

**SAINT OLAF CATHOLIC SCHOOL
HANDBOOK 2013-2014**



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FACULTY

| | |
|------------------|------------------------|
| Principal: | Mrs. Jo Ann Emery |
| Secretary: | Ms. Jill Moffat |
| Pre Kinder: | Ms. Sarah Hovanec |
| Kindergarten: | Ms. Andrea Grafton |
| First Grade: | Ms. Sarah Brann |
| Second Grade: | Mrs. Laurie Jacobs |
| Third Grade: | Mr. Joseph Vatsend |
| Fourth Grade: | Miss Jeriel Turner |
| Fifth Grade: | Ms. Cathy Moore |
| Sixth Grade: | Mr. Matt Pack |
| Seventh Grade: | Mr. Zachary Dean White |
| Eighth Grade: | Ms. Pamela Simmons |
| Library/Art: | Mrs. Kathy Dorich |
| MS Religion: | Mrs. Kim Turner |
| Music: | Mr. Radu Noaghiu |
| Learning Center: | Mrs. Mary Vaughan |
| Custodian: | Mr. Tom Shoemaker |

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MISSION STATEMENT

We **RISE** as a community of learners, continually growing as Christ centered individuals throughout life's journey.

- **Responsibly:** help students become self-disciplined and follow the school rules.
- **Intellectually:** teach students the skills that enable them to do their best, to strive to reach their potential, and help them to develop a positive attitude toward learning in all academic areas.
- **Spiritually:** Attend weekly mass. Begin and end our day with prayer. Help students develop a relationship with God through the teaching of Catholic doctrine and values.
- **Emotionally:** Implement and enforce school wide discipline plan that involves positive reinforcement and natural consequences for behavior.

BELIEF STATEMENT

We believe that our Catholic School is a unique faith-centered community. We integrate thought and belief by encouraging intellectual growth, nurturing faith and inspiring action.

We believe that each student is a valued individual with unique intellectual, physical, spiritual, social, and emotional needs.

We believe that we provide a Christian environment through modeling and teaching Christ-like values, behaviors, and ethics.

We believe that learning is rewarding and should inspire life-long learners.

We believe that we meet students' needs by implementing a variety of teaching techniques to ensure a quality education.

We believe that each child is a gift from God.

GRADUATE PROFILE

Upon graduation, the graduate will:

- Integrate Catholic values, beliefs and traditions in their life
- Listen and communicate effectively
- Seek knowledge and understanding
- Think critically and solve problems
- Use technology as a tool

GRADUATE PROFILE INDICATORS

Upon graduation, the graduate will:

Integrate Catholic values, beliefs and traditions in their lives

Develop a personal relationship with God by participation in:

- i. Personal prayer
- ii. Liturgical prayer
- iii. Sacraments
- iv. Community life

Demonstrate understanding of core Catholic beliefs

- i. Creed/Trinity
- ii. Scripture
- iii. Sacraments
- iv. Church traditions and doctrines
- v. Mary and Saints
- vi. Christian lifestyle/vocation

Make choices based on Christian values

- i. Morality
- ii. Ethics
- iii. Respect for life
- iv. Commandments/ 2 Great Commandments
- v. Respect self/others
- vi. Stewardship

Serve family, school, and church, local and world community

- i. Social justice
- ii. World issues

Listen and communicate effectively

Exchange information and ideas clearly and proficiently

- i. Written language
- ii. Verbal language
- iii. Non-verbal language
- iv. Fine arts

Interact effectively with others

Work collaboratively with others including people of diverse backgrounds

Plan in a systematic method

Lead and motivate others

Seek knowledge and understanding

Will have acquired fundamental skills in core academic areas
Use effective learning techniques to acquire and apply knowledge
Demonstrate resourcefulness and responsibility for own learning

Think critically and solve problems

Become actively involved in creative problem solving
Use organization skills
Generate new ideas
Analyze and adapt to changing environment
Make decisions based on facts
Maintain a healthy and balanced lifestyle
Set own goals

Use technology as a tool

Use technology to access, analyze, organize and process information
Use technology appropriately
Apply technical reasoning skills

SCHOOL PHILOSOPHY

St. Olaf Catholic School is an expression of the mission of Jesus Christ. We maintain a visible Catholic presence within our local community. As Catholic School educators, we recognize the personal dignity of each child. We strive to make students aware of their purpose in life which is to integrate Christian principles into their patterns of living. We provide a faith-based community in which each child can develop self-worth and can grow toward Christian maturity. Together with parents, the prime educators of their children, we aspire to provide a quality education that will afford an opportunity for each child to grow spiritually, intellectually, psychologically, socially and physically.

HISTORY OF ST. OLAF CATHOLIC SCHOOL

St. Olaf Catholic School, under the direction of Father Robert Pollock became a reality when construction began in the spring of 1959. The services of the Daughters of Charity of Saint Vincent DePaul were obtained to teach in the parochial school, still to be erected.

Three Sisters arrived in Bountiful in the fall of 1960. The school opened with five grades and a Kindergarten, staffed by two teaching Sisters and three lay teachers. During the following three years, grades six, seven and eight were added. At the present time, Northwest Association of Schools and Colleges and the State of Utah accredit the school. In 1995, after a 3-year discernment process, the Daughters of Charity withdrew from St. Olaf Catholic School, seeking to be more faithful to their call to serve the materially poor. St. Olaf Parish supports our school, and in a real sense is responsible for the continuance of its fine educational program. Without the support of the people of St. Olaf Parish and the dedication and sacrifice of the teachers and staff, our programs would not exist.

SPIRITUAL LIFE

“Be it known to all who enter here... That CHRIST is the reason for this school. The unseen but ever present teacher in all its classes. The model of its faculty, and the inspiration of its students.”

Our school day begins and ends with prayer. Children are encouraged to integrate prayer into their ordinary experiences and to begin and end their day at home with prayer.

Mass is the principle act of Catholic worship and an essential part of the Religious Education program at St. Olaf Catholic School. Students and staff attend Mass every Friday. Mass is always celebrated on Holy Days.

The Rosary and other traditional prayers of our Church are taught as part of the religion program. In addition, appropriate liturgical prayers for the Advent/Christmas Season and Lenten/Easter Season are incorporated into the children's prayer life.

Preparation for the SACRAMENT of RECONCILIATION and FIRST HOLY COMMUNION takes place in second grade. Preparation for CONFIRMATION takes place in eighth grade.

The responsibility of preparation for these Sacraments belongs primarily to the parents who will be given all necessary help to prepare their children for these important Sacraments. Specific information will be sent home during the school year. Continued reception of the Sacraments of Reconciliation and Eucharist in grades 3 through 8 is provided at school on a regular basis. However, family participation in the weekly reception of the Sacraments has a lasting impact on the faith development of children.

CHILDREN LEARN THROUGH EXAMPLE!

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

Assurance Statement

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

Programs and Activities

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

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

Catholic School Leadership (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:

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

CONFIDENTIALITY

As a volunteer or part-time employee in St. Olaf Catholic School, I agree to abide by the following guideline and ethical practices:

- I will keep confidential any knowledge or information regarding individual students. This includes information pertaining to academics, behavior, abilities, physical conditions, family circumstances or any knowledge I might gain from working with the children.
- I will not reveal any confidential information concerning school staff.
- I will treat each student with consideration and fairness and shall seek to resolve problems in accordance with school policy. (Problems that arise should first be discussed with classroom teacher. The teacher will then advise how to proceed)
- I will not humiliate or disparage students, nor show bias in any manner.
- I will exemplify a positive role in school public relations.

All volunteers are required to go through the Diocese online training, have a background check and sign a confidentiality form. Volunteer packets are available in the office.

CLASS SIZE (POLICY 3100)

Elementary and secondary class loads are to be determined according to the requirements of the Northwest Accreditation Commission (NWAC) and the Western Catholic Education Association (WCEA).

Elementary classes should not exceed thirty-five (35) students. The requirement for a full-time paraprofessional is as follows: PK-K more than 25 students; Grades 1-3 more than 30 students; Grades 4-8 more than 32 students.

