

SAINT VINCENT de PAUL CATHOLIC SCHOOL 2011-2012
LLC, Series 250

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Parish Office 801-272-9216
Extended Day Program 801-272-4902
Nano Nagle 801-272-9670
Children's Center

MISSION STATEMENT

Saint Vincent de Paul Catholic School provides quality spiritual and academic experiences that are rooted in Catholic values.

SCHOOLWIDE LEARNING EXPECTATIONS

Students at St. Vincent de Paul Catholic School are:

Active Christians who are able to:

- ❖ serve others in their daily life
- ❖ show respect for God, Church, others, self, and property
- ❖ demonstrate basic knowledge of the beliefs and traditions of the Catholic Church
- ❖ attend and participate in weekly Mass and daily communal prayer
- ❖ pray using memorized and spontaneous prayer
- ❖ use and understand the Bible
- ❖ take responsibility for their actions and work together to solve disagreements

Effective Communicators who are able to:

- ❖ speak publicly with confidence and poise
- ❖ express written thoughts clearly, using correct grammar and mechanics
- ❖ demonstrate manners and appropriate etiquette for all occasions
- ❖ demonstrate listening and reading skills
- ❖ express thoughtful opinions and work cooperatively and individually to solve problems
- ❖ appreciate different perspectives

Self-Evaluators who are able to:

- ❖ assess their own work for completeness and overall quality
- ❖ plan, set, and work toward goals
- ❖ demonstrate self-control and responsible behavior
- ❖ value achievement and strive to attain high standards
- ❖ take responsibility for their actions

PHILOSOPHY

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

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

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

FACULTY AND STAFF

Principal	Mr. Mark Longe
Asst. Principal	Mr. Gary Green
Pre-School	Mrs. Carol Sanderson & Mrs. Jamie Keochareun
Kindergarten	Mrs. Mary Williams
Grade 1	Mrs. Jeanne Pence
Grade 2	Mrs. Rhea Hristou
Grade 3	Mrs. Kara Haney
Grade 4	Mrs. Cindy McDowell
Grade 5	Mrs. Terry Stack
Grade 6	Mr. Gary Green
Grade 7	Mrs. Erica Hall
Grade 8	Ms. Deborah McFarlane
Pre-K Aide	Mrs. Michelle Paret
Kindergarten Aide	Mrs. Tiffany Bonner
Grade 1 Aide	Mrs. Jean Spicer
Grade 2 Aide	Mrs. Teresa Daily
Grade 4 Aide	Mrs. Pamela Khan
Grade 6/7/8 Math	Mrs. Sarah Niemann
Grade 6/7/8 Religion	Mrs. Monica Howa-Johnson
Computer Specialist	Mr. Andrew Ferree

Spanish / Español	Mrs. Ana Facelli
Physical Education	Mrs. Patty Bradley
Special Ed Teacher	Ms. Kay Hamilton
Counselor	Ms. Corinne Johnson
Library	Mrs. Giselle Airriess
Music	Mr. Radu Noaghiu
Band/Choir	Mr. Scott Larrabee
Extended Day Director	Mrs. Jeramie Green
School Secretary	Mrs. Rosemary Bennett
Office Assistant	Mrs. Judi Stokes
Office Assistant	Mrs. Marjorie Sansone
Office Assistant	Mrs. Shannon Garside
School Accountant	Mrs. Jody Gibson
Development Director	Mrs. Carol Barman
Assist. Dev. Director	Mrs. Jodie Palmer
Nano Nagle Children's Center Director	Mrs. Jeramie Green
Asst. Director	Mrs. Allison Sprague
Religious Education	Mrs. Sue McCord / Mrs. Mari McCord
Maintenance	Mr. Jesse DeOllos / Mr. Esaul Viramontez
Pastor	Monsignor M. Francis Mannion
Parish Secretary	Mrs. Diane Dowd

