

J.E. Cosgriff Memorial Catholic School

Student/Parent Handbook



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Student/Parent Handbook

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Parents and Students,

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.

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

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

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

ACCREDITATION

J. E. Cosgriff Memorial Catholic School is in compliance with the regulations and policies of the Catholic Schools Office of the Diocese of Salt Lake City. These are the regulations and policies that are published in the Diocesan Handbook of Policies as well as those that may subsequently be determined by the Superintendent of Schools. J.E.Cosgriff School has met the criteria for educational quality established by the AdvancED Accreditation Commission and was presented a Certificate of Accreditation (pre-school through eighth grade) by the NCA Commission on Accreditation and School Improvement, WCEA, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement valid through 6/30/2024.

PHILOSOPHY

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

It is our goal to strengthen Catholic identity in a Christian environment, by involving students in prayer, worship, and stewardship in and outside of the school setting. We strive to instill in our students the love of learning, the desire to be of service to others, and the importance of respect for all people in our school and our world. Our students will then be able to accept the challenge and responsibility of living in a diverse and global community.

MISSION STATEMENT

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

VISION: Upon graduating from eighth grade:

- Students will know, understand and practice the teachings and traditions of the Catholic Church.
- Students will know, understand and demonstrate proficiency with diocesan, state of Utah, and common core standards, in addition to the practice of important safety, study, and life skills.
- Students will have learned, experienced, and performed, several forms of “The Fine Arts,” as part of a comprehensive Liberal Arts education.
- Students will feel confident about their unique talents and abilities, and continue to develop strong leadership skills.
- Students will know, understand, and practice Christian core values and virtues such as respect, compassion, responsibility, tolerance, and mercy.
- Students will model and work alongside each other as they reach out and support those in need. They will consider social justice a critical part of daily Catholic life.

BELIEF STATEMENT

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

- We are a Catholic community of teachers, administrators, parishioners, parents, and students who share the responsibility for advancing the school's mission in a safe, caring, respectful school community.
- Each student is a valued "Child of God" with unique physical, social, emotional, intellectual, and spiritual needs and should be treated with respect above all else.
- All students can learn, and it is the responsibility of all faculty to know and appreciate the whole child as it relates to teaching and learning.
- A variety of instructional practices and assessments are necessary to support the learning styles of every student.
- The commitment to continuous improvement is imperative to assist students in becoming self-confident and self-directed lifelong learners
- All students should have the opportunity to develop a Christ like spiritual life through prayer, regular participation in Mass and active involvement in the Catholic faith community.
- All students should have a solid understanding of the Catholic faith and traditions.
- All students be given the opportunity to learn and practice gospel formed behavior and virtues.

STATEMENT OF NON-DISCRIMINATORY POLICY

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

HISTORY OF J. E. COSGRIFF MEMORIAL CATHOLIC SCHOOL

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

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

The first school session began on September 3, 1957 with six grades and a kindergarten. The Daughters of Charity staffed the school initially and continued with the school until 1991. Through the years, the school has expanded to toddler through eighth grade. The Extended Day Program was added in 1993.

GENERAL SCHOOL INFORMATION POLICIES

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, religion, 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 Catholic 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 and provides care for the faculty, staff, and students 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.

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 Home and School Association (HSA) is the title given to the parent organization at J.E.Cosgriff School.

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 fundraising efforts to financially support the school and its programs.
3. Supporting the school by giving positive feedback to the Catholic school and church community.

Policy 1700 RELEASE OF DATA

Pictures of Students

The school and diocese will occasionally use students' photographs and videos for promotional purposes. Teachers may also post digital pictures of students on the webpage. J.E. Cosgriff School utilizes press releases for events. Occasionally, the media takes pictures for newspaper articles. If parents do not wish their children's picture to be used for these purposes, parents must clarify this on the enrollment packet filled out on each year.

Release of Student Directory Information

Before access to student directories is available written permission for publication of this information must be secured from parents/guardians. The release is in the enrollment packet filled out each year. Names and addresses of students and faculty shall not be made available to anyone outside the school. This permission shall be kept on file for the school year.

Subpoena of Records

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

STATEMENT OF RESPONSIBILITIES

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

Principal shall:

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

- Implement and administer policies as established by both boards of the Diocese and Parish

Faculty/Staff shall:

- Model Christian ideals for their students and parents/guardians
- Endorse and display professional attitudes as well as a dedication to Church teachings
- Participate in ongoing spiritual and professional growth and development
- Use instructional strategies that are most effective in promoting learning
- Communicate effectively and routinely with students, and parents/guardians
- Endorse and actively pursue the educational goals and objectives of J.E. Cosgriff School through the development of school curriculum
- Present content using a variety of methods which are sensitive to the individual needs of the students as well as curriculum outcomes
- Maintain a classroom conducive to learning and Christian character formation

Parents/Guardians shall:

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

Students shall:

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

Policy 3000 ADMISSION REQUIREMENTS

Admission criteria for Catholic Schools

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

Every Catholic child is given preference for a Catholic school education, presuming there is space available and that he/she can profit from the school program offered. Appropriate inclusion recognizes and affirms the unique learning styles of students with varying exceptionalities. We recognize the responsibility to provide a learning environment that fosters growth and considers the individual needs of the child. To the extent possible, the Catholic schools will serve children with special needs in general education classes.

