

**SAINT VINCENT de PAUL CATHOLIC SCHOOL 2018-2019**  
**LLC, Series 250**

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<b>Extended Day Program</b>	801-272-4902
<b>Nano Nagle</b>	801-272-9670
<b>Children's Center</b>	

**WELCOME**

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

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

**PHILOSOPHY**

The faculty and staff of St. Vincent de Paul Parish School:

- Believe that families are the primary educators of their children; we work in partnership with parents and guardians to foster their students' learning.
- Create an active faith life in each student by promoting Catholic values, teachings, and practices at school and at home.
- Practice the charism of service, as taught to us by St. Vincent de Paul, in our church, local, national, and international communities.
- Promote high academic achievement by challenging our students.

We believe in educating the whole person. Intellectual, social, physical, emotional, and spiritual dimensions of the student are cultivated to help students realize their full potential. Teachers must not only instruct students, but also inspire them to reflect upon the Gospel message, most importantly that God loves us, and that we are called to love others and ourselves. Furthermore, in our commitment to provide a strong academic program, we instruct and assess based on sound principles of education. Our faculty is skilled at meeting the diverse learning styles of all students.

We value the contributions of alumnae, their families, parishioners, and others affiliated with St. Vincent de Paul Parish School. Those who are currently part of this community, or who have been a part of our past, are members always.

**MISSION STATEMENT**

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

## **SCHOOLWIDE LEARNING EXPECTATIONS**

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

**Active Christians** who are able to:

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

**Effective Communicators** who are able to:

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

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

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

## **FACULTY AND STAFF**

**Principal**  
**Asst. Principal**

Mr. Gary Green  
Mrs. Sarah Lambert

<b>Pre-School</b>	Mrs. Carol Sanderson & Mrs. Jamie Keochareun
<b>Kindergarten</b>	Mrs. Elyse Reiser
<b>Grade 1</b>	Ms. Connie Welch
<b>Grade 2</b>	Mrs. Monica Gdanska
<b>Grade 3</b>	Mrs. Kara Haney
<b>Grade 4</b>	Mrs. Kim Howe
<b>Grade 5</b>	Mrs. Terry Stack
<b>Grade 6</b>	Mrs. Monica Howa-Johnson
<b>Grade 7</b>	Mrs. Alexandra Hustiu
<b>Grade 8</b>	Mrs. Terry Musci
<b>Kindergarten Aide</b>	Mrs. Mary Jo Genin
<b>Grade 1 Aide</b>	Ms. Nicole Musci
<b>Grade 2 Aide</b>	Mrs. Kimberly Fournier
<b>Grade 3 Aide</b>	Ms. Tracey Biorge
<b>Grade 4 Aide</b>	Mrs. Tiffany Bonner
<b>Middle School Math</b>	Mrs. Christina Eischeid
<b>Art</b>	Mrs. Brooke Gaztambide
<b>Computers</b>	Mrs. Alicia Sloan
<b>Spanish</b>	Mrs. Kari McMullin
<b>Physical Education</b>	Ms. Emily Ellis
<b>Student Support Team</b>	
<b>Co-Directors</b>	Mrs. Kerry Hankins & Mrs. Lisa Romero
<b>Student Support Team Members</b>	Mrs. Tiffany Bonner, Mrs. Anna Zanarini, and Mrs. Alicia Sloan
<b>Counselor</b>	Mrs. Marie West
<b>Library</b>	Mrs. Anna Zanarini
<b>Music</b>	Mr. Radu Noaghiu
<b>Band/Choir</b>	Mr. Scott Larrabee
<b>Saint Teresa of Calcutta Extended Daycare Director</b>	Mrs. Danielle Gibson
<b>Extended Daycare Staff</b>	Mrs. Christy Headey, Analee Sepulveda, Sue Carson
<b>School Office Manager</b>	Mrs. Kat Mitchell
<b>Office Assistant</b>	Mrs. Kim Snarr
<b>School Accountant</b>	Mrs. Jody Gibson
<b>Development Director</b>	Mrs. Therese Clay
<b>Nano Nagle Children's Center Director</b>	Mrs. Jeramie Green
<b>Religious Education</b>	Ms. Mari McCord
<b>Maintenance</b>	Mr. Jesse DeOllos, Michael Derrick, Dennis Kelsch
<b>Pastor</b>	Fr. John Norman
<b>St. Vincent Church Secretary</b>	Ildiko Haycock

### **ADMISSION REQUIREMENTS**

Below are the priority levels that are considered when determining the order in which new students are accepted:

1. Siblings of currently enrolled students
2. Active St. Vincent de Paul Parish members
3. Parishioners of Catholic churches without a school

4. Parishioners of Catholic churches with a school
5. Other Catholics
6. Non-Catholics

Applicants who are on the same priority level will be accepted in order of their application submission date.

