

SAINT ANDREW CATHOLIC SCHOOL



PARENT AND STUDENT HANDBOOK

11835 South 3600 West
Riverton, Utah 84065

PHONE (801) 253-6020

www.SaintAndrew-School.com

Revised June 2026



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Diocesan Policies Can Be Found On the Diocesan Website - www.dioslc.org

FORWARD

The Diocesan Superintendent of Catholic Schools formulates policy, and their 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. In addition, pastoral directives promulgated by the Bishop of the Diocese of Salt Lake City, are referenced when appropriate. You can access the diocesan *Administrative Handbook* on the diocesan website: www.dioslc.org

Many of the ideas in this handbook come from either the books written by, or the School Law classes taught by Sister Mary Angela Shaughnessy, SCN, J.D., Ph.D., who uses her legal and ethical expertise to minister to Catholic school communities.

Our principal is responsible for formulating and communicating rules and policies. Following canon law, the pastor of Saint Andrew Parish oversees all ministries of the parish including the parish ministry.

SAINT ANDREW CATHOLIC SCHOOL HISTORY

Saint Andrew Catholic School is one of 12 Catholic elementary schools located in Utah and is part of the Diocese of Salt Lake City Catholic school system. It is located in the southwest quadrant of the valley, in the city of Riverton, Utah, one of two Catholic schools on the west side of the valley.

Saint Andrew Catholic School opened its doors in August, 2008 with grades Pre-Kindergarten through five and a student body of 110. As students were promoted, the school grew to include grades PK2 through eight. The school is a parochial school and a ministry of Saint Andrew Catholic Parish. The beautiful modern building was a generous gift to the diocese by the ALSAM Foundation. The groundbreaking ceremony was held on September 1, 2007, with The Most Reverend Bishop John C. Wester blessing the ground. Reverend Francisco Pires, founding Pastor of Saint Andrew Catholic Parish presided with local civic and diocesan representatives present to turn the soil. Children of the vicinity will benefit from this donation for many years to come.

Sister Karla McKinnie, CSC, was appointed in August of 2007, to prepare and open the school, as the founding principal. The Most Reverend Bishop John C. Wester and the parish/school community proudly dedicated the building on September 13, 2008.

MISSION

Saint Andrew Catholic School is dedicated to forming the whole child in a traditional Catholic environment emphasizing **knowledge, faith and community**.

VISION

To inspire every child to grow in faith, excel in learning, and lead through service in a diverse Catholic community.

DIOCESAN POLICIES AND THIS HANDBOOK

Diocesan pastoral directives and policies supersede all items in the Saint Andrew Catholic School Handbook. Nothing in this handbook can be contrary to those directives and policies. The most current version of diocesan directives and policies available at the diocesan website (www.dioslc.org) always govern. Likewise, the most current version of this handbook available on the school website governs. The school handbook can be found at www.standrewut.org.

EDUCATIONAL OBJECTIVES - School Philosophy

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

STUDENT LEARNING EXPECTATIONS

Knowledge

We are engaged learners who embrace challenges and grow each day.

Faith

We learn the Catholic faith, follow Jesus and care for God's Creations.

Community

We serve our community through kindness, acts of service, hospitality and compassion.

ACCREDITATION

Saint Andrew Catholic School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Salt Lake City. These are the regulations and policies that are published in the *Administrative Handbook* as well as those that may be subsequently determined by the Superintendent of Schools. Saint Andrew Catholic School is also accredited by The Western Catholic Educational Association and the Utah State Department of Education.

ADMISSION REQUIREMENTS

At Saint Andrew Catholic School, new students, applying for admission to grades 1-8, must present current report cards and students applying to grades K-8, will be tested for placement in addition to presenting previous and current report cards. 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, they may be asked to withdraw.

Saint Andrew Catholic School policy for admission is as follows:

- 1st - Siblings of presently enrolled students
- 2nd - Saint Andrew Catholic parish members
- 3rd - Other Catholics
- 4th - Non-Catholics

The Diocese of Salt Lake City Catholic schools do not discriminate in their admission policies, treatment of students, or employment practices on the basis of race, color, sex, nationality, religion, or ethnic origin. This policy ensures equal access and opportunity for students across all schools within the diocese

APPOINTMENTS AND MESSAGES

We are always happy to talk with you about your child and to assure that there is adequate time to meet with you and to ensure the smooth operation of the school day, we ask that you please make an appointment to meet with us.

Appointments with the principal may be made by emailing a request, or calling the school office during school office hours.

Emailing teachers directly is the best way set-up appointments. However, since class time is so valuable and important, appointments with teachers may only be scheduled before or 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.

The security of our students is vitally important. If, through urgent necessity, 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.

In compliance with Utah Law 76-9-106, parents may not disrupt the operation of the school

through encouraging or creating substantial disruption or risk of disruption of a class, activity, program or other function of the school.

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

Research and practical experience show us a connection between learning and achievement. Prompt and regular attendance at school is essential for academic success. Parents are urged 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 Preschool-8th grade is from 8:15 am to 3:30 pm Monday through Thursday. Dismissal time on Friday is at 12:30 pm for all students. The school calendar will indicate any other early dismissal days. Students should not arrive on school grounds before 7:45 am and should leave the school grounds before 3:30 pm or at the time of early dismissal. Students who arrive before 7:45 am or have not been picked up by 3:45 pm will be placed in the Extended Day Program (EDP) and the appropriate fees may be billed to the parent.

Saint Andrew is a closed campus. Once at school, students are not permitted to leave the campus without direct adult supervision during school hours. Students may not shop at local convenience stores before or after school without parental/guardian supervision. Students who leave the school grounds without permission are subject to suspension and/or expulsion.

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 dismissal time. However, should it become necessary, **please send a note or email to the office in the morning stating both the reason for and the time of the student's departure.** If your child is to be picked up by someone other than the parent or guardian, this should be specified in the note. That person also needs to be listed on the emergency information form that parents fill out each year as well as the authorized pick-up list in RenWeb. Identification will also be checked.

In every instance students must be picked up at the office and checked out by the secretary or designee. A child is considered absent for half of the school day if he/she arrives after 10:30 am or leaves school before 1:30 pm.

If a child is absent, a parent is required to notify the school office by phone or email AND the teacher by email before 8:00 am. If you want to pick up schoolwork for your child at 4:00 pm, please let the office know when you call that morning. Upon the child's return to school, a written note should be sent to the main office indicating the reason for the absence. The note should be dated and signed by a parent.

A student is responsible for materials covered during his/her absence. Teachers are not obliged to administer make-up tests to a student unless his/her absence was due to an illness or another grave reason. Responsibility rests upon the student to make arrangements with the teacher for the administration of the make-up test at a time convenient to both and to get any missed assignments.

