



Parent/Student Handbook 2019-2020

Dear Parents and Students,

Welcome to Saint Joseph Catholic Elementary School. In choosing Saint Joseph you have demonstrated a commitment to the values and philosophy of a Catholic education. Only with your help and support can Saint Joseph Catholic Elementary School continue its mission.

Saint Joseph Catholic Elementary School exists to provide a quality education where students, parents, faculty, staff, and administration come together in a truly Christian atmosphere. Consideration for one another and for the purpose of the school is the essence of all who form the Saint Joseph family.

This handbook has been carefully prepared to be a source of information about Saint Joseph Catholic Elementary School and its policies and procedures. The information contained in this handbook is intended to provide a framework. Situations may arise in the course of the year that will require special attention. These situations will be handled as the need arises.

Together let us pray that God's continuing love guides us to His every wish.

Sincerely in Christ,

Nancy Essary
Principal

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FOUNDATION DOCUMENTS

Mission Statement

The mission of Saint Joseph Catholic Elementary School is to teach as Jesus taught, instilling Catholic values, beliefs, and traditions through quality education and Christ-like living.

Philosophy

Saint Joseph Catholic Elementary School continues to follow the core values that the Sisters of the Holy Cross established in the founding of our school. These values which include: compassion, faith, prayer, and community remain ever-present in helping our families to educate their children.

History

Catholic education in Ogden began over one hundred years ago. Its beginnings can be traced to Saint Joseph Parish, which planned and organized a school in Saint Joseph Church in 1877. Classes began at Easter of that same year.

In 1881, Saint Joseph Grade School moved to a new building at the corner of 26th and Washington, which was built for the purpose of housing the school and its programs. In 1923, Bishop Glass dedicated the new Saint Joseph Grade School, built on the corner of 28th and Lincoln. One hundred forty-seven students were enrolled at that time. Classes were held at this site until the fall of 1979.

Saint Joseph Grade School then purchased the Quincy School from the Ogden Board of Education. The Quincy Building on the corner of 30th and Quincy Avenue serves as the present location for preschool through eighth grade.

Saint Joseph Catholic Elementary School (SJCES) serves eight parishes in the greater Ogden area and is the only Catholic elementary school in Ogden. SJCES is accredited by the Western Catholic Educational Association (WCEA). WCEA conducts accreditation visits to our school on a regular six-year rotation basis.

Belief Statements

We Believe:

- ❖ In God and follow Him faithfully as disciples of Jesus.
- ❖ In ourselves as a Catholic community steeped in the liturgy and traditions of our Church.
- ❖ That our Catholic community, in service together, teaches us to give and receive guidance in all aspects of our lives.

We Achieve:

- ❖ By striving to reach our full potential, based on each individual's God-given abilities.
- ❖ By praying daily, asking God to bless us in faith and service.
- ❖ By practicing compassion, that we may stand with and embrace others in their suffering.

We Inspire:

- ❖ Our community of students, families, teachers, staff, and administration in seeking ways to help themselves and others to live and journey in life with Christ.
- ❖ Our students to play a strong role in their ministry to peers and others.
- ❖ To create a classroom, school, community, and world that work to instill God's loving peace.

ADMISSIONS

Policy 1200

NON-DISCRIMINATION AND COMPLIANCE WITH TITLE IX EDUCATION ACT

All schools are required to publish their yearly statement affirming non-discriminatory policies regarding race and gender (Title IX) in the treatment of students and the employment practices of the school. These statements and the method of publication are to be dated and maintained in the administrative school file. These files are to be available to government and diocesan personnel.

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.

Policy 3000

ADMISSION REQUIREMENTS

Admission criteria for Catholic School

Each school will have a written policy on student admission and requirements. Screening may be required for placement and/or acceptance.

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program offered. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

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

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

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

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

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

Parishioner

To qualify as a parishioner, parents and their child must be:

- registered in the parish,
- baptized in the Catholic faith,
- attend Mass regularly, and
- support the parish in the best way they can, whether monetarily or in service.

Proof of legal name, age, and custody

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

Name of student

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

Immunization for first admission/health assessment requirements

Schools shall comply with the current requirements for immunization and health assessment as established by the Diocese of Salt Lake City.

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.

Admission Policy – Local Policy

The priority of acceptance has been set by the Saint Joseph Catholic School Board:

- Currently, enrolled students retain space with a current tuition status.
- Siblings of students already enrolled in SJCES will be accepted first.
- New Catholic students are accepted next.
- New non-Catholic students are accepted as space is available.

Preschool – First Grade

- Preschool students must be three years of age by September 1 of that year.
- Pre-Kindergarten students must be four years of age by September 1 of that year.
- Kindergarten students must be five years of age by September 1 of that year.

- First-grade students must be six years of age by September 1 of that year unless coming from a state with different dates for starting kindergarten.
- Original birth certificate and baptismal certificates must be presented at final registration.
- All entering students will be tested unless transferring from a Catholic School.

Grades Two - Through Eight Admission Requirements

- New students applying must present evidence of satisfactory conduct and achievement to the grade for which an application is being made.
- All students entering may be tested and will be interviewed.
- Original birth certificate and baptismal certificate must be presented at final registration.

Probation

It is understood that all new students are accepted on a one-year probationary basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at an acceptable level, both academically and behaviorally, it is understood that they may be required to withdraw and their admission status will be terminated.

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 parents working together for the common good of all students, especially those with varying exceptionalities. Inclusion implies preparedness, continuing education, and ongoing education.

Respect for Persons with Disabilities Policy 3020 in Administrative Handbook

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

CATHOLIC SCHOOL SYSTEM

Policy 1400.01

CATHOLIC SCHOOL SYSTEM

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

Policy 1430

CATHOLIC SCHOOL LEADERSHIP

The principal in the Catholic schools of the diocese serves as the 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 may assume responsibility with the principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the principal when decisions impact either the school or the parish. Principals of diocesan regional schools and high schools share responsibility with the diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

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

PARENT ORGANIZATION

Policy 1510

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

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

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

RELEASE OF DATA

Policy 1700

Release of information to Media

Before the use of a name, likeness, whether in still, motion pictures, audio, or videotape, photograph, and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school.

Release of Student Directory Information

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

Subpoena of Records

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

IMMUNIZATION

Policy 5110

All students enrolled in school must be properly immunized, unless the parent/guardian has obtained a medical exemption from a licensed physician. The Utah Department of Health maintains the policy that students who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school until requirements are met. It is the responsibility of the principal to require proper verification of immunization of all students. Schools shall use the official Utah School Immunization Record (USIR) form as the record of each student's immunizations. The Utah Department of Health shall provide copies of the USIR to schools upon request. Annual immunization statistical reports must be submitted to the Utah Department of Health. If there is an outbreak of a contagious disease, students not immunized must stay home for the designated time recommended by the Utah Department of Health.

Local Procedures

At SJCES the office administrator maintains and submits all health reports to the Catholic School Office or 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.

First Aid Training

Each school in the Catholic school system is required to have a minimum of two staff members trained in first aid techniques, including CPR and dealing with exposure to Blood Borne Pathogens.

First aid kits should be taken on all field trips.

Medications - Local Policy

Giving medications to children in school presents problems of safety for our students. With the welfare of students foremost in mind, SJCES will accept medication for students when prescribed by a physician. If your child needs to take any medication, consult with your physician to plan times outside of school hours when the medication can be given at home. Only when it is an absolute necessity will medication be given at school. If it is determined that medication must be given at school, the medicine must be taken to the office. The consent form must be signed by the prescribing health care provider and a parent or legal guardian.

Children who have severe allergic reactions should have an emergency kit in the office with explicit instructions for administration of the medication contained in them and any other information required for the child's safety. Diabetic students should have emergency food items and kits containing insulin for emergencies in the office. Students with asthma who will be carrying their inhaler must fill out the appropriate form, found at www.health.utah.gov/asthma and turn it into the school office. Students may not have medication in his or her possession. This includes over the counter drugs (OTC), vitamins and nutritional supplements. If your child requires an OTC, you must bring in the labeled medication and fill out a consent form.

TUITION POLICY

Registration and program fees are non-refundable for any reason. Upon withdrawal of a student during the school year, tuition is refunded on a semester basis only. (Example: If you withdraw in the 1st semester, you pay all tuition due for the 1st semester.) Withdrawals that occur before the first day of the school year will be treated as a 1st-semester withdrawal. If you withdraw during the 2nd semester there is no tuition refund. Long-distance moves are an exception.

