

Student/Parent Handbook 2011-2012

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Dear Parents and Students:

J. E. Cosgriff Memorial Catholic School has for its purpose the Catholic education of youth. All our educational goals are either directly or indirectly related toward this purpose. We endeavor to achieve our goals through a daily schedule of religious and academic subjects that are taught in a variety of ways.

Through education the Church seeks to prepare its members to proclaim the Good News and to translate this into action. Your choice of J. E. Cosgriff Memorial Catholic School is an indication that you are interested in the total development of your child. The strength of the education received lies in the cooperation of the faculty, staff and parents of Cosgriff School students. The result will be a person prepared to cope with, live in, and contribute to the community in which he/she lives.

We have assembled some of the important information concerning the school in this handbook, the purpose of which is to acquaint each parent and student with the policies of the school's educational program. This communication will enable parent, student and school to work well together.

ACCREDITATION

J. E. Cosgriff Memorial Catholic School is in compliance with the regulations and policies of the Catholic Schools Office of the Diocese of Salt Lake City. These are the regulations and policies that are published in the Diocesan Handbook of Policies as well as those that may subsequently be determined by the Superintendent of Schools. The Western Catholic Education Association and the Utah State Department of Education accredits J. E. Cosgriff Memorial Catholic School.

PHILOSOPHY

We, the faculty and staff of J. E. Cosgriff Memorial Catholic School, see ourselves as commissioned by the Church and delegated by parents to teach the children entrusted to our care. Together we strive to develop in our students a sense of dignity, self worth and potential as children of God. On that foundation, we will build their spiritual strength, academic excellence and artistic appreciation.

It is our goal to nurture a Catholic identity in a Christian environment by involving students in prayer and worship and by serving as Catholic role models. We strive to instill in our students the love of learning, the desire to be of service to others, and the importance of respect for all people in our school and our world. Our students

will then be able to accept the challenge and responsibility of living in a diverse and global community.

MISSION STATEMENT

The mission of J.E. Cosgriff Memorial Catholic School is to guide our students to become respectful, responsible, and productive citizens through quality academic instruction that is grounded in Catholic teachings and tradition.

BELIEF STATEMENTS

At J.E. Cosgriff Memorial Catholic School, we believe:

- We are a Catholic community of teachers, administrators, parishioners, parents, and students who share the responsibility for advancing the school's mission.
- Each student is a valued "Child of God" with unique physical, social, emotional, intellectual, and spiritual needs.
- All students can learn.
- A variety of instructional practices and assessments are necessary to support the learning styles of every student.
- A safe and well maintained environment promotes student learning.
- Students learn best when actively engaged in the learning process.
- The commitment to continuous improvement is imperative to assist students in becoming self-confident and self-directed lifelong learners.

Schoolwide Learning Expectations 2011-2012

Catholic Identity

- Develop a Christ like spiritual life through prayer, regular participation in mass and active involvement in the Catholic faith community.
- Demonstrate a solid understanding of the Catholic faith, traditions.
- Develop and practice gospel formed behavior and virtues.

Cognitive Development

- Exhibit a solid foundation of basic skills and knowledge in required core subjects
- Display competence in oral and written language.
- Apply higher level thinking skills while solving problems both critically and creatively.
- Implement useful study habits, while producing quality work and striving for academic excellence.

Character

- Learn and practice effective decision making skills and assume responsibility for behavior.
- Develop respect for self and respond compassionately to the needs of others.

Civic Responsibility

- Recognize the value of stewardship, the service to others in the local and broader community.
- Respect diversity and develop an understanding of critical global issues.

GRADUATE PROFILE FOR J. E. COSGRIFF SCHOOL

Religious/Faith Dimension

- Actively and consistently participate in their Catholic faith.
- Continue to develop a personal relationship with God through prayer, both private and liturgical.
- Develop a life-long relationship with God, with Jesus as a role model.
- Know their faith, act on their faith, live their faith.
- Be a faith filled person who is Christ-like and prayerful.

Christian Values Applied

- Apply Christian values when making moral, social, or political decisions.
- Use Catholic Christian values when making choices.
- Value the dignity of human life and make responsible moral decisions regarding self and others.
- Demonstrate an understanding of Catholic social justice teaching.

Relationships

- Form meaningful, healthy relationships with others.
- Understand and practice the elements of a healthy lifestyle.
- Work effectively with others.
- Is a well-rounded person who is self-confident, self-disciplined and compassionate.
- Is a loving person who is a friend, a communicator, a community builder.
- Be a healthy person who is respectful of the body, practices good health habits and is a good sport.
- Demonstrates the importance of taking responsibility for one's actions.

Respect and Dignity

- Exhibit self-confidence and recognize that they and all people are worthy of dignity and respect.
- Have dignity for self and others.
- Treat others with dignity and respect.

- Exhibit characteristics of integrity, honesty, compassion, sensitivity and inclusion of others.
- Appreciate diversity.
- Be respectful, resourceful and responsible.
- Work cooperatively with others, as well as independently.
- Respect self, others and the environment.

STATEMENT OF NON-DISCRIMINATORY POLICY

J. E. Cosgriff Memorial Catholic School reaffirms its policy of non-discrimination on the basis of race, sex, color, national and ethnic origin in its educational programs, activities and employment policies.

All students, faculty members and staff without exception are admitted to all the rights, privileges and activities generally accorded or made available at the school which does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its employment policies, admission policies, scholarship and loan programs, or athletic and other school-administered programs.

J. E. COSGRIFF MEMORIAL CATHOLIC SCHOOL

The J. E. Cosgriff Memorial Catholic School has been so named because it was built through the generosity of the Cosgriff-Sturdevant families in memory of J. E. Cosgriff, husband of the late Mrs. Mildred Cosgriff. Mrs. J. E. Cosgriff and Mr. Walter Cosgriff were living at the time the gift was made and were numbered among the donors.

The McCarthy Center was dedicated on May 12, 2002. It was named after the late Thomas Kearns and Jane Finn-McCarthy because of their generous donation toward the building. They were long time members of St. Ambrose Parish.

The first school session began on September 3, 1957 with six grades and a kindergarten. The Daughters of Charity staffed the school initially and continued with the school until 1991. Through the years the school has expanded to Kindergarten through Eighth Grade. The Extended Day Program was added in 1993. Rev. William Wheaton, Ph.D. pastor of St. Ambrose Parish is the administrator of the school. Mrs. Betsy Hunt is the principal.

GENERAL SCHOOL INFORMATION Policy 1200

NON-DISCRIMINATION AND COMPLIANCE WITH TITLE IX EDUCATION ACT

Assurance Statement

The elementary/middle and secondary Catholic schools of the Diocese of Salt Lake City under the jurisdiction of the Roman Catholic Bishop, the Superintendent and the Diocesan School Board, attest that they do not discriminate in admitting students of any race, color, sex, national and ethnic origin in its admission policies, treatment of students, and its employment practices.

Programs and Activities

These schools do not discriminate on the basis of race, color, sex, nationality, religion and ethnic origin in the administration of their educational policies, scholarship and loan programs, athletic and extracurricular activities, or in other school administered programs in employment or promotion practices.

Policy 1400.01

CATHOLIC SCHOOL SYSTEM

The Catholic Schools in the Diocese of Salt Lake City are part of the educational ministry of the Bishop of the diocese. Together, the schools exist as part of a system under the direction of the Superintendent of the Catholic Schools. The Diocesan Catholic School Board acts as a consultative body to the Catholic school superintendent on all matters concerning Catholic Schools.

