

# PARENT-STUDENT HANDBOOK



## 2018-2019

*Kearns-Saint Ann School*

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***We Teach the World!***

Revised September 2018

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## Dear Parents and Students,

This handbook has been prepared to be a source of information to you concerning the philosophy and operational policies of Kearns-Saint Ann School.

Our most important concern is your child. In all that we do, we strive to further his/her total educational development. Because we are a Catholic institution of learning, we are committed to strive for excellence, and above all, to provide an environment where Christian virtues are developed and lived. Our primary goal is to “Teach the World as Jesus did” by word and example.

We feel your choice of Kearns-Saint Ann School for your child’s formal education is an indication of your special interest in his/her total development. We accept the sacred trust you show in us by asking us to join with you as a partner in your child’s education. The work of preparing today’s young people for the challenges of adult life is not an easy one, but it is certainly a most rewarding one. A school’s strength rests not solely on its academic standards and its creative principles, it is also vitally dependent on the cooperation of parents and teachers in the educational process. Only by working together may we hope for success in the task before us.

We strongly urge you to familiarize yourself with the information contained in this handbook. It is our belief all parents will give full support to the policies contained herein, and they will serve as an aid in continuing the wonderful cooperation which has existed between home and school.

May God be with us to strengthen and support us as we begin each school year. May He work through each of us -- parents, teachers, students -- and help us to grow in wisdom and grace.

With God’s Grace,

*Susan M. Nakaba*

Ms. Susan Nakaba  
Principal of Kearns-Saint Ann School

**PLEASE NOTE: Diocesan policy supersedes all information in this handbook**

## FORWARD

The Diocesan Superintendent of Catholic Schools, Mr. Mark Long, formulates policy, and his office distributes the *Administrative Handbook*, which contains directives for the parochial schools in our diocese. Very often our school policies directly relate to diocesan school policies, and are often written verbatim from that source. In this handbook, whenever Kearns-St. Ann policies relate to the diocesan school policies, the diocesan policy number is referenced; for example, 1200 in the title heading. In addition, pastoral directives promulgated by the Bishop of the Diocese of Salt Lake City, are referenced when appropriate.

To access Diocesan Policies, go to <https://www.dioslc.org/catholicschools/diocesan-policy-for-catholic-schools>. Find the link for Diocesan Policies.

## 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 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.

## CATHOLIC SCHOOL SYSTEM

Kearns-Saint Ann 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 School 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* and the *Pastoral Directives of the Diocese of Salt Lake City*, and government regulations to the extent that they may apply. A copy of the Diocesan handbook may be found on the Catholic Diocese of Salt Lake website: [www.dioslc.org](http://www.dioslc.org).

## MISSION STATEMENT

*We Teach the World!*

*Kearns-Saint Ann School, as a ministry of Saint Ann Parish and in partnership with families, fosters a deep love of God, academic excellence, and Catholic values.*

## PHILOSOPHY

Kearns-Saint Ann Catholic School promotes academic excellence and Catholic values within a diverse, disciplined environment. We believe in educating each student as a whole person, intellectually, socially, physically, emotionally, and spiritually, through the practice of service, compassion, love, and respect.

We provide an educational environment where lifelong learning is a shared responsibility among students, teachers, administrators, families, and the parish community. Kearns-Saint Ann educators promote: love of God, others, and self.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

We strive for the students at Kearns-Saint Ann Catholic School to be:

### **Catholic Students:**

- Demonstrate knowledge of Catholic teaching
- Participate in spiritual and sacramental Church life
- Serve God and others through the Works of Mercy

### **Life-long Learners:**

- Demonstrate growth in academic skills through listening, speaking, reading, and writing
- Exhibit critical thinking
- Use technology as an educational tool

### **Responsible Citizens:**

- Demonstrate respect for self, others, and the environment
- Appreciate the richness of God's diverse creation
- Apply virtues and social skills in daily life

## **KEARNS-SAINT ANN SCHOOL HISTORY**

Kearns-Saint Ann School is an imposing historical landmark of unique architectural beauty. This two and a half story brick structure was designed by Carl M. Neuhausen, architect for the Cathedral of the Madeleine, and the Thomas Kearns mansion, which now serves the Governor of Utah. The building was constructed in 1899, under the direction of Bishop Lawrence Scanlan, as a refuge for the shelter, training, and education of orphaned or destitute children of the State of Utah. Major funding for the orphanage, operated by the Congregation of the Sisters of the Holy Cross, came from the Senator Thomas and Jennie Kearns family, whose portraits hang in the school's parlor. The Patrick Phelan estate established an endowment for the orphanage. The Sisters of the Holy Cross operated the orphanage, named Kearns St. Ann Orphanage until 1955.

The work of caring for orphans gradually led to the education of students. In 1953, residents of the orphanage were placed in foster homes and the building was renovated to become St. Ann School. Continuing its rich tradition of ministering to youth, the school opened in the fall of 1955, with grades K-4, under the leadership of the Sisters of Charity of the Incarnate Word. Each year thereafter, an additional grade was added, until all eight grades were included in the school by 1959.

In October 1980, the building was placed on the National Register of Historic Places, however a renovation of the school was needed. The project was made possible through contributions from major corporations, parents, parishioners, students, staff members, and friends. In anticipation of the school's restoration in the 1990's, and to symbolize its link with the past, our school was renamed Kearns-Saint Ann School. After undergoing a ten-year renovation and raising five million dollars, the building celebrated its centennial (100 years) in 1999 and the school celebrated its Golden Jubilee in September 2005.

Kearns-Saint Ann School ministers to students Infants through Eighth Grade and serves a diverse student population from varied socio-economic backgrounds. Many of our graduates are in positions of responsibility in the Diocese, in parishes, in Catholic schools, and in a variety of professions, and businesses. The continuing involvement of our graduates and their families, in terms of their time, treasure, and talent, helps us to fulfill our mission and take care of today, as well as prepare for the future.

## ACCREDITATION

Kearns-Saint Ann School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Salt Lake. These are the regulations and policies that are published in the *Administrative Handbook* as well as those that may subsequently be determined by the Superintendent of Schools. Kearns-Saint Ann School is accredited by the Western Catholic Education Association, Northwest Association of Accredited Schools, and the Utah State Department of Education.

## ADMISSION REQUIREMENTS

At Kearns-Saint Ann School, students applying for Kindergarten will be screened and will attend a mock Kindergarten class. New students, in applying for admission to grades 1-8, will be tested for placement and previous and current report cards must be presented. It is understood new students are accepted on a probationary basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at acceptable levels both academically and socially, it is understood that they may be asked to withdraw.