Payment Options

A. Monthly payments through FACTS—twelve payments budgeted through FACTS beginning in May and ending the following April. FACT is an Automatic Bank plan. To access the Automatic Bank Payment plan visit the school website at stjosephutah.com and click on the link.

B. Payment in Full— due on June 30th. Payment is made directly to the school. Payment may be made in cash, check or money order, or credit card. Credit card payments will have a 4% processing fee added to the tuition amount. If no payment is received by July 14th, a late charge of \$25.00 will apply. If no payment is received by July 31st, payment through FACTS will be required or positions will be forfeited. A \$50.00 per child reduction in tuition may be taken if payment is made on or before June 30th.

Miscellaneous

1. A returned check fee of \$20.00 will be assessed on all checks returned for non-sufficient funds, closed accounts, etc. Two returned checks in a twelve-month period will result in a requirement for payment of cash or money order.
2. If an account is thirty calendar days delinquent, the Finance Committee will be notified. If an account (including Extended Day Program and other charges) becomes sixty days delinquent, it must be brought to current status within ten days (including late fees) or the position held will be forfeited. A student may not take tests or final examinations until payment is made.
3. Families already attending Saint Joseph whose accounts (including EDP or others) are not current by April 10th will forfeit their position for the following year.
4. If a position is forfeited due to non-payment, the parents may reapply for spaces if the account (including late fee) is brought current. The application must include a payment plan (in writing) with an explanation of the reason for the previous delinquency. This will be submitted to the Finance Committee at their next regularly scheduled meeting. If the plan is approved, the student will be placed on the appropriate waiting list.
5. If an account is delinquent after ninety days, the account will be turned over to a collection agency.
6. In a divorce situation, the custodial parent will be required to sign all tuition contracts and is responsible for timely payment.

7. Payment Policy and PIP contracts must be signed and returned to the office by the due date. PIP fees will be automatically assessed if we do not have a signed contract on file. For new families registering contract is due upon acceptance. If you fail to fulfill your commitment, PIP fees will be billed and after 30 days will automatically be added to your account.

8. Tuition will be paid in cash or cash equivalent and cannot be paid through services in kind.

Policy 6510

COST-BASED TUITION AND FEES

Tuition is based on the average cost to educate a child in Catholic school. Fees are charged for some programs that enrich the educational program and /or are unique to the particular school. Elementary school tuition is recommended to the Bishop for his approval by the Finance committee of the Diocesan Catholic School Board.

Policy 6520

NEED-BASED TUITION AID

Tuition Aid

Special consideration should be given to families who are unable to pay the full cost of tuition and fees. No student should be excluded from a Catholic school for financial reasons.

Each school determines the amount of money available for tuition aid. This is reported in the budget and financial reports.

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

Financial Assistance – Local Policy

For financial hardship and special circumstances, assistance is available. If you are applying for financial aid you MUST complete a financial aid application (available online at www.factsmgt.com). Complete the application online with the processing fee, and all other required information to FACTS Grant and Aid Assessment before April 15th of each year. You may apply online at www.factstuitionaid.com. It is imperative that you submit your application and other required forms before the deadline. FACTS applications turned in late may not be considered. You will be advised by the Finance Office of the amount of financial aid you will receive. The award amount will be communicated to parents through a written letter from the principal.

PARENT'S ROLE IN EDUCATION

We at Saint Joseph Catholic Elementary School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life --- physically, mentally, spiritually, emotionally, morally and psychologically. Your choice of SJCES involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other and with your church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Joseph Catholic Elementary School, we trust you will be loyal to this commitment. During these formative years (P-8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents, nor teachers, can afford to doubt the sincerity of the educational partner in the quest of challenging and nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have a positive result. To divide authority between school and home, or within the home, will only teach disrespect for all authority. If there is an incident at school, you as parents must make an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she will earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at SJCES, we ask parents to:

- set rules, times and limits so that your child:
 - Gets to bed early on school nights.
 - Arrives at school on time and is picked up on time at the end of the day.
 - Is dressed according to the school dress code.
 - Completes class assignments on time.
 - Has a nutritional lunch through our lunch program or a nutritional sack lunch every day.
- Actively participate in school activities such as Parent-Teacher Conferences.
- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- Notify the school office of any changes of address or important phone numbers, as well as any pertinent court order documentation.
- Meet all financial obligations to the school.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Complete and return to school any requested information promptly.
- Read school notes and newsletters and show an interest in your students' education.

- Support the annual fund-raising activities of the Annual Appeal, SPREE and Uncorked; to support a capital campaign to the best of your ability.
- Support religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers, staff, and administration with respect and courtesy in discussing student or school problems.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled on both a formal and informal basis throughout the year. At least one formal conference will be scheduled for each student during the first grading period. Conferences are held twice yearly in the fall and spring. Watch for scheduled dates and call the school office at 801-393-6051 to schedule your appointment. Conferences may be requested by the parent or teacher

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, an exception may be approved by the principal.

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.

ACADEMIC INFORMATION

Curriculum

Religion

Catholic doctrine and tradition, Bible study, social justice, and family life. Liturgical services are held every two weeks for grades K-8. SJCES is a Catholic school, whose very reason for being is to further the message of Christ. All students are required to participate in religion classes and the spiritual development aspects of our program. No student is excused.

Language Arts

Reading, English, Spelling, Composition and Library Skills, appreciation of Literature and Modern Language [Spanish for K-8 grades]

Mathematics

Mathematics skills, Algebra, Geometry, Probability, and Statistics

Music

Choral skills, Music education, and music history

Physical Education

Physical fitness program appropriate for grade levels and Health

Social Studies

History, Geography, and Current Events

Science

General Sciences and laboratory experiences

Handwriting

Students in grades 3-8 are expected to submit all handwritten work in cursive

Computer Literacy

Word Processing, Spreadsheets, PowerPoint, and coding integrated with curricular subjects

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:

1. All long-distance, extended-stay, or international travel should be approved by the principal in consultation with the Superintendent and should be organized through a professional travel company. No travel should be allowed to countries/areas that appear on the current Travel Warnings Page of the US State Department website.
2. Every reasonable effort must be made on the part of the travel company and the school to make attendance at Sunday Mass available to students/chaperones.

3. The maximum number of allowable chaperones should be utilized (Typically 1 adult chaperone per every 6 travelers for international travel). Safety is priority number one when traveling with students. The purpose of student travel should not be an economic gain on the part of the organizer, but rather a valuable, educational experience for the traveler.
4. Chaperones should be, whenever possible, selected amongst existing diocesan employees (i.e. teachers, staff, administration,) No other adult chaperones should be allowed to travel with the group unless given express written permission by the principal. All chaperones must go through Diocesan Safe Environment Training prior to enrollment as a chaperone.
5. Purchase and/or consumption of alcoholic beverages by students is prohibited.
6. Chaperones should receive training prior to departure, which may include procedures, responsibilities, emergencies, etc.
7. Behavior contracts, proof of insurance, emergency medical information and "Consent to Treat" forms should be completed and carried with the lead chaperone at all times.
8. Adequate informational/instructional sessions for travelers should be conducted prior to departure.
9. Travel information, which may include itinerary, transportation information, hotel contact information, chaperone contact information should be distributed to parents/guardians prior to departure.

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

Diocesan Vehicle Safety

1. Any employee or volunteer whose duties include driving diocesan buses or vans must obtain appropriate state certification and provide the same to his or her supervisor. This certification will be included in the employee's file and/or retained by the volunteer's supervisor.
2. A motor vehicle record check will be run on all employees whose primary duties require the driving of a diocesan motor vehicle.
3. 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.
4. 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

5. 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.
6. Records will be maintained on the formal annual inspections required for Utah State licensing of motor vehicles.
7. 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.
8. 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.
9. 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.
10. Under no circumstances may a 10 to 15 passenger van be utilized for the transport of individuals.

The following guidelines apply to the supervision of local field trips:

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 and complete Safe Environment training.

EXTRACURRICULAR ACTIVITIES

Policy 4510

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

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

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

Local Policy

Extracurricular Participation

Students with an academic average of below 2.0 or a D or below in any class or with a conduct grade of N or U for the previous quarter may be suspended from participation in extracurricular activities. Any student with a D or F in the current quarter may be suspended from participation in all extracurricular activities until grades are brought to a C- or above. A Disciplinary Report and/or excessive absences or tardies are also cause for suspension from extracurricular activities. Athletes/participants need to be at school by 10 am on the day of an activity/game to participate, if the activities or games fall on a week day.

