



PARENT-STUDENT HANDBOOK



2025-2026

Kearns-Saint Ann School

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We Teach the World!



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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.

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.

ACCREDITATION

Kearns-Saint Ann School is accredited by the Western Catholic Education Association, Northwest Association of Accredited Schools, and the Utah State Board of Education.

SCHOOLWIDE LEARNING EXPECTATIONS

Catholic Students (Discipleship):

- 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

DIOCESAN POLICIES

The Diocesan Superintendent of Catholic Schools, Mrs. Nikki Ward, 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 the 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. All diocesan policies supersede all policies and information in this handbook. To access Diocesan Policies, go to <https://www.dioslc.org/catholicschools/diocesan-policy-for-catholic-schools>.

Catholic School System - 1400.1

Kearns-Saint Ann Catholic School is 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 and the Catholic School Superintendent on all matters concerning Catholic schools.

School administrators work in collaboration with the 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 they may apply.

Non-Discrimination Policy – 1430

Assurance Statement

Kearns-St. Ann School under the jurisdiction of the Roman Catholic Bishop of the Diocese of Salt Lake City, the Superintendent, and the Diocesan School Board attest that we do not discriminate on the basis of race, color, gender, nationality, and ethnic origin in admitting, administration of educational policies, scholarship and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

Release of Data – 1700 (Signed during enrollment)

Pictures of Students – Pictures and video are taken for promotional purposes, social media, and within classrooms. If you do not want your child to participate, please make sure that is stated in the enrollment packet on FACTS Family Portal and the office is aware.

Safe Environment Program – 5200

All volunteers and coaches MUST complete the Safe Environment Training – Adult Certification: Child and Youth Protection Training. This training will include a background check and will be renewed every three years.

Please come to the office to receive the packet to complete this online training.

Inclusion – 3010

Catholic Schools of the Diocese of Salt Lake City support the concept of appropriate inclusion in our schools helping to foster growth with all students within the general education classroom.

The principal is authorized to exclude any student based on objective testing by the school and/or other professional entities if it is determined that the school cannot meet the needs of the student.

Respect for Persons with Disabilities – 3020

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

Admission Policies and Requirements - 3000

Catholic students are given preference for a Catholic education, however, see the policies above to know that all students are considered. Screening will be required for acceptance and placement.

To Inquire and Apply

1. Please go to the website: <https://ksaschool.weebly.com/> and scroll down to inquire today.
2. Tour of school taken and application link given by Daisy Richardson, office manager
3. Screening for the student will be done
 - STAR Reading and Math (1st-8th), Other screening for Pre-K and K
4. Must set up a FACTS Family Portal and a FACTS Financial account
 - FACTS Family Portal – all information for our school wide student system
 - FACTS Financial Account – all financial information to help decide tuition

Enrollment Requirements

- Once the information above is in we can send the enrollment link
 - Child's Birth Certificate*
 - Child's Baptismal Certificate (if applicable)
 - Most current report card and/or assessments
 - Any court or custody documents (if applicable)
 - Current Immunization records**
 - \$375 non-refundable fee (per student)

Child's Name – All registration materials must have student's name that appears on birth certificate or a change of name court order.

Kindergarten/1st Grade Age Admission – Students must be at least 5 years old entering Kindergarten by September 1st of that school year and must be at least 6 years old entering 1st grade by September 1st of that school year.

Immunizations

Kearns-St. Ann School complies with the current requirements for immunization and health assessments by state, local health authorities, and the Catholic Diocese of Salt Lake City. The school does not accept personal or religious exemptions. Students must have written proof of the following immunizations before the first day of the school year.