Neither race, gender, nor national origin is to prevent a student from being accepted in the school. Non-Catholics are to be accepted on a space-available basis. The administration of the school has responsibility for admission of new students.

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

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

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

Parishioner

To qualify as a parishioner, at least one parent/guardian and their child must be:

- Registered in the parish,
- Baptized in the Catholic faith,
- Attend Mass regularly, and support the parish in the best way they can, whether monetarily or in service.

Proof of legal name, age and custody

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

Name of student

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

Immunization for first admission/health assessment requirements

Schools shall comply with the current requirements for immunization and health assessment as established by state, local health authorities and the Catholic Diocese of Salt Lake City. It is required that toddler through eighth grade present written proof of current immunization upon entering on the first day of the school year.

Age of admission for kindergarten and first grade

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

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

Policy 3010 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 for all students. Children with special needs will be served in general education classes.

Policy 3020
RESPECT FOR PERSONS WITH DISABILITIES

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

HOT LUNCH PROGRAM

[Click here](#)

EXTENDED DAY PROGRAM

This program is for students of J.E. Cosgriff Memorial Catholic School (preschool 3-4's through eighth grade) who need care from between the hours of 7:00am-6:00pm depending on age and academic status. (See Extended Day Program Handbook for more information.) Call the Extended Day Director at 801-484-8905.

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 required to ensure that academic requirements are complete for the year in question.

School hours

Grades 6-8 8:10 am – Doors open, tardy at 8:15 am
Grades K-5 8:15 am – Doors open, tardy at 8:20 am
2 year olds 8:20 am – 11:00 am M & W, T & Th or M-Th.
3 year olds 8:20 am – 11:00 am M-Th
4 year olds 12:20 pm–3:00 pm M-Th and 8:20 am -11:00 am Fridays
All school dismissal Monday-Thursday 3:15 pm
All school dismissal Friday 1:15 pm

Lunch and Recess Schedule

Lunch/Recess Monday –Thursday

K, 1st, 2nd grade 11:45-12:20 pm
3rd, 4th, 5th grade 12:00-12:35 pm
6th, 7th, 8th, grade 12:25-12:50 pm

Lunch Schedule--Friday

Teachers are to walk their class to lunch and then pick them up from the gym on Friday. Students will remain seated until the teacher arrives for pick-up.

There is not a supervised recess, after lunch on Friday.

6th, 7th, 8th grade 11:10-11:30 am (no snack time on Friday)

4th and 5th grade 11:30-11:50 am

2nd and 3rd grade 11:40-12:00 pm

K and 1st grade 11:45-12:05 pm

Gym use after lunch on Fridays –“Family Activity,” Assembly, Make-Up P.E. Class

Dismissal Format, Excused and Unexcused Absences

Once a student arrives on school grounds, he/she is to stay. Students are not allowed to go to neighboring businesses or wait in the church vestibule before or after school.

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

The Extended Day director will make a 'sweep' of the playground area at 3:30 p.m. and take any remaining students to the Extended Day Program in Vaughan Center. Parents will be charged \$4.50 per hour/per child K-8 and \$5.50 per hour/per child PreS and PreK for any child who needs this service. (\$10.00 per hour for drop-ins).

Notification of Absence

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

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

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

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

Tardy

A student is tardy if he/she is not in the classroom and ready to work by 8:15 am for Middle School and 8:20 am for K-5. Children who arrive after 8:20 must report to the office for an admittance slip. The parent (or adult who brought them) must come to the office, state the reason for the tardy and get an admittance slip. The law requires that every child be in school and on time every day. 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 fourth through eighth grade student who is tardy two

or more times without a written excuse, will receive an N grade in citizenship and will automatically lose the privilege for honor roll status at the end of the quarter. All parents will be called by the Principal directly after two or more tardies.

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 authorized pick up/emergency list. Students should not be detained unduly after school without the knowledge/permission of parents/guardians.

Faculty 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 sending an email or leaving a telephone message for the teacher on his/her voicemail. The teacher will return the message after school and/or as promptly as possible. Also, a note to the teacher is appropriate.

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

The main purpose for email is for the classroom teacher to send notes of communication regarding classroom instruction to the parents. Parents are asked not to use the email as a form of complaining or grievance toward the teacher, or student concerns. A phone call or in-person meeting are the required options.