Policy 1430

CATHOLIC SCHOOL LEADERSHIP

The principal in the Catholic schools of the diocese serves as spiritual, educational and managerial leader, responsible for Catholic identity, academic excellence and the building of a faith/learning community. In this role, the principal articulates the vision and goals of the school, giving witness to the values that make the vision a lived reality in the school and parish community.

At the elementary/middle school level, the parish pastor and the school principal share the important ministry of pastoral leadership in the Catholic school. In a regional school, the pastor of the parish where the school is located assumes responsibility with the principal for pastoral leadership of the school. Regional pastors are encouraged to collaborate with the principal when decisions impact either the school or the parish. Principals of diocesan regional schools and high

schools share responsibility with the diocesan superintendent, in whom the bishop has entrusted the ministry of leadership for Catholic schools.

The pastor in collaboration with the principal of elementary/middle schools provides for the pastoral care of the faculty, staff and students. At the high school level and in diocesan regional schools, chaplains are selected, as available, by the principal to provide campus ministry, thus assisting the principal with pastoral care.

Policy 1510

PARENT ORGANIZATION

Every school should have a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Educational Association. (NCEA)

The primary purpose of a parent organization is to support the school's mission. This is done primarily by:

1. Volunteering help in school programs and activities and supporting all volunteer efforts needed in the school.
2. Organizing and supporting fund raising efforts to financially support the school and its programs.
3. Supporting the school by giving positive feedback to publics.

Policy 1700

RELEASE OF DATA

Release of information to Media

Before the use of name, likeness, whether in still, motion pictures, audio, or video tape, photograph and/or other reproduction of a student, including voice and features with or without name of student for any promotional purposes involving the Diocese of Salt Lake City parish/school, news or feature stories in any media or other purpose whatsoever, written permission for publication of this information must be secured from appropriate parents/guardians. This permission shall be kept on file for the length of the time the student is at the school.

Release of Student Directory Information

Before printing student directories, written permission for publication of this information must be secured from parents/guardians. Names and addresses of

students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Subpoena of Records

When a subpoena requesting records or testimony is served, the principal should notify the Catholic Schools Office immediately and proceed according to instructions. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor should the lawyer be allowed to obtain information from teachers.

STATEMENT OF RESPONSIBILITIES

Becoming a member of J.E. Cosgriff Memorial Catholic School Community brings with it certain expectations and responsibilities. Our school community is based on common beliefs and values. The responsibilities of the principal, faculty, parents and students shall be as follows:

Principal shall:

- Endorse and display a professional attitude and a dedication to Church teachings
- Participate in ongoing spiritual and professional growth and development
- Communicate effectively and routinely with pastor, faculty, students, parents/guardian, the school board, and parish community
- Develop and implement education goals, objectives, and curriculum for J.E. Cosgriff School
- Provide leadership in spirituality, curriculum and staff development of the school
- Supervise the quality of instruction provided to the students
- Implement and administer policies as established by both boards of the Diocese and Parish

Faculty/Staff shall:

- Model Christian ideals for their students and parents/guardians
- Endorse and display professional attitudes as well as a dedication to Church teachings
- Participate in ongoing spiritual and professional growth and development
- Use instructional strategies that are most effective in promoting learning
- Communicate effectively and routinely with students, and parents/guardians

- Endorse and actively pursue the educational goals and objectives of J.E. Cosgriff School through the development of school curriculum
- Present content using a variety of methods which are sensitive to the individual needs of the students as well as curriculum outcomes
- Maintain a classroom conducive to learning and Christian character formation

Parents/Guardians shall:

- Model Christian behaviors and attitudes and support the spiritual growth of their children
- As their child(ren)'s primary educator, encourage and help them to learn
- Support the educational goals and efforts of J.E. Cosgriff School in the education of their child(ren)
- Provide an appropriate environment, resources and adequate time for completion of schoolwork
- Share their talent, time and resources with the school and its fundraisers
- Assure that their child(ren) learn to follow rules and be punctual in attendance
- Support efforts and guidelines of J.E. Cosgriff School

Students shall:

- Demonstrate by their language, behavior, and attitude a respectfulness toward adults and other students
- Maintain an attitude of accountability for their own learning and actions
- Show respect for the Catholic ideals on which our school is centered
- Display a willingness to share their time and talents in the classroom and through community service
- Cooperate with school and parish personnel and other students

ADMISSION REQUIREMENTS

Policy 3000

ADMISSION REQUIREMENTS

Admission criteria for Catholic School

Each school will have a written policy on student admission and requirements. Screening may be required for placement and/or acceptance.

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program

offered. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

Neither race, gender, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are to be accepted on a space-available basis.

The administration of the school has responsibility for admission of new students.

The criteria used to select new students in the elementary school (K-8) are as follows:

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

Admission of preschool/pre-kindergarten students into the K-8 school program is at the discretion of the principal.

Parishioner

To qualify as a parishioner, at least one parent/guardian and their child must be:
registered in the parish,
baptized in the Catholic faith,
attend Mass regularly, and
support the parish in the best way they can, whether monetarily or in service.

Proof of legal name, age and custody

Before any child is admitted to a school, the child's parents or guardians shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. At least one parent/guardian of the child must sign the child's application for admission to the school. In case of divorce, records, including a certified copy of the Decree of Divorce, must be on file stating who has custody and when. In cases where the child's name differs from the birth certificate, additional and supporting legal documents will be required.

Name of student

Upon admission to a school, a student shall be registered under the name that appears on the student's birth certificate. This must appear on the attendance register, permanent record file, and report card. The student may use a "preferred" name on papers, reports, etc.

Immunization for first admission/health assessment requirements

Schools shall comply with the current requirements for immunization and health assessment as established by state and local health authorities. It is required that kindergarten students have a health evaluation prior to entering school. It is recommended that students in grades 3, 7, and 10 have a health evaluation done.

Age of admission for kindergarten and first grade

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

Exclusion

The principal is authorized to exclude from admission to kindergarten or first grade those pupils who, on the basis of objective testing conducted by the school, and Salt Lake School District determines that the faculty and staff are unable to meet the basic academic needs of the student.

Policy 3010

Policy 3010

INCLUSION

The Catholic Schools of the Diocese of Salt Lake City support the concept of appropriate inclusion in our schools. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. It is within this context that children with special needs are welcomed into the Catholic school community. Catholic schools recognize their responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, Catholic schools will serve children with special needs in general education classes.

Policy 3020

RESPECT FOR PERSONS WITH DISABILITIES

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.

HOT LUNCH PROGRAM

Hot lunch is served 4 days a week. Monday through Thursday Chef Tom of Francesco's will prepare the lunches. The cost is \$3.00 per lunch. Orders are taken once a month. Students may also bring lunch from home with juice drinks. Milk is served with the hot or sack lunches. **No carbonated drinks will be permitted in the lunchroom.** *Parents may come and have lunch with their children at any time.*

EXTENDED DAY PROGRAM

This program is for students of J.E. Cosgriff Memorial Catholic School (three and four year olds year olds through eighth grade) who need care from 7:00 a.m. to 8:15 a.m. and from 3:15 p.m. until 6:00 p.m. (See **Extended Day Program Handbook** for more information.) Call Mrs. Tammie Cleverly at 484-8905.

Absence

Policy 3110

ATTENDANCE / ABSENCE

The responsibility for attendance at school belongs to the parents/guardians, but the school is obliged to keep an accurate record of daily attendance. This record is to be signed by the teacher, placed in the school file, and kept in perpetuity. Attendance data must be entered on the student's permanent record.

When a student has been absent, the school must require a written excuse from parents/guardians. If a student is absent without an excuse or if the school has reason to suspect the validity of the excuse, the principal should investigate the situation and apply appropriate solutions.