HOMEWORK

Policy 4100

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

In elementary/middle school, when homework assignments are given, all assignments should not exceed one hour in grades 3 to 5 and one and one-half hours in grades 6 to 8. In primary grades, homework should be left to the discretion of the teacher. Ordinarily, homework should not be assigned over weekends or other holiday periods.

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

Local Policy

At SJCES homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich classwork and

to prepare for certain lessons through various experiences. Students should be able to complete assignments with minimal help and supervision. A continued serious difficulty with assignments may indicate a problem and parents should contact their child's teacher. To foster good study habits, a regular time and place for homework should be established and students should be encouraged to spend quiet time doing assignments and/or items from the list below.

Suggested Homework

- Unfinished classwork
- Long-range assignments and projects should be anticipated and time should be budgeted well
- Study for tests
- Master math facts: addition, subtraction, multiplication, and division
- Grades K-2: parents are expected to read with their students 15 to 20 minutes each day
- Grades 3-8: students are expected to read independently 15 to 20 minutes each day
- We encourage all parents to read with their students and have your student read out loud using ideas such as partner reading.

The students of SJCES will use the standard heading on all submitted homework. Teachers will not accept written work torn from spiral notebooks. Students in grades 4-8 should use ink for all work except mathematics, which is never done in ink and all written assignments should be completed in cursive.

When a student is absent for more than two days, a parent should call the school office before 8:30 a.m. to arrange for homework assignments. Homework may be picked between 3:15 and 3:45 p.m. For short absences, students should make arrangements with teachers regarding assignments.

REPORT CARDS

Policy 3600

Report cards are issued four times a year.

In lieu of the report card, at the kindergarten and first-grade 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 standards-based grading system for Grades K-3 is:

- M = Meets Expectations
- A = Approaching Expectations
- N = In Need of Support

The approved grading system for Grades 4-8 is:

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

+ = Shows Improvement √ = Experiencing Difficulty

Citizenship Grade – Middle School

80% of the citizenship grade is determined by timely work submission. Missing work may be turned in up to two weeks late with a 20% deduction toward the citizenship grade. 20% of the citizenship grade is determined by behavior. After this two week period, the grade will be a zero.

H	Honorable Conduct	No missing or late assignments. Student has 0 – 1 tardies and no unexcused absences. They are consistently prepared for class, and fully participate in class activities, discussions. They actively work to improve the learning environment.
S	Satisfactory	1 – 20% of assignments are late or missing. Student has 2 – 3 tardies and/or 1 – 2 unexcused absences. They are usually prepared for class and usually participate productively in class discussions and activities.
S-	Satisfactory In Progress	21 – 40% of assignments are late or missing. Student has 4 – 5 combined tardies and unexcused absences and/or overall attendance has been inconsistent. They are often unprepared for class or require redirection during class activities and discussions.
N	Needs Additional Work	41 – 60% of assignments are late or missing. Student has more than 5 combined tardies and unexcused absences and/or overall attendance has been inconsistent. They are frequently or usually unprepared for class and they consistently require more than 3 redirections during class activities and discussions.

U	Unsatisfactory Progress	61 – 100% of assignments are late or missing. Student has more than 5 combined tardies and unexcused absences and/or overall attendance has been inconsistent. They are frequently or usually unprepared for class and are consistently and actively disrupting the learning environment.
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The permanent record card should be annotated to indicate the alternate system when it is used.

Report Cards, RenWeb (on-line grading system) – Local Policy

The issue dates of report cards will be posted on notices/calendars in the Wednesday Newsletter and on the website calendar. Mid-term reports for 4th – 8th grade will be sent quarterly.

RenWeb is a service that is provided by the school to help parents review their child’s progress at any time in grades 4-8. Parents will set up a password code at the beginning of the year that will allow parents to access their child’s grades online. Teachers are asked to update their grades at least once a week by Sunday midnight.

Policy 3700
STUDENT CUMULATIVE RECORDS

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

Access to Records

Parent(s)/guardian(s) wishing to see their children's cumulative records should request an appointment. Such an arrangement ensures 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 the parent(s)/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.

PROMOTION, PROBATION, AND RETENTION

Primary (K-3)

As primary children do not all achieve educational skills at the same chronological age and all are not at the same grade level of readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress in learning according to ability. To pass to the next grade a primary student should:

- Be able to focus attention on lessons and work.

- Be able to function cooperatively in class.
- Show responsibility in caring for materials.
- Demonstrate skills in content subjects which are appropriate for the grade level ability of the students.

Grades 4-8

Any student in 4th – 8th who fails the same subject for two quarters will be required to complete summer school in order to pass or graduate. A student whose academic performance and/or behavior indicate serious deficiencies may be placed on probation.

RETENTION/PROMOTION- GRADES 4-5

- Any student who fails the same core subject for two quarters in a given year will be required to make up that subject before promotion to the next grade (regardless of point accumulation).

RETENTION/PROMOTION - GRADES 6-8

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

The retention of students should be based on consideration of the overall welfare of the student, i.e., by carefully weighing the academic, emotional and social factors. Parents/ guardians should be notified by the end of January if possible.

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

Honor Roll

Students in grades 6-8 who achieve a GPA at or above 3.0 and meet all qualifications will be recognized for their academic achievement and efforts by being placed on the SJCES honor roll. Other qualifications for honor roll are:

- Conduct grades of S or above in all areas.
- Academic grades of C or better in all areas

High Honors: 3.8- 4.0 GPA Honors: 3.5- 3.7 GPA Merit: 3.0- 3.49 GPA

Receipt of a Disciplinary Report may preclude a student being placed on Honor Roll.

Calculating a GPA (4-8)

When you receive your student’s progress report or report card you will need to look at the credits given to each class after the course name. The symbol -# represents the number of credits given to a course and this is used to figure the GPA value. You should calculate in the following manner:

The number of hours spent in class multiplied by the point value for the grade received.

For example:

PE	2 X 3	B	6.0
Math	5 X 3	B	15.0
Social Studies	4 X .666	D-	2.664
Science	4 X 3.666	A-	14.664
Religion	4 X 1	D	4.0
Music	2 X 4	A	8.0
English	4 X 3.66	A-	14.664
Reading	4 X 3.33	B+	13.332
Spelling	1 X 4	A	4.0
Handwriting	1 X 4	A	4.0
Computer	3 X 2.66	B-	7.998
	34 credits		94.322

A	4.0	C	2.0
A-	3.66	C-	1.666
B+	3.33	D+	1.333
B	3.0	D	1.0
B-	2.666	D-	.666
C+	.333	F	0

Finally, divide total points by total credits: $94.332 \div 34 = 2.774$

GRADUATION

Policy 3630

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

Local Policy

Eighth-grade students must receive a minimum of a 2.0 GPA each quarter to graduate. Students with grades below this minimum will receive a certificate of attendance, at the discretion of the principal.

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 other general requirements of a Catholic school, will participate in the ceremony.

Only for the most serious reason 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 the student will be informed of the decision.

Graduation ceremonies should be simple and dignified.

Graduation Activities – Local Policy

Students may be excluded from graduation activities such as the student retreat due to poor academic performance or citizenship. Activities are a privilege and not a right and must be earned with proper performance. Exclusion from these activities is at the discretion of the principal in consultation with the middle school faculty.

FACULTY AND SCHEDULES

Faculty

The faculty of SJCES is the “lifeblood” of our institution. As an educational extension of the Catholic Church, our school is, in fact, an integral part of the larger “body” of Christ. Each faculty member, therefore, serves beyond the role of the teacher; they are ministers of the Catholic Church.

They are given the awesome responsibility of not only being charged with fostering the cognitive growth of our students but also being accountable for the spiritual, affective, social and moral development of these children of God.

Brother Robert Kealy, Ed.D. of the National Catholic Education Association (NCEA), suggests that the role of the Catholic school teacher is much the same as that of an “older sibling” who is leading the child in the ways of the “family,” the family being followers of Christ. As this suggests, the role of the Catholic school teacher is truly that of a person serving a mission. Modeling of Christian behavior and love is critical and imperative for our teachers.

As the Bible tells us, Jesus had a special view of and relationship with children. Jesus always treated children as complete and unique human beings. Our teachers are called to follow this example and to “teach as Jesus taught.”