Principal's Communication

Parents wishing to contact the principal may do so by calling the main office or the principal directly. (801-486-6933). The current school principal has an "open door" policy whereby teachers, students, and parents may meet at

school any time without an appointment. Calling ahead, however, will ensure a specific time without interruption. The Principal sends a letter to parents each Monday through Renweb. This letter is informative by nature and should be used as a reliable news up date for families.

Policy 3200 SUPERVISION OF STUDENTS

J.E. COSGRIFF PLAYGROUND SAFETY RULES AND GUIDELINES FOR FACULTY/STAFF AND PARENTS.

1. Students in all grades may not run or play tag on or across the playground equipment.
2. Students should not climb on the very top bars or ledges of the playground equipment
3. Students should not play tag running in and out or on the equipment—especially 5th grade and up. They should be directed to the field for that activity.
4. Students may use the adult fitness equipment only as intended as directed by the signs near the equipment. Example: Chin ups—not hanging by knees.
5. Hula hoop play should remain just southeast of the basketball court on the cement—not on the basketball court or equipment area. Hula hoops are to be used around the waist—not throwing or pulling students.
6. Students may play touch football and soccer on the grass field. Rough play or tackling will not be tolerated. When kicking the soccer ball, students should kick it on the ground to avoid face and head injuries. Tackling, pushing, pulling, tripping, are not allowed. You may ask for the game to stop if physical aggression occurs.
7. The same pushing, shoving rules go for basketball. Students should play with others in their same grade. If there is an abundance of girls and boys trying to play at the same time, girls should get 10 minutes and then boys should get the next 10 minutes---your best judgement is needed!
8. Students may not pick each other up give piggy back rides or take shoes, hats, scarves or coats away from another student.

9. Shoes should be kept on at all times. Coats and sweatshirts should not be thrown in the middle of the basketball court or field. They should be placed carefully on a bench or on the side of the play area.
10. As recess ends, students should be asked to pick up loose balls, jump ropes, and hula hoops, and put them in the basket. Never hesitate to ask student to do that all during recess.
11. If the administration is not present, at the end of the last recess, the Sixth, Seventh and Eighth grades line up by the southeast gate close to the wall at 12:50p.m. Look around to make sure all equipment has been picked up. I allow one class at a time to exit through the gate. Girls first and watch the students enter the classroom by the faculty parking lot. Please make sure all students are inside after the lunch recess.
12. Students in grades K-5 know where to line up after recess. The classroom teacher will pick them up from the playground.
13. Please leave the playground equipment outside. A custodian will put the container back inside the school.
14. Always carry extra clean Kleenex in your pocket in case of runny or bloody noses.
15. In case of snow, keep the students from areas which are slick, steep muddy or in any way dangerous. If icicles are hanging from the roof, off of the north gym wall, student may not walk or play on that sidewalk do to the danger of falling icicles.
16. Students must walk from the lunch room to the playground. If a child starts to run, please direct him/her back to their seat and walk out of the lunch room as directed
17. Students have been asked to walk through the garden classroom area without disturbing the planter boxes, plants, fountain, etc.
18. ACCIDENTS ON THE PLAYGROUND—Younger students often ask to go to the office with a minor injury, or very small cut. Please encourage these students to go and play or sit for a minute to calm down. (Recess is precious play time)
19. If a student falls and hits his/her head, another trusted student should walk the injured student to the office. In case of a severe cut, you should apply

pressure as needed and walk students to the office or ask a student to go to the office immediately report the accident.

20. Never hesitate to say “slow down” or “quit running”, especially if the ground is slick with ice or snow.

21. If a stranger attempts to get into the playground, send a student to the office immediately to report to the principal or assistant principal. Talk to the custodian in the lunch room or access a parent you see to join you on the playground.

Thank you for keeping our students safe on the playground. Please express concerns and/or ask questions at any time.

Policy 3300 CATHOLIC SCHOOL DISCIPLINE

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

J.E. Cosgriff School-Wide Discipline Plan Behavior Referral

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

Major Infraction:

- Class disruption
- Littering
- Uncooperative behavior
- Not following directions
- Inappropriate dress
- Unsafe or rough play

- Unexcused tardy
- Missing Assignments
- Other

Severe Infraction

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

- Swearing, using abusive language, cheating
- Kicking or hitting, fighting, intimidation of others.
- Inappropriate computer use, or cell phone use (texting)
- Bullying/Harassment
- Truancy, unexcused absence
- Insubordination

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

Policy 3310 CODE OF CONDUCT FOR MINORS

Pastoral Directives 2004-2005

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 and cell phone/computer harassment.
- Receive fair, consistent and kind treatment from faculty and other students.
- Receive instruction and assistance for social, emotional and academic concerns.

Children and young people have a responsibility to:

- Share experiences in a safe and pleasant surroundings
- Report to school on time each day
- Act safely in everyone's interest
- Accept responsibility for their actions
- Practice good health habits
- Demonstrate courtesy and respect for the rights, feelings and property of Other students.
- Reach out to a trustworthy adult with social, emotional and academic concerns and questions regarding rules and procedures.
- 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.
- 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.