## APPOINTMENTS AND MESSAGES

We are always happy to talk with you about your child. However, to assure that there is adequate time to meet with you and to assure the smooth operation of the school day, we do request that you make an appointment to talk to us. Appointments with the principal may be made by email, by sending a note or by calling the office during the day.

Appointments with a teacher may be made by email, by sending a note to the teacher or by telephoning the office. However, since class time is so valuable and important, appointments with teachers can only be scheduled after school. In no way may a teacher be disturbed from his/her primary duties once the school day begins unless the interruption is approved by the principal.

Telephone messages to students during school hours are strongly discouraged. ONLY messages of vital importance will be relayed to students during school hours since it is impossible to deliver messages without disrupting classes.

If a parent comes personally to school to deliver a message or to bring something to a student, the parent must come to the school office. Under no circumstances is the parent to go directly to the student's classroom, cafeteria or gymnasium.

Students are permitted to use the telephone in the office **only** in cases of extreme need, and then only with permission from a teacher.

## ATTENDANCE/ABSENCE/TARDY

### Attendance

At Kearns-Saint Ann School, regular attendance has a direct correlation with learning and achievement. Prompt and regular attendance at school is essential for successful class work. Parents are urged, therefore, not to keep their children out of school except for illness or emergencies. Medical, dental, and other such appointments should not be scheduled during school hours unless absolutely necessary.

The school day for grades K-8 is from 8:00 A.M. to 3:00 P.M. Monday through Thursday. Dismissal time on Friday is 12:30 P.M. The school calendar will indicate any other days of early dismissal. Students should not arrive on school grounds before 7:50 A.M. Students enrolled in the Breakfast Program may arrive no sooner than 7:20 A.M. Students in the Breakfast Program must remain in the Cafeteria until dismissal to classes at 7:50 A.M. Students should leave the school grounds at 3:00 P.M. or at the time of early dismissal.

Students who have not been picked up by 3:15 P.M. on M - Th or 12:45 P.M. on Fridays, will be taken to the Early Childhood Center and parents will be charged \$15 per hour for their care.

## **School Hours**

Grades K-8

8:00 A.M.-3:00 P.M. Monday-Thursday

8:00 A.M.-12:30 P.M. on Fridays

Pre-Kindergarten

8:00-11:00 A.M. Monday-Thursday

8:00-10:00 A.M. on Fridays

Once at school, no student may leave the school grounds without the permission of the principal, secretary, or designee. Students may not shop at local convenience stores before school without parental/guardian supervision. Students who leave the school grounds without permission are subject to suspension and/or expulsion.

## **Absence Policy**

In order to provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular time of dismissal. However, should it become necessary, please send a note to the School Office in the morning stating both the reason for and the time of the student's departure. If the child is to be picked up by someone other than the parent or guardian, this should be specified in the note. That person needs to be listed on the emergency information which is filed in the office.

In every instance, students must be picked up **at the office** by a parent or an authorized representative of the parent and checked out by the secretary or designee. A child is considered absent for half of the school day if he/she arrives after 10:00 A.M. or leaves school before 1:30 P.M.

If a child is absent, a parent is required to fill out the [Absence Form on the school website](#) or call the school office by 9:00 A.M. If you want to pick up schoolwork for your ill child at 3:00 P.M. let the office know when you call that morning. Upon the child's return to school, a written note must be sent to the teacher stating the reason for the absence (Diocesan policy). The note must be dated and signed by a parent. Illness or family emergencies are considered excused absences. Vacations are considered unexcused absences.

A student is responsible for school materials covered during his/her absence. However, teachers are not obliged to administer make-up tests to a student unless his/her absence was due to illness or another grave reason. Responsibility rests upon the child to make arrangements with the teacher for the administration of the make-up test at a time convenient to both.

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

For a student to continue in attendance at Kearns-Saint Ann School, the student must:

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

The parent/guardian must:

- Be current with all tuition and other payments as they accrue (unless alternative payment schedules have been agreed to and approved by the school principal and accountant)
- Be supportive of the school's mission and philosophy.
- Cooperate with teachers and administration.
- Complete 25 Parent Service Hours (unfulfilled Parent Service Hours will be billed at \$10 per hour)

### **Tardy Policy**

Being on time to school is important for it allows each student to get off to a good start each day, an important value not only for school, but for life as well. In addition, entering the classroom after school has begun is disruptive to the entire class and interferes with the teacher's lessons.

A child is tardy when he/she arrives after 8:00 A.M. Students who come through the front entrance after 8:00 A.M. will be marked tardy. Please do not bring a student to the front entrance until after 8:00 A.M. **If a student arrives after 8:30 A.M., the parent must bring the child to the office to sign them in.** A student coming late for classes is expected to bring a written explanation from the parent or guardian to the school office. A student will not be admitted to the classroom without a tardy slip from the office. The school secretary will call the parents of all students not reporting to school, unless their parents have notified us.

After 8 tardies in one quarter, a letter will accompany the report card notifying the parent of excessive tardies. A meeting with the principal may be required.

### **ATHLETICS**

Many Kearns Saint Ann students are involved in school-related athletic and social programs and activities. However, said participation is a privilege, not a right.

The privilege of participating in these programs is conditioned upon a student:

1. Maintaining grades throughout the period of participation (not just at the end of the term or semester). This means-
  - a. The student maintains a 2.5 Grade Point Average, in grades 6 – 8
  - b. No D's or F's in the six core subjects in grades 4 and 5
2. A grade of B or higher (S in primary grades) in both Conduct and Effort.

The Principal and Athletic Director will monitor students to ensure that they are maintaining the minimum-required grades. Any behavioral infractions by a student, parent or an individual related to a student or other person invited by a student to witness such events, may result in disciplinary action, which includes, but is not limited to: suspension from practices and games, suspension and/or permanent dismissal from team(s), and/or permanent dismissal from Kearns Saint Ann School.

### **AWARDS**

Each quarter students are recognized for their achievement in various areas. Presentations are made to eligible students, usually in the form of ribbons or certificates.

### **CELL PHONES**

Cell phones and all personal electronic devices are discouraged on our school campus. Teachers will collect cell phones and other electronic devices brought into classes at the beginning of the day, and store them until classes are concluded at the end of the day. Use of cell phones and personal electronic devices by students is

prohibited from the time a student arrives in the morning on school grounds, during recess, lunch time, other breaks, and any period of extended care. Students may use cell phones at 3:10 to call parents if they are still waiting for a ride. Apple or smartphone watches are not allowed.

If a student uses a cell phone or other electronic device in an unauthorized manner, the cell phone or other electronic device will be put in the school safe overnight and the student will lose 50 Falcon Bucks for not following school rules. The cell phone or electronic device may be retrieved the following day AFTER SCHOOL by a parent only.

