lake may be reported to the police.

*Note: This policy includes any narcotic, tobacco, drug, or alcohol.

Search and Seizure

The principal and/or pastoral administrator of Saint Francis Xavier and/or their delegate retains the right to search students, student lockers, and/or student possessions, if reasonable cause exists.

Speech and Publications

Saint Francis Xavier has the right to determine what is appropriate in school and at school sponsored or school-related events with regard to verbal or written expression. The school reserves the right to control all publications which directly or indirectly pertain to school or school related issues and to prohibit the distribution of all written publications that have not been approved by the principal.

Acceptable Use Policy

Saint Francis Xavier School has an internet use policy for both staff and students which is subject to prior approval through the Catholic Schools Office.

The internet is a tremendous resource for our students and staff, and connects them to the rest of the world and to a vast information system. At the same time we recognize that the internet can provide access to some material that may be inappropriate, offensive or obscene. We believe our children need to, and can learn to use this resource in an appropriate manner. The school's code of conduct applies to all users of the internet.

The following conditions must be met for internet use:

1. No student will be allowed to use the internet until he/she has taken part in an internet orientation presented by the classroom teacher.
2. Students may not use on-line resources unless actively supervised by a teacher or administrator.
3. The use of the internet will be consistent with the educational objectives of Saint Francis Xavier School.
4. Before accessing a specific web site, students must check with their teacher to make sure it has been previewed and approved.
5. Student use of the internet is strictly for curriculum related activities.
6. General rules and policies found elsewhere in this handbook apply to all students using the internet.
7. No personal information (names, phone numbers, etc.) will be given out over the internet.
8. Users will follow accepted rules of network etiquette.
9. Intentional misuse of computers and equipment, resulting in damage to the equipment, may result in financial obligation, by the parent, to replace the equipment.

10. It is impossible for Saint Francis Xavier School to electronically restrict all controversial materials; therefore, the school will not be held responsible for materials acquired on the network in situations beyond our control.

Unacceptable uses of the internet may result in suspension or revoking of computer privileges, or in severe cases, suspension or expulsion from school. Some examples of unacceptable use are:

1. Using the internet for any illegal activity, including violation of copyright and plagiarism.
2. Using the internet at Saint Francis Xavier School for financial or commercial gain.
3. Vandalizing the data of another user.
4. Gaining access to inappropriate and/or illegal material.
5. Accessing the internet at Saint Francis Xavier School without supervision of faculty or administration.
6. Vandalizing or tampering with any computer equipment, including the network at Saint Francis Xavier School.

TERMINATION OF ENROLLMENT

EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- a. after all other efforts of motivation and counseling have failed or
- b. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
- c. as set forth in Policy 3520 regarding student withdrawal on grounds of parental/guardian behavior.

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s).

This list shall not be considered exhaustive:

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same.
5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Serious theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
11. Consistent disrespect for other students such as sexual harassment of another student.

12. Violation of internet code of ethics.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

SUSPENSION

Suspension from school is imposed for serious misbehavior and then only by the principal. The principal reserves the right to place a student on home study for conduct deemed inappropriate and contrary to the philosophy of the school. (This includes, but is not limited to, physical violence directed toward another)

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.

APPEARANCE/DRESS CODE

PHILOSOPHY

It is important for all individuals in the school community to present a good appearance. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings.

The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related event.

Interpretation of the dress code will be at the discretion of the Principal or Assistant Principal.

HAIR

A person's hair should be clean, combed, well-trimmed, moderate in style, and the student's natural hair color. Bangs should not impair vision and boys' hair should not fall below the collar. Boys must be clean shaven. Hats are never allowed on school property during school hours (except when special permission is given and appropriate for winter weather.)

JEWELRY

Appropriate jewelry, such as post earrings, watches, and necklaces are allowed. Distracting jewelry will be addressed on an individual basis.

MAKE-UP

Make-up is not allowed. Nail polish that is light pink or clear is allowed.