- 5 DPT/DTaP/DT (4 doses of DTaP if 4th given on or after 4th birthday; 3 doses of DT if starting series after 7 years with single dose of Tdap preferred as the first dose)
- 4 Polio (3 doses if 3rd was given on or after 4th birthday)
- 2 Measles, Mumps, Rubella
- 3 Hepatitis B
- 2 Varicella (chickenpox) – Parents must sign verification statement if history of chickenpox
- 2 Hepatitis A
- (Entering 7th Grade ONLY) Tdap Booster and Meningococcal

SCHEDULE

Daily School Schedule

Monday - Thursday

7:30 – 8:00 AM	Drop-off in Gym
8:00 – 8:10 AM	Morning Assembly: <i>Prayer of the day; Announcements; Pledge of Allegiance; School Pledge</i>
12:15 – 1:05 PM	LUNCH/RECESS (Pre-K – 4 th Grade)
12:15 – 1:05 PM	RECESS/LUNCH (5 th – 8 th Grade)
3:00 PM	Dismissal
3:00 OR 5:00 PM	Pre-K Afterschool Pick-up (before 3:00 PM – come to front door of school; *3:00 PM – outside pick-up see below; *5:00 PM – go to ECC)
3:00 – 5:30 PM	Promise Afterschool Program (Separate sign-up required)

Friday

7:30 – 8:00 AM	Drop-off in Gym
8:00 – 8:10 AM	Morning Assembly: <i>Prayer of the day; Announcements; Pledge of Allegiance; School Pledge</i>
9:00 – 10:00 AM	Mass *(Every Friday)*
12:05 AM – 12:30 PM	LUNCH GRADES Pre-K – 8 th (*All will dismiss from the lunchroom)
12:30 – 5:30 PM	Promise Afterschool Program (Separate Sign-up Required)

Drop-Off/Pick-Up

Drop-Off: Pre-K – 8th

- Must be dropped off in gym
- No earlier than 7:30 AM
- Must be in gym by 8:00 AM (will be marked tardy after 8:00 AM & will have to go to front door)

Pick-Up:

Pre-K (before 3:00 PM)

- (Before 3:00 PM) Must go to front door of the school
- (At 3:00 PM) Must pick in the parking lot (see below for instructions)

Pre-K (3:00 – 5:00 PM)

- Must go to the Early Childhood Center

K-8th

- See above schedule for exact time of dismissal
- Enter back parking lot by 500 East
- Take one of the two lanes that exit out of the lot
- Remain in your vehicle
- Your student will walk to your car when you are first in line

*If a student is not picked up by **3:15 PM (Mon.-Thurs.)** or **12:45 PM (Fri.)**, they will go to the office and you will be charged **\$15 for each 15 minutes** over pick-up time.*

ATTENDANCE: ABSENCE and TARDY

Attendance

Prompt and regular attendance at school is essential for successful academic growth.

- Please keep your students in school except for illnesses and emergencies.
- Once at school, students may not leave the school grounds without the permission of the principal.

Absence Policy

If your student will be absent from school:

- Please call the office or fill out the absence form on the website by **8:30 AM**
- If a student is absent several days because of illness, please send a signed doctor's note when returning to school.

If a student is picked up from school early:

- Must be picked up by an authorized guardian that is on the emergency form on FACTS and the office.
- Must be signed out in the office.

If a student is absent more than 10 days (excused or unexcused) in a quarter:

- A meeting will be held with the principal, guardian, and student.
- A report card will not be given for that quarter.

If a student is absent 30 or more days (excused or unexcused) in a year:

- A meeting will be held with principal, guardian, and student
- Withdrawal or expulsion of student
- May result in not receiving a diploma

A student is considered as a half-day absence if they arrive after 10:00 AM or leave before 1:30 PM.

Excused Absences:

- Sickness
- Family Emergencies
- Medical Emergencies

Unexcused Absences

- Vacations

Please see each classroom disclosure statement given at Back to School Night for homework and test make-ups. Teachers are not obliged to have any work given to the student before an unexcused absence.

Tardy Policy

A student is considered tardy:

- If they arrive to school after **8:00 AM**
- Are not in the gym by **8:00 AM**

If a student is tardy:

- A guardian must come to the office with their student.
- Wait until students are back in the school after Morning Meeting in the gym (**8:10 AM**)
- More than 8 times in a quarter, a meeting will be held with the principal, guardian, and student.