At Saint Andrew Catholic School, if a child is absent for 10 or more days in a quarter, the student will receive a grade of "I", Incomplete, for each subject on the report card. This Incomplete grade denotes that the student has not been present to complete the curriculum requirements for the subject. A child may not be promoted to the next grade level if they are ineligible to receive 2 or more report cards due to absenteeism in a single school year.

For a student to continue to attend Saint Andrew Catholic School, they 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 supportive of the school's mission and philosophy
- Cooperate with teachers and administration
- Act in a way to preserve the safety of students, staff and teachers

Tardy Policy

Being on time to school is important. It allows each student to get off to a good start each day, by being a part of the community meeting and ensures that they do not miss any valuable class instruction. It is an important life skill that will benefit your student throughout their lives. 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 8:15 am. Students who are tardy must go to the office to get a tardy slip before going to class. Students will not be admitted in the classroom without a tardy slip from the office.

If a student is tardy eight or more times in any quarter, that student will not receive more than an S- in citizenship on the report card. Any student with chronic tardiness (more than eight tardy marks in a quarter) will be required to attend a meeting with their parents and the principal to discuss contributing factors. Additionally, the student may be put on a contract to support the family in efforts to improve punctuality. Five Tardy Slips earned will convert to 1 absence and contribute to a student's overall absences. Please see above.

CELL PHONES AND DIGITAL DEVICES

Digital devices include but are not limited to cell phones, smartphones, smartwatches, tablet computers, iPads, iPod Touches and similar items. We recognize the utility of these items in the educational environment and provide all necessary digital devices to students. All personal devices should not be brought to school. Students in breach of this expectation will have their device confiscated, and parent/guardian notified. Devices will only be returned to a parent/guardian. The principal is the final arbiter on what qualifies as a digital device.

CHANGE OF ADDRESS/PHONE/EMAIL

In order to maintain current student records, we ask parents to please report any change of residence, phone numbers, or email address to the office **as soon as it occurs**. Changes in parental custody or guardianship, with legal documentation, also need to be updated so that appropriate changes can be made to emergency medical release information and authorized pick-up forms.

ROOM COORDINATOR

Each grade has one parent whose primary duty is to facilitate communication on events and other items. They serve as part of the Parent Teacher Group (PTG) leadership. The Room Coordinator will contact you to let you know about events, volunteer needs for the class, along with other important and fun events! They are the people you can go to get questions answered, parent to parent!

COMMUNICATION

We use multiple methods to pass information to parents and community members. We use email (primary source), the school website, text messages, FaceBook and Instagram. This ensures that all messages get home to you in a timely manner and also saves paper resources. Parents are strongly encouraged to follow the school's Instagram, as it is the best place for us to put daily messages and reminders. Please make sure that we have a current email address for you and notify the office of any changes.

A weekly message will be emailed each Friday (Friday message) from the principal or office manager. Occasionally there will be additional email messages. Please check your email daily so you do not miss any important information. Messages that need to reach the office or teachers before the end of the school day should be phoned into the office or sent in writing.

CURRICULUM

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;

- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovation and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person – mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Our program of studies reflects the mission, philosophy, goals and objectives of the Diocese of Salt Lake City, in keeping with the primary goal of providing a quality, accessible, and affordable Catholic education. Diocesan curriculum provides the framework from which we build our program. Saint Andrew Catholic school students are provided opportunities in the following areas:

Religious/Moral:

- Course exploration in the beliefs and traditions of the Catholic Church
- Participation in prayer and worship
- Knowledge of the person and message of Jesus 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 all individuals, groups, nations, races and cultures

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, weekly attendance at Mass, monthly Sunday liturgies, para-liturgical services, prayer services, opportunities for the Sacrament of Penance, and special observances of the Church year.

Christian teachings promote 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 of our pastor, principal, faculty/staff, 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.

Students in second grade prepare to receive the Sacraments of First Penance and First Holy Communion. In order to receive these sacraments a student must be a baptized Catholic and the baptismal certificate must be on file in the school office. The parents or guardians must also

attend the preparation session.

Students in the eighth grade prepare to receive the Sacrament of Confirmation. In order to receive this sacrament, the student must have received the sacraments of Baptism, Penance, and First Holy Communion. The parents or guardians must also attend the preparation session.

Intellectual:

- Education in the core subjects of English, Language Arts, Mathematics, Social Studies, Science
- Development of 21st Century Skills: problem identification, problem solving, critical thinking, linear logic, collaboration, and innovation
- Education in physical education, art, music, technology, and world language
- Expectation of quality work and achieving excellence
- A variety of learning strategies and life skills
- Integrated knowledge and applying multi-disciplinary approaches to explaining concepts
- Development of strong oral and written skills

Aesthetic/Cultural:

- Develop a sense of wonder and an appreciation for beauty and the arts
- Experience and participate in cultural and artistic events
- Develop understanding of how to participate in a multicultural world grounded in Catholic social and moral teaching

Physical/Emotional/Social:

- Development and preservation of good 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
- Development of a sense of responsibility for oneself and for our local and world community
- Development of a sense of responsibility for worldwide social justice

21st Century Skills from Preschool -8th grade are:

- Problem Identification
- Problem Solving
- Critical thinking
- Linear Logic
- Collaboration
- Innovation

Preschool-Pre-Kindergarten: An emphasis is given to preparing students to be successful in our primary grades (K-2). Students explore literacy, numeracy, school socialization, and God's love.

We want students to develop a lifelong love of learning as well as developing the desire to serve others.

Primary Grades (K-2): A strong emphasis is given to developing mastery of fundamental skills in English language, literacy, numeracy and math, as well as success as a lifelong learner. Other subjects (e.g. social studies, science, art, music, world language, physical education, computer, library) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education. Strong emphasis is placed on giving service to the family community

Elementary (3rd – 4th): These years are the closest to the “standard” elementary classes we have. Catholic education, especially in Utah, has always gone above and beyond the standard around it. Develop age appropriate mastery of science, math, English language arts, with an emphasis in writing and reading. Other subjects (e.g. social studies, science, art, music, world language, physical education, computer, library) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education. Emphasis is again placed on service to the family along with the connection to the school community.

A Year of Transition (5th): A full year of transition from elementary to middle school expectations. Service to family and school are emphasized.