### **Immunizations**

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

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

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

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

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

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

### **Physical Examinations**

As required by the Department of Public Health, physical examinations are expected of all students immediately prior to their entrance into Kindergarten, as well as all new students, regardless of grade, with the exception of Pre-Kindergarten. An appropriate

Utah Department of Health exemption form must be completed for children who claim an exemption for the medical reasons (obtain letter from your healthcare provider). Religious or personal exemptions are no longer recognized by the Catholic Schools of the Diocese of Salt Lake.

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

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

**New Students**

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

**Exclusion**

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

**Inclusion**

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

**ACADEMICS**

**SCHOOL SCHEDULE**

**Grades K – 8**  
Monday – Thursday

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

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

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

### **Pre-K Hours**

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

#### **A.M. Session**

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

#### **P.M. Session**

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

### **Early Dismissals**

#### **A.M. Session**

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

#### **P.M. Session**

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

## **Academic Expectations**

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

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

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

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

## **Curriculum**

St. Vincent de Paul School, as prescribed by the Diocese of Salt Lake City, uses the Common Core National Standards for English Language Arts, the Utah Core State Standards for Math, the Next Generation Science Standards for Science, and the Diocesan Curriculum Standards for Religion, Social Studies, Technology, Fine Arts, Health, and World Languages.

## **Religion for Non-Catholics**

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

## **Homework**

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

Grades K: Guidelines - 10 minutes per day, Monday-Thursday  
Grades 1-8: Guidelines - 10 minutes per day per grade level, Monday-Thursday

## **Standardized Testing**

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

### **Grading Scales**

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

### **Grades K - 3**

Indicates how a student compares with grade-level standards:

- M = Meets Standards
- A = Approaching Standards
- N = Needs Intervention

### **Grades 4 - 8**

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

### **Retention / Promotion**

If, in the school's judgment, a student has not mastered the necessary academic skills or lacks the emotional maturity to advance to the next grade level, Saint Vincent de Paul School reserves the right of retention in grades pre-k and kindergarten. Retention is done only after careful consultation with parents/guardians and when other remedial efforts have been exhausted. In other grades, a student may not be invited to return if the administration and teacher(s) believe that the student is not ready for the next grade level and all available interventions have been exhausted.

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

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

### **Tutoring**



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

### **Student Cumulative Records**

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records. Parent/guardian wishing to see their child's cumulative records should request an appointment. Such arrangement insures that a qualified person will be available to answer questions and interpret the recorded data. When a pupil transfers from one school to another a student withdrawal slip is issued and the school from which the student transfers keeps the permanent record and sends the original health records, as well as copies of grade transcripts, test results, and attendance records when requested by the new school.

### **Non-Custodial Parents**

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

## **POLICIES AND PROCEDURES**

### **DISCIPLINE**

#### **Introduction**

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

#### **Discipline Philosophy**

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

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

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

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

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

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

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

Behavior codes and guidelines are enforced during school hours, on school property, for any school sponsored or school related event. Behavior codes and guidelines may also be enforced for conduct outside of school property and/or school hours that is damaging to the reputation or contrary to the values of the school, student body, or Catholic community. This includes, but is not limited to, text messages, postings to websites such as Facebook, Twitter, Instagram, YouTube, etc., and other digital media.

### **Behavior Guidelines:**

A multi-tiered behavioral framework is in place at St. Vincent de Paul Parish School. It is based in the Catholic tradition of restorative justice. Data and evidence show that an approach to behavior and discipline through restorative practice leads to improvement in behavior and academic outcomes. It improves school climate, prevents problem behavior, increases learning time, promotes positive social skills, and delivers effective behavioral interventions and supports.

#### The Tiers

- Direct and explicit teaching of social skills
- Continuous progress monitoring
- Multiple opportunities for practice in applied settings
- Specific and contingent encouragement and recognition when social skills are used.
- Constructive reteaching when behavior errors occur.