SCHOOL BEHAVIOR POLICIES

Comprehensive Behavior Plan

To support the Schoolwide Learning Expectations (Discipleship, Life Long Learning, and Citizenship), student behaviors are divided and recorded in the Bloomz App by color categories that indicate the type or severity of the behavior. Cards with the color categories can be found in every classroom and the office to refer to.

GREEN

DISCIPLESHIP

- Encouraging other students
- Reaching personal goals made with the teacher
- Helping or tutoring others (when appropriate)
- Showing outstanding sportsmanship

OTHER

- Above and beyond best effort
- Other/teacher choice

LIFELONG LEARNING

- Perfect attendance during the quarter
- No missed assignments during the quarter

CITIZENSHIP

- Outstanding direction following
- Doing classroom care without being asked

YELLOW

LIFELONG LEARNING

- Unprepared for class
- Tardy
- Not participating
- Off Task

CITIZENSHIP

- Talking out of turn
- Excessive noise
- Uniform infraction
- Wandering the classroom
- Careless with school supplies

DISCIPLESHIP

- Showing off/distracting others
- Arguing with a teacher
- Teasing
- Inappropriate language/gestures
- "Shut up"
- Calling someone dumb or stupid
- Whining
- Bathroom-talk
- Unkind words

ORANGE

- Yellow - third offense

CITIZENSHIP

- Horseplay
- PDA, full-body contact, or other physical touch inappropriate for school
- Mistreating or careless use of school property
- Chewing gum
- Throwing anything inside the school or outside

LIFELONG LEARNING

- Misuse of Chromebook
- Defying or arguing with a teacher/staff member
- Leaving class without permission

DISCIPLESHIP

- Disrespect/irreverence during prayer or Mass.
- Explicit/offensive language
- Poor Sportsmanship

RED

- Orange, third offense

Citizenship

- Physical/verbal threats/intimidation
- Possession of a weapon/explosives
- Stealing
- Possession/use of tobacco, alcohol, or drugs
- Bullying, cyberbullying, or harassment
- Defacing/Destruction of school or church property

Lifelong Learning

- Forging signatures
- Leaving school without permission
- Using computers/Chromebooks for explicit or offensive content

Comprehensive Behavior Policy

Kearns-St. Ann School

Yellow

First Time	Second Time	Third Time
Verbal Warning(s) Given Before Record in Bloom: Yellow - ____ Behavior reflection form "Parent Signature Required" or Cool-down activity/space provided	Record in Bloom: "Yellow - ____" Behavior reflection form "Parent Signature Required" or Cool-down activity/space provided	Record in Bloom: "Orange - 3rd Yellow" ORANGE FLAG with details of consequence: • Take away appropriate privilege(s) • Behavior reflection form "Parent Signature Required"
Reset at the beginning of each week		

Orange

First Time	Second Time	Third Time
Record in Bloom: "Orange - ____" ORANGE FLAG with details of consequence: • DETENTION - lunch • PARENT CONTACT • Take away appropriate privilege(s) • Behavior reflection form "Parent Signature Required" • Suspension from sports	Record in Bloom: "Orange - ____" ORANGE FLAG with details of consequence: • SUSPENSION - in school (1-2 days) • PARENT MEETING w/ principal and teacher(s) • Suspension from sports • Behavior reflection form "Parent Signature Required"	Record in Bloom: "Red - 3rd Orange" ORANGE FLAG with details of consequence: • SUSPENSION - in school (1-2 days) • PARENT MEETING w/ principal and teacher(s) • BEHAVIOR CONTRACT • Suspension from sports • Behavior reflection form "Parent Signature Required"
Reset at the beginning of each quarter		

Red

FIRST TIME	SECOND TIME
Record in Bloom: "Red - ____" ORANGE FLAG with details of consequence: • PARENT PICKUP • SUSPENSION - out of school (1+ days) • PARENT MEETING w/ principal and teacher(s) • BEHAVIOR CONTRACT • Suspension or expulsion from sports • Behavior reflection form "Parent Signature Required"	Record in Bloom: "Red - ____" EXPULSION FROM SCHOOL
Do not reset throughout the year	

Bullying Policy or Harassment by Students - 3320

Bullying or harassment can also lead to more serious violence. Every student has the right to a 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.