UNIFORM CODE – PRE-SCHOOL & PRE-K

- Uniform not required
- Appropriate dress for weather and school environment

UNIFORM CODE - GRADES K-5

BOYS

Regular Dress

Shirt - Light Blue Oxford (Button down collar)
Long Pants -Navy Blue Docker (Docker-type)
Walking Shorts - Navy Blue (Docker type)
Belt (solid brown or black)
Socks- Required (solid color only)
Shoes- appropriate for school setting
(e.g. No work boots, etc)

Formal Dress

Tie- Navy Blue
Long Pants (see above)

Optional Dress

Corduroy Pants (Dennis Uniform Co. only)
Navy Blue or Red Cardigan
Saint Francis Sweatshirt
Navy Sweater Vest (Dennis Uniform Co. only)

GIRLS

Shirt- White Oxford (Button down collar)
Long Pants - Navy Blue Docker (Docker-type)
Walking Shorts - Navy Blue (Docker-style)
Jumper or Skort-Fairmont Plaid (Dennis Uniform Co. only)
Belt (solid brown or black)
Tights/Socks- Required (solid color only)
Shoes- appropriate for school setting
(e.g. No work boots, high heels etc)

Jumper/Skort Fairmont Plaid (Dennis)

Corduroy Pants (Dennis Uniform Co. only)
Navy Blue or Red Cardigan
Saint Francis Sweatshirt
Navy Sweater Vest (Dennis Uniform Co. only)

UNIFORM CODE - MIDDLE SCHOOL (GRADES 6-8)

BOYS

Regular Dress

Shirt- Solid Light Blue, White, Yellow, or Pink Oxford (Button down collar)
Long Pants -Navy Blue Docker (Docker-type)
Walking Shorts - Navy Blue (Docker type)
Belt (solid brown or black)

Socks- Required (solid color only)
Shoes- appropriate for school setting
(e.g. No work boots, etc)

Formal Dress

Tie- Navy Blue
Long Pants (see above)
Shirt – White

GIRLS

Shirt- Solid Light Blue, White, Yellow or Pink Oxford (Button down collar)
Long Pants - Navy Blue Docker (Docker-type)
Walking Shorts - Navy Blue (Docker-type)
Belt (solid brown or black)
Skirt/Skort-Fairmont Plaid (Dennis Uniform Co. only)
Tights/Socks- Required (solid color only)
Shoes- appropriate for school setting
(e.g. No work boots, high heels etc)

Skirt/Skort (see above)
Shirt - White

P.E. Dress

Solid Red or Grey Gym Shorts	Solid Red or Grey Gym Shorts
or Solid Red or Grey Sweatpants	or Solid Red or Grey Sweatpants
Solid White or Saint Francis P.E. T-shirt	Solid White /Saint Francis P.E. T-Shirt
Tennis Shoes	Tennis Shoes

Optional Dress

Corduroy Pants (Dennis Uniform Co. only)	Corduroy Pants (Dennis Uniform Co. only)
Navy Blue or Red Cardigan	Navy Blue or Red Cardigan
Saint Francis Sweatshirt	Saint Francis Sweatshirt
Navy Sweater Vest (Dennis Uniform Co. only)	Navy Sweater Vest (Dennis Uniform Co. only)

UNIFORM CODE - SPECIAL NOTES

1. Walking shorts are permitted for 1st and 4th quarters only. Walking shorts must fall just above the knee.
2. Oxford shirts can be either short or long sleeve.
3. Each student will need formal dress attire.
4. Each middle school student will need P.E. attire.
5. You are not required to purchase items from Dennis (except plaid skirts or jumpers, corduroys, and vests) although most items are available through them.
6. Formal Dress will be required for all "Mass" days.
7. The following items will be made available at the school.
 1. Saint Francis T-Shirts
 2. Saint Francis Sweatshirts
8. Corduroy shorts are not permitted.
9. Clothing should fit well. Oversized or baggy clothing is not allowed. Shirts must be completely tucked. **"Sagging" is not allowed.**
10. A belt is required with slacks and shorts.
11. If an undershirt or t-shirt is worn under the uniform shirt it must be solid white