When parents/guardians take their children out of school because of family

vacation/personal plans, it is with the understanding that class participation cannot be made up. However, upon returning, assignments may be given and completed within a reasonable time.

Ordinarily, a report card will not be issued if a student is absent (excused or unexcused) for ten or more days in a given quarter. Elementary school promotion is difficult if a student does not receive a report card for two of the four quarters in any one school year. Summer school, tutored classes, or individual contracts may be used to remedy the situation after consultation with the teacher. The final decision as to promotion shall be the responsibility of the principal. Parental/guardian advice should also be considered in making the final decision.

School hours

Grades 6-8 8:10 a.m. - Doors open, tardy at 8:15 a.m.

Grades K-5 8:15 a.m. - Doors open, tardy at 8:20 a.m.

Preschool -2 year olds 8:20am - 11:00am Tu & Th

-3 year olds 8:20am -11:00am M-Th

-4 year olds 12:20pm -3:00pm M-Th

8:20am-11:00pm Friday

Lunch times

K,1,2 - 11:45-12:20pm

3,4,5 - 12:05-12:35

6,7,8 - 12:25 -12:50

Dismissal

Pre-School, three and four year old -Mon-Thurs 11:00am

Pre-kindergarten, Mon-Thurs, 3:00pm. Friday- 11:00a

Kindergarten -Eighth grade, Monday-Thursday, 3:15pm

Friday - 12:15 p.m.

Once a child arrives on school grounds, they are to stay. No one is allowed to go to neighboring businesses etc. No child should be waiting in the vestibule of the Church before school in the morning. However, students are welcome to attend daily Mass.

At the end of the day, students should leave school grounds upon dismissal at 3:15 p.m. The school is responsible for the students' safety during these times only.

The Extended Day director will make a 'sweep' of the playground area at 3:30 p.m. and take any remaining students to the Extended Day Program in Vaughan Center. Parents will be charged \$4.00 per hour/per child for any child who needs this service. (\$5.00 per hour for drop ins).

Notification of Absence

If a student will be absent from school, the parent/guardian shall notify the school by 8:30am. If the absence is unreported, a person so designated, shall call the parent/guardian to verify that the child is absent with the knowledge of the parent/guardian.

Excused absences: Illnesses or family emergencies are considered excused absences.

Unexcused absences: Any absence other than illness or family emergency is considered unexcused. Vacations taken during the school year are considered unexcused absences. Parents may wish to take their children out of school for several days because of family vacation plans. A **Vacation Notification Form** must be filled out and signed by parent. When this request is made the teacher should discuss the student's progress with parents and advise them of the effect such an absence will have on the student's work. These recommendations should be noted on the Vacation Notification Form. The final decision, however, is the responsibility of the parents.

Makeup work: When an absence is **excused**, the student is responsible to ask the teachers for makeup work and tests. This should be done immediately upon returning to school. When an absence is **unexcused**, that is because of family vacation/personal plans; it is with the understanding that class participation cannot be made up. Makeup work is at the discretion of the teacher and must be completed according to the timeline set by the teacher. Teachers may but are not required to give assignments prior to an unexcused absence.

Policy 3120

RELEASE OF STUDENTS FROM SCHOOL

Parents/guardians presume their child is under the care of the school during school hours. Consequently, a student should never be released early without the explicit written permission of the parent/guardian. These requests are kept on file. A student may be dismissed early only upon approval of the principal. An elementary student may be released only to the parent/guardian/authorized representative of the parent/guardian. The principal shall not honor a telephone request for a student's early dismissal to someone not listed on the emergency card. Students should not be detained unduly after school without the knowledge/permission of parents/guardians.

Tardy

A student is tardy if he/she is not in the classroom and ready to work by 8:15 am for Middle School and 8:20 am for K-5. Children who arrive after 8:20 must report to the office for an admittance slip. The parent (or adult who brought them) must come to the office, state the reason for the tardy and get an admittance slip. The law requires that every child be in school and on time everyday. Repetitive tardiness is detrimental to a child's education and his/her personal development, as well as being disruptive to the teacher and other class members. **A parent conference will be requested after 3 unexcused tardies.**

SAFETY RULES AND REGULATIONS

Traffic rules for the cars and children:

In the morning: Cars should enter the playground area at a low speed and use the lane to the left of the orange cones for dropping off purposes only. Cars should not block this lane. If you need to park, please do so away from the flow of traffic. Cars enter from 2300 East in the entrance closest to The Church Center and exit onto 2300 East through the exit nearest the Vaughan Center, right hand turn only.

At dismissal time: The same procedure should be followed. All students will exit the school on to the parking lot. Children should not go beyond the cones until they see their own car. They should then WALK to the car. Children are not to be picked up on the west side of 2300 East.

Car pools: In order to provide greater safety for our children, we ask all parents to pick up their car pool in the playground parking lot or park across 2300East, walk across the street with the crossing guard to meet their child.

No idling: All persons are asked to turn off their car motor if waiting in the parking lot for more than 30 seconds. This will greatly help the **CLEAN AIR** policy adopted by the school.

Playground Regulations

1. Students are expected to treat each other with respect.
2. The following student behaviors are unacceptable:
 - Climbing trees.
 - Climbing on the outdoor furniture, church, carport, school, or garage roof.
 - Making or throwing snowballs.
 - Throwing sand or woodchips.
 - Entering the church building during recess times.
 - Staying in the Church entrance areas.
4. When the ball rolls into the street or a neighbor's yard, a student should request the yard supervisor to retrieve it.
5. During lunch recess students are to remain on the playground. Yard supervisors may grant permission for a student to use the restrooms in the school.
6. Food is prohibited on the playground.
7. Parents on duty and yard supervisors will circulate around the playground areas rather than stand and visit with one another.
8. Rainy or snowy day procedure: The children are not allowed out to play when it is raining. The students will go to the classrooms and engage in board games, etc. However, when it is snowy and cold, the students will go outside. Make sure that they wear coats and caps for this weather.
9. Bicycles: Children should walk their bikes into the school grounds. They should be parked in designated places. Bicycles must be locked in the bike rack.
10. Cruelty of any kind toward another student will not be tolerated at recess or any other time of the school day.

EMERGENCY PROCEDURES

Fire drills and earthquake drills are an essential part of a school program. These drills are held throughout the school year in order to familiarize all occupants of the school with the routine. In the case of other emergencies necessitating dismissal of school because of blizzard, heavy snow, or power outage, parents are

notified via the school emergency system-Notify Now and/or radio stations: **KSL, KDYL, and KALL.**

In the event of any civil emergency, children will never be dismissed from school prior to the regular dismissal time. Parents may come to pick up their child(ren) in such a situation before the regular dismissal time. **Notify Now** emergency system procedures in place.

Illness, Emergencies, Immunizations, HIV Infection and Allergies

If a child becomes ill or injured during school, the school personnel will notify the designated parent or guardian and give simple first aid only. Therefore, it is most important for the school office to know where to reach a parent or guardian during the school day. A current emergency telephone number should be on file in the school office at all times. The school office must have on file a current and fully completed diocesan emergency card for each family with information pertaining to each student. The card is to be completed and signed at the beginning of each school year. Parents or guardians are required to update the office of any changes. Power School will be updated daily with current family information.

If it becomes necessary for medication, prescription or non-prescription, to be administered to a child at school, it is required that two forms be completed-one from the parent and one from the doctor- before we will administer the medicine. The parent and doctor must sign these forms. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment should be marked clearly on the medicine container. All medications must be left in the school office, and the child will come to the office when medication is to be dispensed. Forms can be obtained from the School Secretary.