Bullying can occur:

- On/off campus
- Within/outside the school day
- During a school activity, or on free time
- On the internet/or in person

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 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.

Reporting Bullying and Harassment

- Catholic Schools expect students and parent(s)/guardian(s) who become aware of bullying or harassment to report it to the school principal for investigation.
- 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 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)
- 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 will include:

- A red card will be given (automatic out of school suspension)
- A parent/guardian conference
- Extra days of 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
- 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, including suspension and/or expulsion.

Cell Phone and Electronic Device Policy

If a student brings a cell phone or electronic device to school:

- The homeroom teacher will collect it in a locked box.
- The student will not be allowed to use it throughout the day.
- At the end of the school day, the teacher will return the phone.

If a student is caught using their phone or electronic device during the day:

- The teacher will take the phone from the student and brought to the office.
- The phone will be returned to a parent or guardian **ONLY** that comes to office to retrieve it.
 - If the school office is closed before it is retrieved, it will be placed in the safe overnight.

Termination of Enrollment – 3330

Expulsion: Kearns-St. Ann School works to assure its students the right to just and fair treatment as befits a Christian institution. Sometimes, in spite of all which 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.
- May also result from a single major disciplinary infraction, inside or outside of school.
- Conduct inside or outside of school which is damaging to the reputation of the school.
- A student receives two red cards in a school year.

Student Withdrawal on Grounds of Parental/Guardian Behavior – 3340

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

GENERAL EDUCATIONAL INFORMATION

Curriculum

Kearns-St. Ann School follows the curriculum set by the Diocese of Salt Lake City and the state of Utah. The curriculum includes all subjects required in the state of Utah in addition to Catholic teachings and traditions.

- A complete list of what is taught in each classroom is on the website, a hard copy is in the front office, and/or each teacher will discuss this on Back to School Night in their disclosure statement.

Grades

K-3rd – Standard Based Grading

- M- Mastered
- A- Approaching
- N- Needs Improvement

4th-8th

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

All grades and missing assignments for 6th – 8th grades can be viewed on your FACTS Family Portal.

Report Cards

Report cards are given out four times a year at the end of each quarter. Halfway through each quarter, a progress report will be sent home for 6th-8th graders.

Homework

Homework is expected of every student and is important, especially reading. Grades can be affected if homework is not turned into the teacher in a timely manner.

Please see the disclosure document given by each teacher on Back to School Night to know what the requirements for homework in every classroom are.

Promotion Policy

K-5th Grade

- Teachers and Administration will talk throughout the school year and use the assessments given to determine if a student needs to be retained for another year.
- Parents will be met with (parent teacher conferences, separate meetings, etc.) by January if there might be a concern for retention.

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

- 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.
- 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.
- Primary grade teachers should carefully observe students with learning problems and make every effort to provide remediation so 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 the Catholic school is not equipped to meet the needs of every pupil and recommending a transfer might be appropriate.

Middle School (6th-8th Grade)

Points System – All students (6th-8th grade) must earn **36 points** in a year (**9 points** on average per quarter) in the five core subject areas (**English/Language Arts, Math, Science, Social Studies, & Religion**).

Points will be allotted as follows:

A=4 B=3 C=2 D=1 F=0

A student is expected to maintain their quarterly point total throughout the year. Failure to do so will result in academic probation, where a meeting with guardians and the principal will be required, as well as a signed plan.

*****A student cannot fail the same subject for two quarters in a given year to be eligible for promotion/graduation, regardless of point accumulation.*****

Athletics

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

Maintaining grades throughout each week of participation (not just at the end of the term or semester).

This means-

- No D's or F's in the five core subjects in grades 4th – 8th.
- Each teacher signs off on Conduct and Effort each week with no orange or red cards.

Any behavioral infractions (during school hours, practice, or a game on campus or elsewhere) 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 St. Ann School.

Title One

Kearns-St. Ann School is funded by the Federal Title I program. Through Granite School District, the school can provide supplementary education in Language Arts to students who live within the boundaries of a designated Title I school and need the extra support (this will be determined by assessments throughout the year).