Middle School (6, 7, 8): The purpose is to prepare students to be leaders at our academically rigorous high schools. Students develop skills and knowledge to succeed in high school through instruction in math, science, social studies, and English language arts. Other subjects include library, art, computer, exploratory, advisory, music, physical education, and world language. An emphasis is also placed on developing important life skills including: self-reliance, study-skills and accountability. The curriculum in the 5th through 8th grades is departmentalized for Religion, English Language Arts, Mathematics, Science, and Social Studies. Students have the opportunity to receive instruction from different teachers who have specific training in and passion for these very important subjects. Students engage in service to family and school while introducing the connection to the larger community we live in.

DAILY SCHOOL SCHEDULE

7:00-8:00 Extended Day Program (EDP)

7:45 **Staff Prayer in the common area**

8:15 Tardy bell – Prayer and Opening Exercises in the gym as a school.

8:30 Attendance must be entered into RenWeb

10:50-12:50 Recess and lunch - Monday- Thursday

11:10 11:30/11:30-11:50

Recess and Lunch for Kinder and 1st

11:30-11:50/11:50-12:10

Recess and Lunch for PK, 2 and 3rd

12:05-12:25/12:25-12:50

Recess and Lunch for 4th & Middle School

Friday Lunch Times:

11:20-11:40 **Recess and Lunch for K and 1st**

11:40-12:00 **Recess and Lunch for Pre-K, 2nd and 3rd**

	12:00-12:20	Lunch for 4th and Middle School
12:30	Dismissal on all Fridays	
3:30	Dismissal on Monday through Thursday	
3:30-5:00	Extended Day Program (EDP)	

DISCIPLINE POLICY

At Saint Andrew Catholic School, each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation is unique in nature.

Discipline takes place in a Christian environment, in which the rights and responsibilities of students and teachers are recognized. The discipline policy is guided by our schoolwide expectations of **“Be responsible, respectful and kind”**. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.

To help the child, parents should:

- Recognize that the teacher takes the place of the parent while the child is in school and teach the child to respect the teacher accordingly.
- Teach the child respect for law, authority, the rights of others, and for private and public property.
- Show an interest in school by attending school functions and by taking part in PTG meetings, fund-raising projects, and other school related activities.
- Be familiar with school rules and encourage the student to comply with them and to cooperate with the school.
- Recognize that the school is the parent’s partner in the child’s growth and development.

Close communication between teachers and parents enhances performance and promotes desirable behavior. School policies will be communicated to the students. Not every infraction of behavior can result in a communication home. Many times teachers will work with students directly to correct the behavior. Communication with parents can be in the form of positive/negative planner signatures, parent meetings and through emails and phone calls. We encourage parents to ask questions and be in close communication with their child’s teacher.

Students may be placed on probation by the school administration after a single action or after having repeated violations and suspensions. Consequences the school chooses to apply is at the discretion of the school principal. The principal may require specialized professional care for students as a condition for continued enrollment. This is at the discretion of the principal in accordance with local diocesan policy. 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 his/her welfare or to others, probation, suspension, or expulsion are immediate options. Suspension and expulsion decisions are made in consultation with the pastor and/or

the superintendent.

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

- Using a tone or gesture of disrespect that is abusive (profanity, harassment, etc.)
- Showing disrespect for property (vandalism, theft, etc.)
- Demonstrating irresponsible behavior (repeated violations of or unwillingness to follow school rules, etc.)
- Failing to follow direction of adult staff member
- Being dishonest (lying, cheating, spreading rumors, forging signatures, plagiarism etc.)
- Disrupting the class while in session, misbehaving at Mass, in classrooms, restrooms, halls, or assemblies
- Habitual lack of effort leading to failure in classroom work

Actions that require immediate Suspension/Expulsion

* May necessitate notifying the authorities depending on the behavior

- Using language or behavior which is immoral, profane, vulgar, or obscene
- Possession, use, or sale of any form of tobacco, e-cigs/vaping devices, alcohol, or drugs on school, church, or adjacent property used by the school
- Threatening a teacher or any other person
- Possession of or using fireworks or other explosives
- Initiating or participating in a fight
- Leaving class or the school campus without permission
- Possession of knives or other weapons/instruments, matches, or pornographic materials
- Causing physical harm (fighting, biting, throwing objects, using or distributing drugs or illegal substances, weapons, etc.)
- Causing psychological harm (intimidation, threats, cyber-bullying, pornographic materials, etc.)

TERMINATION OF ENROLLMENT

Expulsion

Saint Andrew Catholic School does all within its power 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 deemed 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. Expulsion may also occur if the student's guardians conduct is contrary to a safe and positive school environment. The principal retains discretion in deciding such matters. The principal may expel or suspend students for conduct inside or outside of school that is damaging to the reputation of the school. Ultimately, expulsion is the result of a student's or family's refusal to accept the help offered by the school. In accordance with diocesan policy any decision to expel will be done in consultation with the pastor and superintendent. The principal's decision is final.

Threat to School Safety

Any student or guardian who acts in such a way as to threaten his/her or any other person's safety in the school building or is in possession of, or brings onto school property, any article or substance* that may endanger him/herself or any other person in the school building or behaves in a way that disrupts the operation of the school through encouraging or creating an unreasonable and substantial disruption or risk of disruption of class, activity, program or other function of the school will be asked to leave and/or withdraw from the school.

The principal or designate retains the right to search a student's person and/or possessions and seize possessions whenever there is reasonable suspicion in accordance with diocesan policy

***Note:** In this policy an unsafe substance includes but is not limited to: any narcotic, tobacco, e-cig or vaping system, alcohol, or other drugs, or any objects such as knives, guns, laser pointers, etc. that could cause harm to students. Actions may be reported to law enforcement.

Harassment of Students

Saint Andrew Catholic School recognizes that harassment of any kind has a negative effect on individuals and the environment. Statements will be taken seriously and investigated by the principal or designee. Students who are isolated, intimidated, and fearful cannot give their education the single-minded attention needed for success. Harassment can also lead to more serious violence. Every student has the right to an education and to be safe at school.

Due to the Christian climate and Catholic culture at Saint Andrew Catholic School, harassment of any kind will not be tolerated and will be investigated. Immediate and appropriate disciplinary action will be taken whenever it is determined that a violation of this policy has taken place. Intervention and consequences will be given according to the nature and severity of the incident(s) or situation(s). Student privacy is always paramount. As such, any actions or consequences determined to be appropriate will not be disclosed to anyone other than to the student's immediate family who is receiving consequences. Aggrieved parties/students are not entitled to this information.

DRESS CODE POLICY

At Saint Andrew Catholic School students shall be dressed appropriately at all times. Students

are required to be in complete uniform every day. Exceptions are special occasions: Free Dress Days, student's birthday, and other specified dress down days. Please ensure that your child maintains a neat, clean and well-groomed appearance and comes in the complete school uniform. If, for any reason, your child is not wearing the school uniform, please send a written explanation to the teacher.

