

**SAINT OLAF
CATHOLIC
SCHOOL**



**HANDBOOK
2026-2027**

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General Information

Dear Parents/Guardians,

This handbook has been prepared to be a source of information for you concerning the philosophy and operational policies of Saint Olaf Catholic School. Our most important concern is the student. In all that we do, we strive to further his/her total educational development. Because we are a Catholic institution of learning, we are committed to strive for excellence, and to provide an environment where Christian ideals are developed and lived. Our primary goal is to “teach as Jesus did” by word and example.

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

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

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

Christine Bergquist, M.S. Ed.
Principal

FORWARD

The Diocesan Superintendent of the Utah Catholic Schools, Nikki Ward, formulates policy, and her office distributes the *Administrative Handbook*, which contains directives for the parochial schools in our diocese. Very often our school policies relate to diocesan school policies and are often written verbatim from that source. Pastoral directives promulgated by the Bishop of the Diocese of Salt Lake City, are referenced when appropriate. To the extent the policies of this handbook conflict with any provision of the Pastoral Directives or the Diocesan Policy for Catholic schools the specific provision of the Pastoral Directives or the Diocesan Policy for Catholic schools shall control unless express reference is made as an exception to the Pastoral Directives.

The principal of Saint Olaf Catholic School, Christine Bergquist, is responsible for formulating and communicating rules and policies. Following canon law, the pastor of Saint Olaf Catholic Church, Fr. Andrzej Skrzypiec has the ultimate authority at Saint Olaf Catholic School and sets policy accordingly. May he continue to guide us for many years.

SAINT OLAF CATHOLIC SCHOOL HISTORY

Since its establishment in 1959 by Reverend Robert Pollock, Saint Olaf Catholic School has been committed to educating the whole child, as its mission states, “responsibly, intellectually, spiritually, and emotionally” by offering a learning environment which includes growth in religious awareness, and a strong understanding of morals and values. This environment has become ingrained in the fabric of the school since the fall of 1960 when three sisters from the order of the Daughters of Charity of Saint Vincent de Paul were joined by three lay faculty members to officially open the school with grades kindergarten through fifth. In the following years, sixth through eighth were also added. In 1995, after serving the school and parish community for 35 years, the sisters withdrew from active ministry to continue their mission to serve the materially poor.

While there are no sisters associated with the school at the present time, their founding charism of service continues to be a dominant value of the school’s mission. In addition, many of the founding families are still active supporters of the school and its students. Over the past 66 years, thousands of students have walked the halls of Saint Olaf Catholic School and benefitted from the personalized attention, high quality instruction, small class sizes, excellent teaching staff and focus on Catholic values.

ACCREDITATION

Saint Olaf Catholic School is following the regulations and policies of the Office of Catholic Schools of the Diocese of Salt Lake City. These are the regulations and policies which are published in the *Administrative Handbook* as well as those that may subsequently be determined by the Superintendent of Schools. The Western Catholic Education Association (WCEA) accredits Saint Olaf Catholic School.

MISSION

We RISE, Responsibly, Intellectually, Spiritually, and Emotionally, as a community of learners, continually growing as Christ-centered individuals through life's journey.

We help students become RESPONSIBLE self-disciplined citizens of the world who act with integrity.

We prepare students INTELLECTUALLY to analyze complex issues and think critically, while developing a life-long love of learning.

We nurture a SPIRITUAL relationship with God through Catholic Faith Formation that manifests itself in weekly Liturgical celebration, stewardship, and daily prayer.

We foster the EMOTIONAL development of the students through the virtues of empathy and charity.

PHILOSOPHY

Saint Olaf Catholic School is an expression of the mission of Jesus Christ. We maintain a visible Catholic presence within our local community. As Catholic School educators, we recognize the personal dignity of each child. We strive to make students aware of their purpose in life, and to help them integrate Christian principles into their patterns of living. We endeavor to provide a faith-based community in which each child can develop self-worth and Christian maturity. Together with parents, the primary educators of their children, we aspire to provide a quality education that will afford an opportunity for each child to grow responsibly, intellectually, spiritually, and emotionally.

BELIEFS

- We believe that we educate our students as we recognize the uniqueness of each child, and he/she is encouraged to shine.
- We believe that our students are first and foremost children and should be allowed to participate in experiences that are developmentally appropriate.
- We believe that our school community is enriched by the diversity of our students as represented in different socioeconomic, ethnic, racial, and religious groups.
- We believe that our Catholic school offers an environment providing opportunities for Christian formation and knowledge. Students are involved in religious education classes, service activities, liturgical celebrations, celebrations of sacraments and daily prayer experiences.
- We believe that parents are the primary teachers of their children. Parents, children, and staff form a faith community working together to achieve the goals of the school.
- We believe that our Catholic school provides an excellent education that challenges the child to his/her potential through positive learning experiences.
- We believe that the goal of school is to guide each student to acquire knowledge to find his/her place in society as he/she lives a life rooted in Christian love and respect

**Saint Olaf Catholic School
Student Learning Expectations**

Integrate Catholic values, beliefs, and traditions in their lives.

- Develop a personal relationship with God
- Demonstrate an understanding of Catholic beliefs
- Make choices based on Christian values
- Serve family, school, church, local and world communities
- Maintain a prayerful, healthy, and balanced lifestyle

Communicate Effectively

- Exchange information and ideas proficiently in written, verbal, non-verbal, and artistic expression
- Collaborate and cooperate
- Lead and motivate

Seek Knowledge and Understanding

- Apply effective learning techniques to increase knowledge in core academic areas
- Develop fundamental skills to problem solve and think critically
- Demonstrate resourcefulness and responsibility for learning

Utilize Technology

- Access, analyze, organize, and process information
- Exhibit responsible use of technology

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 Advisory Council, 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 based on 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 Advisory Council acts as a consultative body to the Catholic school superintendent on all matters concerning Catholic Schools.

Policy 1510

PARENT-TEACHER ORGANIZATION

Every school should have a parent organization with a Constitution and By-Laws that follow the national guidelines from the National Catholic Education Association (NCEA). The primary purpose of a parent organization is to support the school's mission. This is done primarily by:

1. Volunteering to help in school programs and activities and supporting all volunteer efforts needed in the school
2. Organizing and supporting fundraising efforts to financially support the school and its programs.
3. Supporting the school by promoting it and giving positive feedback to the public.