Immunization Health must submit annual immunization statistical reports. Students will not be allowed at school without proper immunization records after October 1st.regulations are as follows: According to Utah state law, all students enrolled in school must be properly immunized. The State Board of Health maintains the policy that students who have not been properly immunized or exempted from requirements of immunization are to be excluded from school. Parents of new students are required to present proper verification of immunization for all their children.

HIV Infection: All Catholic schools in the diocese follow the Diocesan School Policy on HIV Infection as outlined in Policy Number 5020.1 of the Administrative Handbook, which is available in the school office.

Food Allergies: Because food allergies, specifically nut allergies, are becoming more common. No classroom snacks containing nut products are allowed. Please check all labels before bringing in a snack for your child's class to be sure that **no** nut products were used. Students may bring products containing nuts for their own consumption, only.

Teacher Communication

Parents wishing to contact a faculty member about their child's progress or other aspects of student life are asked to do so by leaving a telephone message first for the teacher on their voicemail. The teacher will return the message after school and/or as promptly as possible. Also, a note to the teacher is appropriate.

Parents are asked NOT to follow their child into school in the morning and attempt to start a discussion with the classroom teacher. It is critical that the classroom teacher devote 100% attention to incoming students and starting the academic day. Please give special instruction to the school secretary.

The main purpose for email is for the classroom teacher to send notes of communication regarding classroom instruction to the parents. Parents are asked not to use the email as a form of complaining or grievance toward the teacher.

Principal Communication

Parents wishing to contact the principal may do so by calling the main office. The principal has an "open door" policy whereby teachers, students, and parents may meet at school any time without an appointment. Calling ahead, however, will ensure a specific time without interruption.

Parent/Teacher Conferences

Formal conferences for grades Pre School-8 are scheduled at the end of the first and mid way through third quarter. (See calendar for specific dates.)

must notify the principal in writing by the end of the first week of the school year.

Policy 3300

CATHOLIC SCHOOL DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

Policy 3310

Pastoral Directives 2004-2005

Code of Conduct for Minors

The Catholic Diocese of Salt Lake City is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian Values that create an orderly, nurturing and safe environment.

Rights and Responsibilities: Rights are those things we are entitled to have. Responsibilities are the actions that are expected as a result of those rights.

Children and young people have the right to:

- a safe environment
- receive the best formation program to meet their needs
- feel secure from physical, verbal and written harassment
- be treated in a fair, consistent and respectful manner
- receive instruction and assistance for social, emotional and academic concerns
- a clean and pleasant environment

Children and young people have a responsibility to:

- share experiences in safe and pleasant surroundings
- attendance that is regular and punctual
- act safely in everyone's interest
- accept responsibility for their actions
- practice good health habits
- be honest and polite

- not interfere with the leader's facilitation, and the experience of others
- show respect for the rights, feelings and property of others
- seek help for social, emotional and academic concerns
- adhere to rules during any related activities
- work through a decision making process with staff to explore alternative behaviors which are acceptable and more appropriate
- respect ethnic, racial, religious, gender, intellectual and physical diversities of all people
- report discreetly any inappropriate behavior to a responsible adult

Behavior:

- **Reverence, Respect, Responsibility-** All behavior should be guided by reverence for life, respect for self, others and property, and taking responsibility for one's actions.
- **Behavioral standards** should encourage self-discipline, create an atmosphere based on love, respect and cooperation, and provide a safe, positive and well-ordered environment.
- **Offenses-** The following behavior does not contribute to a safe, respectful Christian environment and will not be tolerated:
 - Causing physical harm (fighting, throwing objects, using drugs, weapons, etc.)
 - Causing psychological harm (intimidation, threats, etc.)
 - Using a tone or gesture of disrespect or that is abusive (profanity, harassment, etc.)
 - Showing disrespect to adults and authority (insubordination, unwillingness to obey, etc.)
 - Showing disrespect for property (vandalism, theft, etc.)
 - Demonstrating behavior that is out of control (being unreasonable, repeated violations, unwillingness to change, etc.)
 - Harassing others (verbal abuse, bullying, inappropriate touching, etc.)
 - Being dishonest (lying, cheating, etc.)

N.B. In addition to the Code of Conduct for Minors, the Diocese has a published Child Abuse Policy which is available in the Principal's office or on the Diocesan Website: www.dioslc.org. A copy may be requested from the principal.

Discipline Policy - Local

**Policy 3320
HARASSMENT BY STUDENTS**

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

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

DRESS CODE

All parts of the uniform are purchased at Dennis Uniform Company and select items can be purchased through Lands' End Catalog. Since we have a uniform policy, it will be enforced but we cannot be successful without the support of the parents. Please make sure that your student arrives at school in the complete and proper uniform and that they wear the uniform in the spirit it was intended to be worn. This will allow teachers to concentrate on providing your child with a good education.

Girls

Grades K-5:

- White Peter Pan blouse with plain collar (no ruffles) or white polo shirt
- Plaid jumper, plaid skort, navy skort, navy blue pants (w/belt 2nd -5th grade) or navy blue walking shorts (1st and 4th quarters only)

Dress Uniform

- Plaid jumper
- White Peter Pan blouse with plain collar (no ruffles) with crossover tie
- Navy or white crew socks or knee socks
- Solid color navy, black or brown leather dress shoes (Merrell's are permitted)

Grade 6-8:

- White button down Oxford Blend Shirt (long or short sleeve) or white polo shirt (long or short sleeve)
- plaid skirt, plaid skort, navy skort, navy pants (w/belt), or navy blue walking shorts (1st and 4th quarters only)

Dress Uniform

- plaid skirt
- white oxford shirt with tie
- navy or white crew socks or knee socks
- solid color navy, black or brown leather dress shoes (Merrell's are permitted)

Grades K-8 cold weather options

- Navy V-neck sweater vest with Cosgriff logo
- Navy V-neck sweater pullover with Cosgriff logo
- Navy crewneck sweater cardigan with Cosgriff logo
- Navy or Green Polartec 300 Jacket with Cosgriff logo (may be worn to mass, but not in the classroom.)
- Navy blue walking shorts may be worn 1st and 4th quarters
- Sweatshirt with Cosgriff logo (**NO** non-uniform sweatshirts allowed.)
- Navy Polartec 300 vest with Cosgriff logo
- Individual student parkas can be worn outside during inclement weather.

Other regulations for girls:

- One small earring per ear is permitted. Dangling or large earrings are not to be worn in school at anytime.
- Only religious necklaces are permitted.
- Rings are not permitted.
- No nail polish or hair color, or makeup.
- No leggings.
- No other colored sweatshirts or sweaters may be worn in school.
- No rolling the waistband on skirts.
- Skirts and jumpers must hang to within two inches above the knee.

Boys

Grade K-8

- Navy blue pants
- Green or white polo shirt, or blue oxford shirt (long or short sleeve)
- Navy walking shorts (1st and 4th quarters only)

Dress Uniform

- Blue oxford shirt (long or short sleeve)
- Navy tie (K-3 clip on)
- Navy pants
- Navy or white crew socks
- Solid color navy, black or brown leather dress shoes (Merrell's are permitted)

Cold weather options

- Navy V-neck sweater vest with Cosgriff logo
- Navy V-neck sweater pullover with Cosgriff logo
- Navy Crewneck sweater cardigan with Cosgriff logo
- Sweatshirt with Cosgriff logo (**NO** non-uniform sweatshirts allowed.)
- Navy or Green Polartec 300 Jacket with Cosgriff logo (may be worn to mass but not in the classroom)
- Navy Polartec 300 vest with Cosgriff logo
- Individual student parkas can be worn outside during inclement weather.