ADMISSION REQUIREMENTS

The administration of the school has the responsibility for admission of new students. The criteria used to select new students for Saint Vincent School follows:

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

Immunizations

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

- 5 DPT/DTaP/DT – 4 doses if 4th dose was given on/after 4th birthday
- 4 Polio – 3 doses if 3rd dose was given on/after 4th birthday
- 2 Measles
- 1 Mumps shot
- 1 Rubella
- 3 Hepatitis B
- 1 Varicella (chickenpox) – history of chickenpox is OK: parent must sign verification statement on school immunization record
- 2 Hepatitis A

Pre-Kindergarten parents 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.

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, a certified copy of the divorce decree, stating who has custody and when, should be provided to the school office.

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,

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.

New Students

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

Exclusion

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

Inclusion

Saint Vincent School supports the concept of appropriate inclusion in our schools. 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. Saint Vincent School recognizes its responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Saint Vincent School will serve children with special needs in general education classes. (Policy 3010)

ACADEMICS

SCHOOL SCHEDULE

Grades K – 8

Monday – Thursday

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

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

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

Pre-K Hours

Monday – Thursday

Note: There are no Preschool classes on Fridays.

A.M. Session

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

P.M. Session

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

Early Dismissals

A.M. Session

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

P.M. Session

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

Academic Expectations

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

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

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

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

Educational Objectives

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

Curriculum

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

Religion for Non-Catholics

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

Homework

Homework is integral to the academic program at Saint Vincent de Paul School. All students receive homework on a regular basis. The amount and regularity of homework is left to the discretion of the individual classroom teachers. Parents are encouraged to be actively responsible for providing a proper environment for their children to complete their homework.

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

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

Grades 6, 7, & 8 General Guidelines - 1.5 hours per day

Standardized Testing

Students in grades 2 through 8 take Stanford Achievement Tests during the first quarter. In addition, students in grades 4 and 7 take the Otis-Lennon Ability Test and students in grades 5 and 8 take the NCEA ACRE Religion Test. Results help parents and teachers determine students' academic strengths and weaknesses. Teachers and administrators analyze the results of the test then plan for instruction.

Grading Scales

Report cards are issued quarterly. The Middle School issues mid quarter progress reports in addition to report cards. Parents and students are encouraged to check grades on PowerSchool 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 by phone, note, or e-mail.

Kindergarten

No report is issued during first quarter of Kindergarten. Student progress is communicated through the fall conference.

S	Program is satisfactory or skill is mastered
N	Needs additional work

Grades 1 - 3

Indicates how a student compares with expected grade norms

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

Grades 4 - 8

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

Retention / Promotion

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

Middle School Retention / Promotion

All students in the 6th, 7th, and 8th grades at Saint Vincent de Paul School must earn 40 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, and D=1
- Students should attain a minimum of 10 points per quarter, but must attain 40 points per year to pass to the next grade or graduate

Any student who fails the same subject for both semesters in a given year will be required to make-up that subject before promotion to the next grade or graduation regardless of point accumulation.

Parent-Teacher Conferences

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

Code of Ethics

All students, faculty, staff, and parents exhibit a Christian spirit by respecting self, others, and property, contributing to the learning environment, and following school and classroom procedures.

Discipline Philosophy

The discipline policies at Saint Vincent de Paul School are established to create a safe and fair environment for our students. Saint Vincent de Paul School has high expectations and standards for its students. The challenges the school presents are deliberate and intended to help students become mature, responsible, and conscientious individuals who exemplify the values and ideals of the school's patron, Saint Vincent. We believe that learning, experiencing, and accepting consequences for inappropriate behavior are essential for the formation of a student's social, moral, and spiritual character. Anyone interfering with the rights of another must accept the consequences of his/her behavior. Acknowledging, guiding, and correcting children through the language of virtues and life skills is an integral part of our discipline procedure. Parents 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 parents, students, teachers, and staff.