Principle of Subsidiarity

In keeping with Church principles of subsidiarity, problems should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

Communication

Frequent communication with your student’s teachers is both welcomed and valued. If you should need to contact a teacher or administrator you may call the front office, leave a voice mail or contact them via e-mail. You should receive a phone/email response within twenty-four hours. It is helpful if you call in advance to make an appointment. If you would like to make an appointment with a teacher, you may use the same guidelines. Most teachers have an after school duty and all teachers have required meetings on Fridays; please try to plan meetings accordingly. Morning meetings are available upon request. We are very happy to have you come to visit your student’s classroom, please call and make arrangements with your child’s teacher.

School Schedule

Monday through Thursday

- 7:30 Playground supervision begins- students arriving earlier must report to EDP
- 7:40 Bell rings for students to enter the building
- 7:50 Students arriving in classrooms after this time will be marked tardy & report to the office for a tardy slip
- 7:50 Attendance, Morning Prayer and Pledge of Allegiance
- 9:45 Kindergarten, First and Second-grade recess
- 10:00 Third, Fourth and Fifth-grade recess (if applicable)
- 10:50 Dismissal for preschool and pre-kindergarten students
- 11:00 Lunch K-2
- 11:30 Lunch 3-5
- 11:55 Lunch 6-8
- 2:50 Dismissal K-3
- 3:00 Dismissal 4-8

Friday Schedule

The schedule is the same as above except on Fridays dismissal is at 12:05 (K-3) and 12:15 PM (4-8) (no lunch).

EXTENDED DAY PROGRAM (EDP)

SJCES provides an Extended Day Program for students where they can be in a safe and supervised environment before and/or after school. Before school hours are from 6:30 to 7:30 AM. After school hours are according to school dismissal until 6 PM. Friday hours are in conjunction with dismissal times. EDP is also available for the Preschool and Pre-Kindergarten programs. Fees and registration information for EDP is available at the front office.

APPEARANCE / UNIFORM POLICY

Philosophy

It is important for all individuals in the school community to present a good appearance. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings. The uniform policy will be strictly enforced and may be enforced for any school-sponsored or school-related event. Interpretation of and changes to the uniform policy will be at the discretion of the principal.

General Uniform Information

Dennis Uniform and approved brand substitute information are available at the front office. Complete uniforms are to be worn each school day. Every Wednesday is Best Dress Uniform Day. Best Dress uniform days will be required at certain other times as well. You will be notified prior to those required days. Shirts must be tucked in while a student is on campus. The uniform should be clean and pressed with all buttons attached and hem intact. Only white undershirts may be worn.

Hair (all grades)

Students' hair should be clean, combed, well-trimmed and moderate in style. Boys' hair must be trimmed above the eyebrows and above the shirt collar (no tails). Boys must be clean-shaven. Girls' hair should not be over-teased or hang over the eyes. Hair must be their natural color for all students. Hair accessories must be moderate in style (not distracting). Hair bows must be moderate in size and school colors (white, blue, gold).

Jewelry (all grades)

Student's jewelry should be limited to watches, rings, and simple crosses or holy medals on a narrow silver or gold chain and not distracting. Girls may wear one pair of small earrings. Watches with a beeping device should be disconnected during the school day.

Make-up

Makeup (foundation, eyeliner, lipstick, nail polish, etc.) is not allowed with the following exception: Beginning in 6th grade, girls will be allowed to wear clear lip gloss and clear or pale pink nail polish. Fingernails must be neat, trimmed and an appropriate length. No artificial nails.

Cologne/Perfume (4th-8th grade)

Stick deodorant may be brought to school on gym days. Perfume, cologne, and after-shave should never be worn at school.

Shoes (all grades)

Primarily a solid color such as white, black, brown, navy blue, or grey tennis or canvas shoes that tie securely and have non-marking soles – no brightly colored shoes or soles or lights insoles or heels.

Primarily solid-colored leather oxford, loafer or flat with no oversized soles or heels over 2", no pumps or bright colors.

All shoes must fit well and not present a safety hazard.

Shoelaces must match the color of the shoe and be tied at all times.

No Sandals. No boots.

Boys All Grades

Shirt: Solid white oxford with button-down collar and a solid white polo. Either can be long or short-sleeved. No logos or turtlenecks. Shirt must be tucked in pants. Middle school students may wear a light blue polo.

Pants: Plain dark navy blue dress twill slacks-Docker Style-available through Dennis Uniform or other approved brands and styles. This list is available in the front office. Pants must fit the student properly. No cargo pants.

Shorts: Dark navy blue twill shorts available through Dennis Uniform or other approved brands and styles. Shorts may only be worn first and fourth quarters.

Belt: Solid brown, black or navy blue must be worn with shorts and long pants. No oversized belt buckles, décor, or logos. A belt is required in grades 3-8 and must be worn through the loops at the waist.

Socks: Solid white, black or navy blue and must be visible.

Vest: Fleece vest available only through Dennis Uniform Company. It is not a required part of the uniform.

Sweater: Solid color, plain design (no ribbing, etc.) navy blue cardigan-style only. It is not required.

Sweater Vest: Solid color, plain design (no ribbing, etc.) navy blue pullover-style. Dennis style # 066000-976. This is an optional choice.

Crewneck Sweatshirt: Sweatshirts with SJCES logo may be purchased through Jr. Jaymart. NOT PART OF BEST DRESS UNIFORM.

Boys Best Dress All Grades

Shirt: The white Oxford shirt as described above, long or short sleeves. No polo shirts.

Pants: Pants as described above. No shorts.

Belt: Belt as described above.

Vest: Optional.

Sweater: Optional.

Sweater Vest: Optional

Ties: Ties may be worn by sixth through eighth graders only. Ties must be appropriate. This is a privilege that the upperclassmen of our school, look forward to each year. Please respect our tradition; your child too will look forward to this privilege.

Girls All Grades

Shirt: Solid white oxford with button-down collar and a solid white polo. Solid white broadcloth blouse with button-down front and Peter Pan collar. These may be long or short-sleeved. No logos or turtlenecks. Shirts must be tucked into pants. Middle school students may wear a light blue polo.

Pants: Plain dark navy blue dress twill slacks-Dockers Style-available through Dennis Uniform or other approved brands and styles. This list is available in the front office. Pants must fit the student properly. No capris.

Shorts: Dark navy blue twill shorts available through Dennis Uniform or other approved brands and styles. Shorts may only be worn first and fourth quarters. Modest in length.

Belt: Solid brown, black or navy blue must be worn with shorts and long pants. No oversized belt buckles, decor or logos. A belt is required in grades 3-8 and must be worn at the waist.

Jumper: Grades PreK-3: Black watch plaid jumper with knife pleats and split bodice through Dennis Uniform Company only. (PreK girls have an option for the jumper from Dennis Uniform- see website) (Style #18401A-201185) The length of the jumper must be no more than 1" above the knee.

Skirt: Grades 4-8: Black Watch kilt through Dennis Uniform Company. Style #03135A. The length of the kilt must be no more than 1" above the knee.

Skort: Grades 4-8: Black Watch kilt through Dennis Uniform Company. The length of the skort must be no more than 1" above the knee.

Socks: Solid, plain white, black or navy blue sock or tights.

Vest: Fleece vest available only through Dennis Uniform Company. It is not a required part of the uniform and may be worn at the student's desk if desired.

Sweater: Solid color, plain design (no ribbing, ruffle, etc) navy blue cardigan-style only. This is not a required part of the uniform and may be worn at the student's desk if desired.

Sweater Vest: Solid color, plain design (no ribbing, etc.) navy blue Pullover style. Dennis style # 066000-976. This is an optional choice.

Crewneck Sweatshirt: Sweatshirts with SJCES logo may be purchased through Jr. Jaymart. NOT PART OF BEST DRESS UNIFORM.

Girls Best Dress All Grades

Shirt: The white Oxford Shirt as described above, or solid white broadcloth blouse with button-down front and Peter Pan collar, long or short sleeves. No polo shirts.

Jumper: Grades PreK-3 as described above.

Skort: Grades 4-8: Black Watch plaid skort through Dennis Uniform Company. (Style #035210). The length of the skort must be no more than 1” above the knee.

Skirt: Grades 4-8: Black Watch kilt through Dennis Uniform Company (Style #03135A). The length of the skirt must be no more than 1” above the knee.

Socks: Grades 5-8: Solid white, black or navy blue knee highs or tights.