SPIRIT DAY DRESS CODE (First Friday)

Student must wear:

1. T - Shirt
2. Oxford shirt
3. Sweat shirt
4. Sweater
5. Golf/Polo shirt

Any of the above MUST BE:

1. Solid red or gold OR
2. Saint Francis, Judge, St. Joseph or Juan Diego wear (must have name, logo, or emblem of Saint Francis, Juan Diego, St. Joseph, or Judge). All other articles of clothing must be appropriate for school setting. No overalls allowed. No other advertisements, pictures, symbols, words, etc. may be worn on any article of clothing. Students may opt to wear regular school dress.

MEDICAL/EMERGENCY POLICIES AND PROCEDURES

EMERGENCY CARDS

Each student must have on file emergency information that is complete and current. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted. Students with allergies or special medical problems should have this information on file with the school nurse, office staff and teachers. Please notify the school whenever there is a change in your address, phone number(s) or other pertinent information. No child will be released to any person not listed on the emergency form.

STUDENT INSURANCE

Each child is covered by special school insurance. This is a Diocesan requirement. The fee for this insurance is taken from the administration fee.

DISPENSING OF MEDICATION

No teacher or member of the staff shall prescribe and/or administer medication to a student. No child is permitted to carry any type of medication on his/her person during school hours. This includes all over the counter medication as well as prescription medication (aspirin, ibuprofen, cough drops, etc.)

In the few instances in which medicine must be taken by students during the school day, the principal shall designate a person(s) to be responsible for administering it. Written consent from both the parent/guardian and doctor shall be obtained. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment shall be marked clearly on the medicine container or doctor's permission to administer. A log/journal showing the date and time of administration of medication shall be maintained. Each school is responsible for assuring that students within the school receive their medication during school hours.

IMMUNIZATIONS

According to Utah State law, all students enrolled in school must be properly immunized.

The State Board of Health maintains the policy that student who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school. The principal is responsible for proper verification of immunization of all students at Saint Francis Xavier School.

Annual immunization reports must be submitted to the Utah State Board of Health.

By law, every student must be immunized before entering school. Prior to entering Saint Francis Xavier School, every student must have the following immunizations:

- | | |
|---------------------------|-----------------|
| -5 DPT shots | -1 rubella shot |
| -4 doses of polio vaccine | -2 MMR |
| -3 Hepatitis B | |

- 2 Hepatitis A (required of all kindergarten and first grade students)
- 1 Varicella (required of all kindergarten and first grade students/or history of chicken pox disease)
- 7th graders:
 - 3 Hepatitis B
 - 1 Varicella or previous history of the disease
 - Tetanus/Diphtheria booster

This data is to be tabulated on a Utah Certificate of Immunization form, signed by your physician and presented to the school.

PHYSICAL EXAMINATIONS

As required by the Department of Public Health and the Catholic Schools Office, physical examinations are expected of all students immediately prior to their entrance into kindergarten or for transfer students, upon entrance into the school.

IN-SCHOOL SICKNESS

All children who become ill during the day will report to the school office. If the school nurse is available, the student will be evaluated by the nurse, otherwise the office staff will determine if the condition warrants for the child to be sent home. Parents/guardians or those listed on the Emergency Form will be notified. It is the parents' responsibility to see that arrangements are made for the child to get home promptly and safely. It is required that all students be signed out before leaving the school building.

SICKNESS AND ACCIDENT

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the contact person on the Emergency Form will be notified immediately. In case of serious accident or injury, emergency medical personnel will be contacted and the student transported to the hospital with or without permission from the parent or legal guardians.

In order to protect your child as well as others in the class, please do not send the child to school if you detect nausea, fever, severe cold or cough, or a suspicious skin rash or infection.

Contagious diseases such as measles, mumps, chicken pox, head lice, impetigo or bacterial conjunctivitis etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor.

Students who have not recovered from illnesses should not return to school until they are completely well. Parents who wish to have their child stay in from recess or refrain from participating in other activities should have a doctor's note. While at school, students are expected to participate in all activities.