At Saint Andrew Catholic School we take pride in the appearance of our students. We believe in a uniform policy for the following reasons:

1. It allows the student to focus on academics rather than on dress.
2. It helps to eliminate competition for expensive and/or fad clothing.
3. It helps the student when getting ready for school in the morning.

School is the "job" of our students. Therefore, it is important for all individuals in the school community to dress appropriately. This shows respect for each other and for one's self. Pride in one's appearance is important in academic and professional settings. 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 sole discretion of the principal or designee. All students will be checked for dress code compliance at the beginning of the school day.***

Boys: natural (original) hair color only. Hair must be neat, clean, well groomed, and trimmed on the side and back. Hair is not to extend further than the BOTTOM OF THE COLLAR and must be out of the eyes. Boys are to be clean shaven (no mustaches or beards). Sideburns should be neatly trimmed and may extend only to the middle of the ear. Extremes of any kind are not permitted (i.e. Mohawks, spiked hair, etc.). Earrings may **NOT** be worn.

Girls: natural (original) hair color only. Hairstyle must be worn in a neat and tasteful manner and must be out of the eyes. Earrings to be post style. For safety purposes, girls are not to wear bracelets or dangling earrings to school. Only religious necklaces on a small link chain are allowed. Nail polish, if worn, must be either clear or light pink. No acrylic or artificial nails of any type are permitted. Gel nails are allowed on the natural nail bed if they are a light pink or clear color and do not cause a distraction. Nails can not be longer than the fingertip length.

Shoes: Leather dress shoes or boots in brown, black, or navy blue, OR athletic shoes that are predominately navy, black, or white with shoelaces may be worn. Athletic shoes or boots can only be navy, black, brown or white. There can be no coloring in with markers. **SHOES WITH LIGHTS OR WHEELS, PLATFORM SHOES, SHOES WITH HEELS HIGHER THAN 2", SANDALS, or CLOGS are NOT allowed.**

Uniform Requirements

Saint Andrew Catholic School has an official uniform consisting of choices. The uniform is supplied by St. Paul's Place at the Skaggs Catholic Center and may not be purchased from other stores. Uniform choices consist of pants, skorts, skirts, shorts, or jumper for the girls and a white or blue polo shirt and or Oxford for both girls and boys. The oxford shirt must always be worn

with the sweater vest or cardigan sweater. In cool weather, only the official school sweaters or sweatshirt may be worn in class. A solid white undershirt with no words or pictures may be worn on cold days. Girls' socks should be solid white, gray or blue knee high, crew, or ankle style. Boys may wear solid colored crew or ankle socks that cover the ankle in: white, gray or blue. Boys' and girls' socks should not be below the shoe line to appear as if there is no sock. Tights may be worn in cold weather. Girls may wear leggings under skirts. The leggings must be plain navy blue, gray, or black with no designs, cut-outs, or embellishments. Athletic shoes with a non-marking sole are required for PE days.

Jackets and sweatshirts other than Saint Andrew Uniform may be worn to and from school and at recess but not in the classrooms. Only uniform sweaters and sweatshirts may be worn inside.

Uniform options and/or vendors are regularly evaluated. Changes to the uniform policy are only made after careful consideration.

Saint Andrew Catholic School Uniform Policy

It is important for all students to present an appropriate appearance at all times. The dress standard applies to all students while on campus as well as designated off-campus school related activities. The uniform policy will be enforced during school hours. Parent cooperation regarding the following policy is appreciated to keep us in compliance with our contract. St. Paul's Place Dennis is Saint Andrew Catholic School's exclusive uniform supplier. Uniform clothing **MUST BE PURCHASED** from St. Paul's Place. **Uniform items from other vendors are not allowed and students may be excluded from school until the proper uniform has been purchased.**

The following items must be purchased from St. Paul's Place:

Uniform Item	Boys	Girls	Notes
Navy Blue Twill Pants	✓	✓	2nd - 8th grades must wear belt
Navy Blue Twill Shorts	✓	✓	2nd - 8th grades must wear belt
Navy Blue Twill Skorts		✓	K-8 th grades (Plaid skirt is different from skort)
Plaid Jumper		✓	K-4th grades
Plaid Skirt		✓	2 th -8 th grades (<i>Fitted to fall at top of knee</i>)
Peter Pan Blouse – white (long or short sleeve)		✓	K-4th grades must be worn with jumper, sweater or sweatshirt
Polo Shirt –white or light blue (long or short sleeve)	✓	✓	K-8th grades
Oxford Shirt – white or blue (long or short sleeve)	✓	✓	K-8th grades must be worn with sweater or sweatshirt

P.E. Gym Uniform	✓	✓	Required 5th-8th grades
Cardigan or Sweater Vest – navy blue	✓	✓	Required with Blouse or Oxford Shirt
Tie – school plaid	✓		Optional- mandatory on Mass day (Fridays)
Belt	✓	✓	2 nd -8 th Grades: Mandatory with pants or shorts

Additional Requirements:

- Solid white t-shirt (undershirt/thermals and undergarments) may be worn under the oxford or polo shirt if covered by the uniform shirt.
- Students 2nd through 8th grades must wear a belt with pants and shorts.
- Athletic shoes with a non-marking sole are required for P.E. days.
- Girl's socks should be solid white, gray or blue knee high, crew, or anklet style. Boys may wear solid colored crew or ankle socks that cover the ankle in: white, gray or blue.

2nd - 8th graders must wear belts. *Pre-school must wear navy bottoms with a light blue or white polo.

Pre-school 3 and Pre-K 4 Classes

Children in the Pre-school 3 and Pre-K 4 classes may wear navy bottoms (shorts or pants), plaid jumper, and white or powder blue top (short or long sleeve polo shirt) that comes from St. Paul's Place. Closed toed shoes or sneakers must follow the dress code policy above. Tights or leggings follow the dress code policy above and must be worn with jumpers for girls. Socks must follow the dress code policy above. Jewelry and accessory guidelines are listed above.

Kindergarten

St. Paul's Place logo tops, bottoms and jumpers must be worn in accordance with the dress code policy above. Closed toed shoes or sneakers must follow the dress code policy above. Tights and leggings must follow the dress code policy above and must be worn with jumpers for girls. Socks must follow the dress code policy above. Jewelry and accessory guidelines are listed above.

Non-uniform Dress

Students are given the opportunity to dress in something other than their uniform, the following rules apply: No short shorts, halter tops, high heels, sandals, T-shirts with inappropriate language/pictures/logos, or blue jeans (except when given permission) are allowed. All the rules for hair and make-up apply as well. On theme days students will be instructed as to what to wear. The principal is the final judge when questions regarding compliance arise.