Sweater: Optional

Sweater Vest: Optional

Gym Uniform Grades 4-8, Boys and Girls

School uniform is to be worn to school. Students will change into gym uniform when it is time for P.E. Please be sure to label all gym clothing.

P. E. Must be purchased through Jr. Jaymart.

Socks: Solid white or navy blue.

Shoes: Support/sport tennis shoes that tie or Velcro securely and have non-marking soles - no lights insoles. You should not be able to twist the shoe sideways.

Approved Substitutes for Dennis Uniform Pants and Shorts

Substitutes must look exactly like the Dennis Uniform pants and shorts. The following brands are acceptable if you purchase the same style as the Dennis Uniform brand.

Land’s End	Faded Glory	JC Penney	Sears
Van Heusen	Dockers	Lee	
Bugle Boy	Old Navy	Kohl’s	

Non-Uniform Days All Grades

First Fridays are Spirit Dress days. Students must wear practical clothing considering the weather, modesty and worthy of school attire. Final approval of clothing is at the discretion of the administration. School Spirit Wear are items that are solid blue, solid white or solid gold or a school approved t-shirt or sweatshirt. Acceptable jewelry remains the same as any other uniform day. Jeans or khaki pants are acceptable with no holes. Shorts are only allowed 1st and 4th quarter. Clothing must be clean and neat in appearance. If wearing yoga pants or leggings the shirt or blouse must go to mid-thigh and the pants must be solid blue, black or grey. If sweat pants are worn they must not be overly baggie.

Students **may not wear**:

Clothing with inappropriate or suggestive words, symbols or pictures.

Gang-related clothing or hats.

Hats or scarves in the building (boys or girls)

Tight-fitting clothing, short skirts, short shorts, bare midriffs or spaghetti strap tops or dresses. Shorts and skirts must be no more than 3 inches above the top of the knee.

Shoes and/or sandals without socks, moccasins or slippers.

Violation Policy

Violations of Appearance/Uniform Policy will result in a Uniform Infraction Notice. One or more violation of the uniform dress code will result in the student being denied participation in the next Spirit Day and/or a Disciplinary Report. Repeated infractions may result in further disciplinary actions.

Middle School Uniform/Conduct Referral/Late Work Policies

Uniform:

The middle school is using an accountability card this year. Students will receive signatures when they are out of compliance with the uniform policy.

Homework:

Late work policy: Work must be turned in when collected in class. Work turned in after this time is late.

Late Work Policy 4th-5th Grade

Late work will receive 10% off of the grade received. After 2 weeks late work will be counted as a (0) zero and no points will be given on that assignment.

If a student is absent homework will be collected and placed in a file in the student's homeroom.

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Middle School Citizenship Grade

80% of the citizenship grade is determined by timely work submission. Missing work may be turned in up to two weeks late with a 20% deduction toward the citizenship grade. The remaining 20% of the citizenship grade is determined by appropriate behavior.

GENERAL INFORMATION

Policy 3110

ATTENDANCE / ABSENCE

The responsibility for attendance at school belongs to the parents/guardians, but the school is obliged to keep an accurate record of daily attendance. This record is to be signed by the teacher, placed in the school file and kept in perpetuity. Attendance data must be entered on the student's permanent record. When a student has been absent, the school must require a written excuse from parents/guardians. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation and apply appropriate solutions.

When parents/guardians take their children out of school because of family vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon

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

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

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.

Absence – Local Policy

If you know that your child will be absent for all or part of the day please call the office before 8:15 AM and leave word that your child will be absent or tardy along with the reason for either. A message may be left on the school's voice messaging service. Absences may only be reported by a student's parent or guardian. Students may not call to report their own absence/tardy.

The staff of Saint Joseph Catholic Elementary School hopes that parents would make every effort to schedule their vacations in conjunction with the school calendar. Although students have the opportunity to make up work missed, it is never possible to totally regain the information and learning experience provided by daily classroom instruction and activities.

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Teachers are not required to give assignments in anticipation of the absence. It is understood that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time. Approval of all requested vacation rests with the school administration.

If a middle school student will be absent due to vacation a student must contact the assistant principal at least six days in advance of the requested vacation, to be considered for an excused absence. The assistant principal will evaluate the request, confer with the parents and approve or disapprove of the request. Items considered will be the student's academic standing, attendance to date, and total effort at school.

Middle school students should present a request form to each classroom teacher at least five days in advance of the last day of attendance. Teachers will check the appropriate response and sign the form. Parents and students sign the agreement statement. The students present the completed form to the office two days before departure. Failure to complete the necessary steps will result in an unexcused absence.

One vacation form per school year, for up to five days, is allowed by a student. Vacation days are reserved for use when the family cannot schedule such activities on non-school days. Shopping, birthdays, etc. are not considered approvable vacation days.

RELEASE OF STUDENT FROM SCHOOL

Policy 3120

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

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

Local Policy

Students needing medical/dental appointments during school hours require a written note from a parent/guardian. The parent/guardian is required to sign the student out at the office. If the student returns to school during the same day, he/she must report to the office. Parents may not go to the student's classroom to pick up a student. The administration has directed teachers to release students only to administrative and office personnel. This policy is strictly enforced for the safety of all students.

Leaving School

After a student has arrived at SJCES in the morning, he/she will not be allowed to leave the premises unless picked up by a parent/guardian or such person authorized by a parent/guardian. Please list all individuals authorized on the emergency card that are authorized to pick-up or transport your child to special events, etc. All such requests are made in the office, where the parent or appointed individual will be required to sign the student out. Proof of identification may be required before the student is called to the office. Individuals not listed in Rebweb/Facts may not pick up students.

Student Pick Up and Drop Off

Families will be assigned a specific loading and unloading area. There are three areas designated as student loading zones. These zones will be assigned to families with regards to carpools and other considerations that may be needed. Students will be sent to their assigned zones. If there is a change in carpool riders or the children you are picking up please notify the school office and we will direct the students to the appropriate zone.

Please be prompt in picking your student(s) up after school. Supervision is provided for 10 minutes after dismissal. Students not picked up by this time will be escorted to EDP. Parents will be charged for this service. If you have an emergency and know you will be late, please contact the office and we will arrange for your student's(s') safe-keeping.

Driving onto the Playground

Driving on the playground at SJCES campus is not permitted. Pedestrian gates are located for entering the school grounds and building.

Before School

Students should not arrive before playground supervision begins (see schedule). Students who must arrive before supervision begins must report to EDP. EDP begins at 6:30 AM during the school year.

Cell Phones/ Electronic Devices

Cell phones and other electronic devices are restricted on campus during the school day. Cell phones are never allowed in the classroom hallways, extended day or lavatories. Cell phones may be used after school outside of the school building or with permission from the administration. Any cell phone found in use on campus during school hours will result in the confiscation of the phone, and they may be collected by the parent from the Principal or Vice-Principal. Seventh and -eighth-grade students will be issued Chromebooks through the school. At times during the year, middle school teachers may request 6th-grade students bring an electronic device to school for use during class time. These devices must be approved by the classroom teacher and only used during those class times as instructed by the teacher. If students bring electronic devices to school they are to remain in the students' backpack or turned into the teacher's designated collection point at the beginning of class. Failure to comply will result in loss of privileges. SJCS is not responsible for lost or stolen electronic equipment.

Child Abuse Reporting

This information is included to inform parents of the legal responsibility of the school personnel. Under Utah law, people in certain professions are required to report suspected physical and/or sexual abuse and certain forms of neglect. Neglect may include the failure to provide necessary food, clothing, shelter, medical care and/or school attendance. Reports must be made to the student's county Child Protection Program and/or to the police. People required to report include "...child care, education or law enforcement..." An individual who is required to report and does not may be charged with a misdemeanor. Teachers may also be required to forfeit their teaching credentials.

Classroom Rules

In all cases, students will be treated with dignity and fairness. Simple, clear and consistent student guidelines are stated and posted in the classroom. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors which the students' sense of appropriateness will indicate to them. The administration reserves the right to determine the appropriateness of any action if any doubt arises.

Consequences given to a student for inappropriate actions or disregard for another's rights or safety are determined by the teacher and told to the students in advance. They are both appropriate for the student's age and maturity and meaningful for the individual child.

If the situation warrants, the administration is brought into the discipline process. This will occur only after the teacher has used all possible recourse, including parental conference. The administration's involvement indicates that a severe discipline problem exists and severe consequences may result. The administration may revoke recesses and/or require the student to eat lunch in the office. Other consequences may involve staying after school, service, parent conferences, parent/teacher conferences, contracts, probation, suspension or expulsion from school.

