

# J.E. Cosgriff Memorial Catholic School

## Student/Parent Handbook



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## INTRODUCTION

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 parents, students and school to work well together.

## HISTORY OF J. E. COSGRIFF MEMORIAL CATHOLIC SCHOOL

The J. E. Cosgriff Memorial Catholic School is a ministry of St. Ambrose Parish. The school is 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 first school session began on September 3, 1957 with classes from kindergarten to sixth grade. The Daughters of Charity staffed the school initially and continued with the school until 1991. Through the years, the school has expanded to include toddlers through eighth grade. The school library was added in 1982. The Extended Day Program was added in 1995. This important before and after school care program is located in the Vaughan Center, named for a former pastor, Msgr. William Vaughan.

The McCarthy Center was dedicated on May 12, 2002. This addition was built where the convent and chapel previously stood. It was named after the late Thomas Kearns and Jane Finn-McCarthy because of their generous donation toward the building. They were longtime members of St. Ambrose Parish. The McCarthy Center now houses middle school classrooms, an art/science room, offices for our counselor and Learning Resource Center, the toddler, preschool and prekindergarten programs and one of our two kindergarten classes. This space allows the first and second grade classes to be split and for one classroom to be dedicated as the Reading Room. The Reading Room

and the Reading Team support leveled literacy instruction, small group work and other curriculum support.

With dynamic leadership and our generous community, continuous improvement and program development has been possible. Renovations and upgrades to the school kitchen, computer lab, classroom technology, the playground and creation of a Peace Garden, as well as the addition of Latin and violin instruction for the middle grades are examples of such efforts.

Most recently, substantial projects have focused on the infrastructure to support effective schoolwide technology use and the health and safety of students and faculty.

## 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.

## 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.

## 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 Western Catholic Education Association valid through 6/30/2024.

## SCHOOLWIDE LEARNING EXPECTATIONS

(2017 WCEA Accreditation)

### Catholic Identity

<b>Develop a Christ-like Spiritual Life</b>	<b>Demonstrate a solid understanding of the Catholic faith and traditions</b>	<b>Demonstrate a spirit of service in the church, family, school and community</b>
-Demonstrates Christ-like behavior in words, actions, and relationships -Is reverent, attentive, and engaged in Mass and prayer services	-Understands Scripture and Church history -Knows grade level prayers and Catholic teachings	-Freely shares gifts and talents with the greater community and school -Contributes unselfishly to Church, school, and community services

### Lifelong Learner

<b>Exhibit a solid foundation of required core subjects</b>	<b>Communicate effectively</b>	<b>Think critically and solve problems independently and collaboratively</b>	<b>Develop organizational and study skills, while producing quality work and striving for academic excellence</b>
-Works towards his/her full academic potential -Shows successful achievement and/or growth in a variety of assessments	-Articulates clearly and creatively using verbal, written, or technological expression -Listens actively and is receptive to new ideas	-Applies acquired skills to new situations across all subject areas -Demonstrates cooperation, flexibility, and leadership	-Puts forth best effort -Maintains positive attitude toward learning and school

### Character

<b>Demonstrate respect for self and others and respond compassionately to those in need</b>	<b>Develop a strong work ethic and does one's best work</b>	<b>Demonstrate leadership ability in establishing and accomplishing effective goals with others</b>
-Treats people as Jesus would -Respects other people's ideas and opinions	-Is engaged in class -Demonstrates self-discipline in class -Demonstrates self-motivation	-Advocates and takes actions when appropriate -Works and plays cooperatively demonstrating tolerance, respect, and fairness

## Civic and Global Responsibility

<b>Understand his/her heritage and appreciates and respects diversity</b>	<b>Investigate current events and global issues and their effect on Christian life</b>	<b>Actively respond to the needs of others at the school, community and the world</b>
-Is kind, open, and respectful to people of all backgrounds -Welcomes opportunities to understand, respect, and accept others	-Initiates prayers or positive action in response to world situations -Is open and eager to learn more about current events and global issues	-Has a sense of responsibility for those in need -Uses God-given talents to make the world a better place

## VISION FOR OUR GRADUATES

- 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 and experienced several aspects 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 STATEMENTS

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

- We are a Catholic community of teachers, administrators, parishioners, parents, and students who share the responsibility for advancing the school's mission 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 will be given the opportunity to learn and practice gospel formed behavior and virtues.

## GENERAL SCHOOL INFORMATION & POLICIES

### NON-DISCRIMINATION POLICY - Diocesan Policy 1200

#### **Assurance Statement**

J. E. Cosgriff Memorial Catholic School under the jurisdiction of the Roman Catholic Bishop of the Diocese of Salt Lake City, 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.

The school does not discriminate on the basis of race, color, sex, nationality, 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.

### CATHOLIC SCHOOL SYSTEM - Policy 1400.1

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.

### SCHOOL LEADERSHIP - Policy 1430

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 provide care for the faculty, staff, and students in the Catholic school.