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 in a safe and respectful environment.

Harassment of any kind will not be tolerated. Harassment includes, but is not limited to, any form of verbal abuse, including electronic communications, demeaning behavior, physical violence, sexual misconduct, or behavior that

interferes with another person's feeling of well-being at the school. 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), and may include suspension or expulsion.

Policy 3330 TERMINATION OF ENROLLMENT

Expulsion

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort after all other efforts of motivation and counseling have failed.

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

This list shall not be considered exhaustive:

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

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

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

Policy 3410

SEARCH AND STUDENT'S RIGHT TO PRIVACY

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

Speech and Publications

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

Policy 3500

DRESS CODE

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

Uniform Guidelines

Uniforms must be purchased from Dennis Uniforms in store (3560 South Main, SLC) or at Lands' End online www.landsend.com with our preferred number 900120098. There is a limited supply of gently used uniforms available for purchase at the school.

Boys: Grades Kindergarten – 8th Informal Dress

- Green or white polo shirt, or blue oxford shirt (long or short sleeve)
- Navy pants (w/belt 2nd -5th grade) or navy walking shorts (1st and 4th quarters only) **(Tight fitting/skinny pants are not acceptable.)**

Formal Dress Uniform

- Blue oxford shirt (long or short sleeve)
- Navy pants **(Tight fitting/skinny pants are not acceptable.)**
- Navy tie (K-3 clip on/zip)
- Navy or white crew socks
- Solid color navy, black or brown leather or a suede dress shoes

Boys: Grades K-8 Cold Weather Options

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

Girls: Grades Kindergarten – 5th Informal Uniform

- White Peter Pan blouse with plain collar (no ruffles) or green or white polo shirt
- Plaid jumper, plaid skort, navy skort, navy pants (w/belt 2nd -5th grade) or navy walking shorts (1st and 4th quarters only) **(Tight fitting/skinny pants are not acceptable.)**

Formal Dress Uniform

- Plaid jumper or navy pants (w/belt) (tight fitting/skinny pants are not acceptable)
- White Peter Pan blouse with plain collar (no ruffles) with crossover tie
- Navy or white crew socks or knee socks
- Solid color navy, black or brown leather, or a suede dress shoe.

Girls: Grades 6th – 8th

Informal Uniform Dress

- White button down oxford blend shirt (long or short sleeve) or green or white polo shirt (long or short sleeve)
- Plaid skirt, plaid skort, navy skort, navy pants (w/belt) or navy walking shorts (1st and 4th quarters only) (**Tight fitting/skinny pants are not acceptable.**)

Formal Dress Uniform

- Plaid skirt or navy pants (w/belt)
- White oxford shirt with tie
- Navy or white crew socks or knee socks
- Solid color navy, black or brown leather dress shoes (Merrell's are permitted)

Girls: Grades K-8

Cold Weather Options

- Navy V-neck sweater vest with Cosgriff logo
- Navy V-neck sweater pullover with Cosgriff logo
- Navy crewneck sweater cardigan with Cosgriff logo
- Navy or green Polartec jacket with Cosgriff logo (may be worn to mass, but not in the classroom)
- Sweatshirt with Cosgriff logo (**NO non-uniform sweatshirts allowed**)
- Navy or green Polartec best with Cosgriff logo

Boys & Girls:

Gym Clothing--Green uniform gym shorts, white or gray uniform T-shirt, tennis shoes and socks. Uniform not required for students Kindergarten through 2nd grade.

Uniform Shoes, Socks and Belts Tennis shoes or leather shoes will be permitted. Leather shoes must be in good condition and be black, brown,

blue, or gray. Tennis shoes must be in good condition and may have company logos. Colored or decorated shoelaces may not be worn. Boots, sandals, jellies or clogs are not permitted. Socks (no logo's) must be solid navy, black, or white, quarter, crew, or knee high only (socks must cover the ankle) or solid color tights. For girls, leggings must cover the ankle. A dark solid color belt must be worn with pants and shorts 2nd grade through 8th grade.

Additional Uniform Regulations

- One small post earring per earlobe permitted. Dangling, hoop or large earrings are not permitted. Boys are not allowed to wear earrings.
- Only religious necklaces are permitted.
- Rings and bracelets are not permitted.
- Hair must be their natural color. Lightening, streaking, contrasting is not allowed for boys or girls. Hair length or style should not block vision. Boys' hair must be cut above the collar, out of the face, above the eyebrows and neatly groomed.
- Nail polish, artificial nails and/or makeup is not permitted.
- Cosgriff sweatshirts, sweaters, sweater vests only may be worn in school.
- Skirts and jumpers must be no shorter than two inches above the crease line at the back of the knee.
- Individual parkas may be worn over uniform sweatshirts.
- Individual parkas can be worn outside during inclement weather.

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

Personal Grooming Policy

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

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

Policy 3600 REPORT CARDS

Report cards are issued four times a year, marking quarterly progress.