The following items are available for purchase through Lands' End catalog

Boys and Girls

- Navy pleated blend chino pants K-8
- Navy plain-front blend chino pants K-8
- Navy elastic-waist bland chino pants K-8
- Navy pleated blend chino shorts
- Navy plain-front blend chino shorts k-8
- White polo shirt in interlock knit or mesh knit in long or short sleeve K-8

Boys

- Navy pleated blend reinforced-knee chino pants K-8

Girls

- White peter pan blouse with plain collar (No ruffles) K-5
- White button down oxford blend shirt in long or short sleeve 6-8

Uniform shoes, socks, and belts:

Tennis shoes or leather shoes will be permitted. Leather shoes (Merrell's are permitted) must be in good condition and be black, brown, blue, gray, or white.

Tennis shoes must be in good condition and may have company logos. Colored or decorated shoelaces may not be worn. Boots, hee-lies, sandals, jellies or clogs are not permitted. Shoes must be tied at all times.

- Socks (no logo's) must be navy, black, or white, quarter, crew, or knee high only (socks must cover the ankle) or solid color tights.
- A dark solid color belt must be worn with pants and shorts 2nd grade through 8th grade.

Gym clothing (not required for Kindergarten-2nd grade)

Boys and Girls: Green uniform gym shorts, white uniform T-shirt, tennis shoes and socks.

The principal will have the ultimate decision on uniform policy. It will be at his/her discretion to make any changes to these procedures.

Personal Grooming Policy

It is the desire of the J. E. Cosgriff Memorial Catholic School community that we reflect to others a pride we take in ourselves. This pride is exhibited in our appearance. Therefore, neatness, cleanliness, and overall appearance are necessary. If the personal grooming habits of a student become a distraction to the education process or make a statement contrary to the mission and philosophy of the school, the administration will take measures to end the distraction.

Students are to mark personal items such as uniforms, lunch boxes, sweatshirts, jackets, etc. with their name and grade.

Policy 3500

TERMINATION OF ENROLLMENT

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort:

- a. after all other efforts of motivation and counseling have failed or
- b. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
- c. as set forth in Policy 3520 regarding student withdrawal on grounds of parental/guardian behavior.

Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

The following offenses committed by students are potential reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with the parent(s) and/or guardian(s).

This list shall not be considered exhaustive:

1. Disobedience, insubordination, or disrespect for authority.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance.
4. Injury or harm to persons or property or serious threat of same.
5. Unauthorized absence or continued tardiness.
6. Assault with, or possession of, a lethal instrument or weapon.
7. Serious theft or dishonesty.
8. Outrageous, scandalous, or serious disruptive behavior
9. Habitual lack of effort leading to academic failure in classroom work.
10. Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
11. Consistent disrespect for other students such as sexual harassment of another student.
12. Violation of internet code of ethics.

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

Policy 3520

STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR

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

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

School Wide Discipline Plan

Behavior Referral

1. A student will be given a verbal warning explaining the inappropriate behavior and what the expected behavior is, unless the behavior is severe.
2. A student will be given a second warning.
3. Student will be given a behavioral referral slip that will be signed by the teacher, principal and student. It is then to be signed by the parent/guardian and returned to school the following day. Parents will be notified by phone when a major referral is issued.

Major Infraction:

- | | |
|-------------------------|---------------------------|
| -Class disruption | -Littering |
| -Uncooperative behavior | -Not following directions |
| -Inappropriate dress | -Unsafe or rough play |
| -Unexcused tardy | -Missing Assignments |
| -Other | |

Severe Infraction

Parent will be notified immediately if a student receives a severe infraction. A conference will be required with student, parent, teacher and principal. In-school suspension or other consequence may occur as a result of a severe infraction.

Disciplinary Referral-Severe Infraction:

- | | |
|----------------------|------------------------------------|
| -Swearing | -Kicking or hitting |
| -Intimidation | -Inappropriate computer use |
| -Bullying/Harassment | -Truancy |
| -Fighting | -Insubordination |
| -Cheating | -Abusive or inappropriate language |
| -Other | |

If, at the discretion of the principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures will be followed.

CURRICULUM AND STUDENT PROGRESS

Curriculum

J. E. Cosgriff School carefully follows the curriculum guidelines laid down for the elementary schools of our state for each grade level in Mathematics, Science, Language Arts, Social Studies, Reading, Music, Physical Education and Art. J.E.

Cosgriff is full accredited under the Catholic Diocese and the Utah State Board of Education.

The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to the students in accordance with its state goals, purposed, and objectives.

J.E. Cosgriff School curriculum includes:

Religion	Health and Wellness	Spelling/Vocabulary
Music	Science	Handwriting
Family Life	Art	Foreign language
Reading	English	Social Studies
Geography	Phonics	Mathematics
Literature	Health and Wellness	Computer Skills
Writing	Physical Education	Library Skills

Individual classroom curriculum guides are available upon request from the classroom teacher.

Goals and Objectives for our Curriculum Program:

Spiritual Development: To provide a Christian learning environment and develop students' understanding and love of Christ, self and others throughout a life-long journey of faith.

Intellectual Development: To create an opportunity for each student to develop his/her full potential as a life-long learner.

Academic Excellence: To provide each student with the opportunity to strive for academic excellence.

Emotional Development: To provide a Christian learning environment which promotes healthy emotional development.

Moral Development: To provide a Christ-centered environment, based on the principles of Gospels, to enable the formation of conscience.

Social Development: To assist each student in developing personal relationships and the ability to appreciate diverse views, approaches, and cultures.

Physical Development: To provide students with opportunities for, and an understanding of the need for physical well-being.

Aesthetic Development: To strive to provide each student with an understanding of, as well as opportunities and means of expressing, aesthetic creativity via music, band, choir and the arts.

Spiritual Formation

The teaching of Catholic doctrine is central to our educational process. Along with the doctrine is the emphasis on liturgy, sacraments, and service. Daily prayer in the classroom, monthly liturgies, prayer services, opportunities to receive the sacraments of Reconciliation and Eucharist, and other special observances of the Church year are incorporated in the spiritual formation of the students.

The students in Second Grade may receive the Sacraments of First Reconciliation and First Eucharist.

Academic Education and Formation

Pre-K: Emphasis is placed on social and emotional development and the development of pre-reading skills in a safe, secure setting.

Primary Grades: K-2 - emphasis is placed on Religion, Language Arts, Social Studies, Science, and Mathematics. All other subjects are taught so that they contribute to the social and cultural growth of the students.

Intermediate Grades: 3-5 - the following subjects are taught: Religion, Reading, English, Spelling, Mathematics, Social Studies, Science, Spanish, Music, Art, Computer, Physical Education, and Library Skills. During these years, students are also taught to develop self-reliance and acceptance of responsibilities.

Middle School: Grades 6-7-8 - the content areas of Religion, Mathematics, Social Studies, Literature, English, Spelling, and Science are taught by the Middle School faculty. Specialty teachers present the material in Art, Music, Computer, Physical Education, and Library Research. Field trips are part of the school year. These trips are taken for educational purposes. Permission slips are required for students to participate. Verbal permission is unacceptable.

Homework

Homework is planned to meet the needs of students and has an essential place in the educational program.

Homework should be assigned:

- To develop a sense of responsibility in the child
 - To introduce the student to self-directed study
 - To give the student the opportunity and challenge of organizing and completing a given assignment in a given period of time.
- Parents should check the student's homework to see that it is completed and done neatly. Parents should not do the homework for the child.
- For practice and preparation in core subject areas.