### **Behavior Check-ins**

- **Positive Behavior Check-ins:** These Check-ins are called “St. Vincent’s HEART” forms. Teachers will recognize a student for following school-wide and classroom expectations and rules. They will also recognize students who practice the charism of charity, as modeled by Christ and St. Vincent de Paul. When a teacher recognizes a student for these behaviors, the teacher will fill out an “St. Vincent’s HEART” form. This form will be displayed in the hallway near the Library and Gym intersection. The school also recognizes student achievements through the Victorious Viking Award.
- **Minor Behavior Infractions:** These behaviors should be managed within the classroom. The teacher should use classroom consequences, and complete a Check-in Report. If the student receives 4 Check-in Reports for the same behavior in a quarter, then the teacher should complete an Office check-in that student. Minor Behavior Infractions include, but are not limited to:
  - Calling Out
  - Classroom Disruption
  - Refusal to Follow a Reasonable Request (Insubordination)
  - Put Downs
  - Refusing to Work
  - Inappropriate Tone/Attitude
  - Electronic Devices
  - Inappropriate Comment
  - Dress Code

- **Office Discipline Check-in:** This form is completed upon the reception of a fourth Check-in Report for the same Minor Behavior Infraction in one quarter. This referral will occur during non-academic time. An immediate office referral should also be made if the problem behavior a) interferes with on-going education of others, b) threatens safety, or c) is of a severity requiring an extended intervention (e.g. more than 1 minute). The student will be seen in the Main Office and an administrator will determine and follow through with the consequencing. The administrator will also provide the classroom teacher and parent/guardian with feedback. Office Managed Behaviors include, but are not limited to:
  - Weapons
  - Fighting or Aggressive Physical Contact
  - Chronic Minor Infractions (MIRs)
  - Aggressive Language
  - Threats
  - Harassment of Students or Teachers
  - Smoking
  - Vandalism
  - Alcohol
  - Drugs
  - Gambling
  - Cheating
  - Not with Class During Emergency
  - Leaving School Grounds
  - Foul Language at Student/Staff

### **Lunch Room Rules**

1. Follow directions the first time they are given.
2. Clean your own lunch area.
3. Do not throw food.
4. Remain seated until given permission to throw away trash.
5. Talk with an “inside voice” and use respectful language.
6. No sodas or high-energy drinks such as Red Bull, Volt, Monster, etc. are allowed.

### **Recess Rules**

1. Follow directions the first time they are given.
2. Play within the playground boundaries.
3. Any ball or other equipment that goes beyond the playground may not be recovered without receiving permission from the yard monitor. No student may retrieve a ball or other object from the roof of the building.
4. No electronic equipment on the playground
5. No snowball throwing. No tackle football. No sliding on the ice.

**Offenses** The following behavior does not contribute to a safe, respectful, Christian environment and will not be tolerated:

- Bullying
- Causing physical harm (fighting, throwing objects, using or distributing drugs, weapons, etc.)
- Causing psychological harm (intimidation, threats, etc.)
- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect to adults or authority (insubordination, unwillingness to follow established rules, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (being unreasonable, repeated violations, unwillingness to follow established rules, etc.)
- Being dishonest (lying, cheating, etc.)
- Other inappropriate behavior not described above

### **Threat to School Safety**

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

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

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

Bullying or harassment by a student is defined as a pattern of habitual abuse toward another student or students. As our mission states, all people in our community are valued children of God, and as such, deserve to be treated with dignity. Saint Vincent School recognizes that bullying/harassment of any kind has a negative effect on school climate. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention they need for success. Every student has the right to an education and to be safe around school.

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

1. If the bullying/harassment is unknown to the parents (of all students directly involved), they are notified by the teacher or administration.
2. The teacher or administration interviews the students involved individually.
3. The teacher or administration interviews the main students involved together.
4. The teacher, administration, and possibly the Student Support Director discuss the appropriate actions and consequences.
5. The teacher or administration informs the parents of the victim(s) and the parents of the person(s) doing the bullying/harassing of the events.
6. The teacher or administration provides appropriate follow-up.