Items that can be considered weapons, toys, and other such objects are never allowed on campus and in the classroom.

Closing School due to Inclement Weather

SJCS will close whenever the Weber County or Ogden City School Districts close due to inclement weather. Please watch the Channel 5 Morning News. A message will also be sent

out through our RenWeb Emergency System to the contact number provided to the school. In severe weather conditions, school could be canceled due to lack of utilities. The decision to drive in adverse conditions is a choice that only parents can make.

Forgotten Items

If your child forgets his/her lunch, books, school supplies, etc. and you happen to remember them for your child, please place them on the counter in the school office. Be sure each item is labeled with your student's name and grade. The office will make certain that they are given to the student. A student who has forgotten their lunch will call parents so that the parent may make arrangements for their child to eat lunch.

Gifts and Invitations

Students should not exchange gifts for individuals at school. This gesture only creates hurt feelings. Invitations should be sent via the U.S. Mail and will not be passed out at school. Exception: Grades K-2 may pass out invitations at school if all members of the class are invited.

Home-School Communication

Teachers send home the bulletin envelope with the oldest/only/parent- appointed child in the family, when applicable. These envelopes often contain time-sensitive materials and would also contain any policy/procedure changes, please read them promptly. These envelopes should be returned to school the next school day. Please help us with this important avenue of communication by returning the Wednesday Envelope promptly. Emails containing the Wednesday newsletter and other information are sent each Wednesday.

Information is also available on the school website at www.stjosephutah.com/es
The school calendar, newsletter and lunch menus, and many other helpful items are available on the website.

Lockers

Middle school students are assigned a locker in which to store P.E. clothing and textbooks. In order to maintain a quiet atmosphere for class, the students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. A student may not change his/her locker without permission from his/her homeroom teacher.

Lunch Program

Lunch can be pre-ordered from a lunch menu for a six-week period. Forms are sent home in the Wednesday Envelope and have a due date. A lunch bar is provided for students in grades PK-8. This includes a wide variety of items such as baked potatoes, sandwiches, hotdogs, corn dogs, fruit, vegetables, juice, and many more items. Students may pay as they go or parents may pre-pay on their account.

Lunch Room

Students are expected to use their best manners in the lunchroom. Misbehavior will not be tolerated and students who are disrespectful to either persons or materials may lose the privilege of eating lunch in the lunchroom.

Milk Program

Milk is available each day for students. Milk may be purchased through the office at a cost of \$15.00 per year. Additional milk is available for any number at the same cost for each. If you do not pay the annual rate for milk, milk is available for \$0.35 on a daily basis.

Parking In Red Zones

Red Zones are for emergency vehicles only.

Participation In Outdoor Recess

Ordinarily, students are expected to participate in outdoor activities with their class. If your child is well enough to attend school, he/she should be able to play outdoors for the short recess period. Students with medical exceptions must bring a health care provider's note for exceptions.

Physical Education Attendance

Attendance is required at every physical education class. A written request from the health care provider must be presented to the administration if a student is to be consistently excused from participation in a physical education class. The cause for restriction and length of restriction is required in the request. Students excused from physical activity will be required to attend class and participate in any non-physical activity. If necessary, academic credit for class may be earned by other means.

Property Care and Maintenance

The parent of a student who carelessly destroys or damages furniture, equipment, buildings, grounds or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be properly covered. No writing in rented textbooks or novels is permitted. The student will pay a fine or replacement for damaged or lost books.

Sports Programs

The Athletic Director (AD) organizes and maintains the programs, both conference and intramurals which may include: soccer, cross country, basketball, volleyball, mountain biking, and other sports. For further information regarding the sports program, call the AD (Mrs. Eddy) at 801-393-6051 or email at weddy@stjosephutah.com

Student Safety

The safety of our students is of utmost importance to all of us. Please follow guidelines and any instructions you may be given by the school personnel on duty.

Safe Environment Policy

To ensure a safe environment for children and minors the Diocese of Salt Lake has instituted a policy using the publication and the guidance of the United States Bishops, Charter for the Protection of Children and Young People. If you would like to read this policy, a copy is available in the front office.

All personnel and volunteers who work with our children must submit to a mandatory background check. This includes coaches and parents who frequently work with students.

Tardiness

All students must be in their seats by 7:50 AM or be marked tardy. Students arriving after 7:50 AM must report to the office for a class admittance slip, and a parent/guardian must sign them in at the school office.

Being on time to school is important; it allows each student a good start to the day, an important value not only for school but for life as well. Entering the classroom after school has begun is disruptive to the entire class and may interfere with the teacher's lesson.

Parents of students who are chronically tardy (5 times per quarter) will be notified by the administration. The student may be required to stay after school to complete assignments or service hours.

Telephones

Permission to use the phone must be obtained from the office staff. The office phone is a business phone and students are permitted to use it only for school-related reasons.

Arrangements for after school visits with friends should be made at home.

Normally, students may not be called to the phone during the day to take a phone call from parents, relatives or friends. Emergency messages will be handled through the office.

Textbooks

Program fees cover the rental of textbooks. Since these books will be used for many years students are required to cover them. The covers must be neat and in good condition, adhesive covers are not permissible. Writing is not permitted on the book covers other than the student name and name of the book. Students are required to have a book bag in which to transport books to and from school. Students damaging books will be assessed a fine. Lost books must be paid for by the student or parents.

Transferring Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. No student records may be forwarded until all accounts have been settled. Please review refund policy which can be found in the tuition contract that is signed at the beginning of each school year.

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

Disciplinary Report/Referral (DR)

Disciplinary Reports carry a consequence. The administration reserves the right to impose an appropriate consequence. Students may as a result of receiving a DR:

- lose the privilege of being on the honor roll
- lose the privilege of participating in extracurricular activities, this includes sports
- lose the privilege of free dress

Drugs and Alcohol

Students, who possess drugs, tobacco and/or alcohol at school or at any school function, face suspension and/or expulsion.

TERMINATION OF ENROLLMENT

Policy 3300

Respect for the individual student, belief in opportunities for his/her growth and forgiveness for wrong choices underlies all corrective action taken by the 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 seriously 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 expulsion, then suspension procedures will be followed. (See Policy 3300)

Suspension – Local Policy

Students who are given an in-school suspension will be required to report to school each day and will work in an area designated by the administration. Students who receive an out-of-school suspension will not be allowed on the school grounds or at school events during the time of their suspension. In both cases, students must complete all classwork and tests from the days of suspension.

SEX OFFENDER POLICY

Policy 5200.1

A sex offender is defined as an adult who has been convicted of a crime or crimes of a sexual nature against a minor or an adult. These are general guidelines and may be revised on a case-by-case basis to be more or less restrictive. The principal or pastor must consult with the Office for Safe Environment and/or the Catholic School Office, the local police and/or the sex offender's parole officer.

Sex Offenders who are Parents/Guardians of Catholic School Students

A sex offender who is a parent with residential and/or decision-making rights or who is the legal guardian of a student must meet with the principal to review the restrictions that might be imposed on the sex offender (once-a-year meetings are recommended). The principal is strongly encouraged to include a second person ("principal's delegate") in any and all meetings with a sex offender. All restrictions imposed on the sex offender must also be conveyed to the sex offender in writing.

- The sex offender is not eligible to be a school employee or volunteer
- A sex offender who has been convicted of an offense against a minor is not allowed on school premises at any time when minors are present
- A sex offender who has been convicted of an offense against a minor may not attend any school event at which minors are present, regardless of where the event is held
- Exceptions may be made for special events where minors may be present on a case-by-case basis. In the rare instance when an exception is made, the principal or pastor will provide the sex offender with written authorization to attend the event, including any applicable restrictions or requirements
- The sex offender may have the right to review his/her child's educational record. If so, the sex offender must contact the principal for an appointment
- The sex offender may have the right to communicate with his/her child's teacher about the student and may do so by contacting the teacher only at the school by phone, mail, or email
- The sex offender may meet with the teacher (and principal or principal's delegate) regarding the student after school hours when no minors are present

- Principals and or the pastor may inform the school staff and parents of an offender's status as necessary. The offender's name should be disclosed to the parents who have children in the same class as the offenders' children

In an effort to communicate these policies and guidelines for sex offenders and to encourage sex offenders to self-report to the principal or pastor, each Catholic school will add to the enrollment form the following: *If you, your spouse or any adult or youth living in your home is listed or has ever been listed on the National Sex Offender Public Registry, you and/or the sex offender are required to contact the principal or pastor prior to the sex offender being on school or parish property and participating in any school events.*

Catholic School Students who are Sex Offenders

Parents/Guardians must inform the school if their student is a sex offender. When the principal learns that there is a sex offender, the student will be removed from the classroom until the following steps are taken:

1. Meet with the student and his or her parents/guardians to obtain information about the offense, any legal restrictions, and all relevant documentation.
2. Contact the Catholic School Office and the Safe Environment Office for guidance regarding continued enrollment or applicable restrictions on the student sex offender while maintaining confidentiality.
3. Develop a written plan in collaboration with the Catholic School Office and the Safe Environment Office.
4. Meet with the student and his or her parents/guardians to review the written plan including applicable restrictions while the student is on school property or is participating in school-sponsored events, including consequences for violating the restrictions.
5. Obtain the signatures of all parties, including the student sex offender.