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

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 that is damaging to the reputation or contrary to the values of the school, student body, or Catholic

community. This includes postings to personal websites such as Facebook, Twitter, YouTube, etc.

Administrative Action

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

Lunch Room Rules

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

Recess Rules

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

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.

Behavior Standards should encourage self-discipline, create an atmosphere based on love, respect, and cooperation, and provide a safe, positive, and well-ordered environment.

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

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

Threat to School Safety

Any student who acts in such a way as to threaten 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, alcohol or other drugs, or any object such as knives, laser pointers, etc. that could cause harm to students.

Harassment by Students

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

Because of the Christian climate and Catholic culture in 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)

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 student's person, student possessions, and/or seize possessions whenever there is reasonable suspicion of wrongdoing.

Speech and Publications

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

Students who publish on the internet or otherwise, derogatory or defamatory statements about the school, its staff, fellow students or parents are subject to suspension or expulsion.

Suspension / Expulsion

The principal, assistant principal, or their designate reserves the right to place a student on 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 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 a single major disciplinary infraction, inside or outside of school. The principal and/or pastor retain discretion in deciding such matters. The principal and/or pastor may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Possession of any object that could potentially cause bodily harm such as guns, knives, or matches is 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.

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. However, in the instance where parents/guardians detrimentally impact the school's ability to effectively serve its students, the parents/guardians may be requested to remove their student from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel
- Refusal to adhere to diocesan or local policies and regulations
- Interference in matters of school administration or discipline

Graduation Exercises

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

Fines

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

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

Resolution Process for Parents

- Parent contacts the teacher by forwarding a letter sealed in an envelope with the student or by calling the school office to leave a message for the teacher. The teacher will return your call and schedule an appointment.
- After meeting with the teacher directly, if a resolution was not reached, the parent 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 makes an appointment with the principal.
- The final recourse in this process is to meet with the Pastor.

DRESS CODE

Philosophy

It is important for all individuals in the school community to present a good appearance. The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related event. Interpretation of the dress code is at the discretion of the assistant principal or principal.

Complete, correct uniform is required at all times. You are required to purchase items from St. Paul's Place at Juan Diego Catholic High School. All shirts (grades K-8) must have the St. Vincent's logo or the Catholic Schools' logo.

Preschool

Saint Vincent navy blue sweatpants/shorts
Plain navy blue sweatpants/short
Plain navy blue skirts, skorts, jumper
Saint Vincent red T-shirt
Plain red or white T-shirt
Saint Vincent navy blue sweatshirt
Plain navy blue sweater
White, red, or navy plain socks or tights
(Socks must be 3" above the top of the shoe.)
Sturdy covered shoes (No sandals)

Elementary Girls (Grades K - 5)

Plaid jumper (**Required for dress uniform**)
White Peter Pan collar short or long sleeve blouse to be worn **only** with jumper
Saint Vincent white or red short sleeve polo knit shirt may be worn with jumper, skort, shorts, or pants
White or navy plain socks or tights (Socks must be 3" above the top of the shoe.)
Saint Vincent navy blue sweatshirt
Saint Vincent navy blue sweater vest (**Required for dress uniform**)
Navy blue flat or pleated uniform skorts or shorts (worn 1st and 4th quarters only)
Navy blue flat or pleated uniform pants

Elementary Boys (Grades K - 5)

Saint Vincent white or red short or long sleeve polo knit shirt
White or navy plain socks (Socks must be 3" above the shoe.)
Saint Vincent navy blue sweatshirt
Saint Vincent navy blue sweater vest (**Required for dress uniform**)
Navy blue flat or pleated uniform shorts (worn 1st and 4th quarters only)
Navy blue flat or pleated uniform pants (**Required for dress uniform**)
Black, brown or navy blue belts -- no novelty buckles (5th Grade only)

Middle School Girls (Grades 6 - 8)