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

### **Search and Seizure**

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

### **Speech and Publications**

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

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

### **Processing Time/Suspension / Expulsion**

The principal, assistant principal, or their designate reserves the right to place a student on processing time, out-of-school suspension, home study, or in-school suspension for conduct deemed inappropriate and contrary to the philosophy of the school. Saint Vincent de Paul School will act to ensure a student's right to be treated as Jesus would treat him/her just and fair treatment.

Expulsion would be an option when the student's continued presence in the school may be judged detrimental to their own welfare or the welfare of others. Expulsion may result from lack of behavioral improvement or lack of parent/guardian cooperation on matters related to their child's behavior. Expulsion may result from a single major disciplinary infraction, inside or outside of school. The principal and vice principal retain discretion in deciding such matters. The principal and vice principal may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Possession of any object that could potentially cause bodily harm such as guns, knives, matches, etc. may be grounds for immediate expulsion.

In conclusion, not every possible situation concerning such matters as proper behavior is mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action different from those listed in this handbook. The principal and vice principal reserve the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

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

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

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

### **Graduation Exercises**

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the state of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony. Only for the most serious reasons, frequently associated with issues related to end-of-year activities and responsibilities, may a student be excluded from graduation ceremonies. This decision will be made only by the principal of the school after consultation with the superintendent.

### **Service Hours**

Service hours are assigned to students when they receive 5 responsibility warnings or commit one of the behavior infractions below. The vice principal will contact the student and their parent/guardian to schedule the service within one week of the infraction. If the student does not appear for scheduled service time, additional service hours may be assigned. The following infractions are assessed a fine and a warning:

- **Gum Chewing -one hour:** Gum chewing is not allowed anywhere on Saint Vincent de Paul School property at any time.

- **Projectile Throwing -one hour:** For respect of property and safety reasons, throwing snowballs, food, rocks, or any projectile is not tolerated.
- **Uncovered Textbook -a half hour:** Students are required to keep textbooks covered at all times.
- **Full replacement cost** of damaged or lost library books or school textbooks, must be paid by the student responsible for the books.

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

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



## DRESS CODE

The dress code will be enforced during school hours. It may also be enforced for any school sponsored or school related event. Interpretation of the dress code is at the discretion of the assistant principal or principal. You are required to purchase items from St. Paul's Place at Juan Diego Catholic High School (or the St. Vincent's HSA Used Uniform Sale).

### Preschool

- St. Vincent navy blue sweatpants/shorts
- Plain navy blue sweatpants/shorts
- Plain navy blue skirts, skorts, jumper
- St. Vincent white t-shirt
- Plain red or white t-shirt
- St. Vincent navy blue sweatshirt
- Plain navy blue sweater
- White, black, red, gray, or navy plain socks (socks must be visible above the shoe)
- White, black, or navy tights or leggings
- Sturdy covered shoes (No Sandals)

### Elementary Girls (Grades K - 5)

- Plaid jumper \*\*\* **5<sup>th</sup> grade girls ONLY: Skirt or Jumper with Polo Shirt** \*\*\*
- Peter Pan collar white, short or long sleeve shirt (can **only** be worn with jumper)
- St. Vincent white or red, short or long sleeve polo knit shirt (can be worn with jumper)
- White, black, red, gray, or navy socks (Socks must be visible above the shoe. They may a visible logo, but designs deemed too elaborate are not allowed.)
- White, black, or navy opaque, solid tights or leggings (no designs or cut-outs)
- St. Vincent navy blue sweatshirt (optional)
- St. Vincent navy blue sweater vest – REQUIRED for full dress uniform \*\*\***
- Navy blue uniform flat or pleated front shorts, or skorts (no shorter than mid-thigh)
- Navy blue flat or pleated front pants

### Elementary Boys (Grades K - 5)

- St. Vincent white or red, short or long sleeve polo knit shirt
- White, black, red, gray, or navy socks (Socks must be visible above the shoe. They may a visible logo, but designs deemed too elaborate are not allowed.)
- St. Vincent navy blue sweatshirt (optional)
- St. Vincent navy blue sweater vest – REQUIRED for full dress uniform \*\*\***
- Navy blue uniform flat or pleated front shorts (no shorter than mid-thigh)
- Navy blue uniform flat or pleated front pants

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

- Plaid skirt – kick pleat, knee length (no shorter than mid-thigh)
- St. Vincent white or blue, short or long sleeve oxford shirt

White, black, red, gray, or navy socks (Socks must be visible above the shoe. They may have a visible logo, but designs deemed too elaborate are not allowed.)