PARENT SERVICE

The parent service program exists because we believe, and data shows, that parent awareness and involvement in the education of their children directly affects the quality of education as well as the school's programs. 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. The intent of the program is positive in nature and supportive by design. We hope to use and benefit from the many talents in our community.

As a parent you are automatically a member of Saint Olaf Catholic School's Home & School Organization (HSA). Each family is required to complete 30 hours of parent service to the school. All hours must be completed and reported by the third Friday in May, unless other arrangements

have been made. We encourage families to complete at least half of their hours by January. We need your support for the success of our annual fundraiser held every April, as such, we highly encourage you to complete at least 10 of your hours to this event. Your account will be charged \$20.00 for each uncompleted hour, not to exceed \$600 for the school year. Service hours are part of your tuition contract, and as such, need to be completed, or paid for, by the end of the academic year. You may also opt out of your volunteer hours by paying for them in full at the beginning of the year or paying the balance at any time before the end of the school year. Parents are responsible for recording their hours through their FACTS Parent Portal.

Volunteers do have legal responsibilities to students and are expected to behave the way a reasonable adult would in the situation. They are also required to complete the Diocesan Safe Environment training. Completion of this training is required prior to volunteering within the school. There is a fee for this training which the participant will be billed for. Upon completion of the training, you can qualify for one parent hour.

Policy 1700

RELEASE OF DATA

Pictures of Students

The school and diocese, and on occasion the media, will photograph and video students during activities and events. The pictures(s)/videos may be used in a newspaper article, newsletter, website/social media, television, or marketing brochure. Saint Olaf will always protect the identities of our students and use best practices regarding the use of a student's name and image. Parents(s)/guardian(s) who do not want their child's photograph to be used for these purposes must notify the school in writing. This must also be acknowledged in the enrollment packet prior to the first day of school.

ADMISSION REQUIREMENTS

Policy 3000

Admission criteria for Catholic Schools

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 school. Non-Catholics are to be accepted on a space-available basis. The administration of the school has responsibility for the admission of new students.

At Saint Olaf Catholic School, new students applying for admission to grades will be given an educational assessment prior to acceptance. Previous and current report cards are also required. Parents must also make the school aware of any formal educational or psychological testing that may impact student learning. It is understood that new students are accepted on a probationary

basis. In individual cases, some students may be accepted only after signing a contract detailing academic and behavioral expectations. If probationary students do not perform at acceptable levels both academically and socially, it is understood that they may be asked to withdraw.

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 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. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. In the absence of a court-certified copy of the custody section, administrators will assume that both parents have custodial rights. 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 requirements

Students enrolled in Utah Catholic schools must be properly immunized, unless the parents/guardians have obtained a medical exemption. The medical exemption must be obtained from the student's pediatrician and must be on the practice's letterhead. The student's pediatrician must be licensed to practice in the State of Utah and maintain medical practice in the State of Utah. The school has discretion to accept a letter from an out of state pediatrician (provided the out of state pediatrician is a licensed pediatrician in another state and the letter is on the practice's letterhead) if the student has recently relocated to Utah or other documented hardship exists. Utah Catholic Schools maintain the policy that students who have not been properly immunized or properly medically exempted from requirements of immunization are to be excluded from school until requirements are met. Utah Catholic Schools do not accept personal or religious exemptions.

It is the responsibility of the principal to require proper verification of immunization of all students. Schools must use the official Utah School Immunization Record (USIR) form as the record of each student's immunizations. The Utah Department of Health shall provide copies of the USIR to schools upon request. Annual immunization statistical reports must be submitted to the Utah Department of Health.

Any student enrolling in Catholic schools within the Diocese of Salt Lake City are required to submit a Certificate of Immunization along with their application as a condition precedent to enrollment. If there is an outbreak of a contagious disease, students not immunized due to medical exemption may be required to stay home for a designated period. The duration of this time would be determined by the school after consultation with the Utah Department of Health.

*All students must be fully immunized in compliance with their age. This includes students entering Preschool.

Administrative

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 or country with a different age requirement.

Exclusion

The principal is authorized to exclude from admission those pupils who, based on objective testing conducted by the school and Davis County School District, determine that the faculty and staff are unable to meet the basic academic needs of the student.

Policy 3020**RESPECT FOR PERSONS WITH DISABILITIES**

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

TUITION POLICY

Tuition payment is managed through FACTS Tuition Management Company for Saint Olaf Catholic School. Tuition is paid through 10 automatic withdrawals from a checking or savings account (beginning in August and ending in May). There is a fee to register for the program. Unsuccessful payment withdrawals will be subject to service charges from FACTS and from your bank as well. Service charges are the responsibility of the parent/guardian. As per Diocesan policy, all payments must go through FACTS Tuition Management.

Families with unusual hardships during the year should make an appointment with the principal at least two weeks before their scheduled withdrawal date to avoid finance charges.

Parents who do not wish to use automatic withdrawal may pay the tuition in full before the first day of 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 considers 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.

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, FACTS Aid Assessment, designated by the Diocese of Salt Lake City. Based on the information provided and the funds available, the principal determines the amount of tuition aid for each family.

Current year tax information must be provided for all financial assistance and scholarship applications prior to them being reviewed. Only the most recent tax information will be accepted for review.

Families seeking financial assistance MUST fill out this application in order to be considered.

Tuition Assistance Programs:

Utah Fits All (UFA) is given to qualifying families to help them provide educational opportunities to their children. It is open to students in grades K-12. Applications go directly through the UFA organization and are managed by Odyssey Management. To qualify for any financial assistance through the school or diocese, families must first apply for the Utah Fits All Scholarship.

The Skaggs Tuition Assistance program provides financial assistance for the under-resourced who could not attend a Catholic school without assistance. It is especially for those under resourced families with minority status. 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.

ACE Scholarship Program: ACE Scholarships was founded in 2000 to provide children from low-income families with equal access to quality schools. With the launch of ACE Utah in 2022, we have been able to partner with ACE as a qualifying school. ACE scholarships are based solely on family income. To apply for this scholarship, you need to fill out an ACE Scholarship application.

