

SAINT FRANCIS XAVIER CATHOLIC SCHOOL

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Love of God, Love of Others, Love of Self

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(revised 10/19/2016)

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Saint Francis Xavier Catholic 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 Catholic 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. We believe that partnership with the larger community (parents, neighbors, businesses) enriches the development of the Gospel values in the students.
3. We believe in the importance of strong spiritual strength within each child.
4. We believe that we foster students who are committed to social justice and integrity.
5. We believe in developing an awareness of God, encouraging a commitment to others and fostering self-confidence in our students.
6. We believe that Saint Francis Xavier Catholic School demonstrates that each individual deserves to be treated with dignity and respect.
7. We believe that parents are the primary educators of the students and the school serves in partnership with these parents.
8. 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.
9. We believe in providing a variety of strategies for learning and assessment in order to address the individual needs of the students.

10. We believe Saint Francis Xavier Catholic School is a model of life-long learning and inspires a love of learning.
11. We believe that a high standard for academic achievement contributes to a strong work ethic.
12. We believe that the faculty and staff of Saint Francis Xavier Catholic School model the ways and teachings of Jesus Christ.
13. We believe that Saint Francis Xavier Catholic School creates and provides a warm and nurturing environment for all who enter.
14. We believe that a healthy student engages in the best learning.

Schoolwide Learning Expectations

This is the older version of the SLEs. They have since been updated.

Saint Francis Xavier students strive to:

Be Christians who:

- Love God, others and self in word and action.
- Reach out to God in prayers and Mass.
- Respect and treat others the way I want to be treated.

Be Responsible Citizens who:

- Participate in service projects and help others in need of a helping hand.
- Respect and follow rules.
- Are aware of the community and world around me.
- Respect all people, we are each special in our own way.

Be Life-long Learners who:

- Read, think, and communicate.
- Strive to do my best in all I do.
- Apply what I learn to real life experiences.

Communicate and Help Others:

- By sharing my thoughts and ideas.
- By being a good listener.
- By being responsible and respectful.
- By being a good sport in all I do.

FACULTY AND STAFF

Phone Ext.

Pastoral Administrator	Rev. Eugenio Yarce.	161
Principal	Ms. Marianne Rozsahegyi	114
Advancement Director	Ms. Lisa Rose	118
Assist. Principal	Ms. Veronica Brand	138
Pre-Kindergarten	Ms. Claudia Long	110
Pre-School	Ms. Micheon Zbinden	111
Kindergarten	Ms Keriann Brinegar	109
Grade 1	Ms. Mary Cremer	101
Grade 2	Mrs. Barbara Keyser	102
Grade 3	Ms. Emily Reis	103
Grade 4	Mr. Akiva Toren	104
Grade 5	Ms. Elizabeth Beckwith	105
Grade 6	Ms. Vicky Simpson	136
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Grade 8	Ms. Veronica Brand	138
Reading Resource	Ms. Micheon Zbinden	111
Physical Education	Ms. Lisa Sims	119
Spanish	Ms. Tatyana Davis	107
Library	Ms. Kathleen Kilby	133
Music	Mr. Chris Roy	132
Extended Day Coordinator	Ms. Teresa Leming	146
Administrative Assistant / Main Office	Ms. Paula Moreno	100
School Finance Accounts Receivable	Ms. Joanne Evans	113
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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 a consultative body to 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. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

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.

The administration of the school has responsibility for admission of new students.

The criteria used to select new students in the elementary school (K-8) is as follows:

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

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

Parishioner

To qualify as a parishioner, at least one parent/guardian and their child 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 certified copy of the Decree of Divorce, must be on file 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 a 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.

Immunization for first admission/health assessment requirements

Schools shall comply with the current requirements for immunization and health assessment as established by state and local health authorities. It is required that kindergarten students have a health evaluation prior to entering school. It is recommended that students in grades 3, 7, and 10 have a health evaluation done.

Age of admission for kindergarten and first grade

A student entering kindergarten must be five years of age on or before September 1st 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.

Admission Process

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. All newly admitted students are accepted on a 90 school day probationary period.

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 Catholic 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.

ATTENDANCE/ABSENCES

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.

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.

Excessive non-excused absences (over 12 per year) may result in removal of a student from St. Francis Xavier Catholic School.

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.