### 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.

## PARENT ORGANIZATION - Policy 1510

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. Every parent/guardian is a member. The primary purpose of a parent organization is to support the school's mission. HSA works with the administration, faculty and staff to support the school in many ways, including a variety of volunteering efforts, community building, fundraising, and positive communication. Monthly meetings are held almost always on the first Monday of every month and are on the school calendar. Regular attendance is strongly encouraged. The HSA president can be contacted at [hsa@cosgriff.org](mailto:hsa@cosgriff.org). Additional information may also be found at [JEC Home and School Association](#)

## 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 Memorial Catholic 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 and grow
- Support the educational goals, guidelines 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

**Students shall:**

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

**ADMISSION POLICIES & REQUIREMENTS - Policy 3000**

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:

- 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.

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.

**Admission Process - can be found here:**

<https://cosgriff.org/prospective-students-application/>

The process will include

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.

**FACTS SIS Program**

FACTS SIS/RenWeb is the student information system used at Cosgriff. Parents have accounts which allow them to access their Facts Family Portal. FACTS SIS information should be kept up to date by the parents. Contact the Admissions Director if help is needed.

**Inclusion - Policy 3010**

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.

The principal is authorized to exclude from admission a student who, on the basis of objective testing conducted by the school and/or other professional entities, and a thorough evaluation of other available information, determines that the faculty and staff are unable to meet the basic academic needs of the student.

**Respect for Persons with Disabilities - Policy 3020**

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.

**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.

### **Immunizations**

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 students present written proof of current immunization upon entering on the first day of the school year. J.E.Cosgriff School does not accept personal or religious exemptions.

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.

### **Age of Admission for Kindergarten and First Grade**

A student entering kindergarten should 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.

## TUITION AND FEES - Policy 6510

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: <https://cosgriff.org/tuition-fees/>

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 assistance.

Applications for tuition assistance are processed by FACTS Grant and Aid. Based on the information provided and the funds available, the principal in consultation with the pastor, determines the amount of tuition aid for each family.

### **Tuition Payment Agreement and Plan**

During the enrollment process families accept the tuition payment agreement and set up their payment plan through the FACTS Tuition Management site.

Payment must be made via automatic bank account withdrawal (no fees) or credit card (fees attached). If the account or credit card cannot process a tuition payment, on the agreed upon monthly date, a late fee will be assessed by FACTS Tuition Management which FACTS will communicate via email.

In the event of non-payment the account may be turned over to a collection agency. Any collection fees, court costs and/or legal fees would be added to the balance of tuition.

If unforeseen circumstances create a hardship in meeting tuition obligations, please do not hesitate to contact the principal for consideration.

### **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, connect with the community, and support teachers.

Each family is required to complete 20 hours of volunteer work in K-8, and 10 hours for toddler, preschool, preK 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 your FACTS Family Portal. There are a variety of ways to accumulate volunteer hours. Donations to the classroom instructional activities and parties may also be logged as volunteer hours. Find information about volunteering and logging hours at: <https://cosgriff.org/support/volunteer-opportunities/>

## **SCRIP Program**

SCRIP is a term that means “substitute money.” When you purchase SCRIP, you are purchasing negotiable gift certificates and prepaid cards that are used just like cash, which allows you to generate revenue for the school by making regular household purchases you would make anyway. Groceries, clothing, coffee, toys, gifts, even gasoline can be purchased with SCRIP. Cards are purchased at a discount by Cosgriff and then sold to you at face value. There is no additional cost to you.

SCRIP is an all-school participation program; each family is obligated to purchase \$2,500 of SCRIP during the school year, July 1 through May 15. Families who wish to opt out of the program can do so for a tax deductible fee of \$250. Participation options may be found at: <https://cosgriff.org/support/scrip/>

## **RELEASE OF DATA - Policy 1700**

### **Pictures of Students**

The school and diocese will occasionally use students’ photographs and videos for promotional purposes. Teachers may also share digital pictures of students with their class. J.E. Cosgriff School utilizes press releases for events and occasionally pictures are taken for newspaper articles. If parents do not wish their children’s picture to be used for these purposes, parents must clarify this when completing their yearly enrollment packet.

### **Family Directory Information**

During online enrollment parents update and grant permission for their information to be part of the family directory in the FACTS Family Portal. Names and addresses of students and faculty shall not be made available to anyone outside the school. This information and permission may be updated as desired by the family in their FACTS Family Portal.

### **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.

## **HOT LUNCH PROGRAM**

[Click here](#)

## **EXTENDED DAY PROGRAM (EDP)**

EDP Registration Forms can be found in your FACTS Family Portal. Access the registration form via a web browser or the FACTS Family App. Once in the Family Portal, choose Webforms and click “EDP Registration Form”. Please fill out an EDP Registration Form for each child needing to register for EDP.

This before and after school care is for students of J.E. Cosgriff Memorial Catholic School (preschool through eighth grade). Care is available between the hours of 7:30 am- 5:30

pm. The program is housed in the Vaughan Center. A separate registration is required for each child in order to participate. To find out more information about EDP including rates and their handbook, click here. [JEC Extended Day Program](#)

## SCHOOL SCHEDULE

Middle School Grades 6-8 8:10 am first bell – tardy bell at 8:15 am

Grades K-5 8:15 am first bell – tardy bell 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

Kindergarten - 8th Grade dismissal Monday-Thursday 3:15 pm

Kindergarten - 8th Grade dismissal Friday 12:15 pm

## Lunch and Recess

### Monday - Thursday

Students will have recess first and then eat lunch.