Plaid kick-pleat skirt, knee length (**Required for dress uniform**)
Saint Vincent white or blue, short or long sleeve oxford shirt
White or navy plain socks or tights (Socks must be 3" above the shoe.)
Saint Vincent navy blue sweatshirt
Saint Vincent navy blue sweater vest (**Required for dress uniform**)
Navy blue flat or pleated skorts or shorts, no shorter than 3" above the knee,
(Worn 1st and 4th quarters only)
Navy blue flat or pleated pants

Girls may only wear a V-neck or scoop neck plain white undershirt. It is recommended that undergarments be purchased in the Girls' or Women's lingerie department and be made for that purpose. No writing or illustrations are allowed on underclothing.

Middle School Boys (Grades 6 - 8)

Saint Vincent white or blue short or long sleeve oxford shirt
White or navy plain socks (Socks must be 3" above the shoe.)
Saint Vincent navy blue sweatshirt
Saint Vincent navy blue sweater vest (**Required for dress uniform**)
Navy blue flat or pleated uniform shorts, knee length
(Worn 1st and 4th quarters only)
Navy blue flat or pleated pants (**Required for dress uniform**)
Black, brown or navy blue belts -- no novelty buckles

Boys may wear a plain white V-neck or crew neck undershirt. It is recommended that undergarments be purchased in the Boys' or Men's underclothing department and be made for that purpose. No writing or illustrations are allowed on underclothing.

Picture Days

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

Physical Education (Grades 6 - 8) Required

Saint Vincent red T-shirt
Saint Vincent sweatpants or shorts
Any sturdy non-marking athletic shoe (See shoe section below.)
Students must wear P.E. uniform on free dress days as well.

Shoes (Grades K - 8)

Any sturdy non-marking shoe may be worn with the uniform, such as leather dress or athletic. No sandals, open toes or backless shoes. No extreme fads such as blinkers, neon/fluorescent shoelaces, sequins, etc. No boots may be worn except when there is rain or snow. Students who wear boots to recess must change into their regular shoes when they return to class. Shoes must be one of the following colors: predominantly black, white, brown, gray, or navy blue. Solid white or navy blue socks must be worn at all times and be visible 3" above the shoes. Shoelaces must be properly tied.

Additional Requirements (Grades K-8)

- Sweatshirts must be worn properly, not tied at the waist, around the lower trunk, or pulled over hands
- Shorts should be worn under skirts or jumpers (example – bike shorts), but cannot show below the skirt or jumper
- All students should tuck in shirts at all time except recess and P.E.
- All buttons on one's shirt except the collar button must be fastened.
- **Hair:** A person's hair should be its natural color, clean, combed, well-trimmed, and moderate in style. Boys' hair must be trimmed off the top of the collar, ears, and above the eyebrows. Boys must be clean shaven. Hats are not to be worn in school. Hair should not distract the individual or others, nor draw undue attention to the student. No feathers, beads, or hair extensions of any kind may be worn.
- **Jewelry:** Appropriate jewelry, such as post earrings (no dangling earrings), watches, religious necklaces such as crosses, or religious medals may be worn. Girls may wear one earring per ear lobe. Boys may not wear earrings. Body piercing adornments are not allowed. No rings or bracelets. Hair ties may not be worn around wrists.
- **Make-Up:** Make-up is not allowed. Artificial nails are not allowed. Light Pink or clear nail polish is allowed for Middle School students only.
- **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.

Alternative Dress Days

Periodically, students will be allowed to wear alternative dress. This is not to be confused with "free dress day". The alternative dress will be in conjunction with a special theme or special occasion. There will be specific directions given to students as to what clothing will be acceptable. The dates for these days will be given in advance.

Note: Short shorts, short skirts, halter tops, tube or tank tops are not permitted, during alternative dress / free dress days. Free dress should always be modest and not reflect any messages or images that are inappropriate for our school environment. The final decision regarding uniform issues rests with the administration.