White, black, or navy opaque, solid tights or leggings (no designs or cut-outs)

St. Vincent navy blue sweatshirt (optional)

**St. Vincent navy blue sweater vest or pullover cardigan - REQUIRED for full dress uniform \*\*\***

Navy blue uniform flat or pleated front shorts or skorts (no shorter than mid-thigh)

Navy blue uniform flat or pleated front pants

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

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

St. Vincent white or blue, short or long sleeve oxford shirt

White, black, red, gray, or navy socks (Socks must be visible above the shoe. They may have a visible logo, but designs deemed too elaborate are not allowed.)

St. Vincent navy blue sweatshirt (optional)

St. Vincent navy blue sweater vest - REQUIRED for full dress uniform \*\*\*

Navy blue uniform flat or pleated front shorts (no shorter than mid-thigh)

Navy blue uniform flat or pleated front pants

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

### **Mass Dress**

Mass Dress (described below) is required for all Masses:

- K – 5 Girls--jumper with peter pan or knit shirt and pull-over sweater vest or the Cardigan  
Boys--long pants, knit shirt and pull-over sweater vest or the cardigan
- 6 – 8 Girls--plaid skirt, oxford shirt, pull-over sweater vest or the cardigan  
Boys--long pants, oxford shirt, and pull-over sweater vest or the cardigan

### **Picture Days**

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

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

St. Vincent **RED** t-shirt

P. E. Shorts (Navy blue with white stripe or blue mesh & no logo) must be purchased from St. Paul's Place or wear the St. Vincent sweatpants with a logo

Any sturdy non-marking athletic shoe (see shoe section below)

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

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

Shoes must be one of the following colors: predominantly black, white, brown, gray, red, or navy blue. Any sturdy non-marking shoe may be worn with the uniform, such as leather dress or athletic. No sandals, open toes or backless shoes. No extreme fads

such as blinkers, neon/fluorescent shoelaces, roller shoes, sequins, etc. Designs deemed too elaborate by the administration are not allowed. If you are not sure whether or not a particular shoe is acceptable, please send a photo of the shoe to Mrs. Lambert (slambert@stvincents-school.org) or Mr. Green (ggreen@stvincents-school.org) for approval. The final decision on whether a certain type of shoe is acceptable rests with the administration.

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

- Shorts should be worn under skirts or jumpers (example - bike shorts) but cannot show below the skirt or jumper
- All students should tuck in shirts at all time except recess and P.E.
- All buttons on one's shirt except the collar button must be fastened.
- Students may not have drawings of any kind on their skin or clothes.
- **Hair:** Students' hair must not block one's eyes or distract the student or others. The hair should be its natural color (dye-free and not intentionally bleached). No designs, lines (other than a natural part line), or pictures may be shaved into a student's hair. A student may be asked to cut, adjust, or re-dye his/her hair if the administration believes that the student's hair does not conform to the aforementioned guidelines. Once a parent/guardian has been alerted to the student's hair not being in compliance, the hair must be in compliance before the student is allowed back to school. A grace period may be granted by the administration.
- **Hats:** Hats are not to be worn in school. However, hats may be worn on free dress days and spirit days. It is the teacher's discretion as to whether or not the hat may be worn in the classroom.
- **Jewelry:** Appropriate jewelry, such as post earrings (no dangling earrings), watches, religious necklaces such as crosses, or religious medals may be worn. One earring per ear is allowed. No other piercings may be worn. No rings or bracelets are allowed. Once a parent/guardian has been alerted to a jewelry infraction, the student must be in compliance before the student is allowed back to school.
- **Make-Up & Fingernails:** Make-up is not allowed. Artificial nails are not allowed. Light pink or clear nail polish is allowed for all students.
- **Eyes:** Eye color must be the natural color.
- **Identification:** It is recommended that all items of school clothing be clearly labeled with the student's full name.
- **Proper size:** No baggy shorts, pants or oversized shirts may be worn. Pants must be worn at waist level.