Grades 6 - 8 11:35-12:05 pm

Grades K, 1 & 2 11:55 -12:30 pm

Grades 3, 4, & 5 12:15 -12:50 pm

## PLAYGROUND SUPERVISION GUIDELINES

We believe active and varied play among peers is a valuable part of child development. The interaction among peers and use of equipment should be closely monitored with safe and positive experiences the goal.

1. Active supervision is expected at all times in all areas. This includes monitoring for safety and appropriate, respectful behavior.
2. Students should treat each other with respect and kindness, this includes honoring those of varying levels of ability and activity preference.
3. Students should use all equipment safely and appropriately, this includes the field, sport court, and all aspects of the playground equipment. Students should NOT climb on the outside, or on top of, the equipment. Slides, rings and monkey bars are excellent equipment for development of gross motor skills as well as learning to take turns, they must be monitored.
4. Multi-age groups actively and positively sharing the recess spaces and equipment can be a challenge which needs adult support and monitoring.
5. Loose equipment (balls, hoops, jump ropes) is to be used on the courts and field.
6. Rough play, tackling and inappropriate games will not be tolerated. Play should be stopped, alternatives should be discussed and chosen.
7. Students should not play or wander in the garden area, unless designated supervision is available.
8. At the end of recess students should quickly respond to the bell/whistle, pick up loose equipment, as well as personal belongings, as they line up in designated areas.

9. In case of snow and ice, students should be kept from areas which are slick, steep or in any way dangerous. Students may not walk or play on the sidewalk next to the gym when icicles are present.
10. If students do not have appropriate gear for the conditions, such as snow, they should be restricted from areas where the gear would be needed.
11. A first aid kit is in the kitchen if needed. It is hoped most first aid can be handled outside, however, in the case of a head or other more severe injuries students must be escorted to the office.
12. If students do not cooperate with guidelines after one warning they may have a timeout in the playground area, and/or be referred to an employee supervisor/teacher/administrator.

## ATTENDANCE & ABSENCES - Policy 3110

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 is absent, the school requires communication from the parents/guardians as to the reason. 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.

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

When parents/guardians take their children out of school because of family vacation/personal plans, it is with the understanding that class participation may not be made up.

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.

**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 and may impact student's work and progress.

### Notification of Absence

If a student will be absent from school, the parent/guardian should notify their homeroom teacher by 8:30am. If teachers mark a student AU- Absent Unknown an automatic email is sent from the homeroom teacher to the parents asking for an email response concerning the absence.

## **Makeup work**

When an absence is excused, the parents/students are responsible to ask the teachers for makeup work and tests. It is expected that middle school (grades 6 - 8) students, in particular, communicate with their teachers and make their missed work a priority. 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 are not required to give assignments prior to an unexcused absence.

## **Tardies**

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 are tardy must report to the office. The designated adult who brought the tardy student to school must come to the office to check the student in.

Frequent tardiness is detrimental to a child's education and their personal development, as well as being disruptive to the teacher and other class members. A fourth through eighth grade student who is tardy more than two times within a quarter, without an excuse, will automatically lose the privilege for honor roll status at the end of the quarter.

## **Dismissal**

After the Monday - Thursday 3:15 or Friday 12:15 dismissal students should be picked up by a parent/guardian or other approved individual by 3:30/12:30, or report to Extended Day or other supervised after school activity as expected. The school is responsible for the students' safety during these times only.

Any students who are not picked up at 3:30 and are registered in the Extended Day Program (EDP) will be checked in at Extended Day and charges will be incurred. Students who are not registered at Extended Day will be taken to the office, parents and/or emergency contacts will be called for pick up. If frequent late pick ups occur parents will be asked to register at EDP in order to access this service.

## **RELEASE OF STUDENTS FROM SCHOOL - Policy 3120**

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 permission of the parent/guardian. A student may be released only to the parent/guardian/authorized representative of the parent/guardian. The administration 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 and/or as directed by a teacher's disclosure statement. The teacher will return the message after school and/or as promptly as possible. Also, a note to the teacher is appropriate.

The main purpose for email is for the teachers and parents to communicate about general classroom instruction and events. Email is also available to arrange in-person meetings for more substantial concerns.

Teachers also have other means of communication including regular classroom newsletters, Google Classrooms and posting assignments in the Renweb grading program (for grades 4 - 8). Again, teacher disclosure statements and practices should be referred to and respected.

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.

## PRINCIPAL'S COMMUNICATION

The principal is available via phone (801-486-6933), email ([lromero@cosgriff.org](mailto:lromero@cosgriff.org)) and in person meetings. Regular principal messages are informative and offer the latest reliable news for families. Principal messages are posted in the FACTS Family Portal within 24 hours of being sent. The school website and calendar also offer the necessary information and resources to stay informed and participate in the school community.

## SCHOOL DISCIPLINE - Policy 3300

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.

### **Cosgriff ROARs**

In connection with our current Schoolwide Learning Expectations the J.E. Cosgriff Memorial Catholic School community strives to support students as

**RESPECTFUL** Christians, who take

**OWNERSHIP** of their learning, whose

**ATTITUDE** reflects positive character traits, and who exhibit civic and global

**RESPONSIBILITY**

We **ROAR**.