Time allotments for homework:

1st and 2nd grades 20-30 minutes

3rd through 5th grades 30-50 minutes

6th through 8th grades 60-80 minutes

Homework club is available to students in grades 3-8, Tue, Wed, Thurs, 3:15-4:15

Power School, Progress Reports and Report Cards

Power School is the student information system used at Cosgriff. At the beginning of the school year, Parents and students will be given an I.D. and password that will allow them to access Power School. Progress Reports are sent at the midpoint of the quarter. These reports inform the parents of satisfactory and unsatisfactory progress to that point. This is the time to work harder in areas that need attention. At this time a parent may want to talk to the teacher about ways to improve. Computerized reports are sent for students in grades 4-8. Power School also provides current residential status for all families in the school. Changes to addresses or phone numbers should be called into the office immediately.

Policy 3600

REPORT CARDS

Report cards are issued four times a year.

A report should be given to the parents/guardians at the time of the first of each quarter conference to indicate the student's accomplishments and needs.

Students with special education needs shall receive reports suited to their specific program of instruction.

Ordinarily, a report card will not be issued if an elementary (K-8) student is absent (excused or unexcused) for ten (10) or more days in a given quarter. It is the decision of the principal, after consulting with the teacher, whether a student receives a report card after ten or more absences.

Students and parents/guardians should be given a CLEAR UNDERSTANDING of the GRADING CRITERIA.

Grading System

The approved grading system for kindergarten is:

S = Program is Satisfactory or Skill is Mastered

- I = Shows Improvement
- N = Needs Additional Work
- X = Not Introduced

The approved grading system for Grades 1-3 is:

- C = Commendable
- S = Satisfactory
- N = Needs Improvement

For sub-categories in any major subject:

- + = Shows Improvement
- √ = Experiencing Difficulty

The approved grading system for Grades 4-8 is:

subjects	A	95-100	Excellent	Permitted for non-core
	A-	92-94		O = Outstanding
Satisfactory	B+	89-91	Very Good	S =
Improvement	B	86-88		N = Needs
	B-	83-85		
	C+	79-82	Good	
	C	75-78		
	C-	71-74		
	D+	69-70	Below Average	
	D	67-68		
	D-	65-66		
	F	Below 65	Failing	

- + = Shows Improvement
- √ = Experiencing Difficulty

The approved grading system for students with special education needs or below grade level is:

- S = Satisfactory Progress
- I = Shows Improvement
- N = Needs Additional Work
- U = Unsatisfactory Progress

The permanent record card should be annotated to indicate the alternate system when it is used.

Report Cards For the 1st, 2nd, 3rd and 4th quarters, will be given to the student to take home. Kindergarten Report Cards are given for the 2, 3, 4th quarters. Conferences are held after the first quarter and at the mid-point of the 3rd quarter. Parents may request a conference with the teacher at any time.

HONOR ROLL AND AWARDS

The student honor roll should be reflective of exemplary academic performance. Using an average GPA by equally weighting all classes does not reflect and reward the highest level academic performance and effort. Obtaining 3.5 honor roll status should be very competitive and challenge every student. Please note the following determination subjects and weighting factors:

- Religion 4
- Spelling 2
- English/Writing 4
- Mathematics 4
- Science 4
- Social Studies 4
- Literature 4
- Foreign Language 3
- Computers 2
- P.E. 1
- Health 1
- Art 1
- Music 1
- Library 1

In the past all subjects were weighted equally. Honor roll requirement will remain the same. GPA must be 3.5 or above. Student must not have a grade lower than a B- in any subject. Students must earn an S or above in conduct in all classes.

Conduct and Citizenship Code
4th-8th
H = Honor
S = Satisfactory
N = Needs Improvement
K - 3rd

C = Commendable
S = Satisfactory
N = Needs Improvement

In order for conduct and citizenship grades to be less arbitrary, the faculty has prepared a school wide rubric to assess Conduct and Citizenship [click here](#) to view this rubric. This will also go into effect for 3rd quarter grades.

Please pay special attention to the school tardies (unexcused) under Preparedness. If a student is tardy more than two times he/she will receive an N in the Preparedness category and not be eligible for the honor roll. Snow, blizzards, ect. will warrant an excused tardy. Also, if a student is issued even one behavior referral during the quarter, he/she will not be eligible for the honor roll.

President's Academic - A more detailed description of qualifications will be supplied soon.

Monsignor Vaughan Award- The family of Rev. Msgr. William E. Vaughan established this tuition scholarship. This award is given to a student at the end of their seventh grade year who exhibits exemplary behavior in the areas of scholarship, leadership, sportsmanship and cooperation.

Rotary Award - This award is given to eighth grade students who are nominated by their teachers. Members of the Salt Lake Rotary interview the students and make the selection.

Sister Loyola Award - This award is presented to a graduating eighth grader for sharing an outstanding sense of Christian service, joy, humility, respect for others and love of Jesus in the manner of Sister Loyola. Their peers choose the student who receives this award.

PROMOTION/RETENTION POLICY

Primary (K-3)

Since primary grade children do not all achieve educational skills at the same chronological age, and all are not at the same level of readiness and maturity at the same time, standards for continuance at this level are based on indications of maturity and progress in learning according to ability.

To pass to the next grade, a primary student:

- Should be able to focus attention on lessons and work

- Should be able to function cooperatively in class
- Should show responsibility in completing work
- Should show responsibility in caring for materials
- Should demonstrate skills in content subjects that are appropriate for the grade level and ability of students. Exceptions to this criterion will be on an individual basis and graded on a below grade level scale. This will only be done with the joint decision of parent, staff and administration.

Retention is rarely suggested for students. Summer School, more explicit instruction, and other special instruction are the preferred courses of action.

Grades 4-8

Promotion

Promotion to the next grade is contingent on the student's passing all subjects, both core and specials. Special attention is given to Reading, Language and Math grades. If a child receives a failing grade for two quarters in a semester, a special project or tutoring is required to make up for this failing grade.

1. All students in 4th thru 8th grades at Cosgriff must earn 40 points in the six basic subject areas each year to be eligible for promotion and/or graduation.
2. The six basic academic subject areas will include Religion, English, Math History, Science, and Literature.
3. Points will be allotted in the following matter:
A=4 B=3 C=2 D=1
4. Students should attain at least 10 points per quarter, but must Attain 38 points per year to pass to the next grade or graduate.
5. Summer school is a requirement for a failing grade in a standard core subject.
6. 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 parents regularly during the second and third quarter of the student's progress and possible retention.
7. The final decision to retain a student is the responsibility of the principal with input from the teacher and the parents.

Policy 3630 GRADUATION

Minimal Competencies for Graduation

Eighth grade and high school students must successfully demonstrate that they have met the standards for completion of course requirements.

Graduation Exercises

While participation in graduation exercises is a privilege and not a right, it is to be presumed that all students who successfully complete the prescribed course of study as required by the Diocese of Salt Lake City and the State of Utah, and meet the other general requirements of a Catholic school, will participate in the ceremony.

Only for the most serious reasons may a student be excluded from graduation ceremonies. This decision may be made only by the principal of the school after consultation with the superintendent. Parents/guardians and student will be informed of the decision.

Graduation ceremonies should be simple and dignified.

Policy 3700

STUDENT CUMULATIVE RECORDS

Full and accurate cumulative records of each student's attendance and academic progress are kept on file permanently. Only authorized personnel may have access to these records.

Access to Records

Parent(s) and/or guardian(s) wishing to see their children's cumulative records should request an appointment. Such arrangement insures that a qualified person will be available to answer questions and interpret the recorded data. Each school shall adopt procedures for the granting of requests by parent(s) and/or guardian(s) to inspect and review records during regular school hours. Access shall be granted no later than five days following the date of request.