TUITION PAYMENT

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

Cost-Based Tuition and Fees

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

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, the principal determines the amount of tuition aid for each family.

GENERAL POLICIES

Drop-Off and Pick-Up

For supervision and liability reasons, parents may not drop off students before 8:10 a.m., and must pick up students before 3:30 p.m. Students found on the property outside these times will be escorted to the Extended Day Facility. The first time a child is escorted to Extended Day, there will be no charge, but any time thereafter, the family will be billed \$20.

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 Daycare.

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 (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. Parents are asked to arrive by 6:00pm to pick up their children. If a parent is late picking up a child, a fee of \$1 per minute will be charged for every minute after 6:00pm.

Traffic Regulations

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

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

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

Parents/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 parents and visitors whenever it is necessary to enter the school hallway or classrooms.

Once school has begun, parents are asked to refrain from entering the classrooms with forgotten items. These are to be dropped off at the office. Parents are encouraged to visit classrooms any time after September 30th as long as it is arranged with the teacher ahead of time. Reporting to the office is still required.

Change of Address / Phone

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

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

Release of student for other reasons

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

Tardiness

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

Students who are late must enter through the front door school entrance and check-in at the main office for a late slip before proceeding to class. Students arriving after 10:00 a.m. are marked half a day absent. In grades K-8, teachers will send a note home after 3 tardies in one quarter. This note will state that at 4 tardies in the same quarter, the assistant principal will call the parents to discuss the tardies. The note will also state that at 5 tardies in the same quarter, the parents will meet with the principal and further consequences may be given out. Chronic tardiness will result in a suspension.

Perfect Attendance

Perfect attendance means being present at school every day of the school year for the **entire** school day. There can be no unexcused or excused absences. It also means that a student has no tardies. The only exception is on severe snow days when the office informs teachers not to take tardies. Any other tardy, for medical or other reasons, will prevent a student from receiving the award.

Bicycle Safety

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

Animals

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

Lost and Found

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

Internet Policy – Acceptable Use Policy

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 & Conditions of this Agreement – Acceptable Use

- All students will be **actively supervised** by a teacher or administrator when using on-line resources.
- The school e-mail system is presently restricted for faculty and staff use only.
- No student will be allowed to use the Internet until s/he has taken an Internet orientation.
- The use of the internet will be consistent with the educational objectives of Saint Vincent de Paul School.
- When teachers are using a specific web site, they will preview it for content before allowing students to access the site.
- Students that are allowed to search for information will be **actively supervised** by a teacher or administrator.
- General rules and policies found in the Saint Vincent de Paul Parent / Student Handbook apply to all students using the internet.
- No personal information: names, phone numbers, etc., will be given out over the internet.
- Users will follow generally accepted rules of network etiquette.

Terms & Conditions of this Agreement – Unacceptable Use

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. Some examples of such unacceptable use are:

- Using the internet for any illegal activity, including violation of copyright or other contracts, or plagiarism.

- Using the internet at Saint Vincent de Paul School for financial or commercial gain.
- Vandalizing the data of another user.
- Gaining access to inappropriate and/or illegal material.
- Vandalizing or tampering with any computer equipment, including the network at Saint Vincent School.
- Defaming the school community, students, parents, teachers or staff.

Pictures of Students

The School and Diocese will occasionally use students' photographs and videos for promotional purposes. Teachers may also post digital pictures of students on the web page. Saint Vincent's School also does press releases for events. Occasionally the media takes pictures for newspaper articles. If parents do not wish their children's picture to be used for these purposes, parents must send in a written note stating this.

School Directory

Each year the school prints a family directory. If parents do not wish to be listed in the school directory, parents must notify the school office in writing within one week of receipt of this handbook.

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 \$7.50). Students will be fined for damages to the locker. Students are not allowed in other lockers. Lockers are school property. The principal or his/her designate may search the contents of any locker with or without cause.