In support of the J.E. Cosgriff Memorial Catholic School mission, the school administration, teachers and staff believe that discipline is a student's ability to manage

him/herself within the limits set by school policies and procedures and will provide a multi-tiered system of support. As a part of this system, behavior implementation essentials are identified as the foundation of the schoolwide behavior management approach.

### **PBIS at a glance**

Schoolwide Positive Behavioral Interventions and Supports is a proactive approach schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. PBIS is a three-tiered framework that supports students in multiple ways. When implemented effectively, students experience greater academic success and teachers and staff often feel more effective.

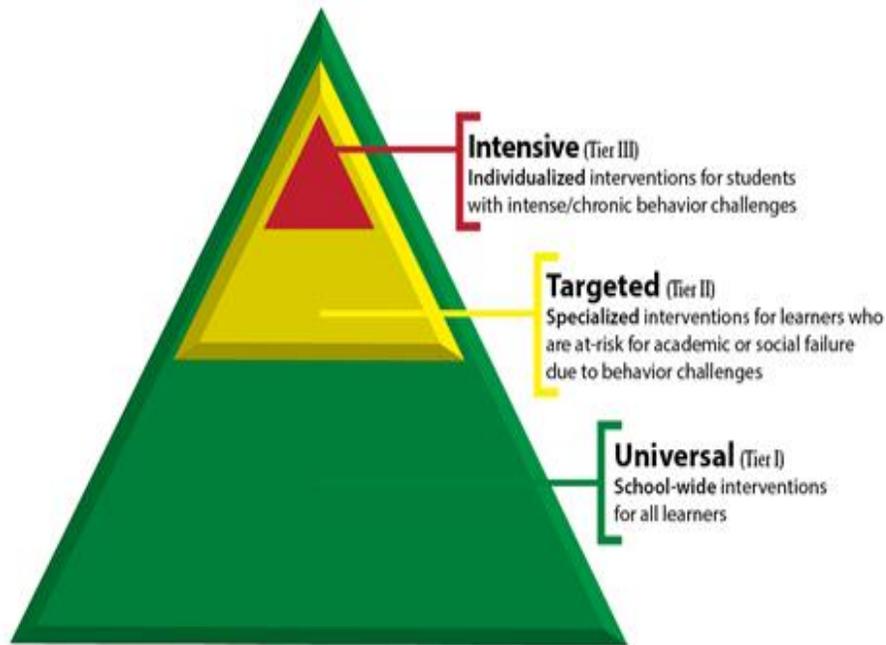
J.E. Cosgriff administration and teachers use PBIS to teach students positive behavior strategies and recognize that students can only meet behavior expectations if they are known. Students learn what is considered appropriate behavior and use a common language to talk about it through the **ROAR** positive behavior expectations.

### **Guiding principles of PBIS**

- Students can learn behavior expectations for different situations.
- Stepping in early can prevent more serious behavior problems.
- Each student is different, so schools need to give many kinds of behavior support.
- Tracking a student's behavior is important.
- Schools gather and use data to make decisions about behavior interventions.
- School staff members are consistent in how they encourage expected behavior and discourage misbehavior.

### **PBIS tiers**

- Tier 1 - "Universal Tier" - PBIS focuses attention on creating and maintaining schoolwide support. 80% of students only need tier 1 support.
- Tier 2 - "Targeted Tier" - PBIS focuses attention on creating and maintaining classroom level support. 15% of students may need additional support to maintain academic success.
- Tier 3 - "Intensive Tier" - PBIS focuses attention on creating and maintaining individual systems of support. 5% of students may need individual interventions to maintain academic success.



### **Positive Reinforcement**

J.E. Cosgriff faculty and staff are committed to praising students for following school-wide expectations and being models of our school mission. We strive for students to feel recognized and proud for contributing to our school community in a positive manner through a variety of ways.

### **ROAR Slips**

ROAR slips will be used as positive reinforcement for students following the schoolwide learning expectations. Any administrator, faculty or staff member can give a ROAR slip for any student following rules or displaying positive behavior. ROAR slips will be displayed in school, tracked in the office and a copy will be sent home as well.



# R

Respect

# O

Ownership

# A

Attitude

# R

Responsible

<b>Hallway &amp; Transitions</b>	<ul style="list-style-type: none"> <li>• Keep hands and feet to self</li> <li>• Walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Pay attention</li> <li>• Keep line moving</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate self discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Listen &amp; follow directions</li> <li>• Report issues to adult</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Use inside voice</li> <li>• Respect everyone's privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after self</li> <li>• Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Return promptly</li> <li>• Report issues to adult</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Use inside voice</li> <li>• Wait your turn</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area</li> <li>• Wait in your seat to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Say 'Please' &amp; 'Thank you'</li> <li>• Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li>• Remain at assigned table</li> <li>• Report issues to adult</li> </ul>
<b>Classroom &amp; Short Core</b>	<ul style="list-style-type: none"> <li>• Participate in prayer</li> <li>• Show Christ-like behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Participate with best effort</li> </ul>	<ul style="list-style-type: none"> <li>• Listen actively</li> <li>• Work together</li> <li>• Accept challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Follow class rules</li> <li>• Be prepared</li> <li>• Use materials responsibly</li> </ul>
<b>Playground &amp; Drop off/Pick up</b>	<ul style="list-style-type: none"> <li>• Be a friend</li> <li>• Respect boundaries</li> <li>• Listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Apologize for mistakes</li> </ul>	<ul style="list-style-type: none"> <li>• Positively share equipment &amp; space</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Follow expectations</li> <li>• Line up promptly</li> <li>• Report issues to adult</li> </ul>
<b>Mass</b>	<ul style="list-style-type: none"> <li>• Be attentive</li> <li>• Enter &amp; exit the church quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Learn responses and songs</li> <li>• Participate in Mass</li> </ul>	<ul style="list-style-type: none"> <li>• Be engaged &amp; reverent</li> </ul>	<ul style="list-style-type: none"> <li>• Do not distract others</li> </ul>