Students with special education needs shall receive report cards summarizing progress in core standards using accommodations and modifications as needed.

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.

J.E.Cosgriff School, Grading System

Toddler through Pre-Kindergarten

Parents are invited to a formal individual conference at which time the classroom teacher reflects on a series of assessments given to the student over the past week. A written report is given to each parent. Parents are fully aware of student growth in the key areas of social, emotional, academic, physical, learning.

Kindergarten through Third grade

Standards Based Grading:

Students in kindergarten through 3rd grade will be assessed using a standards based report card. Using this format, grading is based on demonstration of mastery. Students attempt standards-aligned activities (projects, worksheets, quizzes, presentations, etc.) Teachers assess the student output and choose the appropriate mastery level that was demonstrated for that specific grade-level standard. The grading scale is as follows:

E: Exceeds (95-100)

M: Meets (80-94.9)

A: Approaching (70-79.9)

N: Needs Intervention (69.9 and below)

This does not change or affect teacher instruction, it is simply a different form of assessment.

The Approved Diocesan Grading System for Grades 4-8

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

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

Report Cards For the 1st, 2nd, 3rd and 4th quarters, will be given to the student to take home and return with a parent signature

Conferences are held during the first quarter and at the mid-point of the 3rd quarter. Parents may request a conference with the teacher at any time.

Core Standard Time Requirements

Each course taught reflects the state and diocesan requirements for minutes per week for grades four through eighth grade. Religion- 4pts. Science- 4pts, Math- 4pts, English/Writing- 4pts, Social Studies- 4pts, Foreign Language 3 pts.

Honor Roll Requirements

Students in fourth–eighth grade are eligible for honor roll status

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

GPA must be 3.5 or above.

Student must not have a grade lower than a B- in any subject. Students must earn an S or above in conduct in all classes.

Citizenship Rubric

In order for conduct and citizenship grades to be less arbitrary, the faculty has prepared a school wide rubric to assess Conduct and Citizenship.

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

Conduct/Citizenship Rubric

Fourth through Eighth grade

H = Honor S = Satisfactory

N = Needs Improvement

Kindergarten through Third grade

C = Commendable

S = Satisfactory

N = Needs Improvement

J.E. Cosgriff Conduct/Citizenship Rubric

Conduct/Citizenship	N	S	H
Preparedness	<p>Rarely 1. Has appropriate materials 2. Contributes to class discussions Is actively disengaged, and distracting. Avoids opportunities to do well in class. Not an equal partner in cooperative activities.</p> <p>More than two tardies during the quarter.</p>	<p>Usually 1. Has appropriate materials.2.Contributes to class discussions At times is disengaged and distracted. Sometimes takes advantage of opportunities to do well in class. Can be an active contributor in cooperative activities. Less than or equal to two tardies during the quarter.</p>	<p>Always 1. Has appropriate materials and is ready to begin class. 2. Contributes to class discussions Always exceeds requirements and helps others, takes initiative in his/her own learning No tardies during the quarter. No late work during the quarter.</p>
Respect	<p>Rarely 1. Listens and participates appropriately 2. Respects property (desks, cubbies and lockers) of others and school; 3. Respect opinions of others 4. Promotes respect and shows courtesy appropriate to classroom expectations.</p>	<p>Usually1. Listens and participates appropriately;2. Respects property (desks, cubbies and lockers) of others and school;3. Respect opinions of others4. Promotes respect and shows courtesy appropriate to classroom expectations.</p>	<p>Always1. Listens and participates appropriately;2. Respects property of others (desks, cubbies and lockers) and school;3. Respect opinions of others4. Promotes respect and shows courtesy appropriate to classroom expectations.</p>
Behavioral Choices	<p>Rarely 1. Follows directions; 2. Follows school rules; uses language appropriately;3. Demonstrates positive character traits (kindness, honesty, trustworthy);4. Works cooperatively;5. Accepts responsibility for actions.6. Exercises self-control. 7. Receives one or more disciplinary referrals during the quarter.</p>	<p>Usually1. Follows directions; 2. Follows school rules; uses language appropriately;3. Demonstrates positive character traits (kindness, honesty, trustworthy);4. Works cooperatively;5. Accepts responsibility for actions.6. Exercises self-control. 7. Receives no disciplinary referrals during the quarter.</p>	<p>Always1. Follows directions; 2. Follows school rules; uses language appropriately;3. Demonstrates positive character traits (kindness, honesty, trustworthy);4. Works cooperatively;5. Accepts responsibility for actions.6. Exercises self-control. 7. Receives no disciplinary referrals during the quarter.</p>

Policy 3610
PARENT-TEACHER-STUDENT CONFERENCES

Formal conferences for grades Toddler-8th grade are scheduled sometime in the first and third quarter of school. (See the school calendar for specific dates at www.cosgriff.org)

Policy 3620
PROMOTION/RETENTION OF STUDENTS
Grades 4-8

Promotion:

Promotion to the next grade is contingent on the student's passing all subjects, core and short core. Special attention is given to all common core standard understanding and mastery.