Children's First Education Fund provides the Carson Smith Opportunity Scholarship. This scholarship is given to students with qualifying disabilities. Applications can be made directly by the parents through the Children's First Education Website.

Poor attendance (absences and tardies) could result in the reconsideration of scholarship funding.

Policy 6530

FINANCIAL RESPONSIBILITY

At Saint Olaf Catholic School, we believe that tuition payments are an investment in your child's education and the formation of their religious foundation. We place high value on the instruction that we provide, therefore tuition and fees are in place to cover the costs of this education.

Students are not allowed to register for the next academic year until all outstanding financial obligations are met, or suitable alternative payment arrangements have been made with the school. We want to collaborate directly with you to reconcile any past due balance before collection agencies are involved. Eighth grade students must not have any outstanding balance prior to graduation.

At Saint Olaf Catholic School, the financial responsibility of parents/guardians includes, but may

not be limited to tuition, fees, fundraising obligations, volunteer hours, and participation in graduation ceremonies.

Students will not be permitted to register at another Catholic school within the Diocese of Salt Lake City until all financial obligations at their current or previous Catholic schools within the Diocese have been met.

DIGITAL DEVICE REQUIREMENTS:

Saint Olaf Catholic School requires all 5th through 8th grade families/guardians to purchase a laptop for their student(s). Tablets, eBooks, and/or smartphones do not meet the device requirement. A specification sheet for devices can be found on our website.

Policy 4300

RESPONSIBLE USE POLICY FOR DIGITAL TECHNOLOGY AND COMMUNICATIONS (RUPDTC)

Each school shall have an Internet use policy for both staff and students which is subject to prior approval through the Catholic Schools Office. *This document will be given to families during Back to School Night at the beginning of the school year.*

Please find the appropriate forms in the Parent Portal on FACTS

APPOINTMENTS AND MESSAGES

We are always happy to talk with you about your child. To ensure that there is adequate time to meet with you and to ensure the smooth operation of the school day, we request that you make an appointment to talk to us. Appointments with a teacher may be made by emailing the teacher or by telephoning the office. However, since class time is so valuable and important, appointments with teachers can only be scheduled before or after school. Quickly visiting before or after school does not give teachers/administration adequate time to prepare for a meeting. In no way may a teacher be disturbed from his/her primary duties once the school day begins unless the principal approves the interruption.

Telephone messages to students during school hours must go through the school office. ONLY messages of vital importance will be relayed to students during school hours since it is impossible to deliver messages without disrupting classes. If out of 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. Students are permitted to use the telephone in the main office only in cases of extreme need, and then only with permission from a teacher/office secretary.

Policy 3110

ATTENDANCE/ABSENCE

At Saint Olaf Catholic School regular attendance has a direct correlation with learning and achievement. Prompt and regular attendance at school is essential for successful class work. 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. Parents are urged, therefore, not to keep their children out of school except for

illness or emergencies. Medical, dental, and other such appointments should not be scheduled during school hours unless necessary. Students are considered tardy if they enter the school after **7:55AM**. This must be marked accordingly on the attendance register. No exceptions will be made to this.

If a child is absent, a parent is required to call the school office by 9:00 AM. Parents may also email attendance to attendance@stolafs.org Upon the child's return to school, a written note or email from the parents account must be sent to the teacher stating the reason for the absence. The note must be dated and signed by a parent. Illness or family emergencies are considered excused absences. Vacations are considered unexcused absences.

Makeup work: When an absence is excused, the student is responsible for asking 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 by the timeline set by the teacher. Teachers may, but are not required to, give assignments prior to an unexcused absence.

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. Absences without a written excuse will be counted as unexcused.

A report card will not be issued at Saint Olaf Catholic School if a child is absent for ten or more days in a quarter.

For a student to continue in attendance at Saint Olaf Catholic School, the student must:

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

The parent/guardian must:

- Be supportive of the school's mission and philosophy.
- Cooperate with teachers and administration.
- Bring children to school on time and ensure regular attendance.

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. Additionally, attendance issues, including tardies, may affect tuition scholarships and financial assistance.

School Day

Once at school, no student may leave the school grounds without the permission of the principal, secretary, or designee. To provide continuity in your child's school day, we urge you to avoid having to take your child out of class before the regular time of dismissal. However, should it become necessary please contact the main office to state both the reason for and the time of the

student's departure. If the child is to be picked up by someone other than the parent or guardian, this should be specified. The person picking up the child must report to the main office; students will not be allowed to leave the school without verification.

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. A telephone request for a student's early dismissal to someone not listed on the emergency card will not be accepted.

In every instance the student 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 9:30 AM or leaves school before 1:30 PM.

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

Tardy Policy

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

A child is tardy when he/she arrives after 7:55AM. Children who arrive after 7:55AM must report to the office for an admittance slip. The parent/guardian (or adult who brought them) must come to the main office, state the reason for the tardy, and get an admittance slip. A student coming late for classes is expected to bring a written explanation from the parent or guardian to the school office. A student will not be admitted to the classroom without a tardy slip from the office.

If a student is tardy four or more times in any quarter, that student will not receive more than an S- in citizenship on their report card. The student will no longer be eligible for the honor roll.

Excessive tardiness could result in dismissal from Saint Olaf Catholic School. Attendance issues, including tardies, may affect tuition scholarships and financial assistance. Additionally, excessive tardies will determine eligibility for school sponsored events such as CYO sports, school clubs, and middle school dances.

The law requires that every child be in school and on time every day. It is legally required that the school keep accurate records; all students will be marked tardy if they arrive at school after the designated time. 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 so that a plan can be put in place to rectify the situation. Students with 3 or more unexcused tardies will not receive higher than an S for their citizenship grade.

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, social activities, student publications, school team sports, etc.

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 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 trying 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. Safe environment certification is required (Includes coaches, drivers, advisors. etc.)
6. Extracurricular activities are discouraged if they include an overnight stay.