A second unauthorized use of a cell phone or electronic device will result in an automatic detention and the parent must talk with the Principal before the phone or electronic device will be returned. Kearns-Saint Ann School and its employees assume no liability or responsibility for cell phones or any electronic devices brought onto campus by students, parents or guardians.

### **CHANGE OF ADDRESS/PHONE**

Parents are to report any change of residence or phone numbers to the office as soon as possible. Changes in parental custody or guardianship, with legal documentation, are also to be updated so that appropriate changes can be made regarding emergency medical release information.

### **CLASS REPRESENTATIVES (ROOM PARENTS)**

Each grade should have one or more dependable parent who will help with various activities during the school year. Room parents are members of the Home & School Association Board, which meets regularly to coordinate activities and to provide input about a variety of topics. Responsibilities of room parents include, but are not limited to: attending HSA Board meetings, providing hospitality for various events, recruiting parent volunteers from their grade for field trips, HSA activities, and any projects needed by the teacher.

### **CURRICULUM**

The distinctive purpose of Catholic schools is to create a Christian educational community where human culture and knowledge, enlightened and enlivened by faith, are shared among teachers, staff, parents and students. Kearns-Saint Ann School organizes its curriculum to achieve this purpose. Students are provided opportunities in the following areas:

#### **Religious/Moral:**

- Instruction in the beliefs and traditions of the Catholic Church. Participation in prayer and worship.
- Knowledge of the person and message of Christ and an understanding of His Church.
- Development of moral and spiritual values, ethical standards of conduct and basic integrity.
- Personal interaction that respects the rights of individuals and groups, nations, races and cultures.

#### **Intellectual:**

- Instruction in the core subjects of religion, English Language Arts, mathematics, science and social studies. Instruction in physical education, art, music, technology, and Spanish.
- Development of critical thinking and problem-solving skills, independent reasoning, personal responsibility for intellectual development and ongoing self-evaluation.
- Expectation of quality work and striving for excellence.
- A variety of learning strategies and life skills.

- Integrated knowledge and applying multi-disciplinary approaches to solving problems.
- Variety of communication forms and oral and written skills; second language exposure

**Aesthetic/Cultural:**

- Experiences that can develop a sense of wonder and an appreciation for beauty and the arts.
- Access to humanity's accumulated culture and knowledge.
- Education and experiences that emphasize the heritage, responsibilities and privileges of American and world citizenship.

**Physical/Emotional/Social:**

- Development and preservation of spiritual, physical and mental health.
- Acquisition of skills for dealing constructively with the tensions inherent in change and adaptation.
- Development of interpersonal skills and conflict management, and a sense of responsibility for oneself and for our local and world community.
- Development of a sense of responsibility for worldwide social justice.

The five core subjects for every grade are Religion, Mathematics, English Language Arts, Science and Social Studies.

We are in compliance with the [Diocesan curriculum](#) and the [core curriculum of the State of Utah](#).

Religious instruction is central to the program of studies, which is designed not only to present a well-organized exposition of subject matter, but also to bring each student to a personal experience of his/her faith and a deeper knowledge of and love for Jesus Christ. We accomplish this through daily prayer, twice-monthly liturgies, prayer services, and opportunities for the Sacrament of Penance, and special observances of the Church year.

The teaching of Christian doctrine promotes the building of community through service to God, the Church, and neighbors. The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship, without which the spiritual life of the student is diminished.

The students in second grade may receive the Sacraments of First Reconciliation and First Holy Communion. The student must be baptized and the certificate on file in the school office. The parents or guardians must attend the preparation sessions made available.

The students in the eighth grade may receive the Sacrament of Confirmation. The student must have received the sacraments of Baptism, Penance, and First Communion. The parents or guardians must attend the preparation sessions made available.

**Preschool/Pre-K:**

The Preschool/Pre-Kindergarten Program is designed to provide early childhood education for three, four, or five-year-old children at Kearns-Saint Ann School. Half-day classes are available on days in which school is in session. Children attend the Pre-K program five days per week, preschool students attend three days per week, Monday, Wednesday, and Thursday.

### **Primary Grades K-3:**

In Grades K-3 Religion classes are taught every day. The primary grades place great emphasis on Reading, English and Mathematics. Reading and Writing skills are developed and expanded through a Language Arts Program of studies in English, Phonics, Creative Writing, Handwriting, Spelling, and Library Skills. Mathematics is presented in a manner designed to develop skills in mathematical knowledge, reasoning and creative problem solving. Other subjects (e.g., Art, Music, Physical Education, and Computer) are presented in ways which contribute to the social aspects of the child's growth in the early years of development and education.

### **Intermediate Grades 4 and 5:**

The curriculum of the intermediate grades includes courses in Religion, Reading, English, Mathematics, Spelling, Handwriting, Science, and Social Studies. Other subjects include Library, Art, Computer, Music, Physical Education., and Second Language (5<sup>th</sup> only). Emphasis is placed on developing self-reliance, study-skills and acceptance of responsibilities.

### **Middle School Grades 6, 7, 8:**

The curriculum in the Middle School grades is departmentalized for the basic content areas of English Language Arts, Mathematics, Social Studies, Science, and Health. Middle school students continue to have instruction in Music, Art, Physical Education, Second Language, and Technology.

## **COURT DOCUMENTS AND ORDERS**

Parents/guardians and persons affected by Court Orders regarding the custody and visitation rights of Kearns-Saint Ann students and/or their education must provide the School each fall with current, certified copies of such Court Orders (e.g., Divorce Decree, Decree Modification Order, Visitation Order, etc.), which limit, restrict or otherwise describe or set forth said parent's/guardian's/affected person's right of access to or contact with a child or children and/or communication with a child's teacher, the school principal or other personnel. Kearns-Saint Ann School will strive to strictly abide by such orders or decrees and will urge parents and others affected by such orders and decrees to do the same. When and if the school has been properly notified of such orders or decrees, non-compliance therewith by any person will be reported by the school to the appropriate parent or other person or entity designated in the Order or Decree to receive notice of non-compliance. Any changes to an Order or Decree must be reported to Kearns-Saint Ann and a certified copy of the change order must be provided to the School. Kearns-Saint Ann School will not be responsible for abiding or complying with any changes to Decrees and/or other Order affecting the custody, visitation rights or education of students until and unless properly notified as set forth herein.

## **CHILD ABUSE REPORTING**

If a school employee **has reason to believe** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonable result in such, the employee is required by Utah law to immediately make a report to DCFS and to notify the school's administrator.