A ratio of 22:1 students to teacher is maintained. The ratio is calculated according to NWAC standards.

Class loads at the secondary level shall not exceed 160 students. A ratio of 23:1 students to professional staff shall be maintained.

SCHEDULE

Daily Schedule

| | |
|-------|--------------------------------|
| 7:50 | First Bell - Students Enter |
| 8:00 | Tardy Bell – Class work Begins |
| 11:00 | Pre-Kindergarten Dismissed |
| 11:25 | Lunch Begins |

Recess

| | |
|---------------------------|----------------------|
| Grades K-3 Morning recess | 10:00-10:15 |
| Grades K-3 Lunch recess | 12:10–12:25 |
| Grades 4-8 Lunch recess | 12:25-12:40 (M – TH) |

Dismissal

3:00 Mondays - Thursdays
2:00 Fridays*

***First Friday of the Month**

All Students Dismissed at 12:30. (Lunch will be served prior to dismissal)

EDP

7:00 A.M. – 6:00 P.M.

St. Olaf Catholic School provides an Extended Day Care Program (EDP) for students where they can be in a safe and adult supervised environment before and after school. This program is open only to St. Olaf students, Pre K through eighth grade. The program will provide: study hall, planned activities and playtime. After school we stress the “Three R’s”: Responsibility, Resourcefulness, and above all Respect. There is a \$10.00 registration fee. The rate is \$2.50 per hour. Any student arriving before 7:45 A.M. or not picked up 15 minutes after dismissal time will be sent to EDP. **EDP has a 30-minute minimal charge each day.**

*If your child will be walking home, we request a written notice be sent to keep on file.

GENERAL INFORMATION

Brown Envelopes

Brown envelopes are our way of sending the important information home with the oldest sibling. The envelope is sent home once a week; the envelope should be signed and returned to school the next day. It is also for your use to return items to school. The Wednesday weekly letter and most information will be emailed to you. It is important that we have an email address for all families to receive school communication. Wednesday envelopes will continue to come home each week for your signature and for items not available through email. (Usually on Wednesday.) Wednesday information will also be posted on the web site for viewing.

Parent Service Program

The parent service program exists to help raise parent awareness and involvement in the education of their children in a manner that directly affects the school's programs. Since parents are the "primary educator", it is essential they participate in the "schooling" process. The intent of this program is positive in nature and supportive in design. There is a place for everyone's talents. Thirty service hours are required each school year. It is the parent's responsibility to volunteer for appropriate activities in order to work the required hours and to see that records of hours worked are recorded on the brown envelope. You will be assessed \$20.00 per hour not fulfilled. This will be due the last day of school. Failure to fulfill hours or pay may result in hindering release of student's records, report cards, etc.

Back To School Night

Back to School Night is held at the beginning of each school year. Attendance at this meeting is mandatory for parents. General classroom procedures used by the teacher are explained, along with homework, school policies and methods of cooperation.

Parent Teacher Conference

(SEP conferences Student Educational Plan) are mandatory and are scheduled twice during the year. At the 1st conference, goals will be written, the 2nd they will be evaluated. A parent or teacher may request a conference at any time. These conferences should be scheduled in advance and not during school hours.

Non – Custodial Parents

St. Olaf 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 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.

School Closures

If for some emergency reason (snow, earthquake, etc.), you suspect school may be closed, listen to KSL1160 AM radio, or KALL 910 AM radio. If the decision to close the school has been made, these radio stations will be notified, and they will announce on the air by 6:00

a.m. or shortly thereafter. St. Olaf Catholic School will usually follow what the Davis County School District does.

Visiting Parents

Parents are welcome to visit the classrooms at any time. We encourage parents to volunteer to work in classrooms. Any volunteer in the school must sign in at the office and wear a visitor pass. Regular volunteers must take the Safe Environment online training and have a background check. Please do not drop in on teachers before or after school without an appointment. If you have scheduled an appointment, please sign in at the office and get your visitor pass.

Birthday Treats

We respectfully request that you do not send birthday treats with your child.

Wellness Policy - (5130)

St. Olaf Catholic School supports the Wellness Policy that was adopted by the Diocese. We encourage healthy eating and proper exercise. We ask parents to support this policy by sending healthy snacks and home lunches. Students are asked not to bring drinks other than water or 100% juice to school.

CURRICULUM

St. Olaf Catholic School follows the curriculum of the Diocese of Salt Lake City, in compliance with state requirements. It includes a sequential program of learning in religion, language arts, mathematics, social studies, science, music, arts and physical education.

Religion for Non-Catholics

St. Olaf Catholic School's very reason for being is to further the message of Christ. Non-Catholics who participate in our school are most welcome to share in our preaching of this message of Christ. Non – Catholic students who attend St. Olaf Catholic School are required to participate in the religion activities of the class, to attend Mass, to take religion courses, (meeting academic standards of the course), and to promote the general moral and spiritual climate of the school. All students receive a grade in religion.

Homework

Homework is a purposeful assignment to be completed outside of class time. It is a part of the work required for learning in this school. It reinforces material already taught and is an opportunity for the student to learn to work independently. It is the responsibility of the student to take homework home, complete it and return it to school on time. This is not the responsibility of the teacher. Adults at home can help by encouraging their child.

Approximate time involved per night:

Grades 1 – 2 one-half hour actual working time.

Grades 3 – 5 one-hour actual working time.

Grades 6 – 8 one and one-half hour actual working time.

Library

All students use the school library. Books must be kept in good condition. Children are responsible for any book they take from the library. Students will be fined for overdue books. If a book is lost, the student must pay for the replacement of the book.

Testing and Evaluation

The Stanford Achievement Tests are administered annually for grades 2 – 8 in order to determine the academic standing and projected needs of the students. Intelligence tests are administered to the students of Grade 4 and 7. Such tests are helpful in the educational process. However, in classifying and evaluating a student's ability, his/her total classroom performance is considered. Students, in grades K - 5, will be tested using the DIBELS to evaluate reading and comprehension. This is given at the beginning, middle, and end of the school year.

Textbooks

Students will not receive books until all fees have been paid. Textbooks are very expensive. Since the students of St. Olaf Catholic School borrow the books, they must be responsible for the condition of these books. Each textbook must be covered at all times. There will be a \$1.00 fine for uncovered textbooks. Extra large textbooks must be covered with paper covers as the cloth covers damage the corners. At the end of each year, the students may be assessed a fine for damaged or above normal usage wear on the books. These fines must be paid in full before students will be given their report cards.

DAILY LUNCH PROGRAM

Please send a healthy snack with your child daily. Healthy snacks are consumed before morning recess (elementary school) or during morning break (middle school).

Hot lunch is served 5 days a week - Monday through Friday. Lunches are provided by Vie Gourmet. The cost is \$3.00 per lunch. Orders are taken once a month. **No late orders will be accepted.** Students can also bring their lunch to school. **We do not have hot water or microwaves available for use, so please purchase a thermos. Please consider our wellness policy when sending lunch from home.**

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.

Student Photographs

During the course of the school year, St Olaf may publish a school brochure and promotional materials for information and recruitment purposes. St Olaf also promotes the school through newspaper and other media. Within the context of these publications, the photographs of school-sponsored activities and events, as well as student and faculty, are usually included.

If for any reason you do not want your child included in any promotional materials, a written letter stating such refusal must be received by September 1, of the current year.

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. (St. Olaf publishes directories for families; if for any reason you do not want to be included, please inform the school office in writing by August 31, of the current school year. This information is provided for parents and students for school related activities only. It is unlawful to use the list to solicit or contact for other business or personal use.)

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 Schools

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 has responsibility for admission of new students.

The criteria used to select new students in the elementary school (PK-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 PK-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:

1. registered in the parish,
2. baptized in the Catholic faith,
3. attend Mass regularly, and
4. 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 parent(s)/guardian(s) 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.