ATHLETICS

Catholic Youth Organization (CYO) is an after school athletic program that is directed through Saint Olaf Parish under the supervision and oversight of Saint Olaf Catholic School. Many of our students participate in this program and we encourage your support of these activities. Student eligibility to participate in all CYO or school sponsored sports activities including basketball, volleyball, or any other school/parish sponsored extracurricular activity (i.e., school dances) is as follows:

- If a student's grade falls below a C in a core subject area including Mathematics, Language Arts, Social Studies, Science or Religion, it is within the authority of the school administration with recommendations from the classroom teacher to temporarily remove the student from practice and/or scheduled games until the student has improved his/her grade to a C status or above. Also, the student must maintain above an F grade in all classes, regardless of subject matter.
- If a student's citizenship grade falls below an S in any subject area, it is within the authority of the school administration with recommendations from the classroom teacher to

temporarily remove the student from practice and/or games until the student has improved his/her grade.

- A student that receives a detention may miss one or more games dependent on the infraction.
- It must be determined by the school administration that a student is putting forth considerable time and effort regarding academic performance in and out of school, to resume a CYO sport or school sponsored activity.
- Attendance, including tardiness, may impact a student's ability to participate. If they are too sick to come to school, they should not participate. If a student is absent on the day of practice, they must not attend practice. If they are absent during the week prior to a game, they will need to sit out that game. Determination of eligibility to play will be made by the administration of the school.

CELL PHONES/SMARTWATCHES

Cell Phones and Smartwatches are not permitted to be used in school during school hours. Therefore, all teachers collect cell phones and Smartwatches upon student arrival, and they are returned to students at the end of the day. If a staff member sees or hears a students' cell phone or smartwatch, it will be brought to the principal and must then be picked up by a parent. Should this happen a second time, the phone or watch will only be returned to the parents at the end of the school year. Please do not call, text, or send email/chat messages to your students during the day on their phone or watch. If you need to reach your child, please call the school office.

Students may not use their cell phones or computers for personal communications during the school day. Inappropriate use of cell phones and computers will result in their confiscation, and demerit points will be given. Please contact your student through the main office.

If the parent needs to be contacted, it will be through the front office of the school. Students and parents should not communicate through emails or messages from the student's device during the school day.

CHANGE OF ADDRESS/PHONE/EMAIL ADDRESS

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

COMMUNICATION

Email is our main form of communication. This ensures that all messages get home to you in a timely manner and saves paper resources. Please make sure that we have a current email address for you. You can update information through the Parent Portal and notify the office of any changes.

A weekly newsletter from the administration will be emailed as well as being posted to our

website. Occasionally there will be additional email messages, so you should check your email daily so as not to miss anything. 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.

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 or email. The teacher will return the message after school and/or as promptly as possible. Teachers are given 24 hours to respond on school days; they are not expected to respond on weekends or days the school is closed. A note to the teacher is also 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 start the academic day. All meetings with the teachers and the administration must be scheduled in advance.

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 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. Setting an appointment will ensure a specific time without interruption.

Parent/Teacher Conferences

Formal conferences for grades Kindergarten-8th are scheduled during the first and third quarters. Attendance from the parents/guardians is required (See calendar on the website for specific dates).

CURRICULUM

The distinctive purpose of Catholic schools is to create a Christian educational community where human culture and knowledge, enlightened and enlivened by faith, are shared among teachers, staff, parents, and students. Saint Olaf Catholic School follows the guidelines of the Diocese of Salt Lake City and the State of Utah for all curricula. Saint Olaf Catholic School is fully accredited under the Catholic Diocese of Salt Lake City through the Western Catholic Education Association.

At Saint Olaf Catholic School, the program of studies endeavors to consistently reflect the mission, philosophy, goals, and objectives of Saint Olaf Catholic School and of the Diocese of Salt Lake City, in keeping with the primary goal of providing a quality Catholic education.

We are also in compliance with the Diocesan curriculum, the National Language Arts and Math Common Core Curriculum, Next Generation Science Standards (NGSS), International Society for Technology in Education Standards (ITSE), and the State of Utah curriculum.

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 liturgies, prayer services, opportunities for the Sacrament of Penance, and special observances of the Church year. The Circle of Grace Program is used to educate and empower children and youth to actively participate in a safe environment for themselves and others.

Saint Olaf Catholic School's very reason for being is to further the message of Christ. Non-Catholics who attend our school are most welcome to share in our preaching of this message of Christ. Non-Catholic students who attend Saint Olaf Catholic School are required to participate in the religious activities of the class, to attend the weekly Mass, attend the required weekend Masses assigned to their grade, to take religion courses (meeting academic standards of the course), and to promote the general moral and spiritual climate of the school. All students receive a grade in religion.

Our Catholic faith, as explained in the *Catechism of the Catholic Church*, and as taught by the Magisterium of the Church, is the foundation for all subjects and activities at our school. Students and teachers, whether of the Catholic faith, are expected to participate in all religious activities to the extent deemed applicable by the Church. All adults employed at our school are expected to be witnesses and role models of Catholic morality. The teaching of Catholic doctrine promotes the building of community through service to God, the Church, and neighbors. The spiritual life of the students is and must be a paramount concern to our pastor, principal, faculty, and school parents. Since parents are the primary teachers of their children, the efforts of students and staff should be supported at home by family prayer and Sunday worship. Without these things the spiritual life of the student is diminished.

Catholic students in second grade may receive the Sacraments of First Penance and First Holy Communion. The student must be baptized and the certificate on file in the school office. The parents or guardians must attend the mandatory preparation sessions made available. This will be in conjunction with Saint Olaf Catholic Parish.

Catholic students in the eighth grade may receive the Sacrament of Confirmation. The student must have received the sacraments of Baptism, Penance, and First Communion. The parents or guardians must attend the preparation sessions made available. The Sacrament of Confirmation will be offered to 8th grade students during the academic school year. This will be in conjunction with Saint Olaf Catholic Parish.

Primary Grades: Religion classes are taught every day. In K-2, the primary grades, great emphasis is placed on English Language Arts and mathematics. Reading and writing skills are developed and expanded through a Language Arts Program of studies in English, phonics, creative writing, handwriting, and spelling. Mathematics is presented in a manner designed to develop skills in mathematical knowledge, reasoning and creative problem solving. Technology is used in conjunction with direct instruction to supplement and support individual student foundational skills for academic growth. Other subjects (e.g., Social Studies, Science, Art, Music, and P.E.) are presented in ways that contribute to the social aspects of the child's growth in the early years of development and education.