Janet Nerdin is the Title I teacher provided by Granit School District and will provide supplementary if your child qualifies. A note will be sent home at the beginning of the year with more information.

Girl's Pre-K-8th

Uniform	<ul style="list-style-type: none"> • Plaid Jumper from Tommy Hilfiger Uniform (K – 3rd) • Plaid Skirt from Tommy Hilfiger Uniform (4th – 8th) (Must be no shorter than 1” above the knee) • Light Blue Polo Shirt (Pre-K-8th) • Navy Chino Pants and/or Shorts (Shorts ONLY 1st & 4th Quarter- Never Mass) (Pre-K-8th) • White, Navy, or Black Leggings or Tights • Navy Crew-necked Sweatshirt with KSA Logo (Purchase on Tommy Hilfiger- must wear over uniform shirt) • Navy Cardigan, Pullover, or Vest Sweater with KSA Logo (Purchase on Tommy Hilfiger- must wear over uniform shirt) • Hooded Sweatshirts “Hoodies” with KSA Logo (Purchase from Falcon Wear Site- must wear over uniform shirt, no hoods up in the building)
P.E. Uniform *(3 rd -8 th ONLY)*	<ul style="list-style-type: none"> • Plain Colored T-Shirts or Sweatshirts (no logos, pictures, or patterns) • Plain Colored Shorts (no short shorts) • Plain Colored Sweatpants • Plain Colored Leggings • Any of the Above from Falcon Wear Site • Athletic Shoes
Shoes	<p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> • Platforms • High Heeled Shoes • Open Toed-Shoes • Clogs • Wheeled Shoes
Hair/Jewelry	<ul style="list-style-type: none"> • Natural Colored Hair • Small Post Earrings • Small Religious Necklaces and Bracelets • Natural Nails ONLY *(No polish or fake nails)
Free Dress	<p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> • Short – Shorts, Skirts, or Dresses (2” inches above the knee or more) • Jeans and Pants with Holes or Rips • Inappropriate Shirt Graphics • Tank Tops/Crop Shirts

*****NO STUDENT MAY WEAR FALCON WEAR T-SHIRTS AS UNIFORM SHIRTS*****

Boy's Pre-K-8th	
Uniform	<ul style="list-style-type: none"> • Light Blue Polo Shirt (Pre-K-8th) • Navy Chino Pants and/or Shorts (Shorts ONLY 1st & 4th Quarter- Never Mass) (Pre-K-8th) • Navy Crew-necked Sweatshirt with KSA Logo (Purchase on Tommy Hilfiger-must wear over uniform shirt) • Navy Cardigan, Pullover, or Vest Sweater with KSA Logo (Purchase on Tommy Hilfiger-must wear over uniform shirt) • Hooded Sweatshirts “Hoodies” with KSA Logo (Purchase from Falcon Wear Site-must wear over uniform shirt, no hoods up in the building)
P.E. Uniform *(3 rd -8 th ONLY)*	<ul style="list-style-type: none"> • Plain Colored T-Shirts or Sweatshirts (no logos, pictures, or patterns) • Plain Colored Shorts (no short shorts) • Plain Colored Sweatpants • Any of the Above from Falcon Wear Site • Athletic Shoes
Shoes	<p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> • Platforms • High Heeled Shoes • Open Toed-Shoes • Clogs • Wheeled Shoes
Hair/Jewelry	<ul style="list-style-type: none"> • Natural Colored Hair • Small Post Earrings • Small Religious Necklaces and Bracelets
Free Dress	<p><u>NOT ALLOWED:</u></p> <ul style="list-style-type: none"> • Jeans and Pants with Holes or Rips • Inappropriate Shirt Graphics • Tank Tops

All items are available with the approved Kearns-St. Ann Logo on the Tommy Hilfiger site:
<https://www.globalschoolwear.com/school/KEAR01>

All Falcon Wear items are available at: <https://1stplacespiritwear.com/>

EMERGENCY PROCEDURES

Several safety drills during the school year are a required part of an emergency and safety plan set forth by the Diocese of Salt Lake and the South Salt Lake Fire and Police Departments.