Local Policy

- All new students are placed on a 60-day probation period.
- Pre – Kindergarten: Must be 4 years of age on or before September 1.
- Kindergarten: Must be 5 years of age on or before September 1
- First Grade: Must be 6 years of age on or before September 1, and have been in a Kindergarten program the previous year.
- Birth Certificate and Immunization records must be presented at the time of registration and if Catholic, a Baptismal certificate is required.
- Utah State Law requires immunization records. Student cannot enter school without this record.
- New Student: A test may be required to ascertain the level of ability of each new student. Since St. Olaf Catholic School is primarily structural and academic, and because there is limited personnel, the school is not equipped to deal with students who have severe learning disabilities. All new students entering are on a 60 day probation period.

INCLUSION

Policy 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.

Inclusion is a **process**. It involves the ability to communicate with a group of learners with diverse needs. Inclusion is not a program or a placement. Inclusion is a **philosophy of teaching** that relies on the abilities of educators to promote an environment that respects and reverences the rights of students to learn in regular education classrooms in Catholic schools.

Inclusion fosters collaboration of all teachers and parent(s)/guardian(s) working together for the common good of all students, especially those with varying exceptionalities. Inclusion implies preparedness, continuing education, and ongoing communication.

Appropriate inclusion can work effectively for a large number of students with disabilities and learning difficulties while enriching the classroom experience of all students. The Catholic schools acknowledge that promoting appropriate inclusion without providing the

resources needed to make it work effectively for students and teachers offers a false promise of improved opportunities for students with special needs and assures a strong possibility for disruptions in the learning environment. For inclusion to achieve its full potential in the classroom, a primary requisite is that parent(s)/guardian(s) and staff commit themselves to ongoing education and staff development that will foster a greater understanding and respect for children with special needs.

Teachers question their ability to educate children with special needs. While it is true that special course work has a benefit, it is also true that good pedagogy benefits all children.

The Catholic schools offer a loving and safe environment. Catholic parent(s)/guardian(s) should be able to choose a Catholic education for their children with disabilities and learning difficulties. Children who have disabilities could be a gift to any school. They could teach acceptance of diversity, respect for all people and gratefulness for one's own gifts. It could be a win-win situation for all, especially the students.

Respect For Persons With Disabilities (Policy 3020)

Catholic schools in the Diocese of Salt Lake City are to comply with the regulations on people with disabilities [Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act (ADA) of 1990/ADA Amendments Act of 2008] to the extent that they may apply to private educational programs.

1. "A person with a disability" is "any person, who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment." (Section 3 ADA Act 1990) The school is to make reasonable accommodation to the disabilities of applicants and employees unless the accommodation would cause the school undue hardship.
2. Schools may not, on the basis of disability, exclude a qualified person with a disability if the person can, with minor adjustments, be provided an appropriate education or function as an employee.
3. Schools may not charge more for the provision of an appropriate education to people with disabilities than to people without disabilities except to the extent that any additional charge is justified by a substantial increase in cost to the institution.
4. Each Catholic school principal is to designate a responsible school employee to coordinate efforts to comply with these stipulations regarding people with disabilities. This person will be referred to as the representative for people with disabilities.
5. The principal, and/or a designated representative for people with disabilities is to complete a self-evaluation of current policies, practices, and building facilities and make necessary changes should discrimination against people with disabilities be found.
6. The principal, pastor, and representative for people with disabilities are to provide for changes in facilities that are needed so that any staff or student with a disability can achieve program accessibility.
7. Employees and students are to be notified that there is no discrimination within the education institution on the basis of disability. This can be achieved through the posting of notices, announcements, and memoranda to faculty and staff.
8. A procedure that incorporates standards for equitable resolution of complaints is to be available from the Catholic Schools Office.

ATTENDANCE / ABSENCE (Policy 3110)

Attendance

The responsibility for attendance at school belongs to the parent(s)/guardian(s). The school is required 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 parent(s)/guardian(s). 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 parent(s)/guardian(s) take their children out of school because of family vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time.

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

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.

Local Tardy Policy

Timeliness, like attendance, is very important to the academic success of the student. Students miss important instruction and readiness procedures if they are not in class on time. Although unforeseen events occur that might cause tardiness, excessive tardiness will not be tolerated. **Parents are required to sign their students in at the office if tardy. There will be a \$.25 fine each day for each student. This money will fund our end of year "Tardy Party", which is the end of year barbecue. After three tardies in a quarter, parents may be summoned to meet with the principal to address the problem. Students arriving after 9:30 will be marked one-half day absence. If tardy more than once a quarter, student will not receive perfect attendance.**

Notification of Absence

If a student will be absent from school, the parent/guardian shall notify the school as soon as possible, but no later than 9:30 am. 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.

INTERNATIONAL STUDENTS

Policy 3030

Schools may admit non-immigrant international students with a qualifying visa if the school has been approved by the United States Department of Justice, Immigration and Naturalization Service.

The schools of the diocese were approved as schools for non-immigrant international students. All correspondence from schools to the Immigration and Naturalization Service of the Department of Justice, should make reference to the approval number, **DEN214F10059000**. Reporting is done through the Student and Exchange Visitor Information System (SEVIS). It is an Internet-based system which maintains information on non-immigrant students, exchange visitors and their dependents. The change to the automated process is mandated by federal law.

The principal informs the Catholic Schools Office when an international student is enrolled by sending a copy of the I-20 to the Catholic Schools Office.

Form I-20 must be submitted through SEVIS. Each high school principal and the Superintendent have access to SEVIS. An elementary/middle school principal, who needs to submit information, does so through one of these authorized persons. These same persons may also enter information on the school's F-1 and M-1 students.

No principal should submit a form to admit a non-immigrant international student unless the principal has evidence that the student is a suitable candidate for enrollment.

PREGNANT STUDENTS

Policy 3040

Acknowledging that human life at all stages is a sacred gift from God, including the human fetus, and that abortion is never a Catholic alternative at any stage of pregnancy, students who become pregnant deserve and need the full support of the administration, teachers, and other students. This is not to condone unwed pregnancy but rather to protect the sacred gift of life of the unborn child and to extend love and compassion to those involved.

It is recommended that pregnant students be allowed to remain in school. The health of the pregnant student, however, is the primary consideration for continuation of attendance. If attendance in the classroom is judged not to be in the best interests of the student, the school community and the unborn child, then arrangements for home study will be made. The school should continue to assist the student through graduation. Ongoing counseling should be offered to pregnant students and their parent(s)/guardian(s).

Release Of Students From School (Policy 3120)

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

A student may be dismissed early only upon approval of the principal. An elementary student may be released only to the parent/guardian/authorized representative of the parent/guardian. The principal shall not honor a telephone request for a student's early dismissal to someone not listed on the emergency card.

STUDENTS UNDER COURT ORDER OR RELEASED ON BAIL

Policy 3130

Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend class pending the disposition of the charge. The student shall receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school shall make a final determination regarding the student's continued enrollment.

Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student, teacher or other employee at the same school and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend class pending the adjudication of the restraining order. Instead, over the duration of the temporary restraining order, the student shall receive materials that will allow the student to maintain class progress from home. Should a permanent injunction be issued, the school may begin expulsion procedures for the student in accordance with Policy 3500.

SUPERVISION OF STUDENTS

Policy 3200

Students must be supervised by an adult at all times during the regularly scheduled school day, on school sponsored field trips, during school sponsored co-curricular activities, and any other times during which the school accepts responsibility for supervision.

Supervision requires both physical presence and attention to students. Since emergencies will occur it is not always possible for a teacher to be physically present to all students. It is important, therefore, that teachers inform students what they are to do if a teacher is not present.

Adults responsible for supervising students outside the classroom are to be provided with information relating to student supervision. This information may include the following:

1. A basic or local in-service update on emergency procedures.
2. A specific diagram of the school yard where appropriate, to assist in stationing of supervisory personnel.
3. A written list of all procedures and rules to be followed relating to the conduct of students in the school yard.