DROP OFF AND PICK UP

Your child's safety is our main concern. Students are to be dropped off at the front (east) door of the school (enter and leave the parking lot from 11800). At dismissal, the car pool line will enter from 11800. Students will be lined up in their classes and the teachers will see that they get safely into the cars. Parents using this entrance are not to park their cars in the parking lot. If you wish to get out of your car, please use the entrance on 3600 West and park your car in the south lot. It is very dangerous for the children to walk between waiting and idling cars to get to their own. When you have picked up your child, please be aware of other children when you pull away from the curb.

EMERGENCY AUTHORIZED PICK-UP INFORMATION

If, for some reason, your emergency and/or authorized pick-up information changes during the year, please request a new form, fill it out, and promptly return it to the office. This will help us to have our records current and be able to better serve your student in case of an emergency.

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 as the Emergency Contacts will be contacted. It is the responsibility of the parent/guardian to make arrangements 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. Anyone picking up a student may be asked for identification. A copy of the identification document may also be made. At no time are students to use a personal or teacher's cell phone to call home during the school day.

EXTENDED-DAY PROGRAM

Our Extended Day Program (EDP)-before and after school care, is available from 7:00 am to 8:00 am and/or 3:30 pm to 5:00 pm for an additional fee. It is available for students on the days they are enrolled in the program. If you are interested in receiving more information regarding EDP please ask the school secretary for a copy of the Extended Day Handbook. It can also be found on the school website.

All students who arrive at school between 7:00 am and 8:00 am and/or who are not picked up by 3:45 pm may be put into the Extended Day Program. This will help ensure the safety of your child. Before school they will report to the gym where they will be supervised until the teachers join them at 8:15 am for prayer. After school they should be picked up in the EDP room using the south door to EDP since there may not be someone in the office at 4:00. pm.

HEALTH ISSUES

In order to protect the group as a whole, we ask that parents assist us by keeping sick children at home. In the event that a child becomes sick while here the family will be notified and

prompt pick up arrangements will be made. If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made.

Children with infectious illnesses cannot attend.

When child should not attend school:

- Fever 99.9 degrees and higher: This includes the night before/morning of school. There should not be a fever for 24 hours without taking fever reducing medication before returning to school.
- Rash: For an unexplained rash, consult a doctor. Please bring a note stating your child is not contagious.
- Vomiting or/and Diarrhea: All symptoms should be gone and no vomiting or diarrhea for 24 hours before return.
- Strep Throat: Consult a doctor and please bring a note. Child should be on antibiotics for 24 hours and be without a fever without medication.
- Conjunctivitis (red eyes with yellow discharge)/Pink Eye: Consult doctor and please bring a note. Child should be on eye drops/antibiotics for 24 hours before returning.

A child may return when he or she is free from symptoms and no longer infectious. The child should also be well enough to actively participate throughout the day. In any case of serious or unexplainable illness, a doctor's medical clearance may be required prior to admission back into school.

If you have any questions about whether your child should attend, please call before bringing your child.

Please be courteous of all children in our program, and refrain from bringing an ill child until 24 hours have passed since any fever, vomiting, diarrhea, or any other communicable symptoms have occurred. Please call or email and notify us of your child's absence.

HOMEWORK

At Saint Andrew Catholic School, homework is a necessary part of your child's education. Often the real objective of a homework assignment might be deeper than just what is stated in the directions. 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.

We fully support that time after school should be rich with family activities. Teachers carefully consider the homework assigned to ensure it is an appropriate amount and level of difficulty for the developmental stage of their students.

If your child is taking an inordinate amount of time to complete the work, **PLEASE CONTACT THE TEACHER!** This is vital information for the teacher to gauge the progress of all students. Homework is more than just about "getting it done". It provides important information to our

professional teachers in order to make good decisions for our students!

Homework may consist of assignments other than written assignments. Activities including but not limited to reading for book reports, studying for tests, research projects, online math practice, and essays may be assigned. Drill and memorization, oral reading practice, and make-up work missed through absences may also be assigned for homework.

One important aspect of homework success is the involvement of parents in the education of their child, leading to deeper relationships between home and school. Two important parent responsibilities regarding homework include:

- 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. Since parents have completed schooling, they are not expected to do the homework for their student(s). Parents are to assist their student(s) with homework. **Work should be the product of the child.** Continued serious difficulty with assignments indicates a problem, at which point parents should contact the teacher.

If a student consistently neglects homework assignments, the teacher might notify the parents but using RenWeb is the best way to keep track. One way parents can help and become more aware of their child's teacher's homework procedures is by attending Back-to-School Night and parent-teacher conferences. It is the responsibility of the parent to check renweb regularly.

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. Periodically lost items will be donated to charity. Any article found by a student must be taken to the office.

LUNCH PROGRAM

Our school is fortunate to be able to provide a hot lunch program for purchase. Please log on to [SACS Hot Lunch Program](#) to order lunches for the upcoming week. Our students will be able to purchase a balanced meal daily. It provides nutritional, well-balanced choices for the students. There are many options made available and changes to the program happen from time to time.

In accordance with the Diocesan Wellness Policy, fast food lunches will not be allowed in school. Please do not bring or send fast food to school for your child. Our lunch program offers a wide variety of food choices each day. Lunch brought from home must be "ready to eat." There isn't a microwave in the kitchen for heating up food.

Lunch Room Rules and Procedures

The following are the rules and procedures to be followed in the school lunchroom. (repeated problems in the lunchroom may result in the loss of the privilege of using the cafeteria):

- Follow directions the first time they are given.
- Students must clean their own lunch area.
- Do not throw food.
- No running or playing in the lunch area.
- Talk in a reasonable tone and use respectful language.
- No sodas or high energy drinks such as Red Bull, Volt, Monster, etc. are allowed.
- Fast food is not to be brought into the lunchroom.

MEDICAL TREATMENT

At Saint Andrew Catholic School the secretary or designee in the office dispenses all medications, including inhalers, cough drops, fever reducing medications, etc. Proper medical and parent consent forms are needed in order for medication to be given. The medical authorization form can be obtained through the school office or via our website. Parents must provide the medication. Under no circumstances may a student have any type of medication, inhaler, or drugs such as aspirin, advil, acetaminophen, cough drops, and similar medications on their person or with his/her personal belongings. (Students in grades 4-8 may keep an EPI pen with them if parents have turned in the proper paperwork to the office.)

Medical Devices

Medically necessary aides are welcome at Saint Andrew Catholic School with a written diagnosis from a licensed medical professional indicating it is medically necessary, the establishment of an individualized learning plan, and a team meeting with student's teacher, parents, principal or designate, and others as the principal or designate may determine necessary to be present.