CODE OF CONDUCT FOR MINORS

3310

Pastoral Directives 2004-2005

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

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

Children and young people have the right to:

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

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

Children and young people have a responsibility to:

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

Behavior:

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

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

HARASSMENT BY STUDENTS

Policy 3320

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

Harassment of any kind will not be tolerated because of the Christian climate and Catholic culture in the schools. The 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).

School Safety/Harassment – Local Policy

SJCES provides a safe environment for all individuals. Physical, verbal or written threats or actions made against the physical or emotional well-being of any individual are taken seriously. Students making such threats (seriously or in jest) may face immediate suspension and/or expulsion. Parents/guardians will be contacted prior to suspension or expulsion.

Harassment of any type is not tolerated. This includes conference calling without disclosure, instant messaging, texting, postings on social media sites and emailing. The administration investigates all complaints of harassment. Students involved in harassing behavior may face detention, suspension and/or expulsion. Any violation of the Safe Schools Act may be reported to the police.

Search and Seizure

The Principal and/or designee retains the right to search student desks, student lockers, student possessions and/or seize possessions if reasonable cause exists.

Policy 3340

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of the parent(s)/guardian(s). However, in the instance where the 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 an 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.

SAFETY DRILLS

Fire Exits

Exits for fire drills are posted in each classroom by the exit door. Teachers, students, and parents should be familiar with the exit procedures for each classroom.

Fire Drills

Fire drills are held frequently and at a variety of times to help students in the event of a real fire to know where the exits are in different areas of the building. Anyone in the building must exit during the drill. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds.
- Close windows and doors if time permits.
- Walk to the assigned location briskly, in single file at all time and in silence.
- Stand silently as instructed by the teacher, speaking only to answer to attendance.
- Return to the building when the signal is given.

Real Fire

In the unlikely event of a real fire, students and teachers will follow the drill procedure noted above. Depending on the severity, length and general circumstances of the fire, the administration or the administration's designated representative will make a decision concerning the resumption of classes. If school is canceled, parents will be notified and students will be supervised by school personnel until they are released to parents or guardians or designee.

Safety Drills

Safety drills are held periodically. The procedures are:

- Listen for the announcement.
- Follow your teacher's instructions.
- Stay in the room and sit on the floor away from the door(s).
- All doors are locked and will remain locked until an all-clear announcement is made.

In the event of an earthquake, special emergency procedures will be enacted as outlined in the Emergency Preparedness Manual. It is important to note that every teacher will remain at school to help supervise students until parents take them home or until a civil authority takes over this responsibility in the event of a real earthquake.

Once outside each teacher will:

- Take attendance and report missing students and their possible location to the Principal or person in charge.
- Assess injuries and take action to help injured students on a triage basis until a designated person arrives to relieve the teacher.

- Group the students together into sibling units so that brothers and sisters are together.
- Take over the specific supervisory duties assigned to them (search teams, latrine teams, medical teams, water teams, food teams, check-out teams, security teams, etc).

Children will be supervised and cared for at all times by an adult.

No child will be released to go home alone or with another family. Parents/legal guardians: Please do not send a neighbor, friend or relative to get your child. School personnel will not be permitted to release children to anyone except parents or legal guardians.

Parents coming to get their children after an earthquake should be prepared to:

- Show I.D. to prove that the children they are seeking are theirs. Be ready for the possibility that an agency of the civil defense has taken over the supervision of the children by the time you arrive and they may not know you.
- Report to the “sign-out” area to attain the release of your child(ren). Remember, the procedures will be in place to protect your child and the other children. Try to keep this in mind as you go through the process. Every effort will be made to reunite you with your child as quickly as possible. We must be sure that every child is equally well protected.

If students are moved to another location by civil authority, a sign will be posted on the property indicating where they have been taken. Teachers will go with the children to this new location and will stay with them as long as reasonably possible (a minimum of 72 hours).

The safety plan is available on the school website.

BOARDS AND COMMITTEES

School Board and Strategic Planning

The purpose of the Board of Saint Joseph Catholic Schools of Utah (the Board) is to serve as a consultative body that assists the Bishop, the Superintendent, and the Principal(s), in fulfilling the mission of the Saint Joseph Catholic Schools of Utah as set forth in the mission statement.

The Board is consultative in this sense: The Board cannot act apart from the Principal and cannot make decisions binding on the Saint Joseph Catholic Schools of Utah or any of its member schools without the approval of the Principal. Any decisions made by the Board are subject to the approval of the Bishop. Conversely, it is expected that the Principal shall consider the advice of the Board prior to making significant decisions as described in the Board constitution and Bylaws.

The Advancement Committee

The Advancement Committee was formed with three major goals in mind:

- To raise funds which will strengthen SJCES’s financial security and will ensure the continuance of SJCES into the future.
- To facilitate knowledge of the excellent programs and the civic contributions made by SJCES through networking within the local cities and business sectors.

- To establish a strong Alumni Association.

The Advancement Committee is comprised of volunteers who meet to plan strategies and programs to implement the goals listed above. Committee members do not need to be current parents of students at the school nor are they required to be alumni. If you are interested in serving with this committee, please contact the Advancement Office at 393-6051 ext. 223.

Parent-Teacher Group (PTG)

The goals of the Parent-Teacher Group are:

- To facilitate communication and share information between parents, teachers, and administration on issues of general interest to the school community.
- To facilitate and coordinate activities, perform services, build school spirit, support staff and involve parents by encouraging them to be active members of the school community and to raise school-related funds.

The structure of the PTG allows for appropriate lines of communication between parents, teachers and the administration. The PTG seeks the approval of the school administration, staff, and faculty.

PARENT OPPORTUNITIES

Parent Involvement Program (PIP)

The Parent Involvement 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 that 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 talent.

PIP Hours

Volunteer time is required of all families and is based on the number of students enrolled in preschool 3 through high school. The following totals must be earned as a family. If you have students in the elementary and high school your family will be combined as a single unit. Allowances are made when military parents are deployed.

- First student enrolled at the elementary (K-12) and/or high school campus: 20 hours per year.
- Preschool/Pre K (only child) 10 hours
- Each additional student enrolled at the elementary and/or high school: 4 hours per 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 turned in to the school office. Log sheets are available in each school office.

PIP hours may be earned throughout the year. PIP hours begin on May 1 of each year and must be completed by April 30 of the following year, with the exception noted below. Hours and/or payment in lieu of are due April 30th for families not returning in the fall.

Parents of 8th graders and high school seniors must complete PIP hours by March 31, 2018. PIP requirement must be completed in order for a student to participate in graduation exercises.

PIP hours will be pro-rated if a family enters or leaves during the school year.

PIP FEE

If you choose not to work PIP hours, you will be charged an annual program fee of \$500 for the first child and \$100 for each additional child enrolled at Saint Joseph Catholic Schools. If the required hours are not completed by the end of the PIP year, partial prorated payment of the PIP fees will compensate. Fees in lieu of working your PIP hours as addressed will be invoiced and may be added to your F.A.C.T.S. payments the following fiscal year.

Parents and adult members of the extended family may earn PIP hours. There may be opportunities where high school students may work along with parents to earn PIP hours.

SCRIP PROGRAM

The Scrip program is an ongoing fundraiser which benefits the elementary school campus.

What is scrip? Scrip is another name for gift certificates and gift cards.