It is the responsibility of the principal to insure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

CATHOLIC SCHOOL DISCIPLINE (POLICY 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. Discipline also promotes a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Discipline Policy

Each school must develop its own policies and procedures concerning disciplinary action. These policies should be consistent with the overall mission and goals of the school, the Catholic community, and should stem from a loving, accepting attitude toward the child as a person of dignity. In all cases parent/guardian contact must be made about the implementation of the discipline programs.

These policies shall be written, published, and made available to students, parent(s)/guardian(s), and faculty members.

It is in this spirit that the following are unacceptable:

1. Corporal punishment.
2. Language that will ridicule the student, parent/guardian, or family background.
3. Withholding or altering rightfully earned academic marks.

Administrative Policy

The administration defines the procedure followed when a problem arises within a school. Fairness and reasonableness in disciplinary actions are to be considered in the administrative process. The steps in serious school disciplinary actions are as follows:

1. Charges against the student are objectively investigated. (Whenever possible, facts are to be obtained from eye witness accounts.)
2. Charges and supporting evidence are explained to the student.
3. A conference with the student, parent(s)/guardian(s), and school officials is provided so that each party has an opportunity to discuss the problem together.

Code of Student Conduct

In order to assure the well-being of students in the educational system, a code of student conduct shall be established at school as follows:

1. The school principal shall develop a student code of conduct in cooperation with faculty members, parent(s)/guardian(s), and students. Each school code is to be consistent with the Catholic Schools Office policies.
2. Each school's policies and student code of conduct shall be reviewed by the Catholic Schools Office. A copy of the school policies and student code of conduct, as amended each year, shall be made available to parent(s)/guardian(s), students, and teachers during the first week of school.
3. Violations of the school code of conduct are to be resolved at the local level through a series of conferences between the teacher, student, parent/guardian, and the local school administrator.
4. When violations may lead to substantial penalties against a student, including a student with a disability, the following procedures are to be initiated by the local school administrator.

General Procedures (Note: When dealing with students with disabilities, any change in

the student's program must be effected through a formal meeting.)

- A. Investigate and document the charges.
 - 1. Conduct an impartial investigation.
 - 2. If, after full investigation, discussion and attempted resolution of a complaint against a student, there is:
 - a. evidence of a serious violation in the student code of conduct, and
 - b. discussion and counseling has not brought a resolution, the local school administrator shall initiate conference procedure
- B. Hold a conference with the student and the local school administrator.

Procedures for Student Disciplinary Action

- A. In the conference, the school administrator shall:
 - 1. Explain the charge or violation of the student code of conduct to the student,
 - 2. Indicate the evidence; and
 - 3. Provide the student a reasonable opportunity to state his/her version of the facts and present any relating evidence
- B. If the conference with the student does not resolve the issue, inform the parent(s)/guardian(s) of the student violation as soon as possible and request a conference.
- C. Hold a conference with the student and parent/guardian.
 - 1. Schedule the conference at the earliest possible date.
 - 2. In the conference, the local school administrator shall explain the charges of violation of the student code of conduct to the student and parent/guardian (in writing, if appropriate) and present the evidence known to the school authorities.
 - 3. The student shall be given an opportunity to present his/her version of the facts and present any relevant evidence.
 - 4. The local school administrator will then initiate appropriate action.

Detention

Students should not be detained unduly after school without the knowledge/permission of parent(s)/guardian(s).

Probation: Disciplinary/Academic

Each school shall define its own policy concerning probation. The policy shall include conditions and the process to be followed. The policy shall be published in the local handbook. A written record shall be kept of any student probation.

In-School Suspension

Individual schools may have staff and support for an in-school suspension program. This is an alternative to the out-of-school suspension. Contact with a parent/guardian must be made.

Suspension

Suspension is a disciplinary punishment to be invoked at the discretion of the principal or designee for less serious infractions of rules. A pupil shall be suspended for no more than five (5) consecutive school days, absent mitigating circumstances. Failure to correct behavior can become grounds for expulsion.

Code of Conduct for Minors (Policy 3310)

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 be requested from the principal.

Discipline Policy – Local

- Telephone: Students must have a permission slip from their teacher to use the telephones.
- Playground: The children play outside every day unless the weather is inclement. Students need the fresh air as they are inside for such a long period of time. The outside air is normally better for the students than remaining inside – even if the child is recuperating from a cold. Parents are requested not to send notes asking for a child to stay inside during recess. Time is given for the children to take care of their needs before going outside in order to eliminate running in and out of the building during the lunch period recess. Because no one can anticipate the many things that might occur on the playground, the playground supervisor is required to use common sense to deal with any activity that might seem out of order. If anything serious happens, he/she will notify the principal or teacher. No equipment or toys from home will be allowed at school.
- Grades K-5 must have boots to wear outside and appropriate winter clothing.
- Bicycles: all bicycles must be parked at the North end of the school. Students may not ride bicycles on school grounds.
- Skateboards/Roller blades: These items are not allowed on school grounds.
- Gum: Gum is not allowed in school or on school grounds. Students may be fined \$10.00 for violations.
- Snowballs & Rocks: the throwing of snowballs and rocks (or anything other than balls) is forbidden. Rocks and snow may not even be picked up.
- Electronic Devices: Any and all electronic devices, including boom boxes, electronic pets, beepers, CD players and cell phones are not allowed on school grounds and will be confiscated.

DISCIPLINE

St. Olaf Catholic School Rules

- Follow directions the first time given.
- Keep hands, feet, mouth, and objects to yourself.
- Always be in the proper place at the proper time.
- Walk in the building – use a 12” whisper.
- Use all materials and equipment properly.

Discipline will be administered when any individual’s actions interfere with the right of teachers to teach and the students to learn. In all cases, students will be treated respectfully and fairly.

Classroom Rules

Simple, clear, and consistent guidelines are stated and posted in the Classroom for the students. Consequences given to a student for inappropriate actions or disregard for another’s rights or safety are determined by the teacher and explained to the students in advance. They are both appropriate for the child’s age and maturity, and meaningful for the individual child. If the situation warrants, the principal is brought into the discipline process. This will occur only after the teacher has used every possible recourse, including parental conferences. The principal’s involvement indicates that a severe discipline problem exists, and severe consequences may result. The principal may revoke recesses. Other consequences may involve staying after school, parent conferences, parent / teacher conferences, contracts, probation, in-school suspension, suspension or expulsion from school.

Playground Rules 2011- 2012

1. Language – gross, obscene, swearing, etc. None of this will be tolerated! If the yard monitor hears this, they should send the student to Mrs. Emery.
2. Do not tolerate any disrespect, of any kind, from students.
3. No tackle games or chicken fights.
4. Students may play on the back top behind the school, the playground where the equipment is, and the upper field. They are not to play in or around the stairwell; in fact both sides of the building (north and south) are off limits once the students are on the playground. They are not to go beyond the trees on the upper field and must not go behind the bushes on the north side of the playground. Students are not to swing on tree branches and are not allowed on the triangle of grass by the power lines. Students are not to go on any parking lot unless a teacher gives them permission to retrieve a ball and is watched by the teacher. Sitting on the railing is not permitted.
5. Students are never to go in Father's yard. Students are not allowed west of the sidewalk by the chapel unless given permission by a teacher to retrieve a ball.
6. Once students are outside they must remain there unless sent in by the person on duty.
7. Soccer and other games of that type must be played on the upper field – not on the blacktop. Lower grades must play on the field west of the playground. Upper grades may play east of the playground. The only ball games that may be played on the blacktop are basketball and four-square.
8. Football and dodge ball of any kind are not allowed.

