

**SAINT VINCENT de PAUL CATHOLIC SCHOOL 2017-2018**  
**LLC, Series 250**

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<b>Nano Nagle</b>	801-272-9670
<b>Children's Center</b>	

**WELCOME**

Welcome to St. Vincent de Paul School! We thank you for entrusting your children to our care. We take the responsibility of caring for children seriously and always strive to do what is best for our students.

Please contact us if any questions or concerns arise. Keeping clear lines of communication is essential to maintaining a positive community and we hope that the faculty, staff, and administration are always your primary source of information about St. Vincent's. Again, thank you for being part of the St. Vincent de Paul School community.

**PHILOSOPHY**

As Catholic Educators, we provide an educational environment where lifelong learning is a shared responsibility among students, teachers, administrators, families, and the parish community. We believe that families are the primary educators of their children; teachers help families by facilitating the students' learning. We promote Catholic values, teachings, and practices at school and encourage families to do the same at home. With the families and school working together, we provide the best opportunity for children to develop into active Christians. To achieve this end, we hope to create a safe, loving, spiritual environment in which each student's dignity is respected.

We believe in educating the whole person. Intellectual, social, physical, emotional, and spiritual dimensions of the student are nurtured through the practice of service, compassion, love, and respect. Teachers must not only instruct students, but also inspire them to reflect upon the message of the Gospel in their daily lives.

In our commitment to provide a sound academic program, students must become effective communicators and self-evaluators. It is vital that the education students receive is based firmly on the principles of learning and effective instruction, and is designed to meet the diverse learning styles of children. The school helps students challenge themselves to produce quality work and realize their full potential. We strongly believe that when we teach children to have a love of learning it will allow a discovery of the wonders awaiting them.

## **MISSION STATEMENT**

Saint Vincent de Paul Catholic School is a Christ-centered community  
where each person is a valued child of God.  
We are dedicated to cultivating the mind and the heart.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

**Students at St. Vincent de Paul Catholic School are:**

**Active Christians** who are able to:

- ❖ serve others
- ❖ respect for God, Church, others, self, and property
- ❖ know the beliefs and traditions of the Catholic Church
- ❖ participate in sacraments, liturgies, and prayer
- ❖ take responsibility for actions
- ❖ work with others to solve disagreements
- ❖ respect diversity
- ❖ communicate and reflect about personal faith

**Effective Communicators** who are able to:

- ❖ speak with confidence and poise
- ❖ read and understand well
- ❖ write clearly using correct grammar and mechanics
- ❖ listen and observe well
- ❖ show awareness of social norms and expectations
- ❖ work cooperatively
- ❖ discuss current global issues
- ❖ use technology responsibly

**Self-Evaluators** who are able to:

- ❖ plan, set, and strive toward appropriate goals
- ❖ use good study and organizational skills
- ❖ review work for quality and correctness
- ❖ show responsibility for their academic progress

## **FACULTY AND STAFF**

<b>Principal</b>	Mr. Gary Green
<b>Asst. Principal</b>	Mrs. Sarah Lambert
<b>Pre-School</b>	Mrs. Carol Sanderson & Mrs. Jamie Keochareun
<b>Kindergarten</b>	Mrs. Yvonne Zdybowicz & Mrs. Elyse Reiser
<b>Grade 1</b>	Mrs. Denise Calderbank & Mrs. Mary Williams
<b>Grade 2</b>	Mrs. Monica Gdanska
<b>Grade 3</b>	Mrs. Kara Haney
<b>Grade 4</b>	Ms. Devin Beals
<b>Grade 5</b>	Mrs. Terry Stack
<b>Grade 6</b>	Mrs. Monica Howa-Johnson
<b>Grade 7</b>	Mrs. Alexandra Hustiu
<b>Grade 8</b>	Mrs. Terry Musci
<b>Grade 1 Aide</b>	Ms. Cindy Murphy
<b>Grade 2 Aide</b>	Mrs. Stephanie Garlinghouse
<b>Grade 3 Aide</b>	Ms. Tracey Biorge
<b>Grade 4 Aide</b>	Mrs. Tiffany Bonner
<b>Middle School Math</b>	Mrs. Christina Eischeid
<b>Computers</b>	Mrs. Alicia Sloan
<b>Spanish</b>	Mrs. Kari McMullin
<b>Physical Education</b>	Mr. Brian McCloud
<b>Student Support Team</b>	
<b>Co-Directors</b>	Mrs. Kerry Hankins & Mrs. Lisa Romero
<b>Student Support Team Members</b>	
<b>Counselor</b>	Tiffany Bonner, Giselle Airriess, Alicia Sloan
<b>Library</b>	Mrs. Marie West
<b>Music</b>	Mrs. Giselle Airriess
<b>Band/Choir</b>	Mr. Radu Noaghiu
<b>Saint Teresa of Calcutta</b>	Mr. Scott Larrabee
	<b>Extended Daycare Director</b>
	Mrs. Danielle Gibson
<b>Extended Daycare Staff</b>	Mrs. Christy Headey, Mrs. Lety Mendoza
<b>School Office Manager</b>	Mrs. Kat Mitchell
<b>Office Assistant</b>	Mrs. Kim Snarr
<b>School Accountant</b>	Mrs. Jody Gibson
<b>Development Director</b>	Mrs. Therese Clay
<b>Nano Nagle Children's</b>	
<b>Center Director</b>	Mrs. Jeramie Green
<b>Religious Education</b>	Ms. Mari McCord
<b>Maintenance</b>	Mr. Jesse DeOllos / Mr. Frank Martinez
<b>Pastor</b>	Fr. John Norman
<b>St. Vincent Church</b>	
<b>Secretary</b>	Ildiko Haycock

## **ADMISSION REQUIREMENTS**

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

The criteria used to select new students for Saint Vincent School 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

### **Immunizations**

By law, every student in Grade K-8 must be immunized before entering school. Prior to entering Saint Vincent de Paul School, every student must have the following immunizations:

- 5 DPT/DTaP/DT (4 doses of DTaP, if 4<sup>th</sup> dose given on/after the 4th birthday; 3 doses of DT, if starting series after age 7 years with a single dose of Tdap preferred as the first dose)
- 4 Polio – 3 doses if 3<sup>rd</sup> dose was given on/after 4<sup>th</sup> birthday
- 2 Measles, Mumps, Rubella
- 3 Hepatitis B
- 1 Varicella (chickenpox) – history of chickenpox is OK: parent/guardian must sign verification statement on school immunization record
- 2 Hepatitis A
- (For those entering 7<sup>th</sup> grade) Tdap booster (Regardless of interval since the last tetanus/diphtheria containing vaccine)

Pre-Kindergarten families must provide a current immunization record to the school office before students enter school. A child may be allowed to attend school "conditionally" if at least one dose of each required immunization series has been completed and the child is currently on schedule to finish the rest. The remaining immunizations must be completed on schedule for the child to remain in attendance.