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

Shorts or pants, with an approved St. Vincent de Paul Parish School shirt. Socks must be worn and sandals are not permitted. No make-up may be worn, and nail polish should follow the school policy. Garments may not be ripped, have holes, or have any other type of significant damage. Hats may be worn, but it is the teacher's discretion as to whether the hat may be worn in the classroom. The final decision regarding a student's compliance with the spirit dress policy rests with the administration. If the administration deems a student's clothing to be non-compliant with the spirit dress policy, a parent/guardian will

be called. If the parent/guardian cannot bring replacement clothes, the office staff will attempt to provide a uniform or replacement clothes for the student.

### **Free Dress Days**

Shorts, pants, button-down shirts, polo shirts, sleeveless shirts, and t-shirts are permitted on free dress days. Other garments must receive administrative approval. Please contact Sarah Lambert ([slambert@stvincents-school.org](mailto:slambert@stvincents-school.org)) or Gary Green ([ggreen@stvincents-school.org](mailto:ggreen@stvincents-school.org)) Socks must be worn and sandals are not permitted. No make-up may be worn, and nail polish should follow the school policy. Garments may not be ripped, have holes, or have any other type of significant damage. Hats may be worn, but it is the teacher's discretion as to whether the hat may be worn in the classroom. Free dress should always be modest and not reflect any messages or images that are inappropriate for our school environment. If a student forgets to wear free dress, s/he must wear the uniform correctly. The final decision regarding a student's compliance with the free dress policy rests with the administration. If the administration deems a student's clothing to be non-compliant with the free dress policy, a parent/guardian will be called. If the parent/guardian cannot bring replacement clothes, the office staff will attempt to provide a uniform or replacement clothes for the student.

## TUITION PAYMENT

- Tuition is withdrawn from your bank account through automatic withdraw on the date specified by your tuition contract from July through May. Statements are sent only once each school year to let you know the amount that will be withdrawn from your account each month.
- If funds are not available in your bank account on the date specified on your tuition contract, a \$25 late fee will be added to the withdrawal from your account when it is attempted again. If the funds are still not available at that time another \$25 fee will be charged and you will receive a phone call from the school accountant. At that time you will be asked to bring in a *cashier check or money order*, to include the \$50 late fees. If you do not keep your tuition payments up to date your child may not be allowed to continue to attend school. Cash is not accepted for your safety and ours.
- In the event of unforeseen circumstances that create a hardship in meeting your tuition obligations, please do not hesitate to contact the principal.
- All tuition and fees must be reconciled from the current year before registering for the upcoming year.
- In the event of non-payment your account will be turned over to a collection agency. Any collection fees, court costs and attorney fees will be your responsibility.

### **Average Diocesan Cost-Based Tuition and Fees**

Average Diocesan Cost-Based Tuition/Needs Based Tuition Aid has been adopted as the model for financial support for ALL Catholic schools in the Diocese of Salt Lake City. This model takes into account the true cost of education for each child. Beginning with the 2019-2020 school year, all families will be charged one tuition rate, regardless of religious affiliation. (See below for an exception to the one tuition rate.)

### **Need-Based Tuition Assistance**

Special consideration is 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 assistance are processed by FACTS (available through the website). Based on the information provided and the funds available, the principal determines the amount of tuition assistance for each family.

## **GENERAL POLICIES**

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

For supervision and liability reasons, families may not drop off students before 8:00 a.m., and must pick up students before 3:30 p.m. Students found on the property outside these times will be escorted to the Extended Day Facility. The first time a child is escorted to Extended Day, there will be no charge, but any time thereafter, the family will be charged the appropriate Extended Daycare fees.

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

### **Extended Day Program**

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

### **Traffic Regulations**

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

- The speed limit in the parking lots is 5mph. Please abide by this religiously.
- Exercise extreme caution when backing up.

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

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

During the first week of school, parents may help their child with getting settled in the morning. However, starting at 8:20am, family members are asked to not be in the classrooms. Forgotten items can be dropped off at the office.

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

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

## **Absences**

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

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

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

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

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

## **Tardiness**

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

Students who arrive between 8:20 am and 8:50 am are not required to receive a late slip before going to class. Students who arrive after 8:50am must check in at the front office and get a late slip before going to class. Students arriving after 10:00am are marked half a day absent. In grades K-8, teachers will send an e-mail to the parent/guardian at 3 tardies in one quarter. This e-mail will state that at 4 tardies in the same quarter, the assistant principal will contact the parents/guardians about the tardies. The note will also state that at 5 tardies in the same quarter, the principal will contact the parents and further consequences may be given out. For middle school students, 5 tardies in a quarter will

receive one service hour. The student will serve another hour for each subsequent tardy in the same quarter. Chronic tardiness may result in a suspension.