9. There is to be no food outside. Picnic tables may be used at lunch or special times. Please clean up all trash after use.
10. Rocks, snowballs, sticks, sand, and wood chips are not to be thrown.
11. In snowy weather, students must have the proper clothing. They must have snowsuit and boots in order to go off the blacktop when there is snow on the ground. There is to be no intentional sliding on ice. Again snowballs and snow are not to be thrown or kicked. Sliding on snow and climbing on drifts are permitted only in designated areas on the grass.
12. Once the bell rings, playing should stop. Students are to respond to the bell promptly, cease playing, and line up or go in as directed by their own teachers.
13. Students are not to fight, shove, push, or tackle. Students should not touch each other any more than is necessary in a game. (Be alert to older students who have discovered romance. No hand holding, hugging, cuddling etc. is allowed.)
14. If a child is mildly injured, send him/her to the office with a friend for an ice pack, clean up, or Band-Aide. If an injury is sever enough to need adult supervision or help, send a student to obtain that help – either from another adult on duty or to the office.
15. If students are physically fighting, they should be sent to the office. For arguments and disagreements, use your own judgment on how to handle.
16. Swings-
 - a. Upright position only (no standing, kneeling, on stomachs)
 - b. One person to a swing
 - c. No twisting
 - d. No jumping out of the swings
 - e. No saving swings
17. Slides –
 - a. Upright position only, seated, facing forward
 - b. No climbing up the slide, on the legs or poles of the slide
 - c. No linking up with the person in front of you
 - d. No throwing snow, rocks, sand or other objects down or up the slide
18. Bars –
 - a. No Standing or sitting on top
 - b. Can go two at a time on the monkey bars on the jungle gym
19. Rings –
 - a. Swinging only
 - b. Not to be used to jump
20. Jungle gym –
 - a. Bridge – no jumping off of or climbing under
 - b. Water log - one at a time
 - c. Corkscrew – one at a time
 - d. Climbing wall – only up, no jumping off
21. Jump Ropes:
 - a. Used for jumping only
 - b. Not used as reins

Take turns, share, and play responsibly. Consequences for infraction of rules may be 5- 10 minutes time out on the bench. Serious matters should be sent to the office.

There must be one paid staff member on the playground whenever children are outside for recess.

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

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

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.

Communication of Policy

Principals, in consultation with the superintendent, will affirmatively ensure that all students are made fully aware of their rights and responsibilities under this policy as well as the rights of each student to seek redress in the event of student harassment of any kind.

Faculty/Staff Intervention

It is expected that faculty and staff members who observe or become aware of harassment take immediate and appropriate steps according to this policy.

Reporting Harassment

The Catholic Schools of the Diocese of Salt Lake City expect students and parent(s)/guardian(s) who become aware of harassment to report it to the school principal for investigation. Any student or parent/guardian who retaliates against another for reporting harassment may be subject to the consequences listed below.

Any Catholic school employee who becomes aware of any apparent occurrence of student harassment must report this to the principal who begins intervention and corrective action.

When a principal believes that a criminal offense may have occurred, the principal will report the known facts to the appropriate criminal investigative agency.

Bad faith allegations of a violation of this policy will subject the accuser to disciplinary action.

Investigation Procedures

All allegations will be taken seriously and promptly investigated. Concern for confidentiality will be adhered to throughout the investigative process. This investigation may include interviews with students, parent(s)/guardian(s), and school faculty and staff; review of school records; and identification of parent(s)/guardian(s) and family issues.

Student Intervention Consequences

Intervention and consequences for students who harass others shall depend on the results of the investigation and may include: counseling, a parent/guardian conference, detention, suspension, and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. Procedures may include: implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to the law enforcement if appropriate, and developing a supervision plan with the parent(s)/guardian(s).

Retaliation

Any form of retaliation against a student who alleges student harassment is strictly forbidden. Students who believe they have experienced retaliation will report the occurrence to the principal. The principal will take the disciplinary action warranted.

TERMINATION OF ENROLLMENT

Policy 3330

Respect for the individual student, belief in opportunities for his/her growth and forgiveness for wrong choices underlies all corrective action taken by administration in dealing with serious student misconduct.

Expulsion

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

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 3340 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 expulsion.

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 that 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 expulsion, then suspension procedures will be followed. (See Policy 3300)

In the case of expulsion, the following procedures shall be observed:

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers 2 – 9 below can be completed.
2. Parent(s)/guardian(s) MUST be informed by WRITTEN notice that expulsion is contemplated.
3. A conference shall be held with parent(s)/guardian(s), student, and principal, and if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
4. Expulsion should be determined only after consultation with the superintendent. The final decision to expel a student rests with the principal, with the knowledge and consent of the superintendent.
5. Once the decision has been made to expel a student, WRITTEN notification of the decision must be sent to the parent(s)/guardian(s) and a copy forwarded to the superintendent.
6. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.
7. The Student Permanent Record shall indicate that the reason for transfer was expulsion.
8. If a school requests information regarding a student's expulsion, the principal should contact the Catholic Schools Office for guidance.
9. Admission of a student who has been expelled from a Catholic school will be done in consultation with the superintendent and the principal, in both the expelling school and the new school.

Transfer

The school decides a transfer is appropriate action when:

1. The student will not profit from continued attendance.
2. The student's continued attendance will make demands upon the school which the school cannot meet.
3. The parent/guardian has failed to meet the obligations to the school which they accepted upon enrolling the child.
4. All conditions for expelling a student have been met, but because there are extenuating circumstances, the principal may at his/her discretion, offer a transfer as an alternative to expulsion.

Procedures for Transfers

When the school has determined that a transfer is appropriate, the principal shall:

1. Discuss the student's condition with the parent(s)/guardian(s) and inform them of alternative facilities, if any are found available.
2. Review the recommendations and conditions with the superintendent.

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR

Policy 3340

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

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

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parent(s)/guardian(s) were informed to terminate the inappropriate behavior and begin cooperation with the school or Policy 3340 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parent(s)/guardian(s) to withdraw the child. Documentation signed by the principal and parent(s)/guardian(s) as well as any other information or evidence of consultation with the parent(s)/guardian(s) on the matter must be retained on file.

If the parent(s)/guardian(s) refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in Policy 3300.

DRESS CODE/UNIFORMS

It is important for all individuals in the school community 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 principal. Complete, correct uniform is required at all times. You are required to purchase items from St. Paul's Place. They are located at Juan Diego Catholic High School. You may also purchase online or over the phone and they will deliver the uniform to St. Olaf for pick up.

Parents PLEASE support St. Olaf School by sending students in their proper uniform. Parents may be called to bring correct uniform.

All Students: K-8

- Navy blue anchor twill pants with oxford or white turtleneck or cardinal polo
- St. Olaf sweatshirts and St. Olaf vests.
- 1st quarter and after Easter break, navy blue knee length shorts with St. Olaf tee shirt, oxford or polo may be worn. Girls only - capri pants.
- Belts should be worn with pants and shorts (3rd grade - 8th grade).
- All shirts should be tucked in.
- White, navy, cardinal or gray, crew length socks. (Socks must be visible.)

- Shoes: Any kind of shoe adequate for P.E. may be worn. The shoe must be in good condition and be black, brown, navy-blue, gray, or white (no light up shoes or heels). Socks must be worn at all times.

Grades K – 3

Girls:

- Dunbar plaid jumper with white oxford button down shirt or white turtleneck.
- Navy leggings or bike shorts.

Boys/Girls

- Navy crew-neck cardigan or sweater

Grades 4 - 5

Girls:

- Dunbar plaid skort with white oxford or white turtleneck.

Girls/Boys 4 -8

- Cardinal V - neck sweater or sweater vest.

Boys K – 5

- **White oxford shirts only**

Grades 6 – 8:

- Blue oxford shirt
- Uniform tie

Girls:

- Navy blue skort

Friday/Dress Uniform

- Oxford shirts, cardinal polo.
- Optional Sweater, cardigans, vest
- **NO** tee shirts or sweatshirts
- Middle school must wear ties with blue/white oxford shirt. If a student forgets or loses his/her tie, the student will be required to rent one in the office before Mass.

Other Uniform Regulations:

- One small earring per ear is permitted. Dangling or large earrings are not to be worn in school at anytime.
- Only religious necklaces are permitted.
- Rings are not permitted.
- Coloring of hair is not permitted
- Makeup is not permitted.
- Only clear nail polish is permitted.

- NO acrylic nails, French manicures etc.
- Tee shirts worn under uniform shirt must be white with no visible design.