1. All students in 4th thru 8th grades at Cosgriff must earn 40 points in the six basic subject areas each year to be eligible for promotion and/or graduation.
2. The six basic academic subject areas will include Religion, English, and Math, History, Science, and Literature.
3. Points will be allotted in the following matter: A=4 B=3 C=2 D=1
4. Students should attain at least 10 points per quarter, but must attain 38 points per year to pass to the next grade or graduate.
5. Summer school is a requirement for a failing grade in a standard core subject in order to obtain a passing status.
6. A student who fails to complete the summer course status will not be eligible to attend J.E. Cosgriff School the following school year.

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. If a student must attend summer school because of a failing grade in a core subject, he/she will participate in the graduation ceremony and receive an empty diploma case. The student

will receive the diploma after completion of summer school and the necessary work required to pass the failing core course.

Only for the most serious reasons a student may be excluded from graduation ceremonies. This decision will be determined by the principal of the school after consultation with the pastor and superintendent. Parents/guardians and student will be informed of the decision. Graduation is a simple and dignified ceremony and is earned by each student based on multiple factors.

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.

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 file.

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 of an 18 year old pupil who is a dependent as defined in Section 152 of the Internal Revenue Code of 1954
2. Persons permitted access to pupil records by parent(s)' and/or guardian(s)' written consent
3. Diocesan school officials and school administration
4. 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 upon receiving a written request from the new school.

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.

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)

POLICY 4000 CURRICULUM GOALS AND STUDENT PROGRESS

Curriculum

J. E. Cosgriff School carefully follows the curriculum guidelines laid down for the elementary schools of our state for each grade level in Mathematics, Science, Language Arts, Social Studies, Reading, Music, Physical Education and Art. J.E. Cosgriff is fully accredited under the Catholic Diocese and the Utah State Board of Education.

The curriculum places emphasis on the development of knowledge, skills, and understanding appropriate to the students in accordance with the Common Core Standard, State of Utah Standards, Diocesan Standards.

J.E. Cosgriff School curriculum includes all subjects required in the state of Utah, in addition to Catholic teachings and tradition.

- Religion, Language Arts, (Reading, Spelling, English, Literature, Writing, Vocabulary) Mathematics, Social Studies, Foreign Language, Music, Family Life, Geography, Health, Physical Education, Computer Technology, Library Skills, Art, in addition, handwriting, and choir

Goals and Objectives for our Curriculum Program:

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

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

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

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

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

Social Development: To assist each student in developing personal relationships and the ability to appreciate diverse views, approaches, and cultures. Page 26

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

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

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

The students in Second Grade may receive the Sacraments of First Reconciliation and First Eucharist. Eighth grade student prepare and receive the Sacrament of Confirmation.

Academic Education and Formation

Toddler: Toddlers will learn to share, play in small groups, attend to whole group information, develop and improve fine and large motor skills, increase skills in speaking, listening and cooperating with other students and adults.

Pre-School and Pre-K: Emphasis is placed on social and emotional development and the development of pre-reading, math, science, social studies skills in a safe, secure setting. State Core Standards are included.

Primary Grades: K-2 – emphasis is placed on religion, phonics, beginning reading in Language Arts, Social Studies, Science, and Mathematics. All other subjects are taught so that they contribute to the social and cultural growth of the students and the addition of background knowledge.

Intermediate Grades: 3-5 – the following subjects are taught: Religion, Reading, English, Spelling, Mathematics, Social Studies, Science, Spanish, Music, Art, Computer, Physical Education, and Library Skills. During these years, students are introduced to substantial academic vocabulary, life-long study skills and strong character development.

Middle School: Grades 6-8 receive rigorous and meaningful instruction in all state core, common core and diocesan standards. Middle School students are directed toward responsible actions with nightly assignments, test preparation, research projects and other requirements. High school prepare is a strong focus during the middle school years.

Policy 4100 HOMEWORK

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

Purposes for Homework:

1. Pre-learning or preparation- Gives students the opportunity to prepare for classroom instruction. (Students are instructed to think about the concept of a cell, natural disasters, possible solutions to the conflict in Iran.)
2. Checking for understanding provides the teacher with information about each student's knowledge in order to plan for re-teaching as well as for further instruction. (as long as students do their own homework)
3. Practice Provides students with an opportunity to review and solidify skills and concepts learned in class. Takes about 24 practice times to reach 80% competency with a skill. (times tables, spelling words, vocabulary words)
4. Extension and Elaboration Challenges students to transfer previously learned skills and concepts into new or more complex situations, including real world applications. (science fair research, collect and identify rocks by a stream or a home, measure the ingredients to make a cake)

The Value of Homework: (for all ages)

1. Helps to form good study habits and skills
2. Non Academic Benefits: Greater self-direction, 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.