Intermediate Grades 3rd-5th: The curriculum of the intermediate grades includes courses in reading, English, mathematics, spelling, handwriting, science, and social studies. Religion classes are taught at least three times during the week as well as being incorporated into all subject areas. Other subjects include art, music, and P.E. Emphasis is placed on developing self-reliance, study skills, and acceptance of responsibilities. Technology is used in conjunction with direct instruction to supplement and support individual student foundational skills for academic growth.

Middle School Grades 6 – 8: Middle school students continue to have classes in mathematics, reading, English, vocabulary, handwriting, science, social studies, music, art, and P.E. Religion classes will be taught at least three times during the week as well as being incorporated into all subject areas. Technology is used in conjunction with direct instruction to supplement and support individual student foundational skills for academic growth. The curriculum in the Middle School grades is departmentalized.

HOMEWORK

At Saint Olaf Catholic School, homework is a necessary part of your child's education. Homework is planned to meet the needs of students and has an essential place in the educational program. Homework is purposeful assignments to be completed outside of class time. It is part of the work required for learning and reinforces concepts taught and provides opportunity for the student to learn to work independently. Parents should take an active interest in the child's day-to-day progress and should provide suitable conditions for home study.

THE VALUE OF HOMEWORK: (for all ages)

1. Helps to form good study habits and skills.
2. Non-Academic Benefits: Greater self-discipline, better time organization, and more independent problem solving.
3. Establishes greater parental appreciation of and involvement in schooling.
4. Shapes an outlook that learning happens everywhere—both in and out of school.

FACTS Student Information System (SIS)

FACTS is an administrative student information management system that we use for grades, report cards, attendance, directory/contact information, communication, emergency notification, enrollment, student behavioral infractions, and more. This system is being used by many schools within the Diocese of Salt Lake City.

Parents set up their own password that will allow them to access FACTS Parent Portal which is a private and secure website to allow parents to see complete information specific to their child including grades, attendance, and contact information, as well as other useful school information. This is an especially useful tool for both students and parents to track progress and keep abreast of grades. Changes to addresses, phone numbers and emails should be made within the system immediately.

REPORT CARD

At Saint Olaf Catholic School report cards will be sent to the parents electronically. Kindergarten students receive progress grades for the 1st and 2nd semesters. Report cards are issued four times a year for grades 1st-8th. Acknowledgement of receipt must be received by the homeroom teacher within three days.

Students in Kindergarten through 2nd grade receive standards-based report cards. Students in 3rd – 8th will be graded with traditional academic letter grades.

Students with special education needs shall receive reports suited to their specific program of instruction. The permanent record card should be annotated to indicate the alternate system when it is used.

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 each 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.

Policy 3600

GRADING SYSTEM (formulated and approved by the Diocese of Salt Lake City) STANDARDS BASED REPORT CARDS FOR K-2nd.

The approved grading system for Citizenship Grades 1-8 is:

- CM = Commendable
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

The approved grading system for Grades 3-8 is:

- A 95-100 Excellent
- A- 92-94
- B+ 89-91 Very Good
- B 86-88
- 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

PARENT-TEACHER CONFERENCES

At Saint Olaf Catholic School, we believe there is a definite correlation between student progress and parent interest in that progress. Therefore, parent/teacher/student communication and conferences are vital to the child's education. Parent-Teacher conferences are held twice a year. You will receive a form to schedule the time to meet with your child's teachers. Attendance from

parent/guardian is required.

Conferences are held during the first quarter and third quarter. Parents may request a conference with the teacher at any time.

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 Olaf Catholic School reserves the right of retention. The Administration will make the final decision when and if retention is in the best interest of a student. The principal will consult with teachers in making the decision to retain. Parents will be kept informed as to the progress of their child and the possibility of retention as soon as the child is failing at their grade level.

Policy 3630

GRADUATION/PROMOTION

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

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.

Parents will be notified if a student is not meeting the criteria to participate in graduation activities during the 2nd Semester.

Financial obligations need to be fully met before graduation.

Graduation ceremonies should be simple and dignified and will include a Mass. Eighth grade graduates do not wear caps and gowns. They must dress in appropriate and modest attire suited to Catholic School standards.

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

Parents/guardians wishing to see their children's cumulative records should request an appointment. Such arrangements ensure 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 parents/guardians 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 the parent or guardian:

- 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.

- Persons permitted access to pupil records by parents/guardians written consent. •

Diocesan school officials and school administration.

- Federal, state, and local education officials when the information is necessary to counsel or evaluate programs that are publicly funded. 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 keep the permanent record and sends the following to the new school and gives a copy to parents/guardians if requested:

Original health records
Copy of transcript of grades
A copy of test results
Attendance records

A 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 parents/guardians and, in the case of an outside agency, of the agency responsible (Example: IEP, psychological test data).

Policy 3300

DISCIPLINE- Restorative Practices

At Saint Olaf Catholic School discipline is an aspect of moral guidance and refers to those

reasonable controls that promote the individual student's development and self-discipline. Discipline takes place in a Christian environment, in which the rights and responsibilities of students and teachers are recognized and upheld. We believe that the use of restorative practices gives faculty/staff the opportunity to address the intentional and unintentional harm that inevitably comes from supporting the development of children. Restorative practices give the children the opportunity to be heard, have a conversation about the incident, provide them with an opportunity to make amends, and grow in their behavioral development.

Policy 3310

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 because 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 interfering 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 diversity 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.

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

The purpose of behavioral standards should encourage self-discipline:

- To help students not only to do the right thing, but to enjoy doing the right thing.
- To maintain order and promote character development.
- To enable the student to achieve maturity, self-control, and Christian attitudes toward lawful authority, his/her peers, and their duty in life.

Discipline is said to be maintained in the classrooms and schools when there is evidence of a cooperative spirit between students, principal, teachers, and staff. However, good discipline originates in the home. The parents/guardians are the first teachers and should develop in the child good behavior habits and proper attitudes toward school. To help the child, parents should:

- Recognize that the teacher takes the place of the parent while the child is in school and teaches 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 Parent Teacher Organization meetings, fund-raising projects, and other school related activities.
- Stress the importance of schoolwork by having a designated place to do homework and the supplies necessary to complete assignments.
- Teach the child to be tolerant of teachers and classmates whose way of life may be different from their own.
- Be familiar with school rules and encourage the student to comply with them and to cooperate with the school.