TERMINATION OF ENROLLMENT (POLICY 3500)

Expulsion

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

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons, or
3. 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.

REPORT CARDS (POLICY 3600)

Report cards are issued four times a year.

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

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

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

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

Grading System

The approved grading system for kindergarten is:

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

The approved grading system for Grades 1-3 is:

- C = Commendable
- S = 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

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.

Promotion/Acceleration/Retention – local

- 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 school works and has a poor attitude toward school work.

Conduct Grades 4 – 8

- H:** Honor
O: Outstanding
S: Satisfactory
N: Needs Improvement
U: Unsatisfactory

Promotion

All students in grades 4 – 8 must earn a grade point average of 2.0 for the year to be eligible for promotion.

Retention

If in the School's judgment, a child is not adequately prepared to advance to the next grade level, retention will be advised.

St. Olaf Catholic School retains the right of not promoting a student who does not meet the achievement level of this school. Retention is done only after consultation between parents and teachers regarding the benefits to the child.

Honor Roll

Students in grades 4-8 who achieve a Grade Point Average (GPA) at or above 3.33 will be recognized for their academic achievement. In order to qualify for Honor Roll, all conduct grades must be an S or better with no grade lower than a C on the report card. Any student who fails the same subject for two quarters will be required to complete a special project or attend summer school in order to pass or graduate.

Viking Awards

Viking Awards will be given to those students in grades K-3 who are academically and religiously reaching their potential.

GRADUATION (POLICY 3630)

Minimal Competencies for Graduation

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

Graduation Exercises

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

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

Graduation ceremonies should be simple and dignified.

St. Olaf Graduation

A graduation Mass and a reception may be part of the graduation observance. The 7th grade parents and students handle the graduation reception. Eighth Grade graduates DO NOT wear caps and gowns. They must dress in appropriate & modest attire.

STUDENT CUMULATIVE RECORDS (POLICY 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

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

2. Parent and/or guardian
3. 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
4. Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent
5. Diocesan school officials and school administration
6. Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

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

Transfer of Records

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

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

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

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

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

No school may withhold records for lack of tuition payments.

TUTORING (POLICY 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 the principal may approve an exception.

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

Unacceptable Uses of the internet will result in the suspension or revoking of computer privileges or in severe cases, the suspension or expulsion from school.

Appropriate Use Policies for St. Olaf's School Computer Labs

St. Olaf provides as a service a computer network, which includes access to the Internet. We require network users within the school to conform to the standards of this Appropriate Use Policy. Internet access is available to the faculty, staff, and students at school. The Internet is a worldwide computer network. The Internet offers students a unique opportunity to experience the global nature of diverse information sources. Participants will be able to acquire and share information with users all over the world. A small minority of the tens of thousands of Internet sites offers access to material that to many is morally objectionable. While St. Olaf's School endeavors to restrict access to materials deemed inappropriate in a parochial school setting an extended effort on the part of a committed individual may provide access to such data. St. Olaf School administration firmly believes that the advantages of access to the enormous quantity and quality of information across the globe greatly outweigh the disadvantages of potential access to inappropriate material.

THE USE OF the St.Olaf NET IS A PRIVILEGE, NOT A RIGHT. Inappropriate use will result in cancellation of those privileges. ***The school administration has the right to define inappropriate use, and their decision is final.*** The network administrators, faculty, and staff may request that school administrator deny, revoke, or suspend specific user accounts. The privilege of using St. Olaf's NET is based on the users promise to adhere to the following appropriate use policy:

1. Do not share, or make your login/password available to others (**don't write it down**).
 - A. Contact the system administrator or lab assistant for instructions on how to change your password.
 - B. Do not allow anyone else to use your computer until you have logged out.
 - C. Never leave your computer unattended. ***Logout first!***
 - D. You are solely responsible for all activity on St. Olaf's Net while your login and password are active.
 - E. Notify the network administrator immediately if you suspect that your password has been compromised.
 - F. Unless the network administrator has been previously notified (as in E. above). **A compromised password will not be accepted as an excuse for an appropriate use violation associated with your login.**
2. All network communication must be polite, kind, and free from profane or other inappropriate language.

3. No sending of E-mail or checking E-mail, Instant Messaging or Blogging in the lab.
4. Personal addresses, phone numbers and other privileged information shall not be included in Internet communication.
5. **Using any of the elements of the Net to visit Web, IRC, News or other sites that provide access to materials that are illegal, sexually oriented, or incongruent with legitimate educational purposes is forbidden.**
 - A. Students violating this policy will have their network account disabled.
 - B. The student's account will not be re-enabled until the student brings a parent to the school to confer with the school or network administrator on the violation.
6. Using St. Olaf's Net resources to create web pages or other materials that are in violation of the appropriate use policy is forbidden.
7. **Using St. Olaf's Net to download, share, or print copyrighted material of any kind is illegal and subject to severe penalties.**
 - A. The violator is subject to criminal prosecution or civil liability as determined by the copyright holder.
 - B. The violator is also subject to punitive measures from St. Olaf School.
8. Security on any computer system is vital. **If a user can identify a security problem on St. Olaf's Net, they must notify a school administrator.**
9. Do not demonstrate any system problems or examples of inappropriate use to other users.
10. Do not use another user's account. Attempts to login to the system as any other user will result in cancellation of user privileges.
11. **Attempts to login to St. Olaf's Net as a system administrator will result in permanent cancellation of user privileges.**
12. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to St. Olaf's Net.
13. Under no circumstances are students permitted to delete, alter, or in any way modify computer hardware or systems configurations without permission of the network administrator.
14. Any act of vandalism to computer hardware or any attempt to damage or destroy data, including but not limited to the uploading and creation of computer viruses, or the intentional introduction of viruses to St. Olaf's Net is forbidden.
15. **Attempting to login or otherwise gain unauthorized access to restricted accounts or networks may carry criminal consequences.**
16. Do not download any software or programs off the network or the Internet.
17. Do not load or install software or programs on school computers.
18. Do not steal or pirate any software.
19. Do not change any of the computers settings or desktop.
20. Do not save to the hard disk drive. Use your account.
21. Never, bring food, drink, or gum into the computer lab.
22. Do not bring music CD-ROM's or headphones to class
23. Students may not listen to music via CD's, downloaded music, or streaming audio in computer labs without instructor approval.
24. Do not print without permission of the instructor.
25. If a user is uncertain about appropriate use not covered in this statement of policy, it is the user's responsibility to contact the administration to gain clarification.

FIELD TRIPS AND EXTRACURRICULAR ACTIVITIES

Field Trips (Policy 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.

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

Guidelines:

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

All long-distance, extended-stay, or international travel should be approved by the principal in consultation with the Superintendent and should be organized through a professional travel company. No travel should be allowed to countries/areas that appear on the current Travel Warnings Page of the US State Department website.

Every reasonable effort must be made on the part of the travel company and the school to make attendance at Sunday Mass available to students/chaperones.

The maximum number of allowable chaperones should be utilized (Typically 1 adult chaperone per every 6 travelers for international travel). Safety is priority number one when traveling with students. The purpose of student travel should not be economic gain on the part of the organizer, but rather a valuable, educational experience for the traveler.

Chaperones should be, whenever possible, selected amongst existing diocesan employees (i.e. teachers, staff, administration,) No other adult chaperones should be allowed to travel with the group unless given express written permission by the principal. All chaperones must go through Diocesan Safe Environment Training prior to enrollment as a chaperone.

Purchase and/or consumption of alcoholic beverages by students is prohibited.

Chaperones should receive training prior to departure, which may include procedures, responsibilities, emergencies, etc.

Behavior contracts, proof of insurance, emergency medical information and "Consent to Treat" forms should be completed and carried with the lead chaperone at all times.

Adequate informational/instructional sessions for travelers should be conducted prior to departure.

Travel information, which may include itinerary, transportation information, hotel contact information, chaperone contact information should be distributed to parents/guardians prior to departure.