PARENT SERVICE

Studies show that successful schools are those in which parents are actively involved. Our parent service program allows you to demonstrate to your child how important his/her education is to you. It gives you an opportunity to meet other parents and it enables the school to maintain costs by not having to "hire out" services. Parents may donate \$250.00 to have service hours waived for the year.

Each family is asked to complete 25 hours of parent service to the school. Monetary donations can also be counted as service hours at the rate of \$10.00 equal to one service hour. All hours must be completed and reported by the second Friday in May unless other arrangements have been made. Your account will be charged \$10.00 for each uncompleted hour.

As a parent you are automatically a member of Saint Andrew School's Parent Teacher Group (PTG). Your volunteer involvement in PTG provides much needed support to the school and

helps you to complete your 25 hours of service. There are a variety of opportunities in which you can participate to complete your hours. Check for volunteer opportunities with your PTG Room Coordinator or teacher. IF you attend 8 PTG meetings for the year, this satisfies all service hour requirements.

Volunteers have legal responsibilities to students, and are expected to behave the way a reasonable adult would in the situation. A Volunteer Handbook has been included at the end of this handbook. All regular volunteers in the school must complete the Diocesan Safe Environment training (www.dioslc.org) and a background check. You will be able to begin volunteering once these two items are completed and in good standing.

PARENT-TEACHER CONFERENCES

At Saint Andrew Catholic School, we believe there is a definite correlation between student progress and parent interest in that progress. Therefore, parent/teacher communication and conferences are vital to the child's education. Parent/Teacher conferences are held twice a year in the fall and spring.

PARENT VISITATION

Once school has begun, parents are not permitted to enter the classrooms with forgotten items. These are to be dropped off at the office. Volunteer or visitor passes are required of all parents whenever it is necessary to enter the school hallway or classrooms. Passes can be obtained after checking in at the front office.

PARTIES

Holiday-themed celebrations may take place during the course of the school year at the discretion of the classroom teacher and cooperating room parent. These celebrations are to last 30 minutes or less. All treats or take-home items should be distributed with the awareness of any classroom allergies or sensitivities.

Birthday parties are never held in classrooms. Contact the teacher regarding bringing birthday treats for the class. All treats or take-home items should be distributed with the awareness of any classroom allergies or sensitivities.

Students are honored on their birthday by the entire school! At morning prayer, students will be called forward by the principal for recognition. Students may wear non-uniform but school appropriate attire on their birthday.

No invitations to birthday parties may be distributed at school unless they will be distributed to the whole class. Contact your teacher or room coordinator to facilitate invitations. Balloons and/or flower bouquets are not permitted in class. Parents are always welcome to arrange

playdates, parties, gatherings outside of school hours!

The reason for this policy is out of necessity to protect instructional time, medical issues, and the wishes of fellow parents.

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 we pause with our students to "lift up our hearts and minds to God." Each class is called to prayer at least four times each day: at the beginning of the day, before and after lunch/recess, and at the close of the day. 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.

Please let the principal know of any serious illness or death in the immediate family so the school community can lend its support through prayer. We are a close community and we want to share our support with one another!

STUDENT INFORMATION SYSTEM

RenWeb is a student information system that we use for a variety of purposes including but not limited to keeping parents informed of their students' progress. Parents will receive a password that will allow them to access their children's grades and check on missing assignments. It is a web based program and can be accessed via the Internet. There is a link for RenWeb on the school website. Grades are updated on a weekly basis.

RECESS

The purpose of recess periods is to provide students with supervised mid-day breaks for physical and mental relaxation. 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. Students are to come to school dressed appropriately for the weather.

Playground regulations will be periodically reviewed with the students. Students must abide by the playground regulations as follow:

Outdoors

- Follow directions the first time they are given.
- Students must remain on the playground during recess. Permission to enter the building must be received from the adults on playground duty.
- No snowball throwing, tackle football, contact sports, or sliding on the ice.
- Students will refrain from using any inappropriate language.
- At the end of recess, students need to line up quietly at the designated area. The

teacher/playground monitor will then promptly escort her/his students to class/lunch.

Indoors

Indoor recess during inclement weather is supervised in the gym or the classrooms. P.E procedures apply. Students must ask permission to leave the classroom/gym to use the bathrooms.

REPORT CARDS

At the end of each quarter, report cards will be sent to the parents. Kindergarten students receive report cards for the 2nd and 4th quarters. Report card envelopes need to be signed by the parents/guardians and returned the next school day. You may keep the report cards at home.

Retention:

If, in the school's judgment, a student has not mastered the necessary academic skills, lacks the emotional maturity to advance to the next grade level or has missed more than 10 school days in a quarter and not received grades in one or more quarters, Saint Andrew Catholic School reserves the right of retention. The principal will make the final decision when and if retention is in the best interest of a student. The principal will consult with teachers and parents in making the decision to retain. Parents are an integral part of this process. We will work together to decide the best course of action to meet the unique needs of each student.

SAFE ENVIRONMENT & BACKGROUND CHECK

The Diocese of Salt Lake City has a strict Safe Environment Policy and as a school dedicated to ensuring the safety and well-being of our students, we are bound to follow it. Everyone who volunteers could establish a relationship with a student during the year and therefore must complete the Safe Environment process. In addition, everyone who volunteers on a routine basis must complete the training. Information on how to complete this training can be obtained on the Parish or Diocesan websites or at the school office. Background checks are done online now. Both the Safe Environment certification and background check must be completed before routinely volunteering at the school. The principal is the sole judge for who must complete Safe Environment Training.

As part of the Catholic School and Religious Education Program and in accordance with the Diocesan Safe Environment Policy, the *Right Relationships (Circle of Grace)* curriculum is taught in all the Catholic Schools in the Diocese of Salt Lake City. "The curriculum was designed with two goals in mind: to promote and model safe environment principles and to help prevent abuse by teaching our children about right relationships and what to do when something is not right. The program's age-appropriate concepts of right relationships: Knowing the Rules; Communication; Respect and Trust; Boundaries; and Unconditional Love, Forgiveness, and Reconciliation are integrated into existing curriculum to help students understand the principles of healthy relationships and what to do when a relationship is not healthy." The curriculum

content can be found on the Diocesan website under Safe Environment.

Student Likeness

Saint Andrew Catholic School loves to celebrate our students and school events. The school will use your child's likeness on our social media pages as well as internal and external school communications. If you do not wish to have your child's likeness used, you must designate this on the student likeness form.

SCHOOL CLOSURES

The principal in consultation with the superintendent of schools, has the final authority to determine school closures. Information regarding school closures will be broadcast through email blast, website, Facebook, and Instagram. We will also notify KSL Radio and TV. Contact information is pulled directly from RenWeb so it is extremely important for the school to have updated contact information.

