

**Diocesan Policies for the Parent/Student Handbook  
2011 - 2012**

*Mission – local*

*Belief Statement – local*

*Graduate Profile – K-8 SLE's  
9-12 ESLR's*

**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 1400.1**

**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.

### **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) is as follows:

- 1<sup>st</sup> Siblings of presently enrolled students
- 2<sup>nd</sup> Parish members where the school is located
- 3<sup>rd</sup> Parishioners of regional parishes
- 4<sup>th</sup> Other Catholics
- 5<sup>th</sup> 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 1<sup>st</sup> of that year. A student entering first grade should be six years of age on or before September 1<sup>st</sup> 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, are unprepared for regular classroom work on that level.

## ***Local Admission Policy***

### **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.

### **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.

### **Notification of Absence**

If a student will be absent from school, the parent/guardian shall notify the school as soon as possible. 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.

### **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.

### **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. Discipline also promotes 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](http://www.dioslc.org). A copy may 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

Harassment of any kind will not be tolerated because of the Christian climate and Catholic culture in the schools. 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).

### **Policy 3300**

#### **TERMINATION OF ENROLLMENT**

##### **Expulsion**

Respect for the individual student, belief in opportunities for his/her growth and forgiveness for wrong choices underlies all corrective action taken by administration in dealing with serious student misconduct.

##### **Expulsion**

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

1. after all other efforts of motivation and counseling have failed or
2. where attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
3. as set forth in Policy 3340 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 expulsion.

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 expulsion, then suspension procedures will be followed. (See Policy 3300)

### **Policy 3340**

#### **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.

#### *Dress Code -Local*

### **Policy 3600**

#### **REPORT CARDS**

Report cards are issued four times a year.

In lieu of the report card, at the kindergarten and first grade level, a report should be given to the parents/guardians at the time of the first 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. Different codes on report cards are used for students who are identified with special needs. Parents/guardians are to be notified of this code.

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:

A	95-100	Excellent	Permitted for non-core subjects
A-	92-94		O = Outstanding
B+	89-91	Very Good	S = Satisfactory
B	86-88		N = Needs Improvement
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.

## ***Parent-Teacher Conferences - local***

## ***Promotion/Acceleration/Retention – local as it applies***

## **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.

### ***Graduation – local***

## **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 students 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.

***Internet Access - local  
Parties – local***

**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.

No children other than those enrolled in the class or in an activity of an approved school sanctioned organization may participate in the field trip.

**Guidelines:**

The following guidelines must be followed for long-distance, extended-stay, or international travel:

1. All long-distance, extended-stay, or international travel should be approved by the principal in consultation with the Superintendent and should be organized through a professional travel company. No travel should be allowed to countries/areas that appear on the current Travel Warnings Page of the US State Department website.
2. Every reasonable effort must be made on the part of the travel company and the school to make attendance at Sunday Mass available to students/chaperones.
3. The maximum number of allowable chaperones should be utilized (Typically 1 adult chaperone per every 6 travelers for international travel). Safety is priority number one when traveling with students. The purpose of student travel should not be economic gain on the part of the organizer, but rather a valuable, educational experience for the traveler.
4. Chaperones should be, whenever possible, selected amongst existing diocesan employees (i.e. teachers, staff, administration,) No other adult chaperones should be allowed to travel with the group unless given express written permission by the principal. All chaperones must go through Diocesan Safe Environment Training prior to enrollment as a chaperone.
5. Purchase and/or consumption of alcoholic beverages by students is prohibited.
6. Chaperones should receive training prior to departure, which may include procedures, responsibilities, emergencies, etc.
7. Behavior contracts, proof of insurance, emergency medical information and "Consent to Treat" forms should be completed and carried with the lead chaperone at all times.
8. Adequate informational/instructional sessions for travelers should be conducted prior to departure.
9. Travel information, which may include itinerary, transportation information, hotel contact information, chaperone contact information should be distributed to parents/guardians prior to departure.

## **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 school activities in the school are to be conducted under the supervision of the principal and/or a designee, 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 and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
3. Extracurricular activities must be conducted by personnel instructed in relevant diocesan/school and Safe Environment policies. (Includes coaches, drivers, advisors. etc.)
4. Guidelines for transportation of students as stated in Policy 4500 must be followed.

## **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**

### **MEDICATION**

#### **Prescribing and Administering Medication to students**

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.