The following policy and guidelines as stated in the Diocesan Pastoral Directives, 2009, apply to transportation for field trips:

Diocesan Vehicle Safety

Any employee or volunteer whose duties include driving diocesan buses or vans must obtain appropriate state certification and provide same to his or her supervisor. This certification will be included in the employee's file and/or retained by the volunteer's supervisor.

A motor vehicle record check will be run on all employees whose primary duties require the driving of a diocesan motor vehicle.

A driver (employee or volunteer) of a bus or a van who causes an accident, or who is involved in more than one accident in one year, or who is cited for a moving violation, shall be required to attend a defensive driving course per state requirements. The pastor, or the administrator of the diocesan institution that employs the driver must obtain written verification that the course was successfully completed. This verification must be included in the driver's file.

No one will be hired as a bus or van driver, or be allowed to serve as a volunteer, who has any of the following citations or convictions in the last three years:

Driving under the influence of alcohol or drugs.

Hit and run.

Failure to report an accident.

Negligent homicide arising out of the use of a motor vehicle.

Operating a vehicle during a period of suspension or revocation.

Using a motor vehicle for the commission of a felony.

Operating a motor vehicle without owner's authority contrary to Utah law.

Permitting an unlicensed person to drive.

Reckless driving.

Speed contest

Any combination of accidents and moving violations, which total three.

All volunteer drivers will be required to complete the Driver Information Form. These forms will be updated annually. It is the responsibility of the local program supervisor to facilitate this process.

Records will be maintained on the formal annual inspections required for Utah State licensing of motor vehicles.

Seat belts are required to be worn when operating or riding in all diocesan vehicles. This is Utah State law and must be obeyed. It is the driver's responsibility to verify that all passengers are wearing seat belts.

Each driver, whether a diocesan employee or volunteer, will observe and obey all applicable Utah laws, including but not limited to, driving under the influence of alcohol and/or drugs.

There must be compliance with the following preventative maintenance program for each vehicle covered by the diocesan fleet insurance policy. Complete records will be maintained at each parish, school or institution verifying compliance with this program. Under no circumstances may a 10 to 15 passenger van be utilized for the transport of individuals.

The following guidelines apply to supervision of local fieldtrips:

The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and the age of the students may require additional supervision. If parents/guardians assist in the supervision, they should receive instructions regarding their responsibilities.

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

At the high school level, all activities will be conducted in compliance with diocesan directives as well as the standards and guidelines of the Utah High School Activities Association. Local school standards may exceed these.

All extracurricular school activities in the school are to be conducted under the supervision of the principal and/or a designee, according to the following guidelines:

1. Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, etc.
2. Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
3. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school and Safe Environment policies. (Includes coaches, drivers, advisors. etc.)
4. Guidelines for transportation of students as stated in Policy 4500 must be followed.

IMMUNIZATION (POLICY 5110)

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

The State Board 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.

It is the responsibility of principals to require proper verification of immunization of all students in Catholic schools.

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

MEDICAL TREATMENT (POLICY 5120)

Medicine: prescribing and administering to students

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

No elementary student should have any medication in his or her possession.

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.

Under Utah State Law, schools must allow students to carry and use their asthma inhalers at school with signed authorizations from their parents and health care provider. For authorization forms contact the school office.

POLICY 5200 CHILD ABUSE AND SAFE ENVIRONMENT PROGRAM

It is the policy of the Diocese of Salt Lake City that child abuse, including sexual abuse of minors, by persons employed by or volunteering services within the diocese is contrary to Christian principles and will not be tolerated. All personnel and volunteers within the diocese must comply with applicable state and local laws regarding incidents of actual or suspected child abuse, and with the procedures outlined in its published Safe Environment Program. Further, they are to be made familiar with the policies as prescribed by the diocese. The Diocese of Salt Lake City establishes these procedures for the following reasons:

To guarantee an effective response to allegations of child abuse

To ensure the accountability of our procedures.

To promote healing and reconciliation with victims/survivors of child abuse.

To educate clergy, religious, administrators, staff and volunteers of the diocese and its parishes, institutions and entities so that they will be acquainted with the policy and its requirements.

The Diocesan Safe Environment Program effort includes:

Promulgation of , education in and compliance with the Diocesan Safe Environment Program Guidelines for Working with Children

The Diocesan Code of Ethical Standards and Ethical Standards in Professional Relationships

The Diocesan Code of Conduct for Minors.

The essential elements of the Safe Environment endeavor are:

Promulgation of , education in and compliance with the Diocesan Safe Environment Program

The appointment of a local Director for Safe Environment at each parish, school, diocesan and other agency as appropriate

Screening of all Church personnel and volunteers who work with children or young people on a regular basis. This includes:

Disclosure Statements

Background Checks

Interviews

Completion of annual Safe Environment Compliance and Training Reports

Background Checks

Training for all groups as appropriate

Supervision

Mandatory reporting of child abuse

Determination of fitness for ministry

Maintenance of an environment that insures a safe environment for children and young people.

Provision for an appropriate outreach of pastoral care for survivors of abuse and their families, as well as for the accused.

TUITION AND FINANCIAL RESPONSIBILITY

Cost-Based Tuition And Fees (Policy 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.

Need-Based Tuition Aid (Policy 6520)

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.

Financial Responsibility - local

Students are not to take final examinations until school bills are paid or alternative arrangements are made in writing with the principal. A student cannot enroll in another Catholic school when payments are delinquent or there is an outstanding balance with St. Olaf. Extended Day Program payments are due by the 15th of the month. If payment has not been made by this date, a \$25.00 late charge will be assessed on EACH late payment. In the event that the account is sent to collection, the school shall be entitled to an award of attorney fees together with the cost of court incurred therein, and the collection of any judgment with interest thereon at the rate of eighteen percent (18%) per annum until paid in full.

CARLINE PROCEDURES

Please help us, to help everyone keep all St. Olaf students safe by following these carline procedures.

MORNINGS:

Beginning at 7:45 a.m. (STUDENTS ARRIVING BEFORE 7:45 a.m. WILL BE SENT TO EDP.) **ALL** cars should be entering the Church/ School grounds from 1800 South, UP BEHIND the McNamara center. Cars should proceed down the road past the Church and into the front West parking lot area of the school. Please pull all the way forward to the end of the sidewalk or to the car in front of you before stopping to let your student(s) out of your car. Students should be dropped off along the sidewalk area only. After your student is safely on the sidewalk proceed to the exit, and to help avoid any back up in carline, please TURN RIGHT ONLY. Please **do not** let students out of your car behind the yellow barriers, and please **do not** pull around cars that are letting other students out of their cars, as these can become dangerous situations to students and others moving around in the parking lot. In the mornings, only those who are volunteering in the school or who may have business in the school office may park in the front parking lot area. All others should be using the carline morning procedures.

AFTERNOONS:

Beginning at 2:45-300 p.m.

Only parents of Pre-Kindergarten and Kindergarten age students with their siblings may park in the schools' front West parking lot area for student pick-up. The only exceptions to this rule would be parents of students who have an injury that may impede their movement, or parents who have business in the school at the end of the school day. **ALL** cars should follow the same morning carline procedures with the exception of; cars need to stop at the end of the road descending from the Church, do not pull into the front West parking lot area. All students who are in 1st through 8th grade will go to carline, with the exception of those mentioned above.