Also, two MMR boosters are required before entrance to Kindergarten. This data must be tabulated on a Utah Certificate of Immunization form, signed by your physician and presented to the school. The Catholic Schools Office recognizes only legitimate medical exemptions to these immunization requirements. Religious or personal objections to the immunization requirements are not recognized by St. Vincent School.

### **Proof of legal name, age, and custody**

A copy of the child's birth certificate or Baptismal certificate must be submitted to the school office prior to admission. In the case of divorce or separation, a certified copy of the divorce decree or other court-certified document stating who has custody and when should be provided to the school office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **Physical Examinations**

As required by the Department of Public Health, physical examinations are expected of all students immediately prior to their entrance into Kindergarten, as well as all new students, regardless of grade, with the exception of Pre-Kindergarten. An appropriate Utah Department of Health exemption form must be completed for children who claim an exemption for the medical reasons (obtain letter from your healthcare provider). Religious or personal exemptions are no longer recognized by the Catholic Schools of the Diocese of Salt Lake.

## **Age of admission for kindergarten and first grade**

A student entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of that year. A student entering first grade should be six years of age on or before September 1<sup>st</sup> of that year. An exception may be made if a student transfers from another state with a different age requirement.

## **New Students**

All new students are considered to be on probation for one quarter. After the first quarter, continued enrollment will be decided by the Administration.

## **Exclusion**

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

## **Inclusion**

Saint Vincent School supports the concept of appropriate inclusion in our schools. To the extent possible, Saint Vincent School will serve children with special needs in general education classes. (Policy 3010)

## **ACADEMICS**

### **SCHOOL SCHEDULE**

#### **Grades K – 8**

Monday – Thursday

- 8:15 a.m. – First Bell
- 8:20 a.m. – Tardy bell
- 3:15 p.m. – Dismissal

All Fridays and Early dismissals 12:30 p.m. (with the exception of the last day)

**Note:** The school is not liable for students on the playground prior to 8:10 a.m. or after 3:30 p.m. Students who are on the playground after school must have an adult actively supervising them. The supervising teacher at carline will send students who have not been picked up to extended daycare beginning at 3:30p.m.

#### **Pre-K Hours**

Monday – Thursday Note: There are no Preschool classes on Fridays.

A.M. Session

- 8:15 a.m. First Bell
- 8:20 a.m. Tardy Bell
- 11:20 a.m. Class Ends

P.M. Session

- 12:10 p.m. Class Begins
- 12:15 p.m. Tardy Bell
- 3:15 p.m. Class Ends

#### **Early Dismissals**

A.M. Session

- 8:15 a.m. First Bell
- 8:20 a.m. Tardy Bell
- 10:15 a.m. Class Ends

P.M. Session

- 10:35 a.m. Class Begins
- 10:40 a.m. Tardy Bell
- 12:30 p.m. Class Ends

## **Academic Expectations**

For a student to continue in attendance at Saint Vincent de Paul School, the student must:

- Reflect effort and motivation to achieve academic progress suitable to his or her capacity
- Reflect maturity in social behavior appropriate to his or her age
- Follow the behavior standards of the school
- Maintain regular attendance.

Saint Vincent's parents/guardians in partnership with the school must:

- Support the school's philosophy and staff
- Cooperate with teachers and the administration
- Participate in the child's academic, social, and spiritual development
- Reinforce the disciplinary policies and procedures of the school

## **Educational Objectives**

- All students are special creations of God's love and can recognize and appreciate the qualities that make them unique.
- All students are capable of learning, and they learn best in a safe and secure environment.
- All students are educated primarily by their families, working with teachers to help students achieve a feeling of competence that enables them to master more difficult challenges and experiences.
- All students are held to high, positive expectations based on their individual talents and are responsible for developing themselves and serving others in the light of the Gospel.
- All students worship together in a Catholic faith community through the study of Catholic doctrine, participation in the Sacraments, and daily prayer experiences.

## **Curriculum**

Every school in the Diocese of Salt Lake City is required to adhere to a Diocesan Curriculum Guide. Guidelines are established through investigation of many professional organizations and documents such as the Utah State Core Curriculum Guides for elementary and secondary schools, the National Catholic Education Association, and the Western Catholic Education Association. A copy of the Curriculum Guide for the Diocese is available on line at [www.dioslc.org](http://www.dioslc.org).

## **Religion for Non-Catholics**

The primary purpose of Saint Vincent de Paul School is to further the message of Jesus Christ. Non-Catholic students are welcome at Saint Vincent de Paul School and are expected to adhere to Catholic religious teachings and practices within the school. All students are invited to pray with the class, attend Mass, pass religion courses, and promote the moral and spiritual climate of the school.

## **Homework**

Homework is integral to the academic program at Saint Vincent de Paul School. All students receive homework on a regular basis. Generally, homework is not assigned on the weekend, with the exception of projects which extend over a long-period of time. The amount and regularity of homework is left to the discretion of the individual classroom teachers. Families are asked to provide a proper environment for their children to complete their homework. Teachers may require a student to stay after school in order to complete work or receive tutoring. The school encourages parents to communicate with the teacher(s) if their student is regularly going beyond the homework time guidelines and it is having a negative impact on them or their perspective on school. Teachers are willing to adjust homework to better fit the needs of the student.

Grades K - 2      General Guidelines - 1/2 hour per day

Grades 3, 4, & 5      General Guidelines - 1 hour per day

Grades 6, 7, & 8      General Guidelines - 1.5 hours per day (longer for those in the advanced math class)

## **Standardized Testing**

Students in grades K-8 take the STAR reading and math assessments three times each year. Students in grades 3, 5, and 7 take the ACT Aspire test during the first quarter. Students in grades 2, 4, 6, and 8 take the Diocesan Writing Assessment. Students in grades K-6 take the DIBELS reading and math tests three times each year. Students in grades 5 and 8 take the NCEA ACRE Religion Test. Results help families and teachers determine students' academic strengths and weaknesses. Teachers and administrators analyze the results of the assessments then plan for instruction.