J.E. Cosgriff students are called to be **Respectful** Christians who take **Ownership** of their learning, whose **Attitude** reflects positive character traits, and who exhibit civic and global **Responsibility**. Within the schoolwide learning expectations, it is expected that each student shows respect for self and others so that goals and objectives can be accomplished. Parents/guardians and teachers equally share the responsibility for discipline. Any behavior that deprives others the right to a positive learning environment is unacceptable. Acceptable behavior provides an environment where everyone can learn and grow.

J.E. Cosgriff will implement a common consequence approach with the understanding that all behavior incidents are evaluated on an individual case. Some behaviors are minor, while others are more serious. Consequences will be designed to fit the problems of the individual student, and they may be different even when the problems appear the same. Consideration will be given to the circumstances involved and prior offenses committed by the student. Most behaviors can be handled by the teacher in the classroom; classroom behavior policies will be shared in individual teacher documents.

The list below provides guidelines for inappropriate or unacceptable behavior, but final decisions are left to the discretion of the administration. Infractions are tracked by the teacher and/or office staff.

Minor*	Moderate*	Severe**
<ul style="list-style-type: none"> <li>- Not meeting ROAR expectations</li> <li>- Uniform Infraction</li> <li>- Unprepared for class</li> <li>- Chewing gum</li> <li>- Mild noncompliance</li> <li>- Off-task</li> <li>- Misconduct in lunchroom/hall</li> </ul>	<ul style="list-style-type: none"> <li>- Class disruption</li> <li>- 3 Uniform Infractions</li> <li>- Unsafe or rough play</li> <li>- Disruptive behavior in cafeteria/hall</li> <li>- Inappropriate language</li> <li>- Off-task internet/tech use</li> <li>- Repeated noncompliance</li> <li>- Academic Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>- Defiant behavior</li> <li>- Continued academic dishonesty</li> <li>- Harassment/Fighting</li> <li>- Destruction of property</li> <li>- Extreme inappropriate language/behavior</li> <li>- Unsafe/inappropriate internet/tech use</li> </ul>
<p>* Please note these are example behaviors and this is a non-exhaustive list. Teacher and administrative discretion will still be utilized.            ** Parents will be notified immediately if a student receives a severe infraction. A conference will be required with the student, parent, teacher and administrator. In-school suspension or other consequences may occur as a result of a severe infraction. A severe infraction will disallow a fourth - eighth grade student from earning honor roll in the quarter of the severe infraction.</p>		

In an effort to shift focus from negative consequences to accountability of actions, emphasis will be placed on empathy and repairing damage to the peer/teacher/student relationship. Teachers use redirection and then behavior reflections in class when class expectations are not being met. These reflections are age appropriate and allow the student to consider: what happened, how they will change their behavior next time, how they feel and how they can restore the problem. The reflections are used to address underlying issues of misbehavior and repair relationships within the classroom.

At the discretion of the teacher, or after two behavior reflections have been completed and discussed, a teacher may send a student to the office with a PAWS Behavior Referral. The referral warrants a conversation and written plan with administration and an email home to parents. If behavior expectations are still not met, administration, along with the student’s teacher and possibly other support staff, will meet with parents and a behavior plan will be written and enforced.

All PAWS Behavior Referrals and Contracts will be tracked in RenWeb. Teachers and administrators may send additional communication when necessary.

## ELECTRONIC COMMUNICATION DEVICES (Cell Phone/Watch Policy)

**Students are prohibited from using cell phones or other smart devices, including Smart Watches, that can access the Internet, receive communication, or in any way distract the student or others.**

If students bring cell phones or smart devices to school, they must remain in the student's backpack, in the off position, during school hours. Cell phones and smart devices may not be used inside the school building or other school/parish facilities at any time. Students may use cell phones or other smart devices outside on school grounds before or after school.

If a student violates the cell phone/smart device policy, the device will be taken and given to the principal or assistant principal. On the first offense, the student may retrieve the device at the end of the day. On a second offense, the student's parent/guardian must retrieve the device. On the third offense the phone must be checked in at the office every day, or not brought to school, for the rest of that quarter. Additional offenses may result in further disciplinary action and PAWS behavior referral slips.

J.E. Cosgriff's expectations are enforced during school hours, on school property and at school-sponsored/school-related events. Expectations for student behavior may also be enforced for conduct outside of school that is damaging to the reputation and/or contrary to the values of J.E.Cosgriff and/or the Catholic community.