Non-Custodial Parents

Each school abides by the provisions of the Buckley Amendment and Utah law to the extent they may apply with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no

information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This is kept in the cumulative record.

Privacy of Student Records

Apart from the above provision, the school shall not give any personal information to any person unless the person is one of the following:

1. Parent and/or guardian
2. Parent and/or guardian of an 18 year old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
3. Persons permitted access to pupil records by parent(s) and/or guardian(s) written consent
4. Diocesan school officials and school administration
5. Federal, state and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded (such as public officials when the law specifically requires that such information be reported to them)

A record must be kept showing who has accessed the individual student file other than teacher and administration. Each school shall determine the procedure for this information.

Transfer of Records

When a pupil transfers from one school to another a student withdrawal slip is issued and the school from which the student transfers keeps the permanent record and sends the following to the new school and gives a copy to parent(s) and/or guardian(s) if requested:

1. Original health records
2. Copy of transcript of grades
3. A copy of test results
4. Attendance records

The student's permanent record must contain the date and reason for the transfer.

The date of transfer should also be recorded in the school's attendance register.

A reasonable charge may be made for a transcript, not to exceed the actual cost of furnishing copies of pupil records.

Confidential reports from an agency or professional individual, such as a resource teacher or psychologist, should be filed separately from the cumulative records. These reports may not be transferred with other student records without the written permission of the parent(s) or guardian(s) and, in the case of an outside agency, of the responsible agency. (Example: IEP, psychological test data)

No school may withhold records for lack of tuition payments.

Policy 4110 TUTORING

Teacher recommendations for tutoring must be approved by the principal.

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

Policy 4300 INTERNET ACCESS

Each school shall have an Internet use policy for both staff and student which is subject to prior approval through the Catholic Schools Office.

The Internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the Internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner. The school's code of conduct applies to all users of the Internet.

Unacceptable Uses of the Internet will result in the suspension or revoking of computer privileges or in severe cases, the suspension or expulsion from school.

Acceptable Use Policy

At J.E. Cosgriff Memorial Catholic School the following conditions must be met for Internet use:

1. No student will be allowed to use the internet until he/she and parents have signed and acceptable use contract and returned it to the technology teacher.
2. Students may not use on-line resources unless actively supervised by a teacher or administrator.
3. The use of the internet will be consistent with the educational objectives of J.E. Cosgriff Memorial School.
4. Before accessing a specific web site, students must check with their teacher to make sure it has been previewed and approved.
5. Student use of the internet is strictly for curriculum related activities.
6. General rules and policies found elsewhere in this handbook apply to all students using the internet.
7. No personal information (names, phone numbers, etc.) will be given out over the internet.
8. Users will follow accepted rules of network etiquette.
9. Intentional misuse of computers and equipment, resulting in damage to the equipment, may result in financial obligation, by the parent, to replace the equipment.
10. It is impossible for J.E. Cosgriff Memorial School to electronically restrict all controversial materials; therefore, the school will not be held responsible for materials acquired on the network in situations beyond our control.

Unacceptable uses of the internet may result in suspension or revoking of computer privileges, or in severe cases, suspension or expulsion from school. Some examples of unacceptable use are:

1. Using the internet for any illegal activity, including violation of copyright and plagiarism.
2. Using the internet at J.E. Cosgriff Memorial School for financial or commercial gain.
3. Vandalizing the data of another user.
4. Gaining access to inappropriate and/or illegal material.
5. Accessing the internet at J.E. Cosgriff Memorial School without supervision of faculty or administration.
6. Vandalizing or tampering with any computer equipment, including the network at J.E. Cosgriff Memorial School.

**Policy 4500
FIELD TRIPS**

A field trip is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce diocesan curriculum guidelines and justify the time, distance, and expense involved.

The principal must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents/guardians and students.

**Policy 4510
EXTRACURRICULAR ACTIVITIES**

Extracurricular activities provide important learning experiences and personal challenges that complement the basic school curriculum. Elementary/middle and high schools will strive to provide extracurricular activities that enhance Catholic school education such as clubs, dance and musical performing groups, drama, forensics, government, social activities, student publications, school team sports, etc.

At the high school level, all activities will be conducted in compliance with diocesan directives as well as the standards and guidelines of the Utah High School Activities Association. Local school standards may exceed these.

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

1. Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, etc.
2. Extracurricular activities often involve hard work and team effort. The activity should benefit all participants.
3. Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
4. If the local school has grade requirements, school administration may waive the grade requirement provided the student is making an effort to pull the grade up.
5. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school policies particularly

those that relate to safety and child abuse. (Includes coaches, drivers, advisors, etc.)

6. Extracurricular activities are discouraged if they include an overnight stay.

Search and Seizure

The principal and/or pastoral administrator of J.E. Cosgriff Memorial School and/or their delegate retains the right to search students, student lockers, and/or student possessions, if reasonable cause exists.

Speech and Publications

J.E. Cosgriff Memorial School has the right to determine what is appropriate in school and at school sponsored or school-related events with regard to verbal or written expression. The school reserves the right to control all publications which directly or indirectly pertain to school or school related issues and to prohibit the distribution of all written publications that have not been approved by the principal.

**Policy 5110
IMMUNIZATION**

According to Utah State law, all students enrolled in school must be properly immunized unless the parent/guardian has obtained appropriate exemptions. It is the responsibility of the principal to require proper verification of immunization of all students enrolled in the school.

The Utah Department of Health maintains the policy that students who have not been properly immunized or properly exempted from requirements of immunization are to be excluded from school until requirements are met.

Annual immunization statistical reports must be submitted to the Department of Health.

**Policy 5120
MEDICAL TREATMENT**

Medicine: prescribing and administering to students

No teacher or member of the staff shall prescribe and/or administer medicine to a student.

No teacher or member of the staff shall prescribe and/or administer medicine to a student.

Students should not have any prescription and over-the-counter medications including Ibuprofen and Tylenol in his or her possession. Starting at Grade 4, students may be authorized by a physician to carry Epinephrine Auto Injector (EAI) medication. At the high school level, students may also be authorized by a physician to carry and self-administer diabetes medication, and inhaled asthma medication. Documentation signed by the parent/guardian must be on file in the school office.

In the few instances in which medicine must be taken by students during the school day, the principal shall designate a person(s) to be responsible for administering it. Written consent from both the parent/guardian and doctor shall be obtained. The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment shall be marked clearly on the medicine container or doctor's permission to administer. A log/journal showing the date and time of administration of medication shall be maintained. Each school is responsible for assuring that students within the school receive their medication during school hours.

LICE-Head lice are found world wide, Infestation with head lice is most common among preschool children attending day care. Head lice move by crawling and are most commonly spread by direct contact with the hair or head of the infested person. Head lice spread by wearing items such as hats, scarves, coats worn by the infested person or by using comb/brush or an infested person. Once separated from their human host, head lice and their eggs (nits) will soon die, usually in a day or so.

Treatment

Medicated shampoos or cream rinses are used to kill lice. They are available from a doctor or over the counter. They should be used as directed and then used again in seven to ten days. A child with head lice infestation may return to school the day after he/she has been properly treated for head lice. "No-nits" policies that require a child to be free of nits before they can return to school are not

recommended, however; the school administrator should be consulted regarding when students may return to school.

**Policy 6510
COST-BASED TUITION AND FEES**

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

Tuition Rates- for non-Catholics and Catholics who are able to pay the full cost of educating their child.

Regular Rate	\$5,500
Catholic Rate	\$4,400
Preschool	\$2,670 4 year old
Preschool	\$2,358 3 year old
Preschool	\$1,230 2 year old

Payment Options

1. Parents may pay the full tuition by June 1st for a \$100.00 discount.
2. All other families will use an Automatic Withdrawal Program that will start June 20.