## **Grading Scales**

Report cards are issued quarterly. The Middle School issues mid-quarter progress reports in addition to report cards. Families and students are encouraged to check grades on Ren Web regularly. Teachers will record test and assignment scores within one week of the due date, two weeks for projects. If a teacher is concerned about a child's grade, s/he will notify a parent/guardian by phone, note, or e-mail at least once each quarter in which the concern is taking place.

## **Grades K - 3**

Indicates how a student compares with expected grade norms

C	95-100	Commendable
S+	90-94	
S	78-89	Satisfactory
S-	61-77	
N	60 and below	Needs Improvement

## **Grades 4 - 8**

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

## **Retention / Promotion**

If, in the school's judgment, a student has not mastered the necessary academic skills or lacks the emotional maturity to advance to the next grade level, Saint Vincent de Paul School reserves the right of retention. Retention is done only after careful consultation with parents/guardians and when other remedial efforts have been exhausted.

## **Parent/Guardian-Teacher Conferences**

Saint Vincent de Paul School reports student progress to parents/guardians two times each year. It is highly encouraged that parents/guardians attend both conferences.

## **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.

## **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. Parent/guardian wishing to see their child'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. 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 original health records, as well as copies of grade transcripts, test results, and attendance records when requested by the new school.

## **Non-Custodial Parents**

Saint Vincent de Paul School abides by the provisions of the Buckley Amendment 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 access to academic records and other school-related information regarding the student. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **POLICIES AND PROCEDURES**

### **DISCIPLINE**

#### **Introduction**

The school's discipline policies center around this SLE: Students are Active Christians who, "Respect God, Church, others, self, and property." Any action that goes against this goal will result in intervention by the school staff.

#### **Discipline Philosophy**

The discipline policies at Saint Vincent de Paul School are established to create a safe and fair environment for our students. Saint Vincent de Paul School has high expectations and standards for its students. The challenges the school presents are deliberate and intended to help students become mature, responsible, and conscientious individuals who exemplify the values and ideals of the school's patron, Saint Vincent. We believe that learning, experiencing, and accepting consequences for inappropriate behavior are essential for the formation of a student's social, moral, and spiritual character. Anyone interfering with the rights of another must accept the consequences of his/her behavior. Guiding and correcting children is an integral part of our discipline procedure. Families have the right to expect a quality education within a setting of Christian values.

#### **The following principles are the basis for our discipline policy:**

- Children have the right to an education in positive and safe surroundings.
- Teachers have the right to an environment conducive to learning.
- Staff members have the right to carry out their duties in an atmosphere of respect.
- Administrators have the right to expect cooperation from families, students, teachers, and staff.

#### **For a student to continue in attendance at Saint Vincent de Paul School, the student must:**

- Reflect maturity in social behavior appropriate to his or her age
- Follow the behavior standards of the school
- Maintain regular attendance

#### **Saint Vincent's parents/guardians in partnership with the school must:**

- Support the school's discipline policies and philosophy
- Cooperate with teachers and administration on disciplinary matters
- Participate in the child's academic, social, and spiritual development

Behavior codes and guidelines are enforced during school hours, on school property, for any school sponsored or school related event. Behavior codes and guidelines may also be enforced for conduct outside of school property and/or school hours that is damaging to the reputation or contrary to the values of the school, student body, or

Catholic community. This includes text messages, postings to websites such as Facebook, Twitter, Instagram, YouTube, etc., and other digital media.

### **Administrative Action**

Students sent to the school administrators for disciplinary action will be counseled and if necessary, parents/guardians will be notified.

### **Lunch Room Rules**

1. Follow directions the first time they are given.
2. Clean your own lunch area.
3. Do not throw food.
4. Remain seated until given permission to throw away trash.
5. Talk in a reasonable tone and use respectful language.
6. No sodas or high-energy drinks such as Red Bull, Volt, Monster, etc. are allowed.
7. Fast food can only be brought for lunch if the student has forgotten their regular lunch at home.

### **Recess Rules**

1. Follow directions the first time they are given
2. Play in the middle of the playground within view of the yard monitors
3. Any ball or other equipment that goes beyond the playground may not be recovered without receiving permission from the yard monitor. No student may retrieve a ball or other object from the roof of the building. Report to the administration, or maintenance supervisor for help.
4. No rollerblades, or electronic equipment on the playground
5. No snowball throwing. No tackle football. No sliding on the ice.

**Behavior 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 or distributing drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults or authority (insubordination, unwillingness to follow established rules, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (being unreasonable, repeated violations, unwillingness to follow established rules, etc.)
- Being dishonest (lying, cheating, etc.)

- Other inappropriate behavior not described above

### **Threat to School Safety**

Any student who acts in such a way that the administration finds to be harmful, is perceived to be harmful, or threatens the safety of him/herself or any other person in the school building, or is in possession of, or brings onto school property, any article or substance that may endanger him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violation of the Safe Schools Act of the City of Salt Lake allows the school to report such violations to the police.

\*Note: This policy includes as an unsafe “substance” any narcotic, tobacco, smokeless/combustible/electronic cigarettes, alcohol or other drugs, or any object such as knives, laser pointers, etc. that could cause harm to students, or could be perceived to cause harm. These unacceptable items will be confiscated by the administration and will not be returned.

### **Bullying/Harassment by Students**

Bullying or harassment by a student is defined as a pattern of habitual abuse toward another student or students. Saint Vincent School recognizes that bullying/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. Bullying/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 Saint Vincent School, harassment of any kind will not be tolerated. Occurrence can be on or off campus, within or 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). However, in every case, the following actions are taken:

1. If the bullying/harassment is unknown to the parents, they are notified by the teacher or administration.
2. The teacher or administration interviews the main students involved individually.
3. The teacher or administration interviews the main students involved together.
4. The teacher, administration, and possibly the Student Support Director discuss the appropriate actions and consequences.

5. The teacher or administration informs the parents of the victim(s) and the parents of the person(s) doing the bullying/harassing of the actions and consequences.

6. The teacher or administration provide appropriate follow-up.

Parents/guardians are asked to notify the teacher or administration **immediately** if they suspect a student is being bullied or harassed or is bullying or harassing others. Parents/guardians can do this via email, phone, or by using the Problem Solving Form located on the school website.

### **Search and Seizure**

The principal, assistant principal, and/or pastor of Saint Vincent de Paul School and/or their designate retain the right to search a student's person, possessions, desk, locker, and/or seize possessions at any time without notice. This will only be done if there is reasonable suspicion of wrongdoing.