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

Students are always to conduct themselves as Saint Olaf Catholic School students and to exhibit the behaviors expected of such students. Their conduct should not be deemed as detrimental to the reputation of the school. The school partners with parents in their children's education. As such, we will notify parents of concerns about student life or behavior, even when off campus.

Threat to School Safety

Any student who acts in such a way as to threaten the safety of him/herself or any other person in the school building, or is in possession of, or brings onto school property, any article or substance* that may endanger him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion. Any violation of the Safe Schools Act of the State of Utah allows the school to report such violations to the police.

*Note: This policy includes as an unsafe "substance" any narcotic, tobacco, alcohol or other drugs, or any object such as knives, laser pointers, etc. that could cause harm to students.

WEAPONS IN SCHOOL

Open or concealed weapons are not allowed to be carried into a school, church, or other diocesan properties. There are emergency procedures to follow in case an officer of the law comes onto the property and has a weapon. For the safety of everyone, employees, members of our parishes and visitors may not have a concealed weapon that could be found and misused by minors.

Harassment of Students

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

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

Search and Seizure

The principal, assistant principal, and/or pastor of Saint Olaf Catholic School and/or their designate retains the right to search a student's person, student possessions, and/or seize possessions whenever there is reasonable suspicion.

Policy 3500

TERMINATION OF ENROLLMENT

Expulsion

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

Policy 3340

TERMINATION OF ENROLLMENT: PARENT/GUARDIAN BEHAVIOR

A student may also be expelled from the school if a working relationship between the parents/guardians and faculty is not possible. Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. 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.

The administration reserves the right to waive and/or deviate from all disciplinary regulations for just cause at their discretion.

Policy 3400

DRESS CODE POLICY

At Saint Olaf Catholic School students in Pre-Kindergarten 3- & 4-year-olds, and students in grades Kindergarten through eighth grade, are required to be in complete uniform every day.

All parts of the uniform can be purchased through Tommy Hilfiger Company. Pants may be purchased elsewhere but **MUST** be a uniform style that complies with the Tommy Hilfiger style. Jeggings and yoga pants are not allowed; pants must be loose around the legs. 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 a 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. If you would like to discuss uniform options, please make an appointment to speak with the principal.

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

Please ensure that your child maintains a neat, clean, and well-groomed appearance and comes in the complete school uniform and with attendance to proper hygiene. Students may not come to school with ink/marker/temporary tattoos on their body. If, for any reason, your child is not wearing the school uniform, please talk to someone on the administrative staff.

Saint Olaf Catholic School takes 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 prepare for school in the morning.

It is important for all individuals in the school community to present a good appearance. This shows respect for each other and for oneself. 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. Exceptions are special occasions and "Casual for a Cause Days" which are fundraising events for charitable organizations.

Interpretation of the dress code will be at the discretion of the principal.

Hair: Natural (original) hair color only. Hair must be neat, clean, well groomed, and worn in a neat and tasteful manner and must be out of the eyes. Extremes of any kind (i.e., Mohawks, razor cuts, steps, spikes, etc.) are not permitted. Ponytails are not to be worn at the top of the head. **Headbands must match the uniform colors and be either a solid blue, black, white in color, or plaid**. No other extreme hair accessories are allowed (i.e., bows, flowers, feathers, etc.). Hair must be above the eyebrows. The hair should never be in the student's eyes.

Jewelry: Students are limited to one post of conservative size and style **PER EAR**. Earrings must be conservative in nature. No oversized earrings, dangling earrings, large loop earrings, or gauges will be allowed. Body piercings on other areas of the body are not allowed. Please, for safety purposes, no bracelets, rings, or dangling earrings. Only religious necklaces on a **small link**, silver or gold chain are allowed. Makeup of any kind is not permitted in any grade. Long fingernails and colored nails are **NOT** permitted. **No makeup or fingernail polish is allowed.**

Uniform Requirements

All students must always be in complete uniform. All uniform pieces (except for pants, belts, and socks) will have either a visible school logo or Tommy Hilfiger tag.

- All shirts **must always** be tucked in.
- All uniform components **must always** be worn with a polo shirt with the school logo.
- Polo shirts with school logo **must always** be worn underneath a sweater, sweater vest, or sweatshirt (crew or zippered)
- Garments worn under the uniform must not be visible (i.e., under armor, compression shorts)
- Shoes **must** be the uniform colors of navy, black, OR white (slight variations of this may be acceptable with the understanding that their primary color must be black, navy, or white). Only closed-toed shoes are acceptable.
- Athletic shoes may be worn, but **must** be the uniform color of navy, black, OR white (no accent colors, checkered patterns, colored shoelaces, or adornments). Only closed-toed shoes are acceptable.
- CROCS, BOOTS, SHOES WITH LIGHTS OR WHEELS, PLATFORM SHOES, SHOES WITH HEELS HIGHER THAN 2", SANDALS, JELLIES, or CLOGS are NOT allowed.
- Socks must always be worn. All short socks must be visible over the top of the shoes. Socks should be white, navy, or black in color. This is a Health Code regulation.
- A plain black, brown, or navy belt must be worn with pants or shorts by both boys and girls in grades 3 to 8.

BOYS & GIRLS:

Pre-Kindergarten 3- & 4-year-old program: Students must follow the uniform requirements listed apart from pants/bottoms.

K-8 Pants: The only acceptable color is NAVY. Pants must be uniform style that complies with Tommy Hilfiger style. Excluded styles include (but may not be limited to): cargo, yoga, jegging. Pants must be loose fitting around the legs, no tight leggings, pants, yoga pants are allowed.

GIRLS:

K-8 All skirts/skorts and jumpers should be **no shorter** than two inches above the knee, bike shorts must be worn under skirts/jumpers.

K-8 White, navy, or black socks (short socks must be seen above the tops of the shoes) or tights/leggings the full length of the legs (**NO Capri leggings**). **Girls** can only wear tights under their skirts. Sweatpants/yoga pants are not allowed. Tights/leggings should not have logo brand names on them that are visible. Tights should not be worn under shorts.

It is the desire of the Saint Olaf 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. All uniform items must be clean and in good repair. 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.