## **DAILY SCHOOL SCHEDULE**

7:00 AM - 6:00 PM	Early Childhood Center
7:20 - 7:50 AM	Breakfast Program
7:50 AM	No student should arrive prior to 7:50 A.M. unless part of the breakfast program. Students are to go directly to the GYM <b>when dropped off in the morning.</b>

*Saint of the day; Virtue & mindfulness of the day; Prayer of the day; Announcements of the day; Pledge of Allegiance; Stretch of the day*

Any student entering the building after 8:00 will be marked tardy and will need a tardy slip signed by the designee or the school office personnel.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:10 GYM Morning Assembly				
9:45 – 10:30 DEPENDS ON GRADE LEVEL RECESS				
11:40-1:10 DEPENDS ON GRADE LEVEL LUNCH	11:40-1:10 DEPENDS ON GRADE LEVEL LUNCH	11:40-1:10 DEPENDS ON GRADE LEVEL LUNCH	11:40-1:10 DEPENDS ON GRADE LEVEL LUNCH	11:40 – 12:30 DEPENDS ON GRADE LEVEL LUNCH
2:50 – 3:00 PRAYER & DISMISSAL	12:30 DISMISSAL			

Students who have not been picked up by 3:15 P.M. on M - Th or 12:45 P.M. on Fridays, will be taken to the Early Childhood Center and parents will be charged \$15 per hour for their care. All students participating in sports must attend practice at **their scheduled times**. Parents are responsible for picking up siblings/ or students by 3:15 P.M. even if they have practice at a later time (meaning siblings/ or students who are scheduled for later practice times cannot wait in school gym or in or around school grounds).

3:00 - 6:00 PM

*PROMISE* After School Program (separate sign-up required)

### POSITIVE BEHAVIOR POLICY

At Kearns-Saint Ann School behavior is an aspect of moral guidance, and refers to those reasonable controls which promote the individual student's development and self-discipline. Behavior takes place in a Christian environment, in which the rights and responsibilities of students and teachers are recognized.

Throughout the school day activity and movement exist in and around our school. We are continually reminding ourselves a quiet and peaceful spirit should permeate the area. Students moving from room to room are expected to do so quietly, having respect for classes in session. There should be no talking in the halls and students are to keep the first floor, the second floor, staircases and towers quiet.

The purposes of positive behavior are:

- To help students not only make positive choices, but to ENJOY doing the right thing;
- To maintain order and promote character development;
- To enable the student to achieve maturity, self-control, and Christian attitudes toward lawful authority, their peers, and their development in life.

Positive behavior is apparent when there is evidence of a cooperative spirit between students, principal, teachers, staff and parents. To facilitate this, parents should be familiar with school rules and encourage the student to comply with the rules, cooperate with the school, and keep close communication with the teacher.

Whenever possible, the teacher will use natural consequences in the classroom when a student has misbehaved. Inappropriate conduct will result in consequences.

## **Student Expectations are:**

- Be considerate, courteous, and respectful: Inappropriate behavior includes rudeness, back talk, swearing, name-calling, putdowns, foul language etc.
- Listen to and follow directions of all adults in authority: teachers, administrators, custodians, secretaries, instructional assistants, substitutes, yard duty personnel and other adults in authority.
- Follow classroom and school rules
- Be on time and prepared for class: Bring books, paper pencils and other necessary classroom materials;
- Use appropriate language at all times
- Walk in an orderly manner on school grounds: Inappropriate behavior includes: running, yelling, pushing, shoving, interfering with the flow of traffic, congregating or moving around in large groups.
- Keep hands, feet, and objects to themselves: Inappropriate behavior includes: shoving, kicking, tripping, hitting, horseplay, play fighting and fighting. Public displays of affection are not appropriate.
- Show respect for school property and the property of others: Inappropriate behavior includes: writing on or scratching school or other peoples' property, or taking things without asking to borrow or use them.
- Bring problems and concerns to the attention of an adult: Inappropriate behavior includes: talking about others, spreading rumors or hearsay, confronting other students.
- Use materials and technology appropriately

## **KSA FALCON BUCKS, THE FALCON STORE and Demerits**

Kearns – St. Ann School Falcon Bucks: each student is automatically given 25 Falcon Bucks per week. This also corresponds to their Conduct Grade for that week.

Every time a student acts up in class, talks back to the teacher, doesn't have their homework, etc., they lose points as per the teacher's discretion. These infractions are entered in Renweb as demerits. This allows the teacher to document the action and the points taken away.

ONCE a month each student gets to shop at the Falcon Store with a slip of paper with their Falcon Bucks balance.

The parents can see all of this on Renweb, and at conference times, a behavior report can be run if need be.

Examples of unhealthy behavior choices:

- Disrespect towards
  - A teacher
  - Another student
  - School property
  - Another's belongings
- Defiance of a teacher
- Arguing with a teacher
- Not prepared for class
- Missing supplies for class
- Not in seat when second bell rings
- Disrupting class
- Chewing gum
- Throwing anything in class or outside
- Inappropriate Church behavior
- Inappropriate language
- Inappropriate hand gestures
- Excessive noise in hallways and/or on stairs
- Uniform infractions
- Other offenses at teacher's discretion

Students may be placed on probation by the school administration after a single serious action or after having served suspensions. When a student has served two in-school suspensions, he/she faces being placed on contract or probation by the school administration.

From time to time, the school administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment. If a probationary student continues to demonstrate inappropriate behavior, he/she may be asked to withdraw. If a student's behavior or attitude is detrimental to the welfare of himself/herself or to others, probation, and suspension or withdrawal, are options. The principal will decide probation or suspension. Expulsion will be a decision made jointly by the pastor, the principal, and the superintendent.

**More serious consequences listed below may result in withdrawal:**

- Taking anything which does not belong to oneself, whether from other students, from teachers or staff, or from school property
- Threatening a teacher or any other person
- Willful defacing of, theft of, or destruction of school, church, or personal property; the student and/or his legal guardian will be required to pay the cost of repair or replacement
- Possessing or using fireworks or other explosives
- Initiating a fight or participating in a fight
- Using forged notes or forged official signatures
- Refusing to comply with any reasonable request of any teacher or other school personnel while they are performing their official responsibilities
- Committing an act of defiance, either in language or in action, on the school campus
- Leaving class or the school campus without permission
- Disrupting the class while in session; misbehaving in classrooms, restrooms, halls, or in assemblies
- Habitual lack of effort leading to failure in classroom work
- Possession of knives or other lethal weapons, instruments, matches, or pornographic material
- Using language or behavior which is immoral, profane, vulgar, or obscene Possession, use, or sale of any form of tobacco, alcohol, or drugs on school, church, or adjacent property used by the school.