EDUCATIONAL ENVIRONMENT

ARRIVAL/DEPARTURE

For supervision and liability reasons, parents may not drop off students before 7:55 a.m. and must pick them up before 3:30 p.m. Students found on the school property at other times will be escorted to the Extended Day facility. Parents will be charged for unscheduled drop-ins.

DAILY ROUTINE

- 7:00-7:50 a.m.... Children report to extended day program. (No student should arrive prior to 7:50 a.m. unless part of EDP)
- 7:45 a.m. Office Opens
- 7:45 a.m. Faculty/Staff Prayer
- 7:55 a.m. Middle School warning bell
- 8:05 a.m. Middle school students begin class –
Grades 1-5 align at south entrance to enter the school
- 8:15 a.m. Class begins for grades K-5
- 11:45 a.m. Daily lunch schedule begins
- 3:15 p.m. Final Bell (Monday – Thursday)
- 12:30 p.m. Final Bell (Friday)
-School Dismissal
-E.D.P children report
- 3:30 p.m. Monday–Thursday-all students off premises or at E.D.P.
- 12:45 p.m. Friday - all students off the premises or at E.D.P.
- 4:00 p.m. Office closes (M-Th, Friday 1:00 p.m.)
- 6:00 p.m. Extended Day Program closes

*Class begins means that students are out of the hallway, seated at their desks, with books out and in the "learning posture."

PRE-SCHOOL & PRE-KINDERGARTEN

Program	Days	Time
3 Year Old Program (3 day)	Mon., Tues. & Wed.	8:30 - 11:15 AM
4 Year Old Program (3 day)	Mon., Tues. & Wed.	12:15 - 3:00 PM
5 Year Old Program (5 day)	Mon. through Fri.	8:30 - 11:15 AM

MISCELLANEOUS

RELEASE OF INFORMATION TO THE MEDIA

Before the use of name, likeness, whether in still, motion pictures, audio or video tape, photography and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information

must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school

RELEASE OF STUDENT DIRECTORY INFORMATION

If a student directory is printed, written permission for publication of this information must be secured from parents/guardians. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

SUBPOENA OF RECORDS

When a subpoena requesting records or testimony is served, the principal should notify the Catholic Schools Office immediately and proceed according to instructions. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be allowed to obtain information from teachers.

STUDENT CUMULATIVE RECORDS

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records.

ACCESS TO RECORDS

Parent(s) and/or guardian(s) wishing to see their children's cumulative records should request an appointment. Such arrangement insures that a qualified person will be available to answer questions and interpret the recorded data. Each school shall adopt procedures for the granting of requests by parent(s) and/or guardian(s) to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of request.

NON-CUSTODIAL PARENTS

Saint Francis Xavier School abides by the provisions of the Buckley Amendment and Utah law to the extent they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This is kept in the cumulative record.

PRIVACY OF STUDENT RECORDS

Apart from the above provision, the school shall not give any personal information to any person unless the person is one of the following:

1. Parent and/or guardian
2. Parent and/or guardian of an 18 year old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
3. Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent

4. Diocesan school officials and school administration
5. Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

A record must be kept showing who has accessed the individual student file other than teacher and administration. Each school shall determine the procedure for this information.

TRANSFER OF RECORDS

When a pupil transfers from one school to another a student withdrawal slip is issued and the school from which the student transfers keeps the permanent record and sends the following to the new school and gives a copy to parent(s) and/or guardian(s) if requested:

1. Original health records
2. Copy of transcript of grades
3. A copy of test results
4. Attendance records

The student's permanent record must contain the date and reason for the transfer. The date of transfer should also be recorded in the school's attendance register.

A reasonable charge may be made for a transcript, not to exceed the actual cost of furnishing copies of pupil records.

Confidential reports from an agency or professional individual, such as a resource teacher or psychologist, are filed separately from the cumulative records. These reports may not be transferred with other student records without the written permission of the parent(s) or guardian(s) and, in the case of an outside agency, of the responsible agency. (Example: IEP, psychological test data)

No school may withhold records for lack of tuition payments.