## INTERNET ACCESS - Policy 4300

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, 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. At enrollment parents review and sign the acceptable use contract.
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 reviewed 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.

### **Middle School Chromebook Policy**

J.E. Cosgriff Memorial Catholic School Middle School has a Bring Your Own Chromebook policy. **All incoming 6th, 7th and 8th graders will be expected to purchase their own Chromebooks based on supply list specifications.** We are a Google Apps for Education school. Chromebooks are a very affordable option for meeting the instructional needs of technology use in the classroom and in supporting students learning at home. Chromebooks are convenient, easy to deploy, and have a relatively low cost to acquire. Having all students on Chromebooks allows us to optimize effectiveness in instruction and support. Students using other devices such as

Macbooks or Windows undermines this effectiveness. As with all school supplies, if a family needs assistance in acquiring them please reach out to administration.

This privately-owned Chromebook used by a student on school premises must be authorized by a parent/guardian and the device will be governed by the policies and conditions published in the school's handbook and chromebook guidelines. Use of any technology on school premises and school provided network infrastructure, such as WiFi, must be Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA) compliant.

**During the first week of school we will install Google Enterprise management licenses to the Chromebooks. The device is reset upon license installation.** This license and other programs such as Go Guardian allows us to effectively manage applications and monitor student device use while at school and logged into their @cosgriff.org account. The device will then have a notice that it is "managed by J.E. Cosgriff". To be clear, it is only the @cosgriff.org account which is managed by J.E. Cosgriff. The only account activity the school will have access to is the student's cosgriff.org account. Families may add additional gmail accounts which we have no ability to access.

J. E. Cosgriff Memorial Catholic School provides support for connections to the school student WiFi; and other minimal technical support (techsupport@cosgriff.org) for these privately held devices.

## **HARASSMENT BY STUDENTS - Policy 3320**

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.

## **TERMINATION OF ENROLLMENT - Policy 3330**

### **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.
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 appropriate use of technology.

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

## STUDENT WITHDRAWAL ON GROUNDS OF PARENTAL/GUARDIAN BEHAVIOR - Policy 3340

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.

## SEARCH AND STUDENT'S RIGHT TO PRIVACY- Policy 3410

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.

## REPORT CARDS - Policy 3600

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.

Midterm progress may be communicated at Parent - Teacher conferences or with a written report in Kindergarten - Third grade, or by updates in FACTS Renweb in Fourth - Eighth grade.

### Toddler, Preschool and Pre-Kindergarten Programs

Lead teachers will provide twice a year parent - teacher conferences at which time formal and informal assessments are shared. Parents are fully aware of student growth in the key areas of social, emotional, academic, and physical development.

### Kindergarten through Third Grade

Student growth is communicated using a standards based report card. This format is based on demonstration of mastery on standards-aligned work.

Teachers assess the student output and the level of support required for completion and choose the appropriate mastery level that was demonstrated for that specific grade-level standard. The grading scale is as follows:

- E: Exceeds Expectations (95-100)**
- M: Meets Expectations (80-94.9)**
- A: Approaching Expectation (70-79.9)**
- N: In Need of Support (69.9 and below)**

### The Approved Diocesan Grading System for Grades 4-8

A	95-100	<b>Excellent</b>
A-	92-94	
B+	89-91	<b>Very Good</b>
B	86-88	
B-	83-85	
C+	79-82	<b>Good</b>
C	75-78	
C-	71-74	
D+	69-70	<b>Below Average</b>
D	67-68	
D-	65-66	
F	Below 65	<b>Failing</b>

If necessary accommodations are made in the area of assessment and report cards this should be noted in the permanent record.

Quarterly report cards for fourth - eighth grade will be emailed to the parent/guardian contacts in Renweb. Parents and students have access to assignments, grades and progress through the FACTS Family Portal throughout the quarter.

### Conduct and Citizenship Rubric

In order for conduct and citizenship grades to be less arbitrary, J. E. Cosgriff faculty follows a school wide rubric to assess Conduct and Citizenship.

Kindergarten through Third grade codes:

C = Commendable S = Satisfactory N = Needs Improvement

Fourth through Eighth grade codes: H = Honor S = Satisfactory N = Needs Improvement

Conduct/Citizenship	N	S	C or H
<b>Preparedness</b>	<p><b>The student rarely:</b></p> <ol style="list-style-type: none"> <li>1. Has appropriate materials and is ready to begin class.</li> <li>2. Contributes to class discussions.</li> <li>3. Engaged and on task.</li> <li>4. Takes advantage of opportunities to do well in class.</li> <li>4. An equal partner in cooperative activities.</li> </ol>	<p><b>The student usually:</b></p> <ol style="list-style-type: none"> <li>1. Has appropriate materials and is ready to begin class.</li> <li>2. Contributes to class discussions.</li> <li>3. Engaged and not distracted.</li> <li>4. Takes advantage of opportunities to do well in class.</li> <li>5. Is an active contributor in cooperative activities.</li> </ol>	<p><b>The student almost always:</b></p> <ol style="list-style-type: none"> <li>1. Has appropriate materials and is ready to begin class.</li> <li>2. Contributes to class discussions</li> <li>3. Helps others, is on task, completes work in a timely manner and takes initiative in their own learning.</li> <li>4. Is an active contributor in cooperative activities.</li> </ol>
<b>Respect</b>	<p><b>The student rarely:</b></p> <ol style="list-style-type: none"> <li>1. Listens and participates appropriately.</li> <li>2. Respects property, their own, others and the school.</li> <li>3. Respects the opinions of others.</li> </ol>	<p><b>The student usually:</b></p> <ol style="list-style-type: none"> <li>1. Listens and participates appropriately.</li> <li>2. Respects property, their own, others and the school.</li> <li>3. Respects the opinions of others.</li> </ol>	<p><b>The student almost always:</b></p> <ol style="list-style-type: none"> <li>1. Listens and participates appropriately.</li> <li>2. Respects property, their own, others and the school.</li> <li>3. Respects the opinions of others.</li> </ol>