See [Diocesan Termination of Enrollment Policy 3330](#)

## **BULLYING OR HARASSMENT BY STUDENTS**

The Catholic Schools of the Diocese of Salt Lake City recognize that bullying or 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. Bullying or harassment can also lead to more serious violence. Every student has the right to safe education and environment.

Bullying, cyber-bullying or harassment of any kind committed against any student, faculty member, or other personnel of Kearns-Saint Ann School, will not be tolerated because of the Christian climate and Catholic culture in the school. Such an occurrence can be on or off campus, within and outside the school day, during a school activity, or on free time. Immediate and appropriate disciplinary action will be taken whenever it is

determined that a violation of this policy has taken place. The intervention and consequences will be according to the nature and severity of the incident(s) or situation(s).

### **Definition of Bullying or Harassment**

Bullying or Harassment by a student is defined as a pattern of habitual abuse by another student or students. In many cases, but not all, bullying or harassment may be motivated by racial, sexual, religious, social, or other prejudice. Examples of bullying and harassment include, but are not limited to, the following:

- Physical harassment, such as physical intimidation or assault
- Emotional harassment, such as extortion, oral or written threats, taunting, putdowns, name-calling, threatening gestures or actions, cruel rumors, false accusations committed in person or via social media, and social isolation.
- Sexual harassment, such as unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature; or hazing, such as an initiation process involving bullying or harassment.

### **Communication of Policy**

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

### **Faculty/Staff Intervention**

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

### **Reporting Bullying and Harassment**

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

Any Catholic school employee who becomes aware of any apparent occurrence of bullying or harassment must report this to the principal who begins intervention and corrective action. When a principal believes that a criminal offense may have occurred, the principal will report the known facts to the appropriate criminal investigative agency.

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

### **Investigation Procedures**

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

### **Student Intervention Consequences**

Intervention and consequences for students who bully or harass others shall depend on the results of the investigation and may include: counseling, a parent/guardian conference, detention, suspension, and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. Procedures may include: implementing a safety plan,

separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parent(s)/guardian(s).

## **Retaliation**

Any form of retaliation against a student who alleges student bullying or harassment is strictly forbidden. Students who believe they have experienced retaliation will report the occurrence to the principal. The principal will take the disciplinary action warranted. [See Diocesan Policy 3320 Termination of Enrollment.](#)

## **DRESS CODE POLICY**

At Kearns-Saint Ann School students shall be dressed appropriately at all times. They are required to be in complete uniform every day with the exceptions of special occasions. Please ensure that your child maintains a neat, clean and well-groomed appearance. If, for any reason, your child is not wearing the school uniform, please send a written explanation to the teacher. The dress code will be enforced during school hours and while on school property and may be enforced for any school sponsored or school related event. Interpretation of the dress code will be at the discretion of the principal.

### **GIRL'S UNIFORM**

#### **Grades K-4: Girls need one jumper for Dress occasions.**

- Plaid jumper from Dennis Uniform (**no skorts or skirts**): Jumper can be no shorter than 1" above the knee. **Please note: FOURTH GRADE GIRLS MAY WEAR THE SKIRT.**
- Short-sleeved blouse with Peter Pan collar
- White or light blue Oxford shirt, long or short-sleeved
- Navy slacks, either corduroy or smooth
- Solid navy walking shorts (Shorts may NOT be hemmed or rolled)
- Plain white, navy or black socks, tights or leggings. Socks must be at least crew length so as to cover the ankles. During Second and Third quarters, when girls wear their jumpers, they must wear **only knee-highs, tights, or leggings.**
- Black, brown, or navy, belt worn at the waist.
- Navy crew-necked sweatshirt with KSA logo (purchase at school, must be worn over uniform shirt)
- Navy cardigan, navy pullover sweater, or navy vest (must be worn over uniform shirt)
- Navy ½ zip and full zip sweatshirt, and the "no zip" hooded sweatshirt available at Dennis Uniform
- **Hooded sweatshirts ("hoodies") are not a part of the KSA uniform and may not be worn in the classroom.**
- **Walking shorts may be worn during 1<sup>st</sup> and 4<sup>th</sup> quarters of the school year.**

#### **Grades 5-8**

##### **Girls need at least one skirt for Dress occasions.**

- Plaid skirt from Dennis Uniform (no jumper): Skirt can be no shorter than 1" above the knee
- White or light blue Oxford, long or short sleeved

- Light blue Polo shirt, short sleeved
- Navy slacks, either corduroy or smooth
- Solid navy walking shorts (shorts may NOT be hemmed or rolled). Slacks and shorts in girl's styles only.
- Plain white, navy or black socks, tights or leggings. Socks must be at least crew length so as to cover the ankles. During Second and Third quarters, when girls wear their skirts, they must wear **only knee-highs, tights, or leggings**
- Black, brown, or navy, belt worn at the waist.
- Navy crew-necked sweatshirts with KSA logo (purchase at school)
- Navy cardigan, navy pullover sweater or navy vest (must be worn over uniform shirt)
- No colored undershirts or undershirts with designs.
- **Hooded sweatshirts ("hoodies") are not part of the KSA uniform and may not be worn in the classroom.**
- **Walking shorts may be worn only during first and fourth quarters of the school year.**

### **BOY'S UNIFORM**

#### **Grades K-8:**

- Navy slacks, either corduroy or smooth  
Solid navy walking shorts (Shorts may NOT be hemmed or rolled)
- White or light blue Oxford shirt, long or short sleeved
- Light blue polo shirt, short sleeved
- Plain white, navy or black socks. **Socks must be at least crew length so as to cover the ankles.**
- Black, brown, or navy, belt worn at the waist.
- Navy crew-necked sweatshirt with KSA logo (purchase at school, must be worn over uniform shirt)
- Navy cardigan, navy pullover sweater or navy vest from Dennis Uniform (must be worn over uniform shirt)
- Optional: a plain, white undershirt, sleeveless or short sleeved
- Navy ½ zip and full zip sweatshirt, and the "no zip" hooded sweatshirt available at Dennis Uniform
- **Hooded sweatshirt ("hoodies") are not part of the KSA uniform and may not be worn in the classroom.**
- **Walking shorts may be worn only during first and fourth quarters of the school year.**

Shirts must be buttoned, including cuffs and collars, with the exception of the top button, and tucked in at the waist. All items available at Dennis Uniform which have the Kearns-Saint Ann School Logo (except "hoodies") are approved uniform items.