### **Speech and Publications**

Saint Vincent de Paul School has the right to determine what is appropriate in school and at school-sponsored or school-related activities or events with regard to verbal or written expression. The school also reserves the right to control all publications that directly or indirectly pertain to school or school related issues.

Students who publish on the internet or otherwise, derogatory or defamatory statements about the school, its staff, fellow students or families are subject to suspension or expulsion. Parents who publish on the internet or otherwise, derogatory or defamatory statements about the school, its staff, fellow students, or families are reminded to use the school's resolution process discussed on page 15 of this handbook.

### **Suspension / Expulsion**

The principal, assistant principal, or their designate reserves the right to place a student on out-of-school suspension, home study, or in-school suspension for conduct deemed inappropriate and contrary to the philosophy of the school. Saint Vincent de Paul School will act to ensure a student's right to be treated as Jesus would treat him/her just and fair treatment. Expulsion would be an option when the student's continued presence in the school may be judged detrimental to their own welfare or the welfare of others. Expulsion may result from lack of behavioral improvement or lack of parent/guardian cooperation on matters related to their child's behavior. Expulsion may result from a single major disciplinary infraction, inside or outside of school. The principal and/or pastor retain discretion in deciding such matters. The principal and/or pastor may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Possession of any object that could potentially cause bodily harm such as guns, knives, or matches may be grounds for immediate expulsion.

In conclusion, not every possible situation concerning such matters as proper behavior is mentioned in these guidelines. 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 administrator reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

### **Student Withdrawal on Ground of Parent/Guardian Behavior**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. 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
- Refusal to adhere to diocesan or local policies and regulations
- Interference in matters of school administration or discipline

### **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 will be made only by the principal of the school after consultation with the superintendent.

### **Fines**

Fines must be paid or worked off within one week of the infraction. The following infractions are assessed a fine and a warning:

- **Gum Chewing \$20.00 fine:** Gum chewing is not allowed anywhere on Saint Vincent de Paul School property at any time.
- **Projectile Throwing \$10.00 fine:** For respect of property and safety reasons, throwing snowballs, food, rocks, or any projectile is not tolerated.
- **Uncovered Textbook \$5.00 fine:** Students are required to keep textbooks covered at all times.
- **Full replacement cost** of damaged or lost library books or school textbooks, must be paid by the student responsible for the books.
- **All fines must be paid or worked off (\$5 per hour of work) within one week of the offense. If this is not done, the student must stay after school for one hour on consecutive school days until the fine is worked off.**

### **Resolution Process for Parents/Guardians**

- Parent/guardian contacts the teacher by email or by calling the teacher. The teacher will return your email or call, and schedule an appointment if necessary.
- After meeting with the teacher directly, if a resolution was not reached, the parent/guardian makes an appointment with the assistant principal and teacher.

- After meeting with the assistant principal and teacher, if a resolution was not reached, the parent/guardian makes an appointment with the principal.
- The final recourse in this process is to meet with the Pastor.

## DRESS CODE

### **Philosophy**

The school believes that it is important for the students to present a good appearance. 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 is at the discretion of the assistant principal or principal.

Complete, correct uniform is required at all times. You are required to purchase items from St. Paul's Place at Juan Diego Catholic High School (or the St. Vincent's HSA Used Uniform Sale).

### **Preschool**

Saint Vincent navy blue sweatpants/shorts

Plain navy blue sweatpants/short

Plain navy blue skirts, skorts, jumper

Saint Vincent red T-shirt

Plain red or white T-shirt

Saint Vincent navy blue sweatshirt

Plain navy blue sweater

White, red, navy, or black plain socks or tights (Socks must be visible above the top of the shoe.)

Sturdy covered shoes (No sandals)

### **Elementary Girls (Grades K - 5)**

**Plaid jumper (Required for dress uniform)\***

White Peter Pan collar short or long sleeve blouse to be worn **only** with jumper

Saint Vincent white or red short sleeve polo knit shirt may be worn with jumper, skort, shorts, or pants

White, navy, red or black plain socks or tights (Socks must be visible above the top of the shoe.)

Optional: black, navy or white leggings may be worn under the jumper. Leggings must be solid black, be tight fitting, and be without any decoration or flare to the leg; they must look like tights and be worn with black socks.

Saint Vincent navy blue sweatshirt

Saint Vincent navy blue sweater vest (**Required for dress uniform**)

Navy blue flat or pleated uniform skorts (allowed all year) or shorts (worn 1<sup>st</sup> and 4<sup>th</sup> quarters only)\*

Navy blue flat or pleated uniform pants

\*The guideline for length of jumpers, skorts, and shorts is approximately 3 inches above the top of the knee.

### **Elementary Boys (Grades K - 5)**

Saint Vincent white or red short or long sleeve polo knit shirt

White, navy, or black plain socks (Socks must be visible)

Saint Vincent navy blue sweatshirt

Saint Vincent navy blue sweater vest (**Required for dress uniform**)

Navy blue flat or pleated uniform shorts (worn 1<sup>st</sup> and 4<sup>th</sup> quarters only)

Navy blue flat or pleated uniform pants (**Required for dress uniform**)

### **Middle School Girls (Grades 6 - 8)**

Plaid kick-pleat skirt, no shorter than approximately 3 inches above the top of the knee  
(**Required for dress uniform**)

Saint Vincent white or blue, short or long sleeve oxford shirt

White, navy, or black plain socks or tights (Socks must be visible above the shoe.)

Optional: black, navy or white leggings may be worn under the jumper. Leggings may be worn be solid black, tight fitting, without any decoration or flare to the leg; they must look like tights and worn with black socks.

Saint Vincent navy blue sweatshirt

Saint Vincent navy blue sweater vest (**Required for dress uniform**)

Navy blue flat or pleated skorts (allowed all year) or shorts (worn 1<sup>st</sup> and 4<sup>th</sup> quarters only), no shorter than approximately 3" above the top of the knee

Navy blue flat or pleated pants

Girls may only wear a V-neck or scoop neck plain white undershirt. No writing or illustrations are allowed on underclothing.