All cars, early or on time, should follow along the curbing until the entire length of the road is full before stopping. Please pull as close to the car in front of you as you are able. It is important to be sure that as many cars as possible are off 1800 South and on Church/School grounds. Please be sure that if you arrive early and leave your car, you return before the final dismissal bell, which rings at 3:00 p.m. This will help keep carline from getting backed up. Cars should continue to move forward when the area in front of them allows room. Once your car has reached the designated pick-up area, this is the sidewalk area beginning at the ramp descending into the playground, student(s) will be allowed to enter your car on the **passenger side only**. Students will not be allowed to leave the sidewalk area to enter cars. It is a danger to the student(s) to step off the sidewalk, as cars may be pulling out and not see the student(s). If your student is not waiting for you when your car reaches the designated sidewalk area you need to continue to move forward along the road. DO NOT STOP AND WAIT FOR YOUR STUDENT, this will back up carline, move forward, your student will come to your car when they arrive at the carline area. Please do not pull around cars that are stopped to pull into an empty spot in front of the other cars, as this creates a danger to the students and helpers of carline. Please be sure anyone picking up your student knows our procedures to help keep carline running in a safe and efficient process. Students being

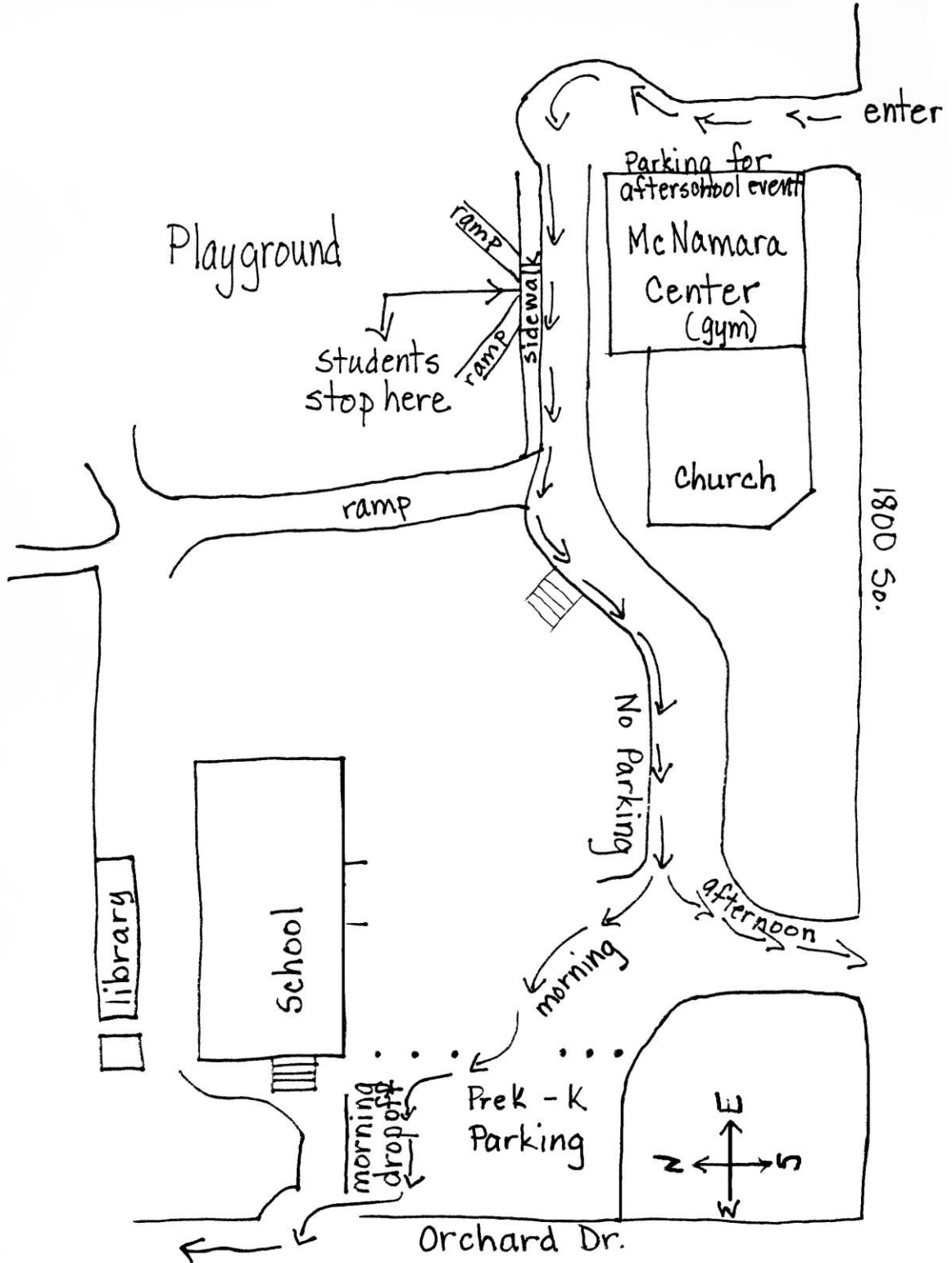
picked up on the lower half of the road should be walking along the curbing on the **passenger side of the car only**, starting from the bottom of the road and moving up.

Please do not ask the students to break any of these rules and put themselves or others in danger.

Student Carline Rules:

- Students need to treat all carline helpers with respect; no back talk or foul language will be tolerated.
- Students may not sit or play on the fence.
- Students may not play on the playground; they need to be on the sidewalk area waiting for their pick-up person.
- Students need to stop talking with other students when you arrive to pick them up. They need to be courteous and enter the car quickly to avoid holding up others waiting in the carline.
- All students not picked up when there are no longer any cars waiting to pick up students, will be sent to E.D.P.

CARLINE MAP



| 2012 - 2013 School Year | **All dates are subject to change** |
|--------------------------------|--|
| August | St. Olaf Used Uniform sale 2:00 – 6:00 pm |
| August 14 | Back to School Night - MANDATORY for parents |
| August 16 | First Day of School |
| August 18 | Playground - Yard Clean-up / Parking Lot Sale |
| September 3 | Labor Day – No School – No EDP |
| September 12 | Mid-terms |
| September 18 | Individual Pictures |
| September 13 and 19 | SEP Conferences |
| September 24 – 28 | SAT Testing 2 nd – 8 th grades |
| October 11 | End of Quarter |
| October 12 | Fall Break / No School / Teacher workday |
| October 16 | Report Cards |
| October 17 | Picture Make-up Day |
| October 26 | Halloween Carnival |
| November 4 | Mid-terms |
| November 21 -23 | Thanksgiving Break - No School - No EDP |
| December 21 | End of quarter / semester |
| December 22 – January 6 | No School / Christmas Holiday |
| January 7, 2013 | Return to School |
| January 8 | Report Cards |
| January 21 | Martin Luther King Jr. Holiday / No School |
| January 22 | Professional Educator Day/ No School - EDP |
| January 28 – February 1 | Catholic Schools' Week |
| January 29 | Grandparent/Special Person Day |
| January 31 | St Olaf Science Fair |
| February 6 | Mid-terms |
| February 18 | President's Day / No School / No EDP |
| February 22 | Returning Student Registration |
| February 27 | Class Picture Day |
| TBD | Diocesan Science Fair |
| March 7 | End of Quarter |
| March 8 | Professional Educator Day / No School |
| March 11 | Teacher Work Day / No School |
| March 12 | Report Cards |
| March 16 | St. Patrick's Parade |
| March 14 and 20 | SEP Conferences |
| March 28 | Early Dismissal – Holy Thursday |
| March 29 – April 5 | No School - Easter Break |
| April 8 | Classes Resume |
| April 9 | Individual Pictures |
| April 23 | Mid-terms |
| April 27 | Auction |
| May 27 | Memorial Day |
| May 28 | 8 th Grade Graduation |
| May 29 | Field Day |
| May 30 | Last Day of School / BBQ |

Updated 7/10/12



**CATHOLIC SCHOOLS OFFICE
DIOCESE OF SALT LAKE CITY
St. Olaf Catholic School**



ACKNOWLEDGEMENT AND DISCLAIMER 2012 -2013

I acknowledge that I have read and have access to a copy of the Parent/Student Handbook for St. Olaf Catholic School. I agree to abide by the policies and procedures contained herein. I acknowledge that the information contained herein is always subject to change, interpretation, and elimination by the administration in its sole discretion, without notice. I understand that any dispute regarding the interpretation of these policies is to be referred to the Superintendent of Catholic Schools, whose decision in such matters shall be final.

Parent Name:

Date:

Student Name:

Grade:

Student Name:

Grade:

Student Name:

Grade:

Please sign and return in the brown envelope.

Thank you.