Fees

Schools can charge per student or per family fees to defray the costs not included in the cost per student included in tuition. No fee should be charged for an item that has been included in the calculation of the cost per student.

Fees including books, insurance, fieldtrips, assessments, etc will be \$153.00 per student in grades K-8, and \$75 for preschool students. There is an additional \$100.00 graduation fee for all 8th grade students. These fees are due at registration.

Policy 6520

NEED-BASED TUITION AID

Tuition Aid

Special consideration should be given to families who are unable to pay the full cost of tuition and fees. No student should be excluded from a Catholic school for financial reasons.

Each school determines the amount of money available for tuition aid. This is reported in the budget and financial reports.

Applications for tuition aid are processed by a professional company designated by the school. Based on the information provided and the funds available, the principal determines the amount of tuition aid for each family.

Special Needs Program

The "special needs" program provides financial assistance for the very poor who could not attend a Catholic school without assistance. It is especially for minority groups who are poor. The program is administered at the diocesan level. Only the principal, pastor, or Director of Religious Education (DRE) may recommend a family for this program.

Parish Support

Catholic schools are a ministry of the Diocese of Salt Lake City and all parishes with an income of over \$100,000 are asked by the Bishop to support this ministry through a parish assessment. An objective system of assessment and distribution of funds will be managed through the Finance Office of the Diocese of Salt Lake City.

Each school will receive a portion of the assessed funds based on the number of Catholic students enrolled who meet the following criteria:

Parents and child are registered in the parish

Child is baptized

Family participated in the life of the parish

Family contributed regularly to the support of the church

SCHOOL BOARD

The School Board, in accord with diocesan policy, assists the pastor and principal in the governance of J.E. Cosgriff Memorial Catholic School. The school board is consultative in the areas of planning, policy, finance and public relations. Committees will have meetings and report to the board. The School Board meets monthly. School Board members serve 2-3 year terms and are elected and appointed.

The standing committees are:

- Technology
- Facility and Grounds
- Faculty and Staff
- Music and Liturgy
- Health and Safety
- Policy and Procedure
- Catholic Identity
- Finance
- Development

HOME AND SCHOOL ASSOCIATION

A Home and School Association has been formed so that communication between home and school is facilitated. This Association works with the administration to support the school in many ways. Meetings are held on the first Monday of each month. Regular attendance at these meetings is strongly urged. Every parent/guardian is a member.

SERVICE HOURS

Each month during the school year the students of Cosgriff School choose a service project. Examples are: to collect monies and clothing for the poor, school supplies for school children who cannot afford them, make cards for the sick, collect food for Thanksgiving, or collect money during Lent for the Holy Childhood Association.

T.I.P. VOLUNTEER HOURS

Studies show that successful schools are those in which parents are actively involved in the school's maintenance and support. This program allows you to demonstrate to your child how important their education is to you. It enables you to meet other parents who share your values and interests. It is also invaluable in time and money saved when the school does not have to "hire out" services. Especially

appreciated are the services which save teachers time, allowing them to concentrate on classroom activities with the children.

Each family is required to complete 20 hours of volunteer work in K-8, and 10 hours for preschool families. All hours must be completed and reported by the last day of school. There will be an assessment of \$10.00 for each uncompleted hour.

You must fill out a volunteer form for any hour(s) completed. These forms may be downloaded from the website or picked up at the main office. They may be turned in to the office.

There are a variety of ways to accumulate volunteer hours. Recess duty is a great way to be visible to your child and to get to know other students. You can volunteer for in-school time, such as copying, listening to students read, etc. Auction committees are always looking for volunteers. Teachers may request drivers and chaperones for field trips, field day, and occasional classroom activities. You may have some of your own ideas for ways to help. You can speak to the person who would be involved with the service you have to offer.

Labels, coupons and milk caps

Campbell Soup labels - These UPC codes are collected and the school is able to obtain sports equipment and other items. Please save and send to the office.

General Mills Box Tops for Education - Saving these box tops can earn cash for the school of \$.10 per top. Please save and send to the office.

Cream O'Weber milk caps - "Give Us Five" milk caps earn \$.05 per cap. Please save and bring into the office.

Grocery Coupons - The school sells grocery coupons for Smith's, Dan's, and Albertson's grocery stores. The coupons are redeemed at face value. The school receives 5% from the coupons. If you shop at any of these stores, purchase coupons after school in the parking lot, at the Extended Day Program in Vaughan Center or after Mass at St. Ambrose Church.

Albertson's and Smith's Community Partners - Albertson's and Smith's Food Markets have issued cards, which can be scanned when checking out. The school receives a percentage from each purchase. These cards are available in the school office.

Internet On-Line Shopping - Look up www.SchoolCash.com. Put in school name "J E Cosgriff Memorial School"(spaces only; no periods; note capitals). It costs nothing more, yet school can receive from 3% to 20% of your purchase. There are hundreds of stores to choose from.

Target - Target Stores will rebate 1% of your purchase IF you use their credit card and indicate school on sales slip.

Fundraisers

Innisbrook Wrapping Paper, etc. -In September every student is encouraged to sell Innisbrook wrap & gifts. The school keeps 50% of the sales.

Book Fair - The annual library book fair is held during the first week in November during Parent Teacher Conferences. This is a fantastic fair that is coordinated with *The King's English* bookstore. All proceeds go to the library.

Mardi Gras - This is the MAJOR fundraiser for the school. It is held the Saturday before Ash Wednesday (the beginning of Lent) in the St. Ambrose Social Hall. It is an adult function from 7pm until midnight. Tickets are required for admission and there is a limited number. Raffle tickets (\$1 each) are sold weeks ahead by the students for four major prizes. At Mardi Gras, there is a light supper served, an open bar, games of chance, bingo and a live and silent auction on a number of items.

Cosgriff Tiger Teams

Fun activities organized by school parents for both adults and students to participate in throughout the school year.

SCRIP- The sale of business credit cards whereby the school makes a percentage from each card

Other Activities

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

1. Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, etc.
2. Extracurricular activities often involve hard work and team effort. The activity should benefit all participants.
3. Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
4. If the local school has grade requirements, school administration may waive the grade requirement provided the student is making an effort to pull the grade up.
5. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school policies particularly

those that relate to safety and child abuse. (Includes coaches, drivers, advisors. etc.)

6. Extracurricular activities are discouraged if they include an overnight stay.

Mentor Program - this is a program facilitated by the HSA. Each new family is given a Mentor family to make the transition to Cosgriff easier. It is our way of welcoming new members to our community.

New Parents Gathering - Usually held in late August, Home and School Association sponsors an evening for new parents and their mentors. The HSA officers, teachers, principal and pastor give a short welcome and refreshments are served.

Parish/School Picnic - This is usually held on the second Sunday of September in Sunnyside Park from Noon until 5 p.m. Each family brings their own food. Soft drinks and ice cream bars are provided, as is a grill for burgers or hot dogs. Bingo is played with prizes; other athletic games are held.

Principal's Coffee - During Catholic Schools' Week, the HSA sponsors a Principal's Coffee. This is held at the Vaughan Center and is a chance to talk with the principal, informally.

TGIF - this is an enrichment experience provided for elementary students at Cosgriff during the month of January. On Friday afternoon, over 20 'teachers' come to our school to offer our students a chance to explore a career, a craft, or an exploration into science or art. This program is sponsored by HSA.

RIGHT TO AMEND

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.

CONCLUDING STATEMENT

You will not find every 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 pastoral administrator has the final recourse in all matters pertaining to the school, school discipline and school policy.*