☆☆ Our uniform company is Dennis Uniform :

**ADDRESS:** 3560 Main St, Salt Lake City, UT 84115  
**PHONE:** 801-287-9200

## **BOYS**

**Natural (original) hair color only.** Hair must be neat and well-trimmed on the sides and back and extend no further than the TOP OF THE COLLAR. Mohawks, faux-hawks, pony-tails or designs cut into hair and eyebrows are NOT allowed. Shaving of designs, letters or any other symbol cut or shaved into the head, scalp or eyebrows are NOT allowed. Sideburns should be neatly trimmed and may extend only to the bottom of the ear. Earrings may NOT be worn. Piercings are NOT allowed. Extremes of any kind are not permitted. **Neither bracelets nor earrings may be worn.**

## **GIRLS**

**Natural (original) hair color only.** Hairstyle must be worn in a neat and tasteful manner. **Headbands, without decoration, must be a solid blue, black, or white color, or the headband that can be purchased at Dennis Uniform Co.** Earrings are limited to one post of conservative size and style PER EAR. **Only religious rings and bracelets may be worn (one ring per hand).** Please, for safety purposes, no bracelets and no dangling earrings. Only religious necklaces on a **small-link**, silver or gold chain are allowed. Only eighth graders may wear tasteful and inconspicuous makeup. Long fingernails and colored nails are NOT permitted. Extremes of any kind are not permitted.

## **SHOES for all students**

Leather dress shoes in dark brown, black, or navy blue or athletic shoes in white, black, dark brown, dark blue, or gray are allowed. No other colors on shoes or laces are allowed.

The following shoes are **NOT** allowed: Boots, High tops, Shoes with lights, Platform shoes, Shoes with heels higher than 2 in., Sandals or open toed shoes, Clogs, Shoes with wheels

## **DROP OFF AND PICK UP**

In order to ensure the safety of our students: ALL children must be dropped off and picked up from the church parking lot, not from any other area. Enter the parking lot from 500 East. There are two lanes, which exit in different directions. Please do not change lanes once you have entered the parking lot. For the safety of the children, PLEASE remain in your vehicle. When your vehicle is first in line, your children will be excused, by their teachers, from the grassy area. Students who walk home, or use the bus, MUST cross the parking lot using the marked crosswalks.

## **EMERGENCY INFORMATION**

At Kearns-Saint Ann School, if your emergency information changes for some reason during the year contact the office in order to update your student's records. You can also submit your information via the "[Contact the Office](#)" online form.

All children who become ill during the day should report to the school office. If the condition warrants that the child be sent home, parents/guardians 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 and safely. For safety reasons, it is required that all students be signed out before being removed from the school building.

## **EMERGENCY PROCEDURES**

Kearns Saint Ann School has in place emergency procedures for fire, earthquake, intruder alert, and bomb threat. All of these procedures are in keeping with our safety regulations from the diocese and South Salt Lake police and fire departments.

**Bomb Threat** In the event of a bomb scare:

The principal or assistant will be the one contacted to speak to the caller. Should the need arise; the principal will alert faculty and staff with instructions given over the intercom.

At this time look around one's classroom or work area for the presence of unusual packages, boxes or bags, which are not ordinarily in the room, or area. **DO NOT MOVE THESE OR HANDLE THEM IN ANY WAY!** Simply notify the principal of their presence so that appropriate safety officials may be contacted.

If necessary, the fire drill signal will be given for all to exit the building as practiced. Teachers will be notified at some point to take students to the church parking lot.

**Earthquake and/or Drill****Error! Bookmark not defined.**

*In the case of an actual earthquake there may not be any signal other than the sound and movement caused by the earthquake.* The students should be well prepared so that they immediately follow the necessary procedure as practiced in the earthquake drills.

Students must get under their desks and stay there until the teacher gives direction to evacuate the building (about three minutes). They will face away from the windows and hold on to their desks. If the desks move during an earthquake, children need to move with their desks. After three minutes or so, students will vacate the building in silence.

**Fire and/or Drill**

**ALARM:** A fire drill is indicated by the following message: "Attention! An emergency situation has been detected in the building..."

**PROCEDURE:** Students should leave the room in an orderly manner without instructions from anyone. All belongings should be left in the room. There should be no talking.

Teachers should close doors and windows and turn off lights. Teachers take a class list, and leave after students are all out of the room. (The exit door in each classroom posts Fire Exit Rules.) Teachers will check the restrooms to ensure that all students are out of the building.

**OBSTRUCTED DRILL:** During an obstructed drill, one or more exits are blocked. Students are required to find other ways out.

**UNOBSTRUCTED DRILL:** During unobstructed drills, all available exits are used.

**SAFETY ZONES:** When students reach their assigned area they should stand in parallel lines facing the school. The teacher will then check role.

**INTRUDERS THREATENING HARM:** In case of an intruder, classroom doors are locked, windows are covered and students are quiet, away from the doors or windows.

**GRADUATION** See [Diocesan Policy 3630 Graduation](#)

## **HEALTH ISSUES**

In order to protect your own child as well as others in the class, please do not send a child to school if you detect nausea, fever, sore throat, severe cold or cough, or a suspicious skin rash or infection. Contagious diseases such as measles, mumps, chicken pox, etc., require exclusion from school and a student may not be readmitted to the school until cleared by a doctor.

## HOMEWORK

At Kearns-Saint Ann School, homework is a necessary part of your child's education. Homework is assigned to reinforce material that has already been taught and to foster habits of independent study. Parents should take an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

The students of Kearns-Saint Ann School highly encouraged to use cursive when writing, and will use a standard heading on all submitted homework, except for some creative writing assignments. The heading is:

Name	Grade
Date	Subject
Assignment Name	

Homework may consist of assignments other than written assignments. Activities such as reading for book reports, studying for tests, research projects, and essays may be assigned. Drill and memorization, practice on oral reading, and make-up of work missed through absences may also be assigned for homework.

One important achievement of homework can be the wholesome involvement of parents in the education of their child, leading to deeper relationships between home and school. Parents have two important responsibilities with regard to homework:

- To show an interest in the homework and to give guidance when appropriate.
- To provide a home environment conducive to study.

The child should be able to do assignments with minimal help and supervision. Continued serious difficulty with assignments indicates a problem and parents should contact the teacher.

If a student consistently neglects home assignments, the teacher will notify the parents. Parents can help by checking the child's assignment notebook on a regular basis Monday through Thursday to insure homework is being done.

### Middle School Homework Policy

Daily homework assignments are generally given on Monday- Friday, although this is up to the discretion of the teacher.

If a homework assignment is missing **ON THE DAY IT IS DUE**, the student will receive 20% off that assignment as a late grade. For each additional day homework is late, 10% will be deducted up to 50% off. Extra credit cannot be done until all classwork and home work has been completed. When not turning in a homework assignment when it is due, the student will also sit at the designated Homework Table at lunch to work on the missing assignment.