Effective 2/16/17:

After 3 tardies in a quarter, a Warning Letter is sent home reminding parent of their obligation to bring their student to school everyday on time.

After 5 tardies in one quarter, an Excessive Tardy Citation is sent home requesting parents to discuss the tardies with the principal. Grade 3-8 Students will be suspended from recess.

After 8 tardies in one quarter, parents are required to make an appointment with the principal to explain why the student is tardy so often and to outline a solution for preventing further tardies. A \$5 administrative fee will apply. Administration may discuss other options in lieu of payment.

After 10 tardies in a quarter, Parent and student will receive a Chronically Tardy citation. The student will serve in school detention during recess. Such habitually lateness may result in the student being asked to withdraw.

SCHOOL/PARENT COMMUNICATIONS

RAINBOW REMINDERS

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

WHITE ENVELOPES

The "brown envelopes" are sent home periodically with important information. White envelopes are 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, leaving a voice message on the teacher's voice mail at school or through email. 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.

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 Catholic 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 Catholic 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 Catholic 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 & 8	1.5 Hours

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

Students in grades 4-8 may be asked to stay in for lunch if homework is missing. If that homework is then turned in, it will be counted for partial credit.

STANDARDIZED TESTING

Children in grades 3-7 take the ACT Aspire test in the spring. Results help determine academic standing and projected needs of the student. Students in grades 5 and 8 also take the ACRE test which is a standardized religion test. This helps determine the effectiveness of our religion program.²

GRADING SCALES

REPORT CARDS

Report cards are issued four times a year.

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.

Students and parents/guardians should be given a CLEAR UNDERSTANDING of the GRADING CRITERIA.

Grading System

The approved grading system for kindergarten is:

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

The approved grading system for Grades 1-3 is:

- C = Commendable
- S = Satisfactor
- N = Needs Improvement

For sub-categories in any major subject:

- + = Shows Improvement
- √ = Experiencing Difficulty

The approved grading system for Grades 4-8 is:

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

Permitted for non-core subjects

O = Outstanding

S = Satisfactory

N = Needs Improvement

+ = Shows Improvement √ = Experiencing Difficulty

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

The permanent record card should be annotated to indicate the alternate system when it is used.

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 Catholic 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 should be simple and dignified.

TUTORING

Teacher recommendations for tutoring must be approved by the principal.

No teacher may accept pay for tutoring a pupil from his/her class during the academic year. In rare instances an exception may be approved by the principal.

We offer After School Academy for grades 2 - 5 available beginning in October. This is after school help every other week on Wednesday from 3:15 - 4:00. This time is structured by the teachers to give extra help to individuals in need, with older students serving as tutors. Parents will be notified if "oops!" teacher feels their child would benefit.

Middle School teachers provide office hours from Monday - Thursday from 3:15-4:30. Students may stay for homework help or tutoring. This is also a time for students to make up tests or quizzes missed due to absence.

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. Discipline also promotes 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. (policy 3300)

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:

- **Safe, 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, except for outdoor game balls as approved by faculty.

Food/Gum Regulations

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

Property Care and Maintenance

If a child mars 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

Harassment of any kind will not be tolerated because of the Christian climate and Catholic culture in the schools. 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 Catholic 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. Law enforcement shall be notified as required by the Utah State Office of Education/ Safe School Committee Guide and the Utah Catholic Schools' policy.

*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 (Students in 6th, 7th, & 8th grades as well as all staff and administration are to sign this policy and it is kept on file.)

PURPOSE

Technology is a valuable and real world educational tool. Saint Francis Xavier School is committed to teach its students, staff (faculty, administrators, staff, volunteers and school community) to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, staff or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP, chat rooms and instant messaging.

RESPONSIBILITIES OF USER

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use and we embrace the following conditions or facets of being a digital citizen.

- **Respect One's self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's self and others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property:** Users will request to use the software and media others produce and protect license agreements for all software and resources.
- **Protect physical property:** Users of school equipment will protect it and keep it the same working condition as it was issued/granted to the user or you are subject to fines for repair or replacement of equipment.

UNACCEPTABLE USES

Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information

about any persons, students, staff or any other organization.

- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under staff supervision.
- Violate license agreements, copy disks, optical media, or other copyright protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

ADMINISTRATIVE RIGHTS

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Saint Francis Xavier School reserves the right to amend or add to this policy at any time without notice.