Drills such as **intruder/lockdown, fire, and earthquake**, are held throughout the school year to familiarize everyone at the school with the routine.

In case of other emergencies requiring dismissal of school such as blizzards, heavy snow, or power outages, parents will be notified through email, school phone text service, the Bloomz App, and social media (Facebook and Instagram).

PARENT INFORMATION

Parent/School Communication

Email – This is the best way to get in touch with the office, administration, and/or a teacher.

daragon@ksaschool.org – Principal
drichardson@ksaschool.org – Office

- All faculty and staff emails can be found on the website or in the Back to School Night disclosure statements.

Phone – The office number is **801-486-0741**.

Bloomz App – This app can be downloaded onto a phone or desktop computer.

- This app is used to track students' behavior
- Messages can be sent to and from parents, faculty and staff
- Information for different activities (Christmas program, school closures due to snow, etc. will be sent out on this app)

FACTS Family Portal

- All grades and missing assignments can be found here for 6th-8th grade
- Re-enrollment
- FACTS Financial Grant and Aid

School Website – <https://ksaschool.weebly.com/>

- All information from handbook and information mentioned as being on website
- “Contact the Office” form (to report an absence)

Appointments and/or Messages

- Teacher appointments must be made through email or the Bloomz app – an office phone message is discouraged.
- Most appointments will take place before or after school.
No parents may come to the school unannounced and/or go to a student’s classroom without the teacher’s permission.
- Principal appointments can be made through email or the phone.
If there is an issue, please speak or meet with the teacher first before contacting the principal for a meeting.
- Students will not be allowed to use the phone to call for forgotten work or clothing items.

Lunch

Every student is to bring their own lunch from home. Please do not bring fast food for your children. It is disruptive and not healthy. We understand that there are emergency situations that may result in this happening, however, do not make a habit. The students DO NOT have access to a microwave, so do not send them with anything that needs to be heated.

Change of Address, Phone, Email and/or Emergency Information

Parents are to report any change of address, phone numbers, emails or emergency information to the office as soon as possible.

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.

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** 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 of any of the above, **the employee is required by Utah law to immediately make a report to DCFS and to notify the school's administrator.**

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 and those found by a student will be placed in the office. Items must be claimed in a timely manner, or they may be given to charity.

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

Parent Service Hours

Each family is required to complete **25 hours of parent service** to the school. **All hours must be reported to Daisy Richardson.**

Your account will be charged \$10.00 for each uncompleted hour. There will be opportunities to come to the school to do hours and/or bringing in items-each \$10 spent=1 service hour.

Volunteers do have legal responsibilities to students and are expected to behave the way a reasonable adult would in the situation. All volunteers must complete the Safe Environment Training before they can volunteer on the school grounds.

Parent Teacher Conferences

Parent/Teacher conferences are held twice a year, fall (October) and spring (March).

Sign-Ups will be sent through email 10 days prior to the conference dates and must be scheduled through a SignUp Genius link.

Parties/Treats/Birthdays

- Parties will be infrequent and only on special occasions-they will be run by the teacher with consent from the principal.
- Your child's teacher will recognize each student's birthday. Treats may not be brought in.
- No invitations for birthday parties may be passed out in the classroom.
- Treats brought in for special occasions (information will be given prior) need to be healthy and not sugary.

Sickness/Medical and Accident Treatment

Sickness Policies

- If you detect **nausea (or your child has vomited in the last 12-24 hours), fever, sore throat, severe cold or cough, or a suspicious skin rash or infection**, please DO NOT send your child to school.
- A child who **vomits or has a fever** at school will be sent home immediately.
 - If a student becomes sick at school, the office will contact first the parent/guardian and then those on the emergency form.
 - When picking up a sick student, you must come to the office to sign the student out.
- A child that is put on antibiotics for sickness, must wait **24 hours** before returning to school.
- If a student is out for sickness more than 4 school days, there must be a doctor's note that accompanies the student when they return.
- The student is responsible for making up any class work or homework that is missed. *Please see each classroom Back to School Night disclosure statement for policies on make-up work.*

Medical and Accident Treatment

- The **office manager, teacher or administrator** 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 paperwork to the office.
- In case of accident or injury
 - The school will apply basic first aid procedures.
 - If further medical care is necessary, the parent/guardian/emergency contact will be contacted immediately.
 - If it is a severe medical emergency, the school will call 9-1-1.