### **Middle School Boys (Grades 6 - 8)**

Saint Vincent white or blue short or long sleeve oxford shirt

White, navy, or black plain socks (Socks must be visible)

Saint Vincent navy blue sweatshirt

Saint Vincent navy blue sweater vest (**Required for dress uniform**)

Navy blue flat or pleated uniform shorts, knee length

(Worn 1<sup>st</sup> and 4<sup>th</sup> quarters only)

Navy blue flat or pleated pants (**Required for dress uniform**)

Black, brown or navy blue belts -- no novelty buckles (optional)

Boys may wear a plain white V-neck or crew neck undershirt. No writing or illustrations are allowed on underclothing.

### **Mass Dress**

Vests and jumper, pants, or skirt are required for all Masses—the regular Friday Masses and the Masses that happen monthly which are led by a particular class.

### **Picture Days**

Students at Saint Vincent de Paul School are required to wear their uniforms for school pictures.

## **Physical Education (Grades 6 - 8) Required**

Saint Vincent red T-shirt

Saint Vincent sweatpants or shorts

Any sturdy non-marking athletic shoe (See shoe section below.)

**Students must wear P.E. uniform on free dress days as well.**

## **Shoes (Grades K - 8)**

Any sturdy non-marking shoe may be worn with the uniform, such as leather dress or athletic. No sandals, moccasins, open-toed or backless shoes. No extreme fads such as blinkers, neon/fluorescent shoelaces, sequins, etc. Designs or patterns deemed overly elaborate or distracting by the administration are not permitted. Pictures on shoes are not permitted.

Shoes must be predominantly solid and one of the following colors: predominantly black, white, brown, gray, red, or navy blue. Solid white, black, or navy blue socks must be worn at all times and be visible above the shoes. Shoelaces must be properly tied.

Students are allowed to wear rain boots or snow boots to school during the 2nd and 3rd quarters when the weather is wet, or when there is snow on the ground. They do not need to change out of the boots into another pair of shoes as has been the case in past years. The boots need to follow the same color and design requirements as with shoes. No soft-bottomed snow or rain boots are allowed. The final decision on whether a certain type of boot is acceptable rests with the administration.

## **Additional Requirements (Grades K-8)**

- Sweatshirts must be worn properly, not tied at the waist, around the lower trunk, or pulled over hands
- Shorts should be worn under skirts or jumpers (example – bike shorts), but cannot show below the skirt or jumper
- All students should tuck in shirts at all time except recess and P.E.
- All buttons on one's shirt except the collar button must be fastened.
- Students may not have drawings of any kind on their skin or clothes. This is true for free dress days as well.
- Girls are allowed to wear solid white, navy blue, or black leggings underneath their jumpers or skirts. On free dress days, a girl may wear leggings as long as she also wears a skirt is no shorter than approximately 3 inches above the top of the knee. The individual classroom teacher will decide if a student is in compliance with this rule.
- **Hair:** A person's hair should be its natural color, clean, combed, well-trimmed, and moderate in style. Boys' hair must be trimmed off the top of the collar, ears, and above the eyebrows. Boys must be clean shaven. Hats are not to be worn in school. (However, hats may be worn on free dress days and spirit days. It is the teacher's discretion as to whether or not the hat may be worn in the classroom.) Hair should not distract the individual or others, nor draw undue attention to the student. No feathers, beads, or hair extensions of any kind may be worn. No

designs, lines, or pictures may be shaved into a student's hair. Once a parent/guardian has been alerted to the student's hair not being in compliance, the hair must be in compliance before the student is allowed back to school. A grace period of no longer than five days may be granted by the administration.

- **Jewelry:** Appropriate jewelry, such as post earrings (no dangling earrings), watches, religious necklaces such as crosses, or religious medals may be worn. Girls may wear one earring per lower ear lobe; no other piercings may be worn. Boys may not wear earrings. Body piercing adornments are not allowed. No rings or bracelets. Hair ties may not be worn around wrists. Once a parent/guardian has been alerted to a piercing infraction, the student must be in compliance before the student is allowed back to school. A grace period of no longer than five days may be granted by the administration.
- **Make-Up & Fingernails:** Make-up is not allowed. Artificial nails are not allowed. Light Pink or clear nail polish is allowed for all students.
- **Eyes:** Eye color must be the natural color.
- **Identification:** It is recommended that all items of school clothing be clearly labeled with the student's full name.
- **Proper size:** No baggy shorts, pants or oversized shirts may be worn. Pants must be worn at waist level.

### **Spirit Dress Days and Free Dress Days**

Short shorts, short skirts, halter tops, tube or tank tops are not permitted, during spirit dress days or free dress days. Socks must be worn and sandals are not permitted. No make-up may be worn, and nail polish should follow the school policy. Garments may not be ripped, have holes, or have any other type of significant damage. Hats may be worn, but it is the teacher's discretion as to whether the hat may be worn in the classroom. Free dress should always be modest and not reflect any messages or images that are inappropriate for our school environment. If a student forgets to wear free dress, s/he must wear the uniform correctly. The final decision regarding uniform issues rests with the administration. If the administration deems a student's clothing as non-compliant with the dress policy, a parent/guardian will be called. If the parent/guardian cannot bring replacement clothes, the office staff will attempt to provide a uniform or replacement clothes for the student.

## **TUITION PAYMENT**

- Tuition is withdrawn from your bank account through automatic withdrawal on the 5<sup>th</sup> of each month, August through May. Statements are sent only once each school year, in mid-July, to let you know the amount that will be withdrawn from your account each month. If a contract has been signed and fees have not been paid when the July statements have been issued, they will be taken out of your account in full on August 5<sup>th</sup> along with your first monthly tuition payment.
- If funds are not available in your account on the 5<sup>th</sup> of the month, a \$25 late fee will be withdrawn from your account when it is attempted again on the 15<sup>th</sup>. If the funds are still not available at that time, another \$25 fee will be charged and you will receive a call from the school accountant, Jody Gibson. At that time, if your account is not kept current by bringing in a certified funds check, which includes the \$50 late fee, your child will not be allowed to attend school. Cash is not accepted for your safety and ours.
- In the event of unforeseen circumstances that create a hardship in meeting your tuition obligations, please do not hesitate to contact the principal and/or pastor.
- All tuition and fees must be reconciled from the current year before registering for the upcoming year.
- In the event of non-payment, your account will be turned over to a collection agency. Any collection fees, court costs, and attorney fees will be your responsibility.

### **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/guardians the opportunity to invest fully in their child's education.

### **Need-Based Tuition Aid**

Tuition Aid: Special consideration should be 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 aid. This is reported in the budget and financial reports. Applications for tuition aid are processed by FACTS (available through the website). Based on the information provided and the funds available, the principal determines the amount of tuition aid for each family.