## INTERNET ACCESS

Internet access, as well as other on-line information services, may be available to qualifying students of Kearns-Saint Ann School. Our goal is to promote innovation and educational excellence by using Internet and other on-line research tools for research, worldwide resource sharing, and communication. Before a student is allowed Internet access at Kearns-Saint Ann School, an Acceptable Use Policy Agreement must be read and signed by each student and his/her parent

## LOST AND FOUND

All books, school bags, lunch boxes, and items of clothing should be clearly marked with the child's first and last name, **not** just with initials. Purses and wallets should contain some kind of identification.

Lost and found articles are sent to the school office, and if not claimed in a timely manner, they are donated to charity. Any article found by a student must be taken to the office

The school cannot assume responsibility for any personal belongings, and should not be brought to school.

## LUNCH AND BREAKFAST PROGRAMS

Our school is most fortunate to participate in the Federal Lunch and Breakfast Programs. Through these programs, our students are able to receive two balanced hot meals daily. Information on these programs will be available at the beginning of school.

## MEDICAL TREATMENT

At Kearns-Saint Ann School the secretary, teacher or designee in the office dispenses all medications. Proper medical and parent consent forms are needed. Under no circumstances shall a student have any type of medication, inhaler, or drugs such as aspirin and similar medications on their person or with his/her personal belongings. Students in grades 4-8 may keep inhalers with them if parents have turned in the proper paper work to the office.

## MIDDLE SCHOOL PROMOTION POLICY

All students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades at Kearns-Saint Ann School must earn 35 points in the five core subject areas each year to be eligible for promotion and/or graduation.

- The six core academic subjects are: Religion, English Language Arts, Math, Science, and Social Studies
- Points will be allotted in the following manner: A=4, B=3, C=2, and D=1
- Students must earn 35 points per year to pass to the next grade or graduate
- Parents will be issued a statement of their child's Promotion Points with each report card, Quarters 1, 2, and 3.

See [Diocesan Policy 3620 for Promotion/Acceleration/Retention of Students](#).

## PARENT SERVICE HOURS

Each family is required to complete 25 hours of parent service to the school. **All hours must be completed and reported on RENWEB by May 1, 2019.** Your account will be charged \$10.00 for each uncompleted hour. A sales receipt will be required for any donated items over \$25.00.

Volunteers do have legal responsibilities to students, and are expected to behave the way a reasonable adult would in the situation.

## PARENT-TEACHER CONFERENCES

Parent/teacher communication and conferences are vital to the child's education. Parent/Teacher conferences are held twice a year, fall and spring.

## PARENT VISITATION

Once school has begun, parents are asked to refrain from entering the classrooms with forgotten items. These are to be dropped off at the office. All volunteers or visitor are required to sign in at the school office to enter the school hallway or classrooms.

## PARTIES

Parties are not regularly held in classrooms and only with the consent of the principal.

Birthday treats may be sent to the school if they are **NOT** food. As a Sponsor of the National School Lunch Program, our Wellness Policy does **NOT** allow sugary items at school. Please do **NOT** send cookies, candy, cupcakes, donuts, etc.

**No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class or to all the boys or all the girls. Balloons and/or flower bouquets are not permitted.**

## PRAYER

Our Catholic faith is a precious gift that will be shared daily in the classroom. One aspect of the Christian spiritual life in our school is prayer. Several times each day teachers pause with their students to lift up their hearts and minds to God. Along with formal prayers, teachers utilize Scripture and spontaneous or reflective prayer to enrich the prayer experience of our students. Teachers are encouraged to respond to any special or extraordinary events by having their students pray.

Parents or students are asked to notify the teacher or principal of any serious illness or death in the immediate family so the school community can lend its support through prayer and other means.

## RECESS

Playground regulations are posted in the classroom and will be periodically reviewed with the students. Students must abide by the playground regulations. Students are expected to treat each other and their adult supervisors with kindness and respect, and will be held accountable for their behavior at all times.

### **Outdoors:**

Students must remain on the playground during recess. Permission to enter the building must be received from the adults on playground duty. At the end of the recess time, students are to line up quietly at the designated area. The homeroom teacher will then promptly escort her/his students back to class.

### **Indoors:**

Indoor recess during inclement weather is supervised, on a grade rotation basis, in the gym.

### **Red Burn Days:**

If given adequate warning by the Utah Dept of Environment Quality regarding a red burn day, recess will not be held outside. With parent/guardian request, teachers will make special arrangements for students with asthma on yellow/orange burn days or if a student's asthma necessitates restricting strenuous physical activity.

## **REPORT CARD/GRADING SYSTEM**

Report cards will be sent to parents through students. Pre-Kindergarten and Kindergarten students receive progress grades for the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters. Report cards are to be signed by parent/guardian and returned within three days.

See [Diocesan Policy 3600 Report Cards](#)

## **SCHOOL CLOSURES**

If Granite School District cancels school due to inclement weather, KSA will also cancel school. Information regarding school closures is generally broadcast on KSL (1160 AM) or KDYL (1060 AM).

## **SICKNESS AND ACCIDENT**

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the contact person in the Emergency File will be notified immediately. Therefore, it is most important for the school office to know where to reach a parent or guardian during the school day. Current emergency telephone numbers (home, work, relative, friend, or neighbor) should be on file in the school office at all times. If it is a severe medical emergency, the school will call 9-1-1.

## **TEACHER COMMUNICATION**

At Kearns-Saint Ann School, we follow the Catholic pastoral policy of subsidiarity, which means that parents/guardians should first bring their questions or concerns regarding their child's education/behavioral issues/treatment/etc., first to the child's teacher. This process will promote understanding, effective communication, and a spirit of reconciliation.

## **TERMINATION OF ENROLLMENT**

### **Expulsion:**

Kearns-Saint Ann School works to assure its students the right to just and fair treatment as befits a Christian institution. Sometimes, in spite of all that is done by the school personnel to guide and work with students, their continued presence in the school may be judged detrimental to their own welfare or the welfare of others. The expulsion of students will be considered when, in the estimation of the principal, all other means of correction fail to change unacceptable conduct. Expulsion may also result from a single major disciplinary infraction, inside or outside of school. The principal and pastor retain discretion in deciding such matters. The principal and pastor may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school.

See [Diocesan Policy 3330 Termination of Enrollment](#)

## **TEXTBOOKS**

Students have full responsibility for the care of textbooks issued to them. All textbooks must be kept neatly covered and are to be handled with care at all times. Students are to use backpacks to carry books to and from school. If a textbook is lost or damaged, the student will be expected to pay for its replacement.