SICKNESS AND ACCIDENT

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the parents or contact person on the Emergency Form will be notified immediately. Therefore, it is 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. In an extreme emergency, 911 will be called.

SNACKS

There are snack times built in the school schedule. If parents would like their student to have a snack at this time, they **MUST** be provided from home. Snacks will not be provided by the school unless they are donated to the classroom. We ask that all snacks/treats are peanut free.

DIOCESAN ASSESSMENT POLICY

The purpose of the Diocesan Assessment is to provide more information to our professional teachers to guide faith-based instruction. In accordance with diocesan policy students in 5th and 8th grade students take the ARK (Assessment of Religious Knowledge) yearly. STAR Reading and Math assessments are administered during the year for 1st through 8th grade and early literacy assessments are administered to Pre-K and Kindergarten students. These assessments are administered to track student skill levels and progress. Formative and summative data gathered from these assessments are used to drive instructional practices at Saint Andrew Catholic School.

SUBSIDIARITY

At Saint Andrew Catholic School, we follow the Catholic pastoral policy of subsidiarity. That policy realizes the inherent benefits in bringing your questions or concerns first to the person directly involved. Parents should always begin by speaking with the teacher. The proper chain of command is **teacher** → **principal** → **pastor** → **superintendent**. This process will promote understanding, effective communication, and a spirit of reconciliation.

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. Textbooks should be kept free of ink or pencil marks; answers to problems, quizzes, or tests should **NEVER** be written in textbooks. If a textbook is lost or damaged, the student will be expected to pay for its replacement.

TRANSFER

Students transferring to Saint Andrew Catholic School for admission to Grades 1-8 will need to apply for admission.

A student who is withdrawing from Saint Andrew Catholic School must return all books and school property before records will be released. All financial obligations must be met as well.

Notification is required prior to transfer from Saint Andrew Catholic School so that we have sufficient time to prepare the paperwork. Student records will be sent directly to the receiving school upon request from that school. Information for transfer can only be released after all financial obligations to Saint Andrew Catholic School are met.

TUITION POLICY

Tuition for Saint Andrew Catholic School is handled through the FACTS Tuition Management Company. Tuition is paid through 12 automatic withdrawals from a checking or savings account (beginning in June and ending in May). Unsuccessful payment withdrawals will be subject to service charges from FACTS and possibly from your bank as well.

Families with unusual hardships during the year should make an appointment with the principal at least a week before their scheduled withdrawal date to avoid finance charges. The principal is more than willing to work with financial situations but families must be willing to contact the principal and work with the school to meet their financial obligations. Tuition will not be subject to refund unless the family gives prior notice of withdrawal and family purchased TAP insurance.

VISITOR PERMITS

At Saint Andrew Catholic School all visitors must, upon arrival, report to the school office and wear a visible pass. This helps to ensure the safety of our students. No one is allowed to go directly to any part of the building without first checking in with the office. The security of students is taken very seriously.

WELLNESS POLICY

Saint Andrew Catholic School adheres to the Wellness Policy of the Diocese of Salt Lake City as outlined in Diocesan Policy #5130. In addition, regular health, asbestos, and safety inspections are carried out periodically.

ASBESTOS DISCLAIMER

Saint Andrew Catholic School has been constructed with materials that do not contain asbestos. A letter from the architect has been sent to the State Department of Environmental Quality, Division of Air Quality, Salt Lake City, Utah. Copies of this letter are on file in the school office and at the Catholic Schools Office, Diocese of Salt Lake City, 27 C STREET, SALT LAKE CITY, UTAH.

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 Saint Andrew Catholic School at the present time.

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

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 Saint Andrew 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 proper behavior mentioned in these guidelines. Questions will arise that 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.***

We are so happy to have you as part of the Saint Andrew Catholic School family. We look forward to serving you and your student(s) and to another incredible year of spiritual, intellectual, and emotional development for our wonderful students!

Let us continue to encourage, support, and affirm one another as we endeavor to heed God's call to "Let the children come to me."

PARENT VOLUNTEER HANDBOOK

Welcome to Saint Andrew Catholic School! We are thankful that you have made the decision to volunteer your services to our students. With the support of volunteers like yourself, the opportunity to meet the individual needs of each child is significantly increased.

The staff at Saint Andrew encourages parents / guardians and other members of the community to share their abilities and time with our students. Volunteers in our school enhance the educational program and fortify our school's relationship with businesses, homes, private institutions and public agencies.

The education of today's youth takes an entire community. Devoted members of our community bring new resources and energies into our schools. Schools from all around our country are drawing support from their communities through the efforts of volunteers who work in our schools, become career mentors, contribute goods and supplies, and those that support our schools financially through endowments and grants.

This handbook is designed to provide you with practical information that will assist you in your volunteer placement. It is our goal that the time you spend with our students is worthwhile for you as well as for the students. If you have any questions that have not been addressed in this handbook, please feel free to call the school office or seek out a member of our excellent school PTG.

Once again, thank you for helping make a difference in the lives of the students at Saint Andrew Catholic School.

Sincerely,

Holly Groves
Principal

Expectations of Parent Volunteers

All volunteers must complete the Diocesan Safe Environment Program and background check in order to be allowed to work with students.

1. *Please dress appropriately for working with children.*
2. *Volunteers may not “discipline” another parent’s student.*
 - a. *If a situation occurs between two children while at home, please talk with the parent or child while at home. Rules for adults are quite different when on school grounds.*
 - b. *If a situation between two children occurs at school – whether it involves your child or other children, please notify the teacher and let the school officials take care of the discipline.*
3. *If you cannot make the pre-arranged time, please let the school know as soon as possible so plans can be changed.*
4. *Please do not just drop in to offer help unless the teacher needs your help and is aware that you will be coming in. All volunteering should be pre-arranged with the teacher. Lesson plans are commonly written around volunteer’s availability. Teachers will not have time to put together work for you to do without notice.*
5. *Parents should not offer rides to students unless they have prior arrangements with that student’s parents and the parent /guardian of the child has notified the school.*
6. *Cell phones should be off while in school. If you must make or take a call, please do so before you arrive or after you leave school. Talking on the phone is very distracting to students, faculty and staff that are working and trying to concentrate.*
7. *Parent Volunteers must make other arrangements for siblings and/or other children while volunteering in the classroom. Younger children and older siblings are distracting to the educational environment.*

Initial Volunteer Checklist

When you begin your volunteer experience, please discuss the following with the teacher:

- Signing in and out of the building and wearing a volunteer badge
- Scan Driver’s License at the Front Desk
- Your schedule
- School-wide rules and which ones apply to adults as well as students
- The teacher’s classroom policies, procedures and rules, as well as his/her management system, methods of reinforcing students, and emergency procedures
- What your specific duties will be, materials you should use, and strategies to use when working with students
- How and when to contact the teacher/staff member regarding a change in your schedule, etc.
- Alternate plans for days when the teacher is absent and a substitute is in charge of the class
- How the students will refer to you (Ms., Dr., Mrs., Mr., etc.)
- Procedures for taking students out of the classroom for individual work, if applicable
- Your special interests, talents, and skills
- Confirm scheduled school holidays and identify any pre-planned field trips that fall on your scheduled day(s)

Acquaint Yourself With Our School Policies

Please help us stay within our supply budget by practicing economy and eliminating waste with materials available in the classroom and office. All materials come out of our school budget.