### **Academic Eligibility for Athletics**

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

### **Bicycle Safety**

Bicycle helmets must be worn to and from school and students should walk their bicycles once they arrive on school grounds. Bikes must be put in bike racks and locked.

### **Animals**

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

### **Lost and Found**

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

### **Pictures of Students**

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

### **Security Camera Footage**

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



### **School Directory**

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

### **Lockers - Middle School**

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

### **Birthdays**

A child may bring in a treat or something such as stickers or pencils for classmates on her/his birthday (or half-birthday if celebrating a summer birthday) as long as the cost does not exceed \$1 per student. Please check with your child's teacher before bringing in any food or drink as many students have allergies and other dietary restrictions.

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

### **Field Trips**

Field trips are carefully selected to enhance the educational offerings of the school. They are considered a privilege that may be denied to students for failing to meet the academic or behavioral expectations of the teacher or administration. Families have the right to prohibit their child from participating in any field trip. If families want their child to participate in a field trip, they must complete the Diocesan Field Trip Permission form.

### **Student Telephone Use**

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

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

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

## **EMERGENCY POLICIES & PROCEDURES**

### **Emergency Information**

Each student must have emergency information on file that is complete and current. A link to our emergency information submission form was sent to everyone on the school e-mail list before school began. If the parent/guardian cannot be reached, other persons listed in the emergency information will be contacted. Students with allergies or special medical problems should notify the school. Please notify the school whenever there is a change in your address, phone number(s), or other pertinent information. Students will only be released to people listed in their families' emergency information. Anyone picking up a student must provide appropriate identification at the school's office, and must complete proper sign out procedures before the student leaves the premises.

### **School Closures**

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

### **Community Response**

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

## **MEDICAL POLICIES & PROCEDURES**

### **Dispensing of Medication**

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

### **Head Lice**

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

### **In-School Sickness**

All students who become ill during the day should report to the school office. If the condition warrants that the student be sent home (i.e. The school sends home students who have a fever of 100 degrees or higher.), families, or those listed in the emergency information, will be notified. It is their responsibility to see that arrangements are made for the child to get home promptly. Students who are sent home, or not in attendance during the school day, for reasons of illness, will not be allowed to participate in after-school activities.

### **Sickness and Accident**

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

### **Air Quality**

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

### **Cold Weather**

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

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

### **Teacher/Family Communication**

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

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

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

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

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

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

Under this program, families are required to complete 20 hours of volunteer work on school-related activities for grades K-8; 10 hours for pre-school and single-parent families. The Home and School Association and our development office provide numerous opportunities for volunteering in the school. Volunteer hours completed for the parish may be counted toward the total number of hours. In addition, please talk to your child's teacher or the school office; they have a variety of volunteer opportunities. You will record your PIP hours through RenWeb. Please call the office with any questions. PIP hours are not transferable, however, the opportunity for grandparents to complete PIP hours is extended within a family.

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

## **BOARDS**

### **Home & School Association**

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

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

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

### **School Board**

Saint Vincent de Paul School Board's purpose is to serve as a consultative body that assists and guides the pastor and principal in fulfilling the school's mission. The Board plays an important role in the ministry of Catholic education. Decisions are reached through dialogue and consensus. Board members offer their time, insights, and wisdom for the common good of the parish and school. The Board represents and responds to concerns of the entire community. The Board shares and supports the vision and leadership of the school administration.

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

Anyone may propose items to be addressed by the Board. Submit your request, in writing, along with a rationale for consideration to any Board member. An agenda is set by the Executive Committee prior to the Board's scheduled meeting. Due to the time limitation of the Board meetings, all items may not be immediately addressed at the meeting, but will be made known to the Board members and addressed at a later meeting.

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

## **NON-DISCRIMINATION POLICY**

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

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

Saint Vincent de Paul School complies with the regulations on the disabled (Section #504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1989) to the extent that they may apply to private educational programs. **(Policy 3020)**

### **REPORTING CHILD ABUSE**

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

### **SPORTS**

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

### **EXTRACURRICULAR ACTIVITIES**

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

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

### **CATHOLIC SCHOOL SYSTEM**

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

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

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

### **RIGHT TO AMEND**

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

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

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

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

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