## **GENERAL POLICIES**

### **Drop-Off and Pick-Up**

For supervision and liability reasons, families may not drop off students before 8:10 a.m., and must pick up students before 3:30 p.m. Students found on the property outside these times will be escorted to the Extended Day Facility. The first time a child is escorted to Extended Day, there will be no charge, but any time thereafter, the family will be charged the appropriate Extended Daycare fees.

Students who are on the playground after school must have an adult actively supervising them. Students who have extracurricular activities on campus after school are not allowed to wait in the gym or elsewhere unsupervised. Unsupervised students waiting for extracurricular activities to begin will be escorted to Extended Day Program.

### **Extended Day Program**

Students who are going to Extended Day must go straight to the Extended Day facility after school and may not go to the playground first. Attending Extended Daycare is a privilege. Therefore, students who have repeated discipline issues there may not be allowed to attend. A parent/guardian (or the person they have designated to pick up their child) is required to walk down to Extended Day and sign out the child in person. Families are asked to arrive by 6:00pm to pick up their children. If a parent/guardian is late picking up a child, a fee of \$5 per minute will be charged for every minute after 6:00pm until 6:05pm. After that, the fee will be \$1 per minute.

### **Traffic Regulations**

Directions for dropping off and picking up students will be sent home the first week of school.

#### **Caution: Never drive beyond the safety cones. Always drive slowly.**

- Large vehicles, such as vans, **must park** in the far south stalls so that views are not obstructed.
- Attempt to park so that you only drive forward.
- Exercise extreme caution when backing up.

### **Families/Volunteers/Visitors**

Upon arrival, all visitors must report to the school office before proceeding through the building. Volunteer and visitor passes are required of all family members and visitors whenever it is necessary to enter the school hallway or classrooms.

During the first week of school, parents may help their child with getting settled in the morning. However, starting at 8:20am, family members are asked to not be in the classrooms. Forgotten items can be dropped off at the office. Parents/guardians are encouraged to visit classrooms any time after Labor Day as long as it is arranged with the teacher ahead of time. Reporting to the office is still required.

### **Change of Address / Phone / Email**

Parents/guardians are to report any change of residence, phone numbers, or email to the office immediately. Changes in parental custody or guardianship also need to be updated as soon as possible.

### **Absences**

Regular attendance has a direct correlation to learning and achievement. Parents/guardians are urged, therefore, not to keep their student out of school except for illness or emergencies. If a student is absent, a parent/guardian is required to call the school's office by 9:00 a.m. **A written note (or e-mail) stating the reason for the absence must accompany the student on the day the student returns to school.** The note must be dated and signed by a parent/guardian. Illness or family emergencies are considered excused absences. All other absences including vacations are considered unexcused absences. Teachers are not required to allow make-up work or provide make-up tests for unexcused absences. Students who miss 10 days or more per quarter may not receive grades for that quarter. This includes excused or unexcused absences. Excessive absences may prevent a child from being promoted to the next grade.

For excused absences students will be allowed two days to complete and return assignments if they are absent one day. (i.e. The student is absent on a Tuesday, so the homework is due the following Thursday. The student is absent Friday, so the homework is due Monday.) For any other length of absence, a reasonable amount of time (as determined by each teacher) will be given to complete the work.

It is recommended that medical and dental appointments be scheduled outside of school time. When it is absolutely necessary for your student to be excused from school, a note signed by the parent/guardian must be sent to the student's teacher on the day of the appointment. Parents/guardians must proceed to the office and sign the student out before the student leaves the premises. In order for a student to be released to anyone other than a parent or guardian during school hours, the student must bring a note signed by the parent or guardian to the office in the morning or one must be faxed to the office. The same procedures must also be followed for someone who is not on the blue card to be allowed to take a student after school.

### **Release of student for other reasons**

A student may be released only to the parent/guardian, or 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.

### **Tardiness**

Being on time to school is important in allowing each student to get off to a good start each day. Entering the classroom after school has begun is disruptive to the entire class and interferes with the teacher's lessons.

Students who arrive between 8:20am and 8:50am no longer need to check in at the main office or get a late slip before going to class. Students who arrive after 8:50am must check in at the front office and get a late slip before going to class. Students arriving after 10:00am are marked half a day absent. In grades K-8, teachers will send an e-mail to the parent/guardian at 3 tardies in one quarter. This e-mail will state that at 4 tardies in the same quarter, the assistant principal will contact the parents/guardians about the tardies. The note will also state that at 5 tardies in the same quarter, the principal will contact the parents and further consequences may be given out. For middle school students, 5 tardies in a quarter will result in an after-school detention. The student will serve an after-school detention for each subsequent tardy in the same quarter. Chronic tardiness may result in a suspension.

### **Perfect Attendance**

Perfect attendance means being present at school every day of the school year for the entire school day. There can be no unexcused absences. One excused part-day absence due to medical appointments is allowed per semester for receiving of this award. Perfect attendance also means that a student has no tardies. The only exception is on severe snow days when the office informs teachers not to take tardies.

### **Academic Eligibility for Athletics**

A participant may be suspended from UCAA activities (practices and games) if s/he is not meeting school behavior or academic standards. The decision to suspend a participant and the duration of the suspension will be made at the administration's discretion

### **Bicycle Safety**

Bicycle helmets must be worn to and from school and students should walk their bicycles once they arrive on school grounds. Bikes must be put in bike racks and locked. No skateboards or rollerblades are allowed at the school at any time.

### **Animals**

Prior to bringing any animal inside school building, permission must be granted by the school administration. Dogs outside the school must be on a leash at all times.

### **Lost and Found**

All books, school bags, lunch boxes, and items of clothing should be clearly marked with the student's first and last name. Any article found at Saint Vincent de Paul School must immediately be turned in to the main office. Lost and found articles are placed in a container in the school. Items not claimed within one month will be removed. The school cannot assume responsibility for valuables brought from home.

### **Pictures of Students**

The school and diocese will occasionally use students' photographs and videos for promotional purposes. Teachers may also post digital pictures of students on the web page. Saint Vincent's School will place students' images on its Facebook and Instagram pages, and also do press releases for events which may include students' pictures. Occasionally the media takes pictures for newspaper articles. If families do not wish their children's picture to be used for these purposes, they must send in a written note stating this by the first Friday in September.

### **Security Camera Footage**

For the safety of the community, surveillance cameras are located throughout school buildings. The footage taken is to be used at the discretion of the administration. Permanent records are not kept, and the footage is regularly erased. Parents/guardians do not have access to this camera footage.

### **School Directory**

Each year the school prints a family directory. If families do not wish their information to be published, indicate that desire in the appropriate spot when filling out the online data form sent by the office in June.

### **Lockers - Middle School**

Student lockers are available for 6th, 7th, and 8th grades. All students must use the assigned lock and locker. (Lock replacement fee is \$10.00). Students will be fined for damages to the locker. Students are not allowed in other lockers. Lockers are school property. The principal or his/her designate may search the contents of any locker with or without cause.

### **Parties**

Special parties and celebrations are planned periodically throughout the year for all the students. In accordance with the wellness policy of the Catholic Schools Office, treats may not be distributed in conjunction with a student's birthday on the school grounds, however, healthy snacks may be distributed. Please check with your child's teacher before bringing in any food or drink. A child may bring in something such as stickers or pencils for classmates on her/his birthday as long as the cost does not exceed \$1 per student. The teacher or administration will ask a parent to take back items that violate the party rules.

No invitations to private birthday parties may be distributed at school unless they will be distributed to the entire class, or to all of the boys or all of the girls in the class.

### **Field Trips**

Field trips are carefully selected to enhance the educational offerings of the school. They are considered a privilege that may be denied to students for failing to meet the academic or behavioral expectations of the teacher or administration. Families have the right to prohibit their child from participating in any field trip. However, the student is still required to attend school, and will be provided with instructional materials. If families

want their child to participate in a field trip, they must complete the Diocesan Field Trip Permission form. Phone calls or other written notes will not be accepted.

### **Student Telephone Use**

At the teacher's discretion, students will use the classroom phone to call a parent/guardian for forgotten items or other questions unrelated to sickness. Students should only use the Sick Room telephone for medical or other serious reasons. Arrangements for transportation must be made prior to arrival at school.

### **Cell Phones/Smart Devices**

Cell phones or other smart devices that can access the Internet, receive communication, or in any way distract the student or others must remain in students' backpacks during school hours, always be in the off position, and may not be used inside the school building or other school/parish facilities at any time. Students may use cell phones or other smart devices outside on school grounds after school is finished. If a student violates the cell phone/smart device policy, the device will be taken and given to the assistant principal. Only the student's parent/guardian may retrieve the device. If the device is taken a second time, only the student's parent/guardian may retrieve it, and the student is no longer allowed to bring the device to school. A third infraction could result in suspension. Inappropriate/illegal use of cell phones/smart devices will be dealt with in the same manner as other serious discipline issues.

## **EMERGENCY POLICIES & PROCEDURES**

### **Emergency Information**

Each student must have emergency information on file that is complete and current. A link to our emergency information submission form was sent to everyone on the school e-mail list before school began. If the parent/guardian cannot be reached, other persons listed in the emergency information will be contacted. Students with allergies or special medical problems should notify the school. Please notify the school whenever there is a change in your address, phone number(s), or other pertinent information. No student will be released to any person not listed in the emergency information.

### **Emergency Releases During School Hours**

In cases of emergency, students will only be released to individuals listed on the Emergency Information Form. In the event of an emergency, families or individuals listed on the Emergency Information Form must notify the school. The individual picking up the student must provide appropriate identification at the school's office, and must complete proper sign out procedures before the student leaves the premises.

### **Student Insurance**

Each child is covered by special school insurance. This is a Diocesan requirement. The fee for this insurance is included in the student service fee.

### **School Closures**

If Granite School District cancels school, Saint Vincent de Paul School will also cancel school. Information regarding school closures will be sent via the school's notification system, it is also generally broadcast on: KSL (1160 AM, 575-5555) KDYL (1060 AM)

### **Community Response**

Families are asked to notify the principal of any serious illness or death in the immediate family so the school community can offer prayers and support.

## **MEDICAL POLICIES & PROCEDURES**

### **Dispensing of Medication**

**Students may not carry any type of medication on their person during school (with the exception of inhalers).** This includes all over-the-counter medication, aspirin, cough drops etc. If a student needs medication, the school should be informed of this in writing and be given permission to administer the medication. The medication must be kept by the school secretary, with specific instructions for dispensing the drug. Prescription drugs must be in their original container with the prescription instructions, and the appropriate forms from the parent/guardian and doctor must be on file in the school office.

### **Head Lice**

If you suspect your child has been exposed to lice, please have them checked before sending them to school. The school may check a student if s/he exhibits symptoms of having lice. The school will send your student home if active lice or nits are found. Your student may return to school when there are no active lice or nits. A note will be sent to any class in which a student has been found to have lice.

### **In-School Sickness**

All students who become ill during the day should report to the school office. If the condition warrants that the student be sent home, families, or those listed in the emergency information, will be notified. It is their responsibility to see that arrangements are made for the child to get home promptly and safely.

### **Sickness and Accident**

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is deemed necessary, the contact person in the emergency information will be notified immediately. In order to protect your own child, as well as others in the class, please do not send your child to school if you detect fever, nausea, sore throat, severe cold or cough, or a suspicious skin rash or infection. Contagious diseases such as measles, mumps, chicken pox, strep throat, etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor.

### **Air Quality**

Recess will not be held outside on red air quality days. With parent/guardian request, teachers will make special arrangements for students with asthma on yellow or orange air quality days or if a student's asthma necessitates restricting strenuous physical activity.

### **Cold Weather**

If the outdoor temperature is approaching freezing or below, it may be determined that recess should be held indoors.

## **SCHOOL/PARENT/GUARDIAN PROCEDURES**

### **Teacher/Family Communication**

Families wishing to contact a faculty member about their student's progress, or other aspects of student life, may do so by via note, e-mail, or voicemail. A teacher's home number will not be given out. Families are asked not to contact teachers at home. It is highly recommended that meetings with teachers should be prearranged. Drop-in visits before or during school are not allowed. However, drop-in visits after school may be allowed if a teacher is not engaged in our other duties.

Teachers will notify a parent/guardian if there is a serious issue and set up a meeting. We ask families to speak with teachers in person, or over the phone, if they have a serious concern. If a parent/guardian contacts a teacher via e-mail or written note with a serious issue, the teacher will set up a telephone or in-person meeting. Less serious matters may be taken care of by note, e-mail, or phone message. If parents/guardians have a serious concern, we recommend that they set up a face-to-face meeting with the teacher. If the parent/guardian has already met with the teacher and the concern has not been solved then a meeting should be set up with the administration and teacher. Less serious concerns such as logistical, procedural, or homework questions may be conveyed via e-mail, phone, or note. Teachers will respond to parents/guardians within 24 hours of any communication sent between Monday 8:00am through Friday 12:30pm. (Teachers are not expected to check their e-mail or phone messages over the weekend. Communication sent over the weekend will be responded to by the end of the day Monday.)

It is not appropriate to make public comments (either in-person or electronically) which are critical of students, faculty, or staff. Please contact your child's teacher (or the administration if appropriate) to discuss issues that are affecting your child.

### **Parent / Guardian / Teacher Conferences**

Formal conferences are scheduled at the end of the 1<sup>st</sup> quarter and during the 3<sup>rd</sup> quarter. Specific times, dates, and details will be provided prior to conferences. Teachers and families are welcome to initiate other scheduled conferences as needed.

### **Parent Involvement Program (PIP)**

Under this program, families are required to complete 20 hours of volunteer work on school-related activities for grades K-8; 10 hours for Pre-school. Participation in PIP is essential for the continuation of school programs and fund-raising activities. This program allows all families an opportunity to participate in school activities and provides a forum for meeting other families.

Each family is responsible for initiating the opportunity for finding hours. The Home and School Association and our development office provide numerous opportunities for volunteering in the school. Volunteer hours completed for the parish may be counted toward the total number of hours. In addition, please talk to your child's teacher or the school office; they have a variety of volunteer opportunities. A running total of progress toward the total service hours is available through the PIP coordinator who is a part of HSA. PIP hours are not transferable, however, the opportunity for grandparents to complete PIP hours is extended within a family.

PIP Hours/Fees are due one week prior to the end of the school year. The service substitution fee is \$10 per hour for every hour not completed.

## **BOARDS**

### **Home & School Association**

The Home & School Association organization was established to fulfill several critical needs in the school. The Home & School Executive Board and committee chairs offer their time, energy, and ideas for the common good of the school community. Some of their responsibilities include:

- Fostering the school community
- Fundraising to enhance the school's programs and generate revenues to improve the school plant
- Planning general Home & School meetings for families and faculty
- Coordinating school volunteers

The Home & School Association supports the vision and leadership of the school administration.

### **School Board**

The Saint Vincent de Paul School Board was established to assist the pastor and school administrators in formulating policy. The Board plays an important role in the ministry of Catholic education. Decisions are reached through dialogue and consensus. Board members offer their time, insights, and wisdom for the common good of the parish and school. The Board represents and responds to concerns of the entire community. The Board shares and supports the vision and leadership of the school administration.

Board meetings are held monthly. All meetings are open to parish members and/or families of children attending Saint Vincent de Paul School. The Board may, however, convene in private if it needs to discuss sensitive issues.

Anyone may propose items to be addressed by the Board. Submit your request, in writing, along with a rationale for consideration to any Board member. An agenda is set by the Executive Committee prior to the Board's scheduled meeting. Due to the time

limitation of the Board meetings, all items may not be immediately addressed at the meeting, but will be made known to the Board members and addressed at a later meeting.

Saint Vincent de Paul School Board's purpose is to serve as a consultative body that assists and guides the pastor and principal in fulfilling the school's mission.

The Board is not a grievance board. Any problems or issues should first be presented to the principal, or appropriate person(s), or resolved through the school's resolution process.

### **NON-DISCRIMINATION POLICY**

Saint Vincent de Paul School, under the jurisdiction of the Roman Catholic Bishop, the Superintendent, and the Diocesan Schools' Commission, attest that they do not discriminate in admitting students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its educational policies, in its admissions policy, scholarship, and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

### **RESPECT FOR PERSONS WITH DISABILITIES**

Saint Vincent de Paul School complies 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. (Policy 3020)

### **REPORTING CHILD ABUSE**

The Catholic Diocese of Salt Lake City is committed to protecting children and young people. If you are aware of abuse or have been abused by a cleric, church worker, or church volunteer, contact the Utah Division of Child and Family Services at 1-800-678-9399. For pastoral assistance, call the Diocesan Pastoral Center at 801-328-8641.

### **SPORTS**

The school administration and staff do not set policy or procedures for the sports program, other than student eligibility requirements. Communications should be sent to the director of the Utah Catholic Athletic Association or the St. Vincent Athletic Board.



## **EXTRACURRICULAR ACTIVITIES**

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

- Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, etc.
- Extracurricular activities often involve hard work and team effort. The activity should benefit all participants.
- Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
- 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.
- 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.)
- Extracurricular activities are discouraged if they include an overnight stay.

## **CATHOLIC SCHOOL SYSTEM**

Saint Vincent de Paul Catholic School and the other 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 Catholic schools. The Diocesan Catholic School Board acts as an advisory body to the bishop of the diocese and the Catholic schools superintendent on all matters concerning Catholic schools.

School administrators work in collaboration with the superintendent, the associate superintendent, and the Diocesan Catholic School Board to assure the Catholic identity of the schools, implementation of all policies, and the quality of all programs.

Within the Catholic School System, each school is site based, managed according to policies stated in the *Administrative Handbook*, the *Pastoral Directives of the Diocese of Salt Lake City*, and government regulations to the extent that they may apply. A copy of this handbook may be found on the Catholic Diocese of Salt Lake website: [dioslc.org](http://dioslc.org).

## **RIGHT TO AMEND**

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

In any case, the principal and/or pastor have the final recourse in all matters pertaining to the school.

The policies contained in this handbook were written to compliment the *Diocesan Policy for Catholic Schools* and the *Pastoral Directives of the Diocese of Salt Lake City*. However, the Diocesan policies and pastoral directives supersede the policies in this handbook. If clarification is necessary, reference may be made to these handbooks ([www.dioslc.org](http://www.dioslc.org)).

The Administrative Handbook of the Catholic Schools of the Diocese of Salt Lake City applies to all faculty and staff of the elementary, middle, and high school of the Diocese of Salt Lake City, and supersedes all prior handbooks. Though the intent is to follow the handbook, it may be necessary to deviate from policies to better address specific circumstances or concerns or to attend to matters not specifically covered by the handbook.

The diocese reserves its right, at its sole discretion, and from time to time, to rescind, modify, amend and/or supplement this handbook, in whole or in part, at any time. To the extent the policies of the handbook conflict with any provision of the Pastoral Directives of the Diocese of Salt Lake City, the specific provision of the Pastoral Directives shall control unless express reference is made as an exception to the Pastoral Directives.