How does the school earn money? Many local businesses and national chains sell scrip (gift certificates) to Saint Joseph Catholic School at a discount percentage. Each store sets its own discount rate, which varies from 1.25% to 20%. Saint Joseph Catholic Elementary School then sells the scrip at the full face value. The discount percentage retained by the school becomes profit.

Why scrip? When you purchase scrip, you are not buying things you don't need. You are simply trading your cash for gift certificates, dollar for dollar. We are not asking anyone to purchase anything extra. We are asking families to use scrip instead of cash, checks or credit cards when shopping for items that would be purchased anyway.

How do I purchase scrip? Scrip is sold through the school office or online.

What stores participate? The school carries scrip from many local businesses and national chains on hand. On-Hand items change periodically. You may access a full list of special order scrip at www.glscrip.com. Pre-orders are due by Monday at 3:00 p.m. if you wish to receive them by Friday. Otherwise, your order will be processed the following week. Orders are filled as they are received. Occasionally, items may be on backorder. Please allow plenty of time if the order is needed by a specific date.

Why should you buy scrip? Scrip is an easy fundraiser as you are buying gift certificates to use for items your family uses on a regular basis. In addition, the school and its students benefit from the net profits of the program.

RIGHT TO AMEND

The Principal of SJCES reserves the right to amend this handbook. Notification of changes will be sent to you via the Wednesday Envelopes or email.

**Saint Joseph Catholic Elementary School
Parent/Student Handbook Acknowledgment Form 2019-2020**

Please sign and return that you have read and understood the policies as outlined in the Parent/Student Handbook. The handbook can be found online at stjosephutah.com under the elementary school parent pages. If you need a hard copy of the handbook it can be obtained from the school office.

Parent/Guardian Name(s) (please print)

Student Name

Student Grade

Parent Signature

Date

Student Signature (Grades 5-8) Specifically Uniform Rules

Date

Student Signature (Grades 5-8) Specifically Uniform Rules

Date

July 17, 2019

Dear Parent and Students,

Saint Joseph Catholic Elementary is pleased to offer our students the very best in instruction and the latest advances in technology. One of several resources available to your child is access to the Internet in the computer lab.

This technology will allow our students access to tremendous amounts of information. The school strongly believes in the educational value of such electronic services and recognizes their potential support to the curriculum. Every effort will be made to provide a quality experience to students and teachers using these information services.

Our goal is threefold:

1. To teach our students how to effectively utilize the Internet in a responsible and appropriate manner.
2. To develop computer skills in our students.
3. To augment our current curriculum with the vast Internet resources.

Review, discuss and sign the Internet Acceptable Use Policy with your child and return it to school by August 23, 2019.

Please feel free to communicate with me via e-mail.

Sincerely,

Nancy Essary
nessary@stjosephutah.com

INTERNET ACCEPTABLE USE POLICY

Saint Joseph Catholic Elementary School Computer Technology Lab will be accessing the Internet several times throughout the school year. The school also owns iPads that the students will use throughout the year. The Internet is a tremendous resource for our children and connects them to the rest of the world and to a vast information system. To gain access to the Internet, all students must obtain parental permission and must sign and return the permission form to the computer lab instructor. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, offensive, or obscene. We believe that our students need to, and can learn to, use this resource in an appropriate manner. We have safety features in place. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The policies contained in the Saint Joseph Catholic Elementary School Parent and Student Handbook for 2019-2020 applies to all users of the Internet.

School Internet Rules

The computers are provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. **Access entails responsibility.**

Students are responsible for good behavior and communication on school computers and over the network just as they are in a classroom or a school hallway. General rules and policies for behavior and communication found in the Saint Joseph Catholic Elementary School Parent and Student Handbook apply. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Computer files will be treated like school lockers. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files would always be private.

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.

Terms and Conditions of This Agreement

Acceptable Use

1. All students will be actively supervised by a teacher or an administrator when using online resources.

2. E-mail is normally restricted for faculty and staff use only.
3. The use of the Internet will be consistent with the educational objectives of the school.
4. When teachers are using a specific website, they will preview it for content before allowing students to access the site.
5. Students who are allowed to search for information will be actively supervised by a teacher or administrator.
6. General rules and policies found in the Saint Joseph Catholic Elementary School Parent and Student Handbook apply to all students using the Internet.
7. No personal information (name, age, e-mail address, address, telephone number, etc.) will be given over the Internet.
8. Users will follow generally accepted rules of network etiquette.

Unacceptable Uses of the Internet may result in the suspension or revoking of computer privileges or in severe cases, the suspension or expulsion from school or legal action. Some examples of such unacceptable use are:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts or plagiarism.
2. Using the Internet at school for financial or commercial gain.
3. Accessing the Internet or electronic mail without permission.
4. Downloading files.
5. Gaining access to inappropriate and/or illegal material.
6. Accessing inappropriate sites other than what has been assigned.
7. Vandalizing or tampering with any computer equipment, including the network at school.
8. Vandalizing the data of another user.
9. Trespassing in another's folder or files.
10. Sending or displaying offensive messages or pictures.
11. Using obscene language.
12. Harassing, insulting, or attacking others.

iPad Usage Policy – It is important to understand that these iPads are not for personal use. The iPads are for use on classroom material only. For this reason please adhere to the following guidelines:

1. When a student is assigned the use of an iPad in class, they are responsible for the material on and care of the iPad during that class period.
2. If a student damages an iPad the student may be asked to replace the iPad.
3. The student is responsible for following the proper check-in procedure for iPads.
4. No applications (games or otherwise) will be downloaded or added to the iPad without the approval of Mr. Cornwell, Mrs. Lane or Mrs. Essary.
5. Pictures or videos that are copied, downloaded, scanned or created must be for classroom use only. The camera should be used for class purposes only.
6. No social media will be used on the iPads with the express permission of the teacher.
7. The Home and Lock screens and any wallpaper are not to be changed.
8. No history is to be deleted.

Violations of the iPad policy may result in a suspension of your use of the iPad for a length to be determined by the principal.

INTERNET ACCEPTABLE USE POLICY

REQUIRED SIGNATURES

Please return this form with the required signatures to the office by Friday, August 23, 2019

STUDENTS

I acknowledge that I have read the Internet Acceptable Use Policy (available on-line in the handbook). I understand and will abide by the provisions and conditions of this agreement. I understand that the policy will be upheld and enforced. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my privileges, and appropriate disciplinary action. **I understand there will be zero tolerance.** I agree to report any misuse of the information system to the technology coordinators, and/or teachers. **Signing this form confirms the agreement to abide by the policy.**

(a) Student's Name (print): _____

Student's Signature: _____

PARENT OR GUARDIAN:

As the parent or guardian of _____, I have read this agreement and understand that access to electronic information is designed for educational purposes. I understand that it is impossible for the school to electronically restrict all controversial materials and will not hold the school responsible for materials acquired on the network. I have discussed and reviewed the policy with my child. I also understand that student's violation of this policy may result in disciplinary action deemed appropriate by the school administration or the civil authorities. I understand there will be zero tolerance. I also agree to report any misuse of the information system to the technology coordinators, and/or teachers. Signing this form confirms the agreement to abide by the policy.

I hereby give my permission for my student to access online services at school.

(i) Parent or Guardian Name (print): _____

Parent's Signature:

_____ **Date:** _____

PARENT INVOLVEMENT PROGRAM (PIP) COMMITMENT CONTRACT 2019-2020

(This was included in the registration packet you received in the spring. If you have completed and returned it to the school please do so by August 22, 2017.)

STUDENT(S) NAME: _____ Grade: _____
_____ Grade: _____
_____ Grade: _____

(Print additional names on the back of this form)

I have read and understood the PIP policy and agree to fulfill the 20-hour service commitment for my first child plus 4 hours for each additional child enrolled in either Saint Joseph Catholic Schools. I understand my PIP hours must be recorded and turned in to the Main Office to receive credit for completion. I agree to pay any hours not served by May 31, 2020, at the rate of \$25.00 per hour.

Total students enrolled at Saint Joseph Catholic Schools for 2019-2020 school year: _____

Total PIP Hour obligation (20 hours for first student, 4 hours for each additional student):

Please check all that apply:

_____ I am planning to use Scrip for part or all of my PIP hours at a rate of \$1000 of Scrip purchased equal 4 hours of PIP.

_____ I am planning to work my PIP commitment.

_____ I choose to pay the appropriate fee to satisfy my family's PIP obligation.

_____ We are a single-parent family or my spouse is on active military duty and will be deployed for one-half or more of the school year.

Parent/Guardian

Date