Parties

Special parties and celebrations are planned periodically throughout the year for all the students. In accordance with the wellness policy of the Catholic Schools Office, treats may not be distributed in conjunction with a student's birthday on the school grounds, however, healthy snacks may be distributed. Approved snacks include: Vegetables: Carrots, Spinach, Lettuce, Cucumbers, Radishes, Broccoli, Cauliflower, Celery, Squash, Zucchini, Asparagus, Green Beans, Brussel Sprouts, Eggplant, Artichoke, Peas & Snow Peas, Edamame (soy beans); Fruits: Watermelon, Melon, Honeydew, Blueberries, Blackberries, Strawberries, Pineapple, Grapes, Bananas, Pears, Mangos, Nectarines, Plums, Oranges (Mandarin & Navel also), Peaches, Apricots, Apples, Raspberries, Tomatoes; Cheeses: Cheddar, Mozzarella, Parmesan, Monterey Jack, Colby Jack; Deli Meats: Turkey, Beef, Chicken, Ham; Breads: White, Whole Wheat, Multi-Grain, Rye, Potato, English Muffins, Tortillas (flour and corn), Bagels (plain and wheat), Pita Bread (plain); Crackers: Saltine, Triscuits (original or reduced fat), Melba Toast (wheat or plain), Whole Grain Cracker Bread, Multi-Grain Crisp Bread, Table Water Crackers, Graham Crackers (honey only); Drinks: Water and White Milk

The itemized list above is for fresh foods only. These items are not to be altered in any way such as in baking, frying, or adding dipping sauces. Dried fruits or

vegetables are not permitted. Items such as chocolate-dipped strawberries, caramel apples, chocolate-covered graham crackers, etc. are not permitted.

Periodically, teachers may distribute treats for a class lesson or a special occasion, but moderation will be observed. A child may bring in something such as stickers or pencils for classmates on her/his birthday as long as the cost does not exceed 50¢ per student. 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. Parents have the right to prohibit their child from participating in any field trip. However, the student is still required to attend school, and will be provided with instructional materials. If parents want their child to participate in a field trip, they must complete the Diocesan Field Trip Permission form. Phone calls or other written notes will not be accepted.

Student Telephone Use

A telephone is located in the sick room near the main office for public use. If a student must make a phone call, a phone slip from the teacher is required. Therefore, students may only use the telephone for serious or emergency reasons. Arrangements for transportation must be made prior to arrival at school. The privilege to use the telephone may be revoked for individuals who do not comply.

Cell Phones

Cell phones 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 outside on school grounds after school is finished. If a student violates the cell phone policy, the phone will be taken and given to the assistant principal. Only the student's parent/guardian may retrieve the cell phone. If the cell phone is taken a second time, only the student's parent/guardian may retrieve the cell phone and the student is no longer allowed to bring the cell phone to school. A third infraction could result in suspension.

Inappropriate/illegal use of cell phones will be dealt with in the same manner as other serious discipline issues.

Electronics

Video games, MP3 players, I-Pods, and other electronic devices are not allowed at school or school-sponsored events such as field trips.

EMERGENCY POLICIES & PROCEDURES

Emergency Cards

Each student must have on file emergency information that is complete and current. If the parent/guardian cannot be reached, other persons listed on the

Emergency Card will be contacted. Students with allergies or special medical problems should have this information on their card. Please notify the school whenever there is a change in your address, phone number(s), or other pertinent information. No student will be released to any person not listed on the Emergency Card.

Emergency Releases During School Hours

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

Student Insurance

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

School Closures

If Granite School District cancels school, Saint Vincent de Paul School will also cancel school. Information regarding school closures is generally broadcast on: KSL (1160 AM, 575-5555) KDYL (1060 AM)

Community Response

Parents 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. This includes all over-the-counter medication, inhalers, aspirin, cough drops etc. If a student needs medication, the school should be informed of this in writing and given permission to administer the medication. The medication must be kept by the school secretary, with specific instructions for dispensing the drug. Prescription drugs must be in their original container with the prescription instructions, and the appropriate forms from the parent and doctor must be on file in the school office.