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

EMERGENCY PROCEDURES

At Saint Olaf Catholic School, if your emergency information changes for some reason during the year, make the necessary changes to your parent portal and contact the main office with the updated information.

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 notified. It is their responsibility to see that arrangements are made for the child to get home promptly and safely. For safety reasons, it is required that all students be signed out before being removed from the school building.

For everyone's protection, please keep your child at home if s/he is sick. Do not try to have your child "tough it out." To attend school a child must be fever free for 24 hours without the use of fever reducing medications. Children with vomiting or diarrhea must stay home for 24 hours from the last episode.

Fire drills, earthquake drills, and lockdowns are an essential part of a school program. These drills are held throughout the school year 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, water issues, or power outage, parents/guardians are notified via the school emergency system (email, text, and phone message).

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

HEALTH ISSUES

Illness, Emergencies, Immunizations, HIV Infection and Allergies

Policy 5110:

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 always be on file in the school office. It is imperative that accurate information is entered through the Parent Portal of FACTS. In the event your child becomes ill during the school day, you will be notified. You will need to have someone come and pick up your child as soon as possible but within an hour of being notified.

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 parents 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 the medication is to be dispensed. Forms can be obtained from the School Secretary.

IMMUNIZATION Policy 5110

Students enrolled in Utah Catholic Schools must be properly immunized, unless the parents/guardians have obtained a medical exemption. The medical exemption must be obtained from the student's pediatrician and must be on the practice's letterhead. The student's pediatrician must be licensed to practice in the State of Utah and maintain a medical practice in the State of Utah. The school has discretion to accept a letter from an out of state pediatrician (provided the out of state pediatrician is a licensed pediatrician in another state and the letter is on the practice's letterhead) if the student has recently relocated to Utah or other documented hardship exists. Utah Catholic Schools maintain the policy that students who have not been properly immunized or properly medically exempted from requirements of immunization are to be excluded from school until requirements are met. Utah Catholic Schools do not accept personal or religious exemptions.

It is the responsibility of the principal to require proper verification of immunization of all students. Schools shall use the official Utah Schools Immunization Record (USIR) form as the record of each student's immunizations. The Utah Department of Health shall provide copies of the USIR to schools upon request. Annual immunization statistical reports must be submitted to the Utah Department of Health.

Any student enrolling in Catholic Schools within the Diocese of Salt Lake City are required to submit a Certificate of Immunization along with their application as a condition precedent to enrollment. If there is an outbreak of contagious disease, students not immunized due to a medical exemption, may be required to stay home for a designated period. The duration of this time would be determined by the school after consultation with the Utah Department of Health.

*All students must be current on their immunizations by their age requirements. This includes students entering Preschool.

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.

Food Allergies: Because food allergies, specifically nut allergies, are becoming more common. No classroom snacks containing nut products are allowed. Students should not share food during lunch. 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 only bring products containing nuts for their own consumption.

ASBESTOS:

Federal regulations require that schools be inspected for the presence of asbestos, a toxic material

that has been used in the construction industry for several years. This school has been inspected for asbestos containing materials, and the results of the inspections are contained in the Asbestos Management Plan. This plan has been sent to the State authority in charge of Asbestos Abatement.

The Asbestos Management Plan includes the results of all the inspections conducted on all the school buildings. It also contains the results for the material samples which were taken during the inspections, and the plan for asbestos abatement.

The Asbestos Management Plan is available for review during regular working hours at the school office. A copy of the Asbestos Management Plan will be made, on request, for a nominal fee to cover the cost of copying and handling.

Recent scientific and medical evidence has shown that asbestos-containing material can be harmful to the human body. The Asbestos Management Plan shows the amount of asbestos present in this school building as well as the specific location of the asbestos. Our Local Education Authority has decided to undertake a series of actions to reduce the amount of asbestos and the propensity for contact. These actions will significantly reduce the impact that asbestos-containing material can have and thus continue to maintain the standard of safety that is expected of this institution.

For more details regarding the Asbestos Management Plan and the specific abatement decisions, please contact:

Catholic Schools Office
27 C Street, Salt Lake City 84103

Policy 5120

MEDICAL TREATMENT

At Saint Olaf Catholic School, the secretary or designee in the office dispenses all medications, pain medication, cough drops, etc. Proper medical and parent consent forms are needed. Parents must provide medication. Under no circumstances shall a student have any type of medication, or drugs such as aspirin and similar medications on their person or with his/her personal belongings.

Under Utah State Law, schools must allow students to carry and use their asthma inhalers at school with signed authorizations from their parents and health care providers.

No teacher or member of the staff shall prescribe and/or administer medicine or supplements 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, a physician may authorize students to carry Epinephrine Auto Injector (EAI) 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.

ACCIDENT/INJURY

In case of accident or injury, the school will apply basic first aid procedures. If further medical care is necessary, the contact person in the FACTS SIS system will be notified immediately. Therefore, it is most important for the school office to know where to reach a parent or guardian during the school day. Current emergency telephone numbers (home, work, relative, friend, or neighbor) should always be on file in the school office. Students should be picked up promptly (within an hour's time) after notification. Parents/Guardians are responsible for transportation to medical facilities. If an ambulance must be called, the parents/guardians are responsible for the cost incurred.

EXTENDED DAY CARE

Extended Day Care, for an additional fee, will be available. The hours listed here may change to conform to health and safety guidelines. EDP will be available from 3:00 PM to 6:00 PM Monday through Thursday. It is also available from 12:00-6:00 on Friday. It is available for students in PreK through eighth grade.

All students who are not picked up by 3:15 P.M. are put into the Extended Day Program and charged accordingly. This will help ensure the safety of your child.

There is a \$35 enrollment fee due prior to the first day of attendance. The cost is \$6.00 per hour (or any part of)/per student. Payments must be made monthly for EDP usage. Families with outstanding balances will not be allowed to use the EDP service.

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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. Misconduct issues at school may exclude the student from participation on a field trip.

LOST AND FOUND

All personal 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 identification. Lost and found articles are sent to the school office and if not claimed within 30 days they are donated to charity.

The school cannot assume responsibility for personal electronic devices, cell phones, jewelry, athletic equipment, cameras, electronic games, toys, etc. Therefore, these articles may not be brought to school without specific permission.