	4. Shows courtesy appropriate to ROAR expectations.	4. Shows courtesy appropriate to ROAR expectations.	4. Shows courtesy appropriate to ROAR expectations.
<b>Behavior Choices</b>	<b>The student rarely:</b> 1. Follows directions. 2. Meets schoolwide ROAR expectations. 3. Changes behavior upon redirection and reflection. 3. Accepts responsibility for their actions.	<b>The student usually:</b> 1. Follows directions. 2. Meets schoolwide ROAR expectations. 3. Changes behavior upon redirection and reflection. 3. Accepts responsibility for their actions.	<b>The student almost always:</b> 1. Follows directions. 2. Meets schoolwide ROAR expectations. 3. Changes behavior upon redirection and reflection. 3. Accepts responsibility for their actions.

## Honor Roll Requirements

### **Students in Fourth–Eighth grade are eligible to earn quarterly honor roll status.**

The quarterly 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. Religion, Science, Math, English Language Arts, Social Studies and the Foreign Language are weighted to reflect the level of instructional time and expectations in these core courses.

Obtaining 3.5 honor roll status should be very competitive and challenge every student. Students earning honor roll may not have a grade lower than a B- in ANY subject. Students must also earn an S- or above in Conduct and Citizenship in ALL classes. To earn quarterly honor roll students may not have more than two unexcused tardies in that quarter.

A PAWS behavioral referral with a severe infraction will disallow a fourth - eighth grade student from earning honor roll in the quarter of the severe infraction.

### **PARENT-TEACHER-STUDENT CONFERENCES - Policy 3610**

Whole school parent - teacher conferences (some include students) are held during the first quarter and third quarter. Parents may request a conference with the teacher at any time.

### **PROMOTION/RETENTION OF STUDENTS - Policy 3620**

#### **For Grades 4-8**

Promotion to the next grade is contingent on the student earning semester grades of D- or above in all subjects, core and short core. All students in 4<sup>th</sup> thru 8<sup>th</sup> grades at Cosgriff must earn 40 points in the six basic subject areas each year to be eligible for promotion and/or graduation.

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

## GRADUATION - Policy 3630

### Minimal Competencies for Graduation

Eighth grade 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. The 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.

## STUDENT CUMULATIVE RECORDS - Policy 3700

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 ensures 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)

## **CURRICULUM and INSTRUCTIONAL PROGRAM - Policy 4000**

J. E. Cosgriff Memorial Catholic School follows the curriculum guidelines laid down for the elementary schools by the Diocese of Salt Lake City, and the state of Utah. The

curriculum includes all subjects required in the state of Utah in addition to Catholic teachings and traditions. The primary goal is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart knowledge and skills necessary for the spiritual, intellectual, emotional, and physical development of the student.

All students participate in the core classes of: Religion, Language Arts (Reading, Writing, Grammar, Spelling), Mathematics, Science, Social Studies. Kindergarten through Fifth grade participate in leveled literacy groups referred to as Power Hour. The Learning Resource Center and School Counselor provides student, family, class and teacher support as needed.

Short Core classes are provided as follows:

Art: Kindergarten - Eighth

Choir: Kindergarten - Sixth

Computer Science: Kindergarten - Eighth

Latin: Fourth - Sixth

Library: Kindergarten - Fifth

Music: Kindergarten - Eighth

Physical Education: Kindergarten - Eighth

Spanish Language: PK - Third & Seventh - Eighth

Violin: Third - Fifth

**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. The underlying instructional strategy is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore, and relate successfully in their environment.

**Primary Grades K-2:** Emphasis is placed on core subjects, particularly early literacy and number sense. All 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:** Along with using base skills to further learning and spiritual growth 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 preparation is a strong focus during the middle school years.

## **Religious Education - Policy 4010**

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, traditional devotions and other special observances of the Church year are incorporated in the spiritual formation of the students.

Catholic students in Second Grade will receive preparation for the Sacraments of First Confession and Reconciliation, and First Eucharist with the opportunity to celebrate these sacraments during the school year. Catholic students in Eighth Grade will receive preparation for the Sacrament of Confirmation and have the opportunity to receive the sacrament as scheduled by the office of the Bishop.

No administrator, teacher, or student will be exempted from participation in religious observances which are deemed part of the school program.