Head Lice

Students may be checked during the school year for head lice. If you suspect your child has been exposed to lice, please have them checked before sending them to school. After proper treatment and no nits are present, a school nurse will check the student before they will be allowed to return to school.

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, parents/guardians or those listed on the Emergency Card will be notified. It is their responsibility to see that arrangements are made for the child to get home promptly and safely.

Sickness and Accident

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is deemed necessary, the contact person on the Emergency Card 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.

SCHOOL/ PARENT PROCEDURES

Vincent Vibes

The school newsletter, *The Vincent Vibes*, is sent home monthly and contains timely information about upcoming events and school activities.

Brown Envelopes

Saint Vincent de Paul School uses a brown envelope system to send information home to parents. This system is our main vehicle of communication with parents. The brown envelope is sent home at least once a month with important information. Parents need to thoroughly review the materials, sign, date, and return the envelope with your student on the following day.

Teacher Communications

Parents wishing to contact a faculty member about their student's progress or other aspects of student life may do so by leaving their telephone number and request with the school secretary. A voice-mail may also be left for the teacher. A teacher's home number will not be given out. Parents are asked not to contact teachers at home. Conferences with teachers should be prearranged. Drop-in visits, especially before or during school, are disruptive and are not allowed.

Teachers will notify a parent if there is a serious issue and set up a meeting. We ask parents to speak with teachers in person or over the phone if they have a serious concern. If a parent contacts a teacher via e-mail or written note with a serious issue, the teacher will set up a telephone or in-person meeting. Less serious matters may be taken care of by note, e-mail, or phone message. If parents have a serious concern, we recommend that they set up a face-to-face meeting with the teacher, or the administration if they have already met with the teacher and the concern has not been solved. Less serious concerns such as logistical, procedural, or homework questions may be conveyed via e-mail, phone, or note.

Parent / Teacher Conferences

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

BOARDS

Home & School Association

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

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

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

School Board

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

Board meetings are held monthly. All meetings are open to parish members and/or parents of children attending Saint Vincent de Paul School. The Board may, however, convene in private if the sensitivity of the matters to be addressed requires it.

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 two weeks prior to the Board's scheduled meeting. Due to the time limitation of the Board meetings, all items may not be immediately addressed at the meeting, but will be made known to the Board members and addressed at a later meeting.

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

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

NON-DISCRIMINATION POLICY

Saint Vincent de Paul School, under the jurisdiction of the Roman Catholic Bishop, the Superintendent, and the Diocesan Schools' Commission, attest that they do not discriminate in admitting students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally

accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, national and ethnic origin in the administration of its educational policies, in its admissions policy, scholarship, and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

RESPECT FOR PERSONS WITH DISABILITIES

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

REPORTING CHILD ABUSE

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

SPORTS

The sports program is administered through the Parish office. The school administration and staff do not set policy or procedures for the sports program. Communications should be directed to the Director of Para League.

EXTRACURRICULAR ACTIVITIES

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

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

CATHOLIC SCHOOL SYSTEM

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

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

Within the Catholic School System, each school is site based, managed according to policies stated in the *Administrative Handbook*, the *Pastoral Directives of the Diocese of Salt Lake City*, and government regulations to the extent that they may apply.

* Policy references may be found in the *Administrative Handbook* located in the school office.

RIGHT TO AMEND

The principal reserves the right to amend the handbook at any time during the school year. Parents 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 and guidelines of this handbook were written in conjunction with the *Diocesan Administrative Handbook* and the *Pastoral Directives of the Diocese of Salt Lake City*. If clarification is necessary, reference may be made to these handbooks (www.dioslc.org).