Saint Andrew Catholic School Rules

Be Respectful, Responsible and Kind

	Respectful	Responsible	Kind
Classroom	• HANDS TO SELF • QUIET VOICES • LISTEN • RAISE HAND	• ON TIME • IN UNIFORM • PREPARED	• USE MANNERS • BE FRIENDLY • COLLABORATE
Recess	• KYHFOOTY	• BE SAFE • USE EQUIPMENT WISELY	• INVITE OTHERS TO PLAY • TAKE TURNS • PLAY FAIR
Lunchroom	• SAY "PLEASE" AND "THANK YOU"	• STAY SEATED • THROW TRASH AWAY	• BE FRIENDLY • INCLUDE OTHERS
Transitions	• WALK • VOICES OFF • HANDS TO SELF	• WALK WITH PURPOSE • BE WHERE EXPECTED	• WALK WITH CARE

Please read the following client rights from the state of Utah. Acknowledgement of the handbook acknowledges you have read your rights.

R380-80-6. Client Rights.

(1) The provider shall ensure that each client has the right to:

- be informed of their rights;
- be treated with dignity, respect, and fairness;
- be free from potential harm or acts of violence;
- be free from discrimination;
- be free from abuse, neglect, mistreatment, exploitation, and fraud;
- have equal access to food, shelter, and health services;
- be free from retaliation for reporting any violation to their rights;
- privacy of current and closed records; and
- communicate and visit with family, attorney, clergy, physician, counselor, or case manager or worker assigned to client, unless therapeutically contraindicated or court restricted.

(2) The provider shall inform each client of policies and procedures that affect client or guardian's ability to make informed decisions regarding client care including:

- program expectations, requirements, mandatory or voluntary aspects of the program;
- consequences for non-compliance;
- reasons for involuntary termination from the program and criteria for re-admission;
- program service fees and billing; and
- safety and characteristics of the physical environment where services will be provided

Middle School at Saint Andrew Catholic School

Introduction

The Saint Andrew Catholic Middle School program serves students in grades five through eight as a bridge between elementary and high school. This model supports the spiritual, academic, and social growth of pre-adolescents through departmentalized instruction, advisory, and leadership opportunities. The Middle School follows all general Saint Andrew Catholic School policies and procedures while maintaining additional expectations specific to this age group.

Rationale and Philosophy

Middle School years are a time of rapid personal and intellectual growth. Saint Andrew's Middle School provides a faith-based environment that fosters independence, self-discipline, and responsibility. Students are encouraged to model respect for themselves, others, and their community while deepening their Catholic identity and academic foundation.

Goals and Objectives

The Middle School program strives to:

- Promote academic excellence and creative thinking.
- Cultivate self-discipline, personal responsibility, and accountability.
- Provide opportunities for leadership, service, and faith development.
- Encourage mutual respect among students, parents, and teachers in a Christ-centered environment.

Academic Policies

Middle School students are graded in Religion, English/Language Arts, Math, Science, and Social Studies. To be promoted, students must earn 36 total points across these five subjects each year (A=4, B=3, C=2, D=1, F=0). A student may not fail the same subject for two quarters in one year.

Homework

Homework is designed to reinforce classroom learning, develop responsibility, and strengthen study habits. Students typically spend 1–2 hours per day on homework. Late work receives reduced credit:

- **1 day late – 75% maximum**
- **2 days late – 50% maximum**
- **3+ days late – 0%**

Absent or Missing Work

For excused absences, students have two days per day missed to submit assignments for full credit. Teachers should be notified in advance when absences are anticipated. Chronic absenteeism (10+ absences in a quarter) may result in a withheld report card and a parent conference.

Academic Honesty

Cheating, plagiarism, or allowing others to copy work will result in a zero on the assignment and a parent notification.

Daily Life and Procedures

Advisory

Each student is assigned an advisor to monitor academic and spiritual growth, assist with organization, and promote leadership skills.

Exploratories

Each quarter, students participate in elective courses (“exploratories”) that expand their interests in arts, humanities, science, and technology.

Retreats

Middle School retreats are integral to spiritual formation and attendance is mandatory.

Bathroom and Locker Breaks

Designated times are provided for locker and restroom use to limit instructional interruptions.

Behavior Expectations

Students are expected to:

- Show respect for self, others, and property.
- Be on time and prepared for each class.
- Follow school and classroom rules.
- Demonstrate integrity and accountability.

Teachers and parents work together to ensure these expectations are met with dignity and fairness.

Accountability Cards

Students carry an accountability card to track positive behaviors and infractions. Citizenship grades are determined by the card each quarter:

- O – Outstanding (10+ positive marks, ≤3 negatives)
- S+ / S / S- / N – Reflect varying levels of conduct and responsibility

If a student loses their planner or repeatedly fails to follow planner expectations, a fine and a behavioral mark will be issued. Parents are expected to check their child's planner regularly to stay informed about homework, projects, and classroom behavior, both positive and corrective.

Technology and Devices

- **Cell Phones:** Collected by teachers each morning and returned after dismissal. Phones must remain off and stored during school hours.
- **Chromebooks:**
 - Grades 6–8 receive individual devices; Grade 5 uses classroom sets.
 - Students must charge devices nightly and use them for academic purposes only.
 - Games and unapproved sites are prohibited.
 - Chromebook insurance is required annually.

Leadership and Service

Students are encouraged to grow as servant leaders through:

- Student Council
- National Junior Honor Society
- Peer mentoring and community service projects

Parent Partnership

The Middle School team values open, positive communication. Parents are expected to:

- Check RenWeb regularly.
- Contact teachers directly regarding concerns.
- Support attendance at Mass, retreats, and school events.
- Reinforce home study routines and responsible technology use.

Signatures

Parents and students are required to acknowledge the Middle School policies annually. The principal and Middle School Team reserve the right to amend policies as needed with prompt notification to families.