## **TUITION POLICY**

All parents are required to support the school financially by paying tuition each month. Tuition may be paid in full, in advance. Otherwise, tuition is paid through automatic debit from your checking or savings account on the 20<sup>th</sup> of each month, beginning in August and ending in May. In the event t the 20<sup>th</sup> falls on a non-banking  
Parent/Student Handbook 2018-19

day, the debit will be processed on the next available business day. Kearns-Saint Ann School is not responsible for bank account charges, non-sufficient funds (NSF) or other bank fees, or overdrafts caused by automatic transactions. If there are insufficient funds to cover the delinquent monthly payment and late charge, you will be notified by mail your account is past due. Any accounts that are not brought current or arrangements made will result in immediate suspension of your children's enrollment until the account is brought current.

## **DIOCESIAN POLICIES**

### **STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR**

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

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

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parent(s)/guardian(s) were informed to terminate the inappropriate behavior and begin cooperation with the school or Policy 3340 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent, the principal may require the parent(s)/guardian(s) to withdraw the child. Documentation signed by the principal and parent(s)/guardian(s) as well as any other information or evidence of consultation with the parent(s)/guardian(s) on the matter must be retained on file. If the parent(s)/guardian(s) refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in Policy 3300.

Policy 3620

### **PROMOTION/ACCELERATION/RETENTION OF ELEMENTARY STUDENTS**

#### **Promotion**

Ordinarily, elementary/middle school students (K-8th grades) who satisfactorily complete the prescribed course of studies are promoted to the next grade at the end of the school year. Absences may be a factor in not promoting a student. The final decision as to promotion shall be the responsibility of the principal with the advice of the teacher.

#### **Acceleration**

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

#### **Retention**

In order for a student to be considered for retention, he/she must have received a failing grade in the three core courses (Reading, Math, and Language) which are considered foundation skills. The retention of a student

should be based on consideration of the overall welfare of the student, i.e., by carefully weighing the academic, emotional, and social factors. Parent(s)/guardian(s) should be notified in January.

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

1. The teacher is responsible for consistent evaluation, early diagnosis, and effective remediation of learning problems. The teacher should provide remedial help within the school setting. If this proves inadequate, the parent(s)/guardian(s) should be advised so other professional resources can be sought.
2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first quarter. With the approval of the principal, the teacher should inform the parent(s)/guardian(s) regularly during the second and third quarter of the student's progress and possible retention.
3. Primary grade teachers should carefully observe students with learning problems and make every effort to provide remediation so that problems may be corrected at an early age. Although the input of the teacher and the parent(s)/guardian(s) is a significant factor, the final decision to retain a student is the responsibility of the principal. When a student has a severe learning problem, it may be necessary to recognize that the Catholic school is not equipped to meet the needs of every pupil and that recommending a transfer might be appropriate.

Policy 4300

## **USE OF TECHNOLOGY AND SOCIAL MEDIA**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The Internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the Internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner. The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

### **Scope of Use:**

The digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, these activities may be viewed as a violation of the "Acceptable Use Policy" and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, e-mail, voice over ip, chat rooms and instant messaging.

### **Responsibilities of User:**

The Catholic schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

The following conditions or facets of being a digital citizen:

**Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.

**Respect Others.** Users will not use technologies to bully, tease or harass other people

**Protect One's self and others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

**Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc. Users will request to use the software and media others produce and protect license agreements for all software and resources.

### **Acceptable Use**

No student will be allowed to use the internet until he or she has taken an Internet orientation class.

All students will be actively supervised by a teacher, librarian/media specialist, designated para professional or administrator when using on-line resources.

E-mail is restricted for faculty and staff use.

The use of the Internet will be consistent with the educational objectives of the school.

When teachers are using a specific web site, they will preview it for content before allowing students to access the site.

Students who are allowed to search for information will be actively supervised.

General rules and policies found in the school parent-student handbook apply to all students using the internet.

No personal information (names, phone numbers, pictures, etc.) will be given out over the Internet.

### **Unacceptable Uses:**

Use of technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

Attempt to circumvent system security or use another individual's password.

Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher direction.

Violate license agreements, copy disks, CD-ROMs, or other protected media. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

Breach confidentiality obligations of school or system employees.

Harm the goodwill and reputation of the School or system in the community.

Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

### **Administrative Rights:**

Catholic school administrators have the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Catholic school administrators reserve the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media:**

When teachers and students use personal or social media sites, such as, but not limited to Facebook, Twitter, YouTube and Instagram, they may not mention members of the school community, without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

Friending of current students by teachers and vice versa is FORBIDDEN on a teacher's personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Communications:**

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web pages, wiki or LMS sites like, but not limited to, Moodle or Teacher Web.
- Teacher school email address
- Teacher school phone number
- Teacher-created educationally-focused networking sites.

No employee or volunteer is permitted to one-on-one communication or SMS/text message any student and likewise no student is permitted to one-on-one communication or SMS/text message any employee or volunteer.

### **Electronic mobile devices, cell phones:**

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the principal of the school. If a particular mobile device is to be used for educational purposes, the school principal will provide parameters for this use, example: an SMS/text connected Twitter feed for a course, club or sport.

### **Policy violations:**

Violation of the above rules will be dealt with by the principal of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access.
- The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities or other involved parties.

**END OF DIOCESAN POLICIES**

## **Conclusion**

This policy handbook is limited in content. Emphasis has been placed on those things that are deemed most pertinent and beneficial to the students, parents, and personnel of Kearns-Saint Ann School at the present time.

It would be impossible to anticipate all problems that may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Kearns-Saint Ann Catholic School will be held to be unacceptable even though not explicitly set forth in these policies.

You will not find every possible situation concerning positive behavior mentioned in these guidelines. Questions will arise which are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. *In any case, the principal and/or pastor have the final decision in all matters pertaining to the school.*

***Please read this handbook and sign the attached form. Return the signed form to the oldest student's homeroom teacher by September 19, 2018.***



We have read and agree to be governed by the Kearns-St. Ann School Parent/Student Handbook for 2018-2019. The Kearns-St. Ann Handbook is online at [www.ksaschool.org](http://www.ksaschool.org)

Student Name (print): \_\_\_\_\_ Signature \_\_\_\_\_  
Student Name (print): \_\_\_\_\_ Signature \_\_\_\_\_  
Student Name (print): \_\_\_\_\_ Signature \_\_\_\_\_  
Student Name (print): \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_

***\* Please return this signed form to the oldest student's homeroom teacher by September 19, 2018.\****