The more quality homework students do, the better their achievement. Research data indicates that for every 30 minutes of homework a student does per night, his or her average grade point average increases about half a point. This means that if a student with a 2.00 GPA increases the amount of homework she does by 30 minutes per night, her GPA will rise to 2.50.

Robert Marzano, (2004)

MORE STUDY TIME = BETTER GRADES AND INCREASED KNOWLEDGE ABOUT A SUBJECT

FACTS SIS Program - Progress Reports and Report Cards

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

Policy 4110 TUTORING

Teacher recommendations for tutoring must be approved by the principal.

Teachers may accept pay for tutoring only before or after regular school hours.

Policy 4300 INTERNET ACCESS

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

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

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

Acceptable Use Policy

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

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

Unacceptable Use of the Internet

Unacceptable uses of the internet may result in suspension or revoking of computer privileges, or in severe cases, suspension or expulsion from school.

Examples of unacceptable Internet use:

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

Policy 4500 FIELD TRIPS

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

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

Policy 4510 EXTRACURRICULAR ACTIVITIES

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

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

Guidelines for Extracurricular School Activities:

1. Extracurricular activities must be conducted according to school rules regarding parent/guardian permission, transportation of students, medical release, signed permission to miss class, with the approval of the school principal.
2. Extracurricular activities often involve hard work and team effort. The activity should benefit all participants.
3. Extracurricular activities and practice time will be scheduled so as to preserve the integrity of the basic instructional program.
4. If the local school has grade requirements, school administration may waive the grade requirement provided the student is making an effort to pull the grade up.
5. Extracurricular activities must be conducted by personnel instructed in relevant Diocesan/school policies particularly those that relate to safety and child abuse. (Includes coaches, drivers, advisors, etc.)
6. Extracurricular activities are discouraged if they include an overnight stay.
Catholic Youth Organization (CYO) and School Sponsored Activities

Participation in school sponsored activities including basketball, volleyball, baseball, track, also drama, band, mock trial, or any other school/parish sponsored competition or activity is contingent upon maintaining a C or higher grade level at all times.

If a student receives a D or lower grade, he/she will be ineligible to practice and/or play a game until the grade has been raised to a C or better. Please support and discuss this policy with your child at home. It is in place to emphasize the importance of the high

academic expectations and standards that are in place at Cosgriff School and to send a strong message to all students that high academic performance along with strong character formation are critical priorities at Cosgriff School.

*It must be determined by the school administration that a student is putting forth considerable time and effort with regard to academic performance in and out of school, in order to resume a CYO sport or school sponsored activity.

Policy 5110 IMMUNIZATIONS

Students enrolled in Utah Catholic schools must be properly immunized upon entering the first day of school each year. J.E.Cosgriff School does not accept personal or religious exemptions.

Immunization for first admission/health assessment requirements

Schools shall comply with the current requirements for immunization and health assessment as established by state, local health authorities and the Catholic Diocese of Salt Lake City. As stated in Policy 3200, It is required that toddler through eighth grade present written proof of current immunization upon entering on the first day of the school year.

By law, every student in Grade K-8 must be immunized before entering school. Prior to entering J.E. Cosgriff Memorial Catholic School, every student Kindergarten and older, must have the following immunizations:

- 5 DPT/DTaP/DT (4 doses of DTaP, if 4th dose given on/after the 4th birthday; 3 doses of DT, if starting series after age 7 years with a single dose of Tdap preferred as the first dose)
- 4 Polio – 3 doses if 3rd dose was given on/after 4th birthday
- 2 Measles, Mumps, Rubella
- 3 Hepatitis B
- 2 Varicella (chickenpox) – history of chickenpox is OK: parent/guardian must sign verification statement on school immunization record
- 2 Hepatitis A · (For those entering 7th grade) Tdap booster and Meningococcal (Regardless of interval since the last tetanus/diphtheria containing vaccination.

Policy 5120 MEDICAL TREATMENT

Over the Counter and Prescribed Medication

Teachers and staff may not prescribe or administer medication to a student during or after the school day.

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.

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.

Head Lice

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

Head Lice Treatment

Medicated shampoos or cream rinses are used to kill lice. They are available from a doctor or over the counter. They should be used as directed and then used again in seven to ten days. A child with head lice infestation may return to school the day after he/she has been properly treated for head lice. The no nit policy is not strictly observed as long as the proper shampoo is used.

Illness, Emergencies, HIV Infection and Allergies

If a child becomes ill or injured during school, the school personnel will notify the designated parent or guardian and give simple first aid only. Therefore, it is most important for the school office to know where to reach a parent or guardian during the school day. A current emergency telephone number should be on file in the school office at all times. At the time of registration each year on FACTS SIS Parentweb, all emergency information must be recorded for the upcoming school year. 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 medication. The parent and doctor must sign these forms.