PERSONAL USE OF SOCIAL MEDIA

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, Youtube and Instagram. Staff and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by staff and vice versa is forbidden on a staff's personal social networking **site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Except in the case of being a parent, you are a representative of the institution at all times.

COMMUNICATIONS

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school sanctioned communications methods include:

- Staff school web pages, wiki or learning management sites like Google Web.
- Staff school email address.
- Staff school phone number.
- Staff created, educationally focused networking sites.
- No staff member is permitted to 1-on-1 text message any student and likewise no student is permitted to 1-on-1 text message any staff member, except in emergency reporting.

Electronic and Mobile Devices, Cellphones: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or staff will provide parameters for this use, example: a text message connected Twitter feed for a course, club or sport.

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

POLICY VIOLATIONS

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- For students, the loss of use of the school network, computers and software, including Internet access. Also detentions/suspension, if applicable.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Termination of Enrollment (*Diocesan Policy 3330*)

Concluding Statement

Not every possible situation concerning matters of behavior is included. Questions will arise that are not covered here or special

circumstances may justify a course of action different from those listed in this handbook. **The administration has the ultimate responsibility for discipline issues and how they are handled.**

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 *(Diocesan Policy 3340)*

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. "Extreme" hairstyles are not allowed. Bangs will not impair vision and boys' hair will not fall below the collar. Boys must be clean shaven. Hats are not to be worn in the building (except when special permission is given and appropriate for winter weather).

JEWELRY

Appropriate jewelry: post earrings (girls only), 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. "Dress up" clothes should not be worn to school.

UNIFORM CODE - GRADES K-5

BOYS

Regular Dress

Shirt - Light Blue Oxford (Button down collar)
Long Pants - Navy Blue Twill, Flat-front
Walking Shorts - Navy Blue Twill, Flat-front
Belt required (solid brown or black)

Socks - Required
(matching, visible, solid color only)

Shoes- appropriate for school setting
(close-toed, under 1 inch heel,
practical for both indoor learning
and outside recess)

Formal Dress

Regular Dress with Additional Requirements:

Tie- Navy Blue
Long Pants only (see above)

Optional Dress

Navy Blue or Red Cardigan
Saint Francis Sweatshirt
Navy Blue or Red Sweater Vest

GIRLS

Shirt- White Oxford (Button down collar)
Long Pants - Navy Blue Twill, Flat-front
Walking Shorts - Navy Blue Twill, Flat-front
Belt *required with pants or shorts* (solid brown or black)

Jumper, Skirt, or Skort - Fairmont Plaid
Tights/Socks - Required
(matching, visible, solid color only)

Shoes- appropriate for school setting
(close-toed, under 1 inch heel,
practical for both indoor learning
and outside recess)

Jumper/Skirt/Skort Fairmont Plaid

Navy Blue or Red Cardigan
Saint Francis Sweatshirt
Navy Blue or Red Sweater Vest

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 Twill, Flat-front

Walking Shorts - Navy Blue Twill, Flat-front

Belt required (solid brown or black)

Socks - Required

(matching, visible, solid color only)

Shoes- appropriate for school setting

(close-toed, under 1 inch heel,
practical for both indoor learning
and outside recess)

GIRLS

Shirt- Solid Light Blue, White, Yellow or Pink
Oxford (Button down collar)

Long Pants - Navy Blue Twill, Flat-front

Walking Shorts - Navy Blue Twill, Flat-front

Belt required (solid brown or black)

Skirt/Skort-Fairmont Plaid

Tights/Socks - Required

(matching, visible, solid color only)

Shoes- appropriate for school setting

(close-toed, under 1 inch heel,
practical for both indoor learning
and outside recess)

Formal Dress

Regular Dress with Additional Requirements:

Tie - Navy Blue

Long Pants only (see above)

Shirt - White only

Skirt/Skort (see above)

Shirt - White only

P.E. Dress

Shorts and t-shirts purchased through the school. Athletic shoes are required.