PARENT VISITATION

Once school has begun, parents are asked to refrain from entering the classrooms with forgotten items. These are to be dropped off at the office. Students should make a practice of checking with the office for forgotten lunches.

Volunteer or visitor passes are required of all parents whenever it is necessary to enter the school hallway or classrooms. Visitor passes must be obtained from the office. Parents are encouraged to visit classrooms any time after September 30th as long as it is arranged with the teacher ahead of time.

The school day should not be interrupted except for good cause. Except in cases of injury, illness, or other emergency, students shall not be released from school during the regular school day without prior written request of the LEGAL guardian and approval by the principal.

COMMUNITY RESPONSE

Students/parents are asked to notify the principal of any serious illness or death in the immediate family so the school community can lend its support through prayer and other means.

LOST AND FOUND

All books, school bags, lunch boxes, and items of clothing should be clearly marked with the child's first and last name. Any article found at Saint Francis must immediately be turned in to the Main Office. Lost and found articles are placed in a box in the hallway. Items not claimed within a reasonable time period will be removed. The school cannot assume responsibility for valuables brought from home. Balls will not be collected from the school roof or neighbor's yards if they are lost in those locations

ELECTRONIC DEVICES

No electronic device may be brought to school unless approved by the principal (i.e. cell phones, iPods, etc.) .

LOCKERS

Student lockers are available for 6th, 7th, and 8th grades. There is a \$5.00 fee for replacement locks. All students must use the assigned lock and locker. Students are not allowed in other lockers. Students may be fined for damage to the locker. Lockers are the property of the school. The principal or his/her delegate may search the contents of any locker given reasonable cause to do so.

PARTIES

Special parties and celebrations are planned throughout the year for all the children. No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class or to all the boys or all the girls.

WELLNESS PROGRAM

Saint Francis Xavier has a wellness program that encourages healthy eating and proper exercise. If you choose to bring treats for any reason we asked that they be healthy in nature and individually packaged.

PARENT ORGANIZATION

Saint Francis Xavier School has a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Education Association.

The primary purpose of the parent organization is to support the school's mission. This is done primarily by:

1. Volunteering help in school programs and activities and supporting all volunteer efforts needed in the school.
2. Organizing and supporting fund raising efforts to financially support the school and its programs.
3. Supporting the school by giving positive feedback to the public.

PIP HOURS

PIP stands for Parent Involvement Program. Studies show that successful schools are those in which parents are actively involved in the school's maintenance and support. This program allows you to demonstrate to your child how important their education is to you. It enables you to meet other parents who share your values and interests. It is also invaluable in time and money saved when the school does not have to "hire out" services. Especially appreciated are the services which save teachers time, allowing them to concentrate on classroom activities with the children.

Each family is required to complete 20 hours of volunteer work. All hours must be completed and reported by the last Friday in May. There will be an assessment of \$10.00 for each uncompleted hour. Families with preschoolers only are required to complete 10 hours.

You must fill out a PIP form for any hour(s) completed. These forms may be picked up at the main office. They may be turned in to the office.

There are a variety of ways to accumulate PIP hours. Recess duty is a great way to be visible to your child and to get to know other students. You can volunteer for in-school time, such as copying, listening to students read, etc. Auction committees are always looking for volunteers. Teachers may request chaperones for field trips, field day, and occasional classroom activities. You may have some of your own ideas for ways to help.

For any questions you may have concerning the status of your PIP hours, please call Joanne Evans in the main office on Monday, Wednesday or Friday.

FIELD TRIPS

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce diocesan curriculum guidelines and justify the time, distance, and expense involved.

The principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents/guardians and students.

Parents have the right to prohibit their child from participating in any field trip. If parents want their child to participate in a field trip, they must complete the Diocesan field trip permission form (available from the main office). Phone calls or other written notes will not be accepted.