Tuition Policy

All parents are required to support the school financially by paying tuition each month.

Tuition is paid through automatic debit from your checking or savings account or a credit card through FACTS Financial on the 20th of each month, beginning in August and ending in May. The school cannot accept payment at the school-ALL payments are made through FACTS Financial.

In the event the 20th falls on a non-banking 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 FACTS your account is past due. Any accounts not brought current or arrangements made will result in immediate suspension of your children's enrollment until the account is brought current.

USE OF TECHNOLOGY AND SOCIAL MEDIA

Purpose

Technology is a valuable and real world educational tool. Our school is committed to teaching its students to work and to learn effectively with technology and to ensure responsible use of technology. 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 using school technology resources. In some cases, outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows any time, 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 this document and may be subject to the disciplinary measures found herein. The types of electronic and digital communications referenced in this document include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over IP, chat rooms, and instant messaging. All internet connections are filtered to the appropriate school level and modified on demand if issues arise.

Responsibilities of User

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. You 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 and we embrace 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 refrain from using 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.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.
- **Protect physical property.** Users of school equipment will protect it and keep it in the same working condition as it was issued/granted to the user or you are subject to fines for repair or replacement of equipment.

Unacceptable Uses

- Use 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 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 staff supervision.
- Violate license agreements, copy disks, optical media, or other copyright 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, or state laws. This includes, but is not limited to copyrighted material, licensed material, and threatening or obscene material.

Administrative Rights

The school has the right to monitor student use of school computers and computer accessed content. Due to the evolving nature of technology, the Kearns Saint Ann Catholic School reserves the right to amend or add to this policy at any time without notice.

Personal use of Social Media

This section of the policy refers to the personal use of social media sites such as but not limited to Facebook, Twitter, Snapchat, YouTube, and TikTok. Students 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' current teachers and staff on social media are forbidden. Personal posts must use appropriately respectful speech and refrain from harassing, defamatory, abusive, discriminatory, threatening, or other inappropriate communications.

Communications

Electronics and Mobile Devices, Cellphones: Cellphones should be given to the homeroom teacher before the class start at the beginning of the day and will be given back after school. Students are not allowed to use cellphones during class hours. No staff member is permitted 1-on-1 text message exchange with any student and likewise, no student is permitted to 1-on-1 text message exchange with any staff member, except in emergency reporting.

Computers -Chromebooks and Desktops

Chromebooks will be provided by the school for all courses. Desktops in the computer lab are used for technology classes only. Students are responsible for keeping devices patched, batteries charged and stored securely when unattended. Misbehaving devices will face suspension from the wireless network until they are brought up-to-date and shown to IT staff. The school's staff is authorized to collect and examine such devices and their network traffic.

- Each teacher has the discretion to allow and regulate the use of student devices in the classroom and on specific projects and devices will be silenced and used for academic purposes only during class.
- Students may not use devices to record, transmit, or post photographic images or video of a person or persons, or likeness of facsimile thereof on campus during school hours or during school activities, unless otherwise authorized by the school.
- The school's network filters will be applied to a device's Internet connection and any attempt to bypass the TTfilters is prohibited.
- Any inappropriate content found on a student's device such as but not limited to malware, pornography, counterfeiting/torrent software may result in school disciplinary action, and or civil, or criminal actions.

Policy Violations

Violation of the above rules will be dealt with by the administration of the school.

Violation of these rules may result in:

- the loss of access to the school network, computers, and software, including Internet access as well as detentions/suspension, if applicable.
- Receiving a red card (automatic out of school suspension)

The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

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.

Please read this handbook and sign the attached form. Return the signed form to the office by September 5, 2025.



We have read and agree to be governed by the Kearns-St. Ann School Parent/Student Handbook for 2025-2026.

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 office September 5, 2025.**