### ***Visitor Permits – local***

### ***Traffic Safety – local***

### ***Emergency procedures – local***

## **Policy 5130**

### **WELLNESS POLICY**

Catholic schools in the Diocese of Salt Lake City shall adhere to the Federal Wellness Law. The purpose of this policy is to provide a school environment that enhances learning and development of lifelong wellness practices. The implementation of the policy shall include:

1. Sequential and interdisciplinary nutrition education shall be provided and promoted.
2. Adequate physical education shall be provided and patterns of meaningful physical activity connected to students' lives outside of physical education classes shall be promoted.
3. School-based activities shall be consistent with Catholic schools Wellness Policy.
4. Food and beverages made available by the school to students on campus shall be consistent with the current USDA Dietary Guidelines.
5. The school should have a safe, comfortable, and pleasing environment. Ample time and space for eating meals is provided. Food and/or physical activity shall not be used as a punishment or reward.
6. Child Nutrition programs shall be accessible to all students and must comply with federal, state and local requirements.

7. Foods made available on campus shall adhere to food safety and security guidelines.
8. The Superintendent shall appoint a CSO Wellness Director to regularly monitor the overall effectiveness of the Wellness Policy and recommend policy and/or procedural modifications that will positively impact student health. Each school shall have a Wellness Director to oversee the implementation and evaluation of the Catholic Schools Wellness Policy at each school site.

**OTHER AUTHORITY/REFERENCE:**

[Northwest Accreditation Recommendations](#)  
[Section 204 of Public Law 108-265-June 30, 2004](#)  
[USDA Dietary Guidelines 2005](#)  
[USDA Food Security Guidelines](#)  
[Utah Health Education Core](#)  
[School Beverage Guidelines](#)  
[USDA Foods of Minimal Nutritional Value](#)

**GUIDELINES AND PROCEDURES FOR IMPLEMENTATION:**

1. Nutrition Education. Sequential and interdisciplinary nutrition education shall be provided and promoted as follows:  
Each school shall ensure the health core is taught in grades K-12. Nutrition education shall be encouraged in other areas, in the home and broader community.
2. Physical Education and Physical Activity. Adequate physical education shall be provided outside of physical education classes. Patterns of meaningful physical activity connected to students' lives shall be promoted as follows:
  - a. Each school shall ensure the physical education core curriculum is taught in grades K-12. Physical education activities shall be encouraged in other content areas, home, and the broader community.
  - b. Physical education instructors and an adequate number of faculty/staff at the elementary level shall be currently certified and/or qualified in First Aid/CPR.
  - c. Enrollment in secondary physical education courses shall not exceed the number of students that space and equipment can accommodate.
  - d. Adequate equipment and supplies shall be available for all students to safely and fully participate in structured physical education activities.
  - e. Time allotted for physical education instruction shall be 60-90 minutes per week for grades K-5. Each student at the middle school level will take one class of P.E. per year.  
High School students are required to complete two (2) P.E. credits before graduation. These standards are in accordance with the Utah State Physical Education guidelines.
  - f. All elementary students K-5 shall be allowed a minimum of 15 minutes of recess each school day, not to include scheduled lunch time. Recess before lunch is strongly recommended.
  - g. Daily scheduled recess periods shall not be used as a punishment or reward.
3. Other School-Based Activities. School-based activities shall be consistent with the Catholic Schools Wellness Policy as follows:
  - a. After-school programs shall encourage physical activity and the formation of healthy habits.
  - b. Catholic Schools Wellness Policy guidelines shall be considered when planning all

school-based activities (such as school events, field trips, dances, assemblies, etc.).

4. Nutrition Guidelines for All Food on Campus. Food and beverages made available to students should be consistent with the current USDA Dietary Guidelines as follows:
  - a. Foods made available to students on campus (catered hot lunch, a la carte sales, after-school programs, beverage contracts, fund raisers, school parties/celebrations, student stores, vending machines, etc.) will emphasize nutrient density, fruits and vegetables, decreasing fat and added sugars, and moderating portion size. Food and beverages sold at Catholic High School Activities Association events shall be exempt.
  - b. Food including fruits and vegetables (fresh, cooked, dried, juice, or canned) and beverage sales offered to students outside of the school meal program shall be based on the following standards:

At the elementary/middle school and high school level foods and beverages should meet the USDA Food or Minimal Nutrition Value guidelines and provide no more than 250 calories per package. At the high school level acceptable beverages as specified by the memorandum of understanding between the American Beverage Association and the Alliance for a Healthier Generation shall be exempt.
  - c. Classroom snacks shall feature healthy choices.
  - d. Food and beverage advertisements in the school cafeteria shall be consistent with established nutrition standards.
  - e. No school activities, events or parties shall interfere with student access to a nutritionally balanced lunch.
5. Eating Environment. The school environment shall be safe, comfortable, and pleasing. Ample time and space for eating meals shall be provided. Food and/or physical activity shall not be used as a reward or punishment. In addition:
  - a. Students shall be encouraged to start each day with a healthy breakfast.
  - b. Students shall be provided adequate time to eat lunch at school, 20 minutes for lunch, from the time the student is seated.
  - c. Lunch periods shall be scheduled as near the middle of the school day as possible. Lunch periods shall not be scheduled at the end of a shortened school day.
  - d. Elementary schools shall schedule recess before lunch or implement a structured schedule that ensures that children are not pressured to "eat and run."
  - e. School cafeteria areas shall provide enough serving lines to ensure that students spend no more than seven (7) minutes waiting in line for a school meal.
  - f. School employees and community members shall be encouraged to reward student behavior with non-food items.
  - g. Students in pre-kindergarten through grade 12 shall be responsible for cleaning up after themselves at lunch. Students shall put away trays and dispose of garbage properly to keep the school environment clean.
6. Child Nutrition Operation. Child Nutrition programs shall be accessible to all students and must comply with federal, state and local requirements.

7. Food and Safety/Food Security. All foods made available on campus by Child Nutrition Services shall adhere to food safety and security guidelines including compliance with federal, state and local food safety and sanitation regulations. Food provided outside of Child Nutrition Services becomes the responsibility of school administration. Access to the food service operation is to be limited to Child Nutrition staff and authorized personnel only.
8. Implementation and Evaluation. The Superintendent shall appoint a Catholic School Wellness Director to regularly monitor the overall effectiveness of the wellness policy and recommend policy and/or procedural modifications that will positively impact student health. The Director shall:
  - a. Regularly monitor the overall effectiveness of the Wellness Policy.
  - b. Highlight areas in need of future change.
  - c. Recommend policy and/or administrative procedure modifications that will positively impact student health.
  - d. Ensure that all Wellness Policy guidelines are enforced at the school site.

The school principal shall appoint a Wellness Director to regularly monitor the implementation of the Wellness Policy guidelines at the school site. The school director shall:

- a. Evaluate annually implementation and compliance to policy guidelines
- b. Recommend policy and /or administrative procedure modification that will positively impact student health.
- c. Prepare and submit a written record of compliance to the superintendent of Catholic Schools in May of each year.

## **Policy 5200**

### **CHILD ABUSE AND SAFE ENVIRONMENT PROGRAM**

It is the policy of the Diocese of Salt Lake City that child abuse, including sexual abuse of minors, by persons employed by or volunteering services within the diocese is contrary to Christian principles and will not be tolerated. All personnel and volunteers within the diocese must comply with applicable state and local laws regarding incidents of actual or suspected child abuse, and with the procedures outlined in its published Safe Environment Program. Further, they are to be made familiar with the policies as prescribed by the diocese. The Diocese of Salt Lake City establishes these procedures for the following reasons:

- To guarantee an effective response to allegations of child abuse
- To ensure the accountability of our procedures.
- To promote healing and reconciliation with victims/survivors of child abuse.
- To educate clergy, religious, administrators, staff and volunteers of the diocese and its parishes, institutions and entities so that they will be acquainted with the policy and its requirements.

The Diocesan Safe Environment Program effort includes:

- Promulgation of, education in and compliance with the Diocesan Safe Environment Program
- Guidelines for Working with Children

- The Diocesan Code of Ethical Standards and Ethical Standards in Professional Relationships
- The Diocesan Code of Conduct for Minors.

The essential elements of the Safe Environment endeavor are:

- Promulgation of , education in and compliance with the Diocesan Safe Environment Program
- The appointment of a local Director for Safe Environment at each parish, school, diocesan and other agency as appropriate
- Screening of all Church personnel and volunteers who work with children or young people on a regular basis. This includes:
  - Disclosure Statements
  - Background Checks
  - Interviews
  - Completion of annual Safe Environment Compliance and Training Reports
- Background Checks
- Training for all groups as appropriate
- Supervision
- Mandatory reporting of child abuse
- Determination of fitness for ministry
- Maintenance of an environment that insures a safe environment for children and young people.
- Provision for an appropriate outreach of pastoral care for survivors of abuse and their families, as well as for the accused.

## **Policy 6500**

### **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 participates in the life of the parish;
- Family contributes regularly to the support of the parish.

## **Policy 6510**

### **COST-BASED TUITION AND FEES**

Tuition is based on the average cost to educate a child in the Catholic school. Fees are charged for some programs that enrich the educational program and /or are unique to the particular school. Elementary school tuition is recommended to the Bishop for his approval by the Finance committee of the Diocesan Catholic School Board.

At the high school level, tuition and fees are approved by the Bishop at the

recommendation of the finance committee of the local school board.

## **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.

### ***Financial Responsibility – local***