Parents who opt to prohibit their child from participating in a school sponsored field trip must notify their child's teacher, in writing, of their desire to have their child withheld. The teacher must receive this notice at least three days prior to the date of the field trip to enable them to plan appropriately. Failure to do so will result in the child receiving a zero for the assignment(s) related to the learning objective of the field trip.

Students whose parents opt to prohibit them from attending a school-sponsored field trip are required to be in attendance, at school, on the day of the field trip. These students will be expected to complete assignments that are related to the learning objective of the field trip. All assignments will be due by 8:15 a.m. on the day following the field trip.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities provide important learning experiences and personal challenges that complement the basic school curriculum. Elementary/middle schools will strive to provide extracurricular activities that enhance Catholic school education such as clubs, dance and musical performing groups, government, social activities, student publications, school team sports, etc.

All extracurricular activities in the school are to be conducted under the supervision of the principal, according to the following guidelines:

1. Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, etc.
2. Extracurricular activities often involve hard work and team effort. The activity should benefit all participants.
3. Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
4. If the local school has grade requirements, school administration may waive the grade requirement provided the student is making an effort to pull the grade up.
5. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school policies particularly those that relate to safety and child abuse. (Includes coaches, drivers, advisors, etc.)
6. Extracurricular activities are discouraged if they include an overnight stay.

CHANGE OF ADDRESS/PHONE

Parents are to report any change of residence or phone numbers to the office as soon as possible. Changes in parental custody or guardianship are also to be updated so that appropriate changes can be made regarding our emergency medical release information.

TRAFFIC REGULATIONS

Parents must enter the parking lot from the northeast entrance and park in the stalls directly in front of the playground barrels. When leaving the parking lot, parents should depart through the northwest exit. Caution: Never back-up or drive beyond the cones.

Kindergarten or pre-school students may be picked up and dropped off on the west side of the building at the south entrance. Cars should be parked facing north (east side of street). No child is allowed to cross the street alone.

VISITORS

All visitors must, upon arrival, report to the School Office.

SCHOOL CLOSURES/EMERGENCY PROCEDURES

Information regarding school closures will be broadcast by local news media. A complete emergency procedure is available in the office.

COST-BASED TUITION AND FEES

Cost-Based Tuition/Needs Based Tuition Aid has been adopted as the model for financial support for ALL Catholic schools in the Diocese of Salt Lake City. This model takes into account the true cost of education for each child. Cost-Based Tuition provides the parents the opportunity to invest fully in their child's education. It is based on the ability to pay.

NEEDS-BASED TUITION AID

Special consideration is given to families who are unable to pay the full cost of tuition and fees. No student should be excluded from a Catholic school for financial reasons. Each school determines the amount of money available for tuition aide. This is reported in the budget and financial reports.

Applications for tuition aid are processed by a professional company designated by the school. Based on the information provided and the funds available, the principal determines the amount of tuition aid for each family.

SPECIAL NEEDS PROGRAM

The "special needs" program provides financial assistance for the very poor who could not attend a Catholic school without assistance. It is especially for minority groups who are poor. The program is administered at the diocesan level. Only the principal, pastor, or Director of Religious Education (DRE) may recommend a family for this program.

FINANCIAL

Students are not to take final examinations until school bills are paid or alternative arrangements are made in writing with the principal. A student cannot enroll in another Catholic school if payment is delinquent. Tuition is due on the 5th or 20th of the month as determined at registration. Extended Day Program payments are due by the 15th of the month following billing. **A \$20.00 late charge will be assessed on each late payment.** In the event that the account is sent for collection, the school shall be entitled to an award of attorney fees together with costs of court incurred therein and the collection of any judgment with interest thereon at the rate of eighteen percent (18.0%) per annum until paid in full.

RIGHT TO AMEND

The principal has the right to amend the handbook at any time during the school year. Parents and students will be given prompt notification of such changes.

CONCLUDING STATEMENT

You will not find every situation concerning proper behavior mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. ***In any case, the principal and/or pastoral administrator has the final recourse in all matters pertaining to the school, school discipline and school policy.***