## HOMEWORK - Policy 4100

Homework is planned to meet the needs of students and has an essential place in the educational program. Teachers should assign homework with great care and for the purpose of fostering habits of independent study, organizational skills, and parent awareness of curriculum expectations.

### **Purposes for Homework:**

1. Pre-learning or preparation- Gives students the opportunity to prepare for classroom instruction.
2. Checking for understanding in order to plan for re-teaching as well as for further instruction.
3. 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.
4. Extension and Elaboration Challenges students to transfer previously learned skills and concepts into new or more complex situations, including real world applications.

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)

In grades Kindergarten through second grade, daily homework should not exceed thirty minutes, grades 3 - 5 should not exceed one hour and grades 6 - 8 should not exceed one and one-half hours.

## FIELD TRIPS - Policy 4500

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.

## EXTRACURRICULAR ACTIVITIES - Policy 4510

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.
7. Participation in school sponsored activities including basketball, volleyball, baseball, track, drama, band, mock trial, or any other school/parish sponsored competition or activity is contingent upon maintaining a minimum of C- grades 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.

\*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.

## HEALTH, SAFETY AND EMERGENCY

### **NOTIFICATION of Critical Health Information**

All critical and pertinent health information, such as allergies, asthma, diabetes or other conditions which may impact student participation, require faculty/staff support and/or medication during the school day must be clearly communicated by the parent/guardian during enrollment and again with the classroom teacher and administration before the school year commences.

In order to protect your own child, as well as others, please do not send your child to school if you detect fever, nausea, diarrhea, sore throat, moderate to severe cold symptoms and cough, or a suspicious skin rash or infection. Students should be fever free for at least 24 hours, without fever reducing medication, before their return to school. Other symptoms should also be resolved and students should be able to participate in all school activities when they return.

Specific contagious diseases may have expectations for quarantine, isolation and communication about symptoms and exposures in order to meet public health and community recommendations.

### **Over the Counter and Prescribed Medication**

Students, with classroom teacher and administration knowledge, may have in their classroom/backpack physician authorized inhalers, Epinephrine Auto Injector (EAI) medication and needed monitoring for diabetes. Otherwise, students should not have any prescription and over-the-counter medications including Ibuprofen and Tylenol in his or her possession.

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.

### **School Illness & Emergencies**

If a child becomes ill or injured during school, the school personnel will notify the designated parent or guardian and give simple first aid and comfort 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/Renweb, all emergency information must be recorded for the upcoming school year.

### **Food Allergies**

All food allergies must be communicated to the office

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

## **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.

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.

## **SAFE ENVIRONMENT PROGRAM - Policy 5200**

The Diocese of Salt Lake is committed to the 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 Safe Environment Training - Adult Certification: Child and Youth Protection Training found at <https://www.dioslc.org/offices/safe-environment/safe-environment-trainings>

The training will include a background check and it is required to be renewed every three years.

If you are aware of abuse or have been abused by a cleric church worker, or church volunteer, contact the Utah Division of Child and Family Services at 1-800-678-9399. For pastoral assistance, call the Diocesan Pastoral Center at 801-328-8641 and/or the Diocese of Salt Lake City Office of Safe Environment.

## **TRAFFIC SAFETY AND DRIVER EXPECTATIONS**

The Drop Off and Pick Up routines are communicated in a Back to School email blast and posted to the website under the Resources tab.

All drivers should exercise extreme care and courtesy when navigating and parking the main church/school parking lot and on the streets surrounding the campus.

For the main parking lot drivers enter from 2300 East in the entrance closest to the Church and exit onto 2300 East through the exit nearest the Vaughan Center. During peak traffic times drivers should turn right when exiting the parking lot.

NO IDLING: Drivers should turn off their car motor if early, waiting for a student, or parked for more than 30 seconds.

## EMERGENCY PROCEDURES - Policy 5600

Several safety drills during the school year are a required part of an emergency and safety plan. Drills such as intruder/lock down, fire, and earthquake, 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 such as blizzards, heavy snow, or power outages, parents are notified via the school emergency system. Parent Alerts (text, phone call and/or email) will be sent through FACTS Renweb SIS. Other methods such as the school social media and local media may also be employed.

## WEAPONS IN SCHOOL/ON DIOCESAN PROPERTY - Policy 5700

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.

### **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**

Every possible situation concerning proper behavior will not be found within this handbook. 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. Romero, with questions, concerns, and comments. [romero@cosgriff.org](mailto:romero@cosgriff.org) 801-486-6933***

## Appendix A: JEC DRESS CODE & UNIFORM EXPECTATIONS

It must be understood that the administration, faculty and staff have not only the right, but also the obligation to enforce dress code and uniform expectations. The uniform policy will be enforced but we cannot be successful without the support of the parents. Please assure 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.

The purpose of the school uniform is to:

- Create and maintain a safe, supportive and more equitable learning environment.
- Strengthen school community by focusing on intrinsic qualities and promoting a dignified learning environment.

PAWS slips (part of upcoming 2022-2023 JEC Positive Behavioral Interventions and Supports, PBIS, Discipline plan) will be used to report and track dress code and uniform expectation infractions. Parents will receive an email when students receive a PAWS slip. We understand some infractions may need a reasonable amount of time to resolve, such as new shoes or longer shorts, we will be reasