

Saint Andrew School
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LLC Series #233
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PARENT/STUDENT HANDBOOK

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FORWARD

Welcome to Saint Andrew School. Much of this handbook is taken from the policies of the Diocesan Administrative Handbook (D.A.H.). The student/parent handbook provides information to assist parents and students in knowing expectations of the school. It is an official source of school policies, procedures and requirements of St. Andrew Catholic School. In developing this handbook, the administration has tried to anticipate as many issues as possible. The pastor and/or principal reserve the right to use his/her discretion in whatever circumstance the handbook rules do not cover.

The Diocesan Administrative Handbook (D.A.H.) contains diocesan directives as promulgated by the Superintendent of Catholic schools. It is the source for many of the school policies developed in this manual and is available in the principal's office or faculty room. In this handbook, whenever school policies relate to the diocesan policies, the diocesan policy number is referenced (i.e. 2400 D.A.H.).

Diocesan Mission Statement

The Catholic Schools of the Diocese of Salt Lake City educate young people in a Christian community that integrates Catholic values, beliefs, and traditions within the context of a strong academic program.

Saint Andrew Mission Statement

Saint Andrew Catholic Parish and School, rooted in Christ and guided by the Holy Spirit, will celebrate our diversity and live our faith as a community.

As part of the parish, the school is dedicated to educating our diverse student population in partnership with family, Church and community in a Catholic environment. Holistic development of the individual in a spiritual, academic, physical, emotional and social environment is guided by the teachings of the Catholic Church emphasizing service to others.

Saint Andrew School History

Saint Andrew Catholic School is one of twelve Catholic elementary schools located in Utah and is part of the Salt Lake Diocesan system of Catholic schools. It is located in the southwest quadrant of the valley, in the city of Riverton, Utah, one of two Catholic schools on the west side of the valley. St. Andrew Parish was established in 2006 to meet the demands of an ever growing population on the southwest end of the Salt Lake Valley.

Saint Andrew School opened its doors August 2008, with grades Pre-Kindergarten through fifth grade, with a student body of 114. Additional grades, up to grade eight, will be added each year as students are promoted. The school is a parochial school, a ministry of St. Andrew Parish. The beautiful modern building was the generous gift to the diocese by the ALSAM Foundation. The ground breaking ceremony was held on September 1, 2007 with The Most Reverend Bishop John C. Wester blessing the ground. Reverend Francisco Pires, founding Pastor of St. Andrew Parish presided with local civic and diocesan representatives present to turn the soil. Children of the vicinity will benefit from this donation for many years to come.

Sister Karla McKinnie, CSC was appointed in August of 2007 to prepare to open the school, as the founding principal. The Most Reverend Bishop John C. Wester and the parish/school community proudly dedicated the building on September 13, 2008.

BELIEF STATEMENT

The mission of the Catholic schools in the Diocese of Salt Lake City calls us to a deeper commitment of faith and service in education.

1. We believe that Catholic education is Christ-centered and incarnational, striving to address the spiritual, intellectual, emotional, physical and social needs of each person.
2. We believe that the Catholic school is the most effective means to teach its young people the Catholic culture of faith, values, traditions and doctrine.
3. We believe that the entire Catholic community shares in the responsibility to educate young people in the faith, spirituality and traditions of the Catholic Church.
4. We believe the Church and Catholic school support and challenge the parents in their role as the primary educators of their children.
5. We believe the Catholic school is a loving faith community that includes students, parents, clergy, faculty, staff, parishioners and other school friends.
6. We believe that the Catholic school program maintains standards of academic excellence, recognizing the dignity and uniqueness of the person so that the gifts of each are recognized, developed and celebrated.
7. We believe that the Catholic school prepares students to be leaders and advocates for justice and peace in the Church and in the world.
8. We believe the Catholic school models justice and financial responsibility in its stewardship of resources: time, talent and treasure.
9. We believe that given its limited resources, the Catholic school strives to be accessible to students of diverse economic needs, physical or mental abilities.

GRADUATE PROFILE FOR ELEMENTARY/MIDDLE LEVEL

A graduate from an elementary/middle school in the Diocese of Salt Lake City will be able to:

SPIRITUAL GROWTH

Develop a life-long relationship with God the Father, the Son and the Holy Spirit.

Demonstrate knowledge of beliefs and traditions of the Catholic Church.

Continue to actively and consistently participate in the Catholic faith community.

Use Christian values when making moral, social or political choices regarding self and others.

Demonstrate Christian leadership by being committed to justice and reconciliation among all people.

Recognize all gifts and talents are God-given and use time, talent and treasure to serve others.

ACADEMIC GROWTH

Be a life-long learner.

Develop and demonstrate competency in basic learning fundamentals.

Use good study habits and organizational skills.

Communicate effectively and creatively in oral and written form.

Think independently and cooperatively in a critical and creative way.

Access and use information for making informed decisions.

PERSONAL GROWTH

- Demonstrate self-discipline and compassion.
- Take responsibility for ones own actions.
- Respect self, others and the environment.
- Show appreciation for diversity and caring for world resources.
- Form meaningful, healthy relationships with others.

Saint Andrew School Educational Objectives

1. All students are special creations of God’s love and can recognize and appreciate the qualities that make them unique.
2. All students are capable of learning and they learn best in a safe and secure environment.
3. All students spiritually mature in a faith community through the study of Catholic doctrines, participation in the Sacraments, and daily prayer experiences.
4. All students are held to high, positive expectations based on their individual talents and they are responsible for developing themselves and serving others in the light of the Gospel.
5. All students are educated primarily by their parents, working in collaboration with teachers to help students achieve a feeling of competence that enables them to master difficult challenges and experience.

Faculty and Staff

Pre-School -----	Odette Desmarais
Pre-Kindergarten-----	Michelle Mulcahy
Kindergarten-----	Sharon Rasmussen
First Grade-----	Mary Andreason
Second Grade-----	Kathleen Dudek
Third Grade-----	Mary Gist
Fourth Grade-----	Christina Shelton
Fifth Grade-----	Mary Pool
Sixth Grade -----	Amy Ferre
Seventh Grade-----	Elizabeth Gallagher
Library-----	Corinne Flores
Physical Education-----	Michelle Mulcahy
Computer-----	Amy Sevier
Spanish -----	Rosa Alcala
Pre-school Aide -----	Rosa Alcala
Pre-Kindergarten Aide -----	Blanca Rubio
Kindergarten Aide -----	Elizabeth Gallagher/Glen
First Grade Aide-----	Kristie Dunyon
Extended Day Coordinator-----	Samea Munoz
Extended Day Staff -----	Blanca Rubio (AM only)
Extended Day Staff-----	Martha Solorio (PM only)

School Administrators

Pastoral Administrator-----	Rev. Francisco Pires
Deacon -----	Deacon Michael Bulson
Principal-----	Sister Karla McKinnie
Plant Manager/Custodian -----	Ausencio Lopez

Support Staff

Financial Bookkeeper-----	Sergio Olvera
Parish/School Secretary-----	Debra Inzurriaga
Playground Supervisor-----	Kelley Loevlie

NON-DISCRIMINATION AND COMPLIANCE WITH TITLE IX EDUCATION ACT
(Policy 1200)

Assurance Statement

Saint Andrew School, under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attest that it does 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

Saint. Andrew School does not discriminate on the basis of race, color, sex, nationality, religion or 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.

CATHOLIC SCHOOL SYSTEM
(Policy 1400.01)

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 Catholic Schools. The Diocesan Catholic School Board acts as an advisory body to the bishop of the diocese and the Catholic school superintendent on all matters concerning Catholic Schools.

CATHOLIC SCHOOL LEADERSHIP
(Policy 1430)

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.

PARENT ORGANIZATION
(Policy 1510)

Every school should have a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Educational Association. (NCEA)

The primary purpose of a 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.

SERVICE HOURS

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 service. All hours must be completed and reported by the THIRD Friday in May. There will be an assessment of \$10.00 for each uncompleted hour.

You must record the hour(s) completed on the computer program which may be accessed from school or on the web, once it is available. There will be a computer for your use at the main office. Until the computer program is ready keep track of your own hours.

There are a variety of ways to accumulate volunteer hours. Yard duty, cafeteria supervision, and kitchen assistance 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. Fund raising committees are always looking for volunteers. Attendance at any school meeting counts for service hours. Teachers may request chaperones for field trips, field day, and occasional classroom activities. You may have some of your own ideas for ways to help. Watch the weekly bulletin for volunteer opportunities. Helping with parish ministry may also be counted as volunteer service.

RELEASE OF DATA (Policy 1700)

Release of information to 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.

ADMISSION REQUIREMENTS (Policy 3000)

Admission criteria for Catholic School

Each school will have a written policy on student admission and requirements. Screening may be

required for placement and/or acceptance.

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, gender, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are to be 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:

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

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.

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.

SAINT ANDREW ADMISSION POLICY

Saint Andrew School follows the diocesan admission policy. Students are tested for placement before final acceptance.

INCLUSION

(3010)

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.

RESPECT FOR PERSONS WITH DISABILITIES

(3020)

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.

CLASS SIZE

Elementary and secondary class loads are to be determined according to the requirements of the Northwest Association of Accredited Schools.

Elementary classes should not exceed thirty-five (35) students. If there are more than 25 students in PK-K, a full time paraprofessional is required. If there are more than 30 in grades 1-3, a full time paraprofessional is required. If there are more than 32 in grades 4-6 a full time paraprofessional is required. A ratio of 22:1 students to teacher is maintained. The ratio is calculated according to Northwest Standards.

Secondary teachers shall not exceed 160 students. A ratio of 23:1 students to professional staff shall be maintained.

Saint Andrew Class Size

St. Andrew will have not more than 16 in Pre-school 3, 20 in PK4, 26 in Kindergarten, 30 in first and 32 in second through eighth.

ATTENDANCE/ABSENCE

(3110)

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, written assignments may be given and completed within a reasonable time.

Ordinarily report card grades will not be given 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.

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.

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 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.

CATHOLIC SCHOOL DISCIPLINE

(3300)

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

CODE OF CONDUCT FOR MINORS

Covering Students and Parents/Guardians

(3310, Pastoral Directives 2004-2005)

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

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

Children and young people have the right to:

- a safe environment
- receive the best formation program to meet their needs
- feel secure from physical, verbal and written harassment
- be treated in a fair, consistent and respectful manner
- receive instruction and assistance for social, emotional and academic concerns
- a clean and pleasant environment

Children and young people have a responsibility to:

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

Behavior:

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

N.B. 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 requested from the principal.

Saint Andrew School Discipline Policy

A major goal of education is to create a learning environment that nurtures and promotes individual self-discipline. Our philosophy at St. Andrew School is that discipline should come from the perspective of moral guidance and be based on the idea of natural consequences rather than a form of punitive punishment. Therefore, it is the teacher's responsibility to maintain a reasonable level of noise, order, and control of the classroom environment. It is the teacher's responsibility to see that the whole class does not suffer because of one child's lack of self-discipline or respect for the school's values.

It is the responsibility of each teacher to keep parents involved and informed of negative behavior, actions, or attitudes on the part of his or her child. Close communication between parents and teachers will benefit the child as well as the rest of the class.

The specific procedures utilized to enforce individual classroom rules and policies will vary from one teacher to another. It is expected that the teacher will remain in control and professional at all times. Only after all avenues have been exhausted does the teacher send a child to the principal. If a student's behavior and/or attitude are detrimental to the welfare of him/herself or another student, suspension and/or expulsion are options. It is the principal's decision to suspend or expel. The principal will notify the pastor before the decision to expel is made.

The following will result in automatic suspension: fighting, bringing a weapon to school, possession of drugs or alcohol, physical abuse of a teacher or staff member, intentional destruction of property, and proven sexual harassment of another student. Continuous poor behavior with no intent to change will also result in suspension or expulsion.

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. A fine of \$2.00 will be given to any student who throws a snowball.

Food/Gum Regulations

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

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 Andrew School. 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.

Fighting

Fighting is in direct opposition to the philosophy of Saint Andrew 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 Andrew School.

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.

HARASSMENT BY STUDENTS

(3320)

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

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

Definitions

Harassment by a student is a pattern of habitual abuse by another student or students. It can be physical, emotional or sexual.

Physical harassment includes physical intimidation or assault.

Emotional harassment includes extortion; oral or written threats; taunting; putdowns; name-calling; threatening gestures or actions; cruel rumors; false accusations; and social isolation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature.

Hazing is an initiation process involving harassment.

Saint Andrew School Harassment Policy

In keeping with its philosophy, Saint Andrew School 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.

APPEARANCE/DRESS CODE

PHILOSOPHY

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

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

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

HAIR

A person's hair should be clean, combed, well-trimmed, moderate in style, and the student's natural hair color. Bangs should not impair vision and boys' hair should not fall below the collar.

JEWELRY

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

MAKE-UP

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

UNIFORM

Students are expected to be dressed in a manner consistent with accepted Christian community standards of good taste. Local school administration shall develop, publish, and maintain uniform and/or dress code regulations.

Each Catholic school in the diocese requires the wearing of a school uniform. A written policy and guidelines for the uniform must be communicated to all parents/ guardians and students.

Procedure for Change

When a change in the uniform is needed or a majority of the parents desire a change, the principal must give the parents/guardians of students and the school staff the opportunity for input. Options are to be studied according to a process determined by the principal of the school in consultation with staff and parent/guardian representatives.

To insure that an unnecessary burden is not placed on parents/guardians who are already facing extra financial responsibilities, they must be given notice prior to registration for the following year to prepare for the change. Special consideration must be given to seniors in high schools, eighth graders and special circumstance students who shall not be required to be in the "new" uniform, but allowed to wear out the old uniform.

Saint Andrew Uniform Policy

Saint Andrew School has an official uniform consisting of choices. The uniform is supplied by Private Clothing and should not be purchased from other stores. The formal uniform is worn on designated days which will be listed on the monthly calendar. The boys formal uniform consists of the school sweater vest (does not have to be worn on hot days), a white or blue oxford shirt, blue pants and a tie. The girls' formal uniform consists of a plaid jumper worn with a peter pan collar blouse for grades K-3/ a plaid skirt and oxford or peter pan collar blouse for grades 4-8. The upper grades wear a tie with their skirt. The vest may also be worn. Non-formal uniform choices consist of pants or skirts for the girls and a white or blue polo shirt for both girls and boys. Shorts may be worn in the first and last quarter of the year. The school cardigan may be worn with formal or regular uniform when weather is cool. An official sweatshirt may be worn as part of the regular uniform. A solid white undershirt with no words or pictures may be worn on cold days.

Girls' socks should be solid white, gray or blue knee high, crew, or anklet style. Boys may wear solid colored crew or ankle socks that cover the ankle in: white, gray or blue. Boys and girls socks should not be below the shoe line to appear as if there is no sock. Tights may be worn in cold weather.

Shoes should be solid color: black, blue, or white. They may be oxfords, Mary Janes, or athletic shoes. Sandals, opened toed and open heeled shoes, crocks, boots, mules, and high heeled shoes are not permitted. No neon, glitter, lights, cartoon characters, skate shoes, thick tongued or shoes with wheels may be worn. Athletic shoes with a non-marking sole are required for PE days.

Jackets and sweatshirts other than Saint Andrew Uniform may be worn to and from school and at recess but not in the classrooms; only uniform sweaters and sweatshirts may be worn inside.

Non-uniform Dress

When children are given the opportunity to dress in something other than uniform, the following rules apply. There will be no short shorts, halter tops, high heels, sandals, T-shirts with inappropriate language, or blue jeans (except when given permission). All the rules for hair and make-up apply as well. On theme days the children will be instructed as to what to wear.

TERMINATION OF ENROLLMENT

(3500)

Expulsion

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

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

Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

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

This list shall not be considered exhaustive:

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same.

5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Serious theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
11. Consistent disrespect for other students such as sexual harassment of another student.
12. Violation of internet code of ethics.

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

STUDENT WITHDRAWAL ON GROUNDS OF PARENT/GUARDIAN BEHAVIOR (3520)

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

ACADEMICS

CURRICULUM

Saint Andrew 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 Andrew 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.

REPORT CARDS/GRADING SYSTEM (3600)

Report cards are issued four times a year.

Report cards are generated on the computer, using Powerschool. They are given to students at the end of each quarter. The date will be indicated on the monthly calendar.

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 are 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 = Satisfactory
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	Permitted for non-core subjects
A-	92-94		O = Outstanding
B+	89-91	Very Good	S = Satisfactory
B	86-88		N = Needs Improvement
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	

+ = Shows Improvement √ = Experiencing Difficulty
Comment codes are used when appropriate.

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.

Galveston-Houston Marking Code Criteria

NOTE: This criterion is applicable to Grades 4-8. However, primary grade teachers will want to use similar concepts as they set criteria for their marking codes.

A Grade	Masters all assigned work, attacks and completes work independently, shows originality and initiative, does more than required and makes excellent contributions in class.
B Grade	Masters major portion of work, works with little assistance from others, is alert and shows interest in work, completes work on time and makes good response in class.
C Grade	Satisfactorily completes most assigned work, works under normal conditions and directions, shows interest in work and completes work on time.
D Grade	Achieves below grade standard, completes a minimum of assigned work, and seldom responds in class.
F Grade	Achieves far below grade level, makes little progress in schoolwork, and has a poor attitude toward schoolwork.

PARENT-TEACHER CONFERENCES

The principal is required to provide the opportunity to meet with each student's parent(s) or guardian(s) at least twice a year for the purpose of constructively discussing the student's rate of progress in school and other matters of mutual concern. Conferences will be scheduled by the principal at a time set for parent-teacher conferences. Conferences are held in October and February.

Teachers are encouraged to schedule additional conferences with the parent(s) or guardian(s) at other times and as often as needed to insure good channels of communication.

SCHOOL/PARENT COMMUNICATIONS

PARENT BULLETIN

The parent bulletin from the principal is sent home weekly (usually Wednesday) and contains timely information about upcoming events. When our website is in ready, the bulletin will be placed on the website and you may request to receive no paper copy. Emails will be sent as reminders.

BROWN ENVELOPS

The "brown envelopes" are sent home weekly with important information. After you have carefully read the material, please sign the appropriate line and return the envelope with your child on the following day. It is also used to return any forms to the school.

TEACHER COMMUNICATION

Parents wishing to contact a faculty member about their child's progress or other aspects of student life may do so by leaving their telephone number and request with the school secretary or leaving a voice

message on the teacher's voice mail at school. A teacher's home number will not be given out, and parents are asked not to contact teachers at home. Conferences with teachers should be prearranged. Drop-in visits, especially before school, are not allowed.

PRINCIPAL COMMUNICATION

Parents wishing to contact the principal may do so by calling the main office. The principal has an "open door" policy whereby teachers, students, and parents may meet at school any time without an appointment. Calling ahead, however, will ensure a specific time without interruption. The principal will not meet with parents with a concern about a teacher or other staff member until the parents have met with the staff member.

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.

PROMOTION/ACCELERATION/RETENTION OF STUDENTS

Promotion

Ordinarily, elementary/middle students (K-8th grades) who satisfactorily complete the prescribed course of studies are promoted to the next grade at the end of the school year. Absences may be a factor in not promoting a student.

The final decision as to promotion shall be the responsibility of the principal with the advice of the teacher.

Acceleration

Although acceleration may be granted at the discretion of the principal and the teacher and with approval of the parent(s) or guardian(s), a gifted pupil will probably profit more socially and emotionally by an enriched program. The student's social and emotional maturity should be carefully evaluated whenever acceleration is considered.

After consultation with the parents(s) or guardian(s), principal, and additional teacher/staff input, the principal makes the final decision.

Retention

In order for a student to be considered for retention, he/she must have received a failing grade in the three core courses (Reading, Math, and Language) which are considered foundation skills. The retention of a student should be based on consideration of the overall welfare of the student, i.e., by carefully weighing the academic, emotional, and social factors. Parents/guardians should be notified in January.

In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. The teacher should provide remedial help within the school setting. If this proves inadequate, the parent(s) or guardian(s) should be advised so other professional resources can be sought.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first quarter. With the approval of the principal, the teacher should inform the

parent(s) or guardian(s) regularly during the second and third quarter of the student's progress and possible retention.

3. Primary grade teachers should carefully observe students with learning problems and make every effort to provide remediation so that problems may be corrected at an early age. Although the input of the teacher and the parent(s) or guardian(s) is a significant factor, the final decision to retain a student is the responsibility of the principal.

When a student has a severe learning problem, it may be necessary to recognize that the Catholic school is not equipped to meet the needs of every pupil and that a recommended transfer might be a necessity.

Progress Reports

Progress notes are sent as deemed necessary by the teacher in grades one through eight. Grades may be checked on Power School throughout the year. It is mandatory that parents of a student doing below average work be notified in writing of their performance well before report cards are sent. Parents and students may also access grades on a daily basis through the PowerSchool program on the Internet.

Grade Due Dates and Procedures

Grades should be entered into PowerSchool at least weekly. At the conclusion of each quarter a date will be assigned when grades must be available for the principal's review. Following his/her review, final copies may be printed. A date will be designated by the principal for all report cards to be sent home. Occasionally the teacher may be notified that certain report cards are being held for administrative purposes. These should be sent to the office.

GRADUATION (3630)

Minimal Competencies for 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. Parent/guardians and student will be informed of the decision.

Graduation ceremonies should be simple and dignified.

Saint Andrew School does not have graduation until 2011.

STUDENT CUMULATIVE RECORDS (3700)

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 their 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.

HOMEWORK

All teachers should assign homework with great care and for the purpose of fostering habits of independent study. Carefully planned assignments are very beneficial to students.

Homework is part of the work required for learning at Saint Andrew 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 & 51 Hour
Grades 6, 7 & 81.5 Hours

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

Care should be taken that instructors in a school be aware of assignments being made in all other classes for the same date in order to avoid an unreasonable heavy burden of daily assignments.

STANDARDIZED TESTING

Children in grades 2-7 take the Stanford Achievement Test in September. Results help determine academic standing and projected needs of the student. Results are normally shared with parents at the first conference.

TUTORING

(4110)

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.

INTERNET ACCESS

(4300)

Each school shall have an internet use policy for both staff and students which is subject to prior approval through the Catholic Schools Office.

The Internet is a tremendous resource for the Saint Andrew students and staff. The internet connects us to the rest of the world and to a vast information system. At the same time we recognize that the internet can provide access to some material that may be inappropriate, offensive or obscene. We believe our children need to learn to use this resource in an appropriate manner.

The school's code of conduct applies to all users of the internet.

The following conditions must be met for internet use:

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

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

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

PARTIES

Parties conducted during school time should be limited to one hour. They should be simple and respectful of all people and things.

Whenever there is a feast, holiday or season, the Catholic school will emphasize the religious meaning and not the secular meaning.

For lower primary grades it is appropriate to include both the secular and the religious meaning as long as the religious meaning is emphasized. Usually the two meanings can be related to each other. It is also appropriate to teach how the religious feast or season came to be celebrated at that time of year. Prayer services or liturgical celebrations are good ways to highlight the religious significance.

Environment of school and classrooms should always have a religious tone to them. The secular holidays and meanings will not overshadow religious meanings.

Staff will be trained in appropriate activities and celebrations for holidays, seasons, and feasts.

Parties during school hours should be limited to a specified number during the school year. These should be simple and should not consume excessive school time. Local school policy should determine the number, occasion and nature of school-time parties. Catholic schools have the opportunity and the responsibility to teach the religious meaning of any feast or season.

In view of the above policies, Saint Andrew School will have a class party for Halloween (All Saints Day) and for Valentines' Day. Christmas and Easter will be celebrated in other ways, without class parties. Parents may bring store bought treats for the class for your child's birthday but remember not to bring anything with nuts.

FIELD TRIPS

(4500)

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.

EXTRACURRICULAR ACTIVITIES

(4510)

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.

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

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

Athletics

An after-school athletic program is directed through Saint Andrew Parish. Many of our students are involved in these programs, and we encourage teachers to support the activities. We do not tie academic performance to the privilege of participation because the athletic programs are not part of the school domain.

Other extra-curricular activities will be added throughout the year as they are organized and implemented.

IMMUNIZATION

(5110)

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.

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. 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 refrain from participating in other activities should have a doctor's note. While at school, students are expected to participate in all activities.

MEDICAL TREATMENT

(5120)

Medicine: Prescription and administering to students.

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

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. Each school is responsible for assuring that students within the school receive their medication during school hours.

First Aid Training

Each school in the Catholic School System is required to have a minimum of two staff members trained in first aide techniques, including CPR and dealing with exposure to Blood Borne Pathogens. The list of trained individuals should be highly visible at all times and well known to the entire school community. First aid kits should be taken on all field trips.

EDUCATIONAL ENVIRONMENT

ARRIVAL/DEPARTURE

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

DAILY ROUTINE

7:00-8:05 a.m....	Children report to extended day program. (No student should arrive prior to 7:55 a.m. unless part of EDP)
7:45 a.m.	Office Opens
7:50 a.m.	Faculty/Staff Prayer
8:05 a.m.	Warning bell
8:15 a.m.	Opening prayer (usually in the gym) for all grades
9:45, 10:00, 10:15 a.m.	Morning recess for PK-K, 1-2, 3-5 respectively
11:30 and 11:50a.m.	Daily lunch recess schedule begins for K-2 and 3-7 respectively
11:50 am and 12:10pm	11:20 and 11:40 on Wed. Lunch for K-2 and 3-7 respectively
3:15 p.m.	Final Bell (Monday, Tuesday, Thursday, Friday)
12:45 p.m.	Final Bell (Wednesday)
	-School Dismissal
	-E.D.P children report
3:30 p.m.	Full day schedule- all students off premises or at E.D.P.
1-00 p.m.	Wednesday - all students off the premises or at E.D.P.
4:00 p.m.	Office closes
6:00 p.m.	Extended Day Program closes

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. 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.

All visitors must report to the office when entering the building. Volunteers need to obtain a badge in order to work in the building while the students are present. Visitors must wear a visitors permit badge and be accompanied by a school employee for tours.

TRAFFIC PATTERN

In order to provide a safe environment outside the school, vehicles and pedestrians should follow the established traffic pattern. Parents must enter the parking lot from the west entrance. Circle around the front of the building so that the pick up and drop off is from the passenger side of the car. If you wish to park make sure you watch for the flow of traffic before proceeding to the door. For greatest safety, parents are encouraged to park on the South end of the building during drop off and pick up. When leaving the parking lot, parents should depart through the same west exit. A traffic pattern map is included in this handbook.

EMERGENCY PLAN

Each school establishes an emergency plan unique to that school. Each staff member has been instructed in what to do in case of the following emergencies: fire, earthquake, violent intruder, non-custodial parent conflicts, and bomb threats. Parents may examine a copy of the emergency plan in the school main office.

Saint Andrew School will be locked during the time the students are in school. Visitors must buzz in at the front entrance, report to the office, and wear a badge if permitted to enter.

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.

COST-BASED TUITION AND FEES

(6510)

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

FINANCIAL OBLIGATIONS

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.**

NEED-BASED TUITION AID

(6520)

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.

A professional company designated by the school processes applications for tuition aid. 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.

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 Andrew 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. **No electronic device may be brought to school unless approved by the principal (i.e. cell phones, iPods, etc.)** Balls will not be collected from neighbor's yards if they are lost in those locations.

FUND RAISING

Fundraising Projects

No organization may promote a fundraising project in the school's name without prior approval of the school principal or superintendent.

Finances

All funds collected by the various activity groups of the school shall be deposited in an authorized school account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursement.

These fundraising revenues are monitored and administered by the principal.

Unless previously designated and approved by the principal, all funds raised on behalf of the school or its activities associations are ultimately used at the discretion of the principal.

Handling of funds should be in accordance with diocesan procedures and general accounting practices.

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.***