LUNCH PROGRAM

Students must arrive at school with their lunch. Lunch is not to be dropped off after student arrival. Door Dash and delivered lunches are NOT allowed. Lunches must be ready to eat; a microwave will not be available to students. Students must also bring the necessary utensils to eat their lunches.

Lunchroom Rules and Procedures

The following are the rules and procedures to be followed in the classroom or school lunchroom. Students who do not behave as asked will receive demerits.

1. Follow directions the first time they are given.
2. Students must clean their own lunch area.
3. Do not throw food.
4. Talk in a reasonable tone and use respectful language.
5. No sodas or high energy drinks are allowed.
6. Fast food is not to be brought into the lunchroom.
7. Students must have their cold lunch when they arrive at school.

PARENT VISITATION

Once school has begun, parents are asked to refrain from entering the classrooms. Forgotten items may be dropped off at the office. Volunteer or visitor passes are required of all parents/visitors whenever it is necessary to enter the school hallway or classrooms. Prior arrangements need to be made with the classroom teacher to receive a pass.

PARTIES

Parties are not regularly held in classrooms, except on rare occasions, and only with the consent of the principal. These are reserved for events with a religious or holiday context. Saint Olaf Catholic School requests that parents, who would like to honor their child on their birthday, bring a **non-edible treat** or donate a book to the classroom. Please check with the classroom teacher for recommendations of needed books. No invitations to birthday parties may be distributed at school unless they are distributed to the whole class or to all the boys or all the girls. Cupcakes, donuts, balloons, and/or flower bouquets are not permitted in class. **We have many allergies to food in the building so food treats are NOT allowed.**

PRAYER/SPIRITUAL LIFE

“Be it known to all who enter here... CHRIST is the reason for this school. The unseen but ever-present teacher in all its classes. The model of its faculty, and the inspiration of its students.”

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. Parents or students are asked to notify the principal or main office of any hardships, serious illness, or death in the immediate family, so the school community can lend its support through prayer.

Mass is the principal act of Catholic worship and an essential part of the Religious Education program at Saint Olaf Catholic School. Students and staff attend Mass every Wednesday. Mass is always celebrated on Holy Days.

The Rosary and other traditional prayers of our Church are taught as part of the Religion Program. In addition, appropriate liturgical prayers for the Advent/Christmas Season and the Lenten/Easter Season are incorporated into the children's prayer life.

SAFETY RULES AND REGULATIONS

DROP OFF

The safety of the children is our main concern. During morning arrival, a school employee will be outside to assist your child out of the car. Please have your child(ren) be prepared to get out of the car immediately to not hold up the line. Parents must stay in the designated drop-off line. Parents, please remain in your car.

PICK UP

The safety of the children is our main concern. Carline will begin promptly at 3:00PM. Students will be excused in the order the cars are in line. Please pull forward as far as possible to allow more families to enter the car line. You may help your child get into the car but please do not hold up the dismissal line. If you need time to buckle your child in, please pull around the corner to the parking lot.

These procedures need to be followed to ensure our students' safety. There will be a zero-tolerance policy on violations in school zones.

No idling: All people are asked to turn off their vehicle motor if they are waiting in the parking lot for more than 30 seconds. This will help the **CLEAN AIR** policy adopted by the school. You can turn off your motor during carline until your child is at your car.

RECESS

The purpose of recess periods is to provide the students with supervised midday 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 always. Recesses will be held daily; students are to come to school dressed appropriately for the weather. Students will not go outside on red-air quality days or if temperatures are below 20°F. Students must abide by the playground regulations.

Outdoors

1. Follow directions the first time they are given.
2. Students must remain on the playground during recess. Permission to enter the building must be received from the adults on playground duty.
3. No snowball throwing, tackling football, contact sports, or sliding on the ice.
4. At the end of the recess time, students are to line up quietly at the designated area. The monitor will then promptly escort students back into the building.
5. Food is prohibited during recess.
6. Parents/supervisors on duty will circulate around the playground areas rather than stand and visit one another.
7. Cruelty of any kind toward another student will not be tolerated at recess or any other

time of the school day.

Indoors

Indoor recess during inclement weather is supervised in the classrooms. Students are to

1. Play quiet games.
2. Running indoors is not permitted.
3. Students must ask permission to leave the classroom to use the bathroom.

STANDARDIZED TESTING

Students in grades 1st – 8th are given the STAR Math & Reading tests five times per year for progress monitoring. Results help guide curriculum changes and instruction and projected needs of the student. Parents receive a copy of their child's scores during Parent Teacher Conferences.

SUBSIDIARITY

At Saint Olaf 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 always. 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 parent of the student will be expected to pay for its replacement.

TRANSFER

Students transferring to Saint Olaf Catholic School, for admission to Grades 1-8 will need a transfer form from their former school.

A student who is withdrawn from Saint Olaf Catholic School must return all books and school property immediately.

Notification is required prior to transfer from Saint Olaf Catholic School so that we have enough time to prepare the paperwork. Student records will be sent directly to the receiving school upon request from that school.

When transferring within the Catholic School system, all financial accounts and obligations must be rectified.

VISITOR PERMITS

No visitors will be allowed unless scheduled through the administration. At Saint Olaf Catholic School all visitors must enter the school through the main front office door. They must remain in the secure foyer until greeted by school personnel. This helps to ensure the safety of our students. All visitors must wear a visible visitor tag during their time in our building.

WELLNESS POLICY

Saint Olaf Catholic School adheres to the Wellness Policy of the Diocese of Salt Lake City as outlined in Diocesan Policy #5130. We encourage healthy eating and proper exercise. We ask parents to support this policy by sending healthy snacks and home lunches. Students are asked not to bring drinks other than water or 100% fruit juice. In addition, regular health, asbestos, and safety inspections are conducted periodically.

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 Olaf Catholic School now.

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 the problems that may arise in the future. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of Saint Olaf Catholic School will be held to be unacceptable even though not explicitly set forth in these policies.

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 pastor have the final decision in all matters pertaining to the school.***

Let us continue to encourage, support, and affirm one another as we live by our school motto: We RISE, as a community of learners, continually growing as Christ-centered individuals through life's journey.