The doctor's name, the name of the medicine, any adverse effects, the amount to be administered, the specific time of administering, and the expected duration of the treatment should be marked clearly on the medicine container. All medications must be

left in the school office, and the child will come to the office when medication is to be dispensed.

HIV Infection:

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

Food Allergies:

Because food allergies, specifically nut allergies, are becoming more common. No classroom snacks containing nut products are allowed. (Students may eat a peanut-butter and jam sandwich for 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 bring products containing nuts for their consumption at lunch time

Policy 5200 SAFE ENVIRONMENT PROGRAM

The Diocese of Salt Lake is committed to safety and protection of young people. Child abuse including sexual abuse of children, young people or vulnerable adults, is contrary to Christian principles and will not be tolerated. All personnel and volunteers must complete initial background screening and additional screenings every three years as required by the Diocese.

Policy 5200.1

Click on the following link: [SEX OFFENDER Policy 5200.1](#)

Policy 5500 VEHICLE AND TRAFFIC SAFETY RULES AND REGULATION

All vehicles should enter the parking lot at a low speed and use the lane to the left of the orange cones for dropping off purposes only. Cars should not block this lane. Parking is available in St. Ambrose parking lot. Cars enter from 2300 East in the entrance closest to The Church Center and exit onto 2300 East through the exit nearest the Vaughan Center, right hand turns only.

At dismissal time: The same procedure should be followed. All students will exit the school onto the parking lot. Children should not go beyond the cones until they see their own car. They should proceed to the north cross walk and cross with a parent or adult under the direction of the school Principal. They should then WALK to the car. Children are not to be picked up on the west side of 2300 East.

All cars exiting the St. Ambrose parking lot immediately after school (3:15 to 3:30 p.m.) must turn right onto 2300 East, as a matter of courtesy for others trying to exit the school in a timely manner.

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

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

Policy 5600 EMERGENCY PROCEDURES

Several safety drills during the school year are a required part of an emergency and safety plan. Drills such as intruder, chemical spill, missing person, fire, earthquake, etc. These drills are held throughout the school year in order to familiarize all occupants of the school with the routine. In the case of other emergencies necessitating dismissal of school because of blizzard, heavy snow, or power outage, parents are notified via the school emergency system-Notify Now, a radio station like KSL or KUER, local television stations or on our Facebook page.

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

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

A national program with specific training for faculty and staff with regard to an aggressive intruder or active shooter in the school. This program was implemented in Cosgriff School August 2019. It is a three year certification and training program.

Policy 5700 WEAPONS IN SCHOOL/ON DIOCESAN PROPERTY

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.

Policy 6510

COST-BASED TUITION AND FEES

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

For Current Tuition Click on the following link: [Cosgriff Admissions Page](#)

Admission Process

A completed [Application Form](#) available on-line or in the main office

1. \$75 non-refundable application fee
2. A copy of child's birth certificate
3. A copy of child's baptismal certificate, if child has been baptized
4. Current immunization form
5. Most current report cards and/or assessments

A student will not be considered for acceptance until all the above information has been received. Upon acceptance, all new students will be required to pay a \$500 non-refundable deposit, which will be credited towards tuition at registration.

Policy 6520

NEED-BASED TUITION AID

Tuition Aid

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

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

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

Special Needs Program

The "special needs" program provides financial assistance for the very poor who could not attend a Catholic school without assistance. It is especially for minority groups who are poor. The program is administered at the diocesan level. Only the principal or pastor may recommend a student for this program.

School Board

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

The standing committees are:

- School Budget, School Update
- Admissions Director Report
- Development Director's Report
- Diocesan Board Report
- HSA Report
- Parish Council Report
- Pastor's Report
- Principal's Report
- Board Chair, New Business, Adjourn

Home and School Association (HSA)

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

Student Service Hours

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

Family Volunteer Hours

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

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

Hours must be logged in at <https://cosgriff.org/community-service/volunteer-cosgriff/> or access it under Community & Service on our website.

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

Go to www.cosgriff.org to access "Cosgriff Volunteer Opportunities" Please read through the volunteer choices and return to the school office the back page indicating your interests for volunteer activities.

Fundraisers

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

SCRIP- The sale of retail gift cards whereby the school makes a percentage from each card.

Other family and fundraising activities include the annual Golf Tournament, Mardi Gras, Grandparent Brunch, the Fall Family Festival, Trivia Night The Fine Arts Celebration, Tiger Trot and others.

New Family Mentor Program

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

Right to Amend

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

CONCLUDING STATEMENT

You will not find every situation concerning proper behavior mentioned in these guidelines. Questions will arise that are not covered here or special circumstances may justify a course of action inconsistent with those listed in this handbook. *In any case, the principal and/or pastoral administrator has the final recourse in all matters pertaining to the school.*

Please contact the Cosgriff School Principal, Mrs. Hunt, with questions, concern, and comments. bhunt@cosgriff.org 801-486-6933