Optional Dress

Solid Navy Blue or Red Cardigan

Saint Francis Sweatshirt

Solid Navy Blue or Red Sweater Vest

Solid Navy Blue or Red Cardigan

Saint Francis Sweatshirt

Solid Navy Blue or Red Sweater Vest

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 to purchase P.E. attire (see above) for P.E. days, and a House shirt worn only on specified House Activity Days. (House and P.E. shirts are not considered Spirit Dress Attire – see below)
5. You are not required to purchase items from St. Paul's Place (except plaid skirts or jumpers); however, St. Paul's Place is a cooperative that gives money back to St. Francis for all items purchased.
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. Clothing should fit well. Oversized or baggy or skin tight clothing are not allowed. Shirts must be completely tucked into pants.
9. A belt is required with pants and shorts.
10. If an undershirt or t-shirt is worn under the uniform shirt it must be solid white
11. All clothing must be worn as intended by manufacturer to ensure appropriate, professional uniform that does not distract from or hinder the learning or movement of students.

SPIRIT DAY DRESS CODE (First Friday)

Students may choose to wear regular uniform or Spirit Dress Attire.

Spirit Dress shirts must be:

- A solid red or gold shirt (not featuring any logo/graphic)
- OR a Saint Francis, Judge, St. Joseph or Juan Diego shirt
- School appropriate fit

Spirit Dress bottoms must be:

- School appropriate length and fit; overalls, leggings and pajama pants are prohibited

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 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.

PRESCRIBING AND ADMINISTERING MEDICATION TO STUDENTS

No teacher or member of the staff shall prescribe and/or administer medicine to a student.

Students should not have any prescription and over-the-counter medications including Ibuprofen and Tylenol in his or her possession. Starting at Grade 4, students may be authorized by a physician to carry Epinephrine Auto Injector (EAI) medication. At the high school level, students may also be authorized by a physician to carry and self-administer diabetes medication, and inhaled asthma medication. Documentation signed by the parent/guardian must be on file in the school office.

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.

IMMUNIZATIONS

According to Utah State law, all students enrolled in school must be properly immunized unless the parent/guardian has obtained appropriate exemptions. It is the responsibility of the principal to require proper verification of immunization of all students enrolled in the school.

The Utah Department of Health maintains the policy that students who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school until requirements are met.

Annual immunization statistical reports must be submitted to the Department of Health.

By law, every student must be immunized before entering school. Prior to entering Saint Francis Xavier Catholic 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

6:30-7:50 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 K-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

School Dismissal

3:15 p.m.	Final Bell (Monday – Thursday)
1:00 p.m.	Final Bell (Friday) -E.D.P children report
3:30 p.m.	Monday–Thursday-all students are off premises, attending a school sanctioned activity or at E.D.P.
12:45 p.m.	Friday - all students off the premises, attending a school sanctioned activity 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.	8:15 - 11:00 AM pick up at South East (MS wing) doors
4 Year Old Program (4 day)	Mon., Tues. Wed, Th	12:15 - 3:00 PM afternoon only pick up at classroom
5 Year Old Program (5 day)	Mon. through Fri.	8:15 - 11:00 AM pick up at South East (MS wing) doors

MISCELLANEOUS

RELEASE OF INFORMATION TO THE MEDIA

Before the use of name, likeness, whether in still, motion pictures, audio, or video tape, photograph 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

Before printing student directories, 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

Each 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, should be 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.

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.

School-wide celebrations such as graduation, 1st communion, and confirmation will be dignified with a small reception sponsored by the school or parish. No private parties will be allowed on campus for these events.

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. Parents are asked to be mindful of alerts regarding classmate food allergies when bringing in treats.

PARENT ORGANIZATION

Saint Francis Xavier Catholic 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 25 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 15 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. Outside activities in your own parish is a great way to accumulate PIP hours; however, only 10 hours may be submitted from off campus activities.

For any questions you may have concerning the status of your PIP hours, please call Lisa Rose at extension 118.

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.

No children other than those enrolled in the class or in an activity of an approved school sanctioned organization may participate in the field trip.

Guidelines:

The following guidelines must be followed for long-distance, extended-stay, or international travel:

1. All long-distance, extended-stay, or international travel should be approved by the principal in consultation with the Superintendent and should be organized through a professional travel company. No travel should be allowed to countries/areas that appear on the current Travel Warnings Page of the US State Department website.
2. Every reasonable effort must be made on the part of the travel company and the school to make attendance at Sunday Mass available to students/chaperones.
3. The maximum number of allowable chaperones should be utilized (Typically 1 adult chaperone per every 6 travelers for international travel). Safety is priority number one when traveling with students. The purpose of student travel should not be economic gain on the part of the organizer, but rather a valuable, educational experience for the traveler.
4. Chaperones should be, whenever possible, selected amongst existing diocesan employees (i.e. teachers, staff, administration,) No other adult chaperones should be allowed to travel with the group unless given express written permission by the principal.

All chaperones must go through Diocesan Safe Environment Training prior to enrollment as a chaperone.

5. Purchase and/or consumption of alcoholic beverages by students is prohibited.
6. Chaperones should receive training prior to departure, which may include procedures, responsibilities, emergencies, etc.
7. Behavior contracts, proof of insurance, emergency medical information and "Consent to Treat" forms should be completed and carried with the lead chaperone at all times.
8. Adequate informational/instructional sessions for travelers should be conducted prior to departure.
9. Travel information, which may include itinerary, transportation information, hotel contact information, chaperone contact information should be distributed to parents/guardians prior to departure.

EXTRACURRICULAR ACTIVITIES

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

At the high school level, all activities will be conducted in compliance with diocesan directives as well as the standards and guidelines of the Utah High School Activities Association. At St. Francis, students must maintain a 2.0 GPA and have a passing grade all core classes in order to be eligible to participate in extracurricular activities sponsored by the school.

All extracurricular school activities in the school are to be conducted under the supervision of the principal and/or a designee, 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 and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
3. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school and Safe Environment policies. (Includes coaches, drivers, advisors. etc.)
4. Guidelines for transportation of students as stated in Policy 4500 must be followed.

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 cones. When leaving the parking lot, parents should depart through the northwest exit. Caution: Never back-up or drive beyond the cones.

No students are to be dropped off on the westside of the building. Preschool, pre-kindergarten and kindergarten parents are asked to walk their students to the classroom.

VISITORS

All visitors must, upon arrival, report to the School Office, sign in and receive a visitor badge before being allowed in the school building.

SCHOOL CLOSURES/EMERGENCY PROCEDURES

Information regarding school closures will be broadcast by local news media, which may include facebook and blast emails.

A complete emergency procedure is available in the office.

COST-BASED TUITION AND FEES

Tuition is based on the average cost to educate a child in the Catholic school across the diocese. Fees are charged for some programs that enrich the educational program and /or are unique to the particular school. This model takes into account the true cost of basic components that are needed for education for each child. Based on the ability to pay, parents have the opportunity to invest fully in their child's education.

Elementary/Middle Schools

Tuition for all elementary/middle schools is determined by the Catholic Schools Office based on the average cost per student of all elementary/middle schools. Reporting of expenses to determine cost per student will be based on a common chart of accounts for elementary/middle schools.

Elementary and middle school tuition is recommended to the Bishop by the Finance committee of the Diocesan Catholic School Board. The bishop gives the final approval for the tuition schedule.

Fees

Schools can charge per student or per family fees to defray the costs not included in tuition. No fee should be charged for an item that has been used in the calculation of the cost per student.

Student Transfer and Fee Refund

If a Student transfers to another Catholic school in the Diocese of Salt Lake City one month prior to the first day of school opening, any fees paid transfer to the new school.

If a student transfers to another Catholic school in the diocese, any less than one month prior to the first day of school opening, any fees paid remain with the original school.

If a student transfers out of the Diocese of Salt Lake City Catholic schools system for any reason, including expulsion, fees are not refundable.

NEEDS-BASED TUITION AID

Consideration should be given to families who are unable to pay the full cost of tuition and fees. Each school determines the amount of money available for tuition aid. 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 at the elementary or middle school level may not register in the school for the following year until school bills are paid. 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.

PARISH SUPPORT

Catholic schools are a ministry of the Diocese of Salt Lake City and all parishes with an income of over \$100,000 are asked by the Bishop to support this ministry through a parish assessment. An objective system of assessment and distribution of funds will be managed through the Finance office of the Diocese of Salt Lake City.

Each school will receive a portion of the assessed funds based on the number of Catholic students enrolled who meet the following criteria:

- Parents and child are registered in the parish;
- Child is baptized;
- Family participates in the life of the registered diocesan parish (e.g. attends Mass regularly)
- Family contributes regularly to the support of the parish. (i.e., monetarily or in time or in talent or any combination of the three) to the support of the registered diocesan parish

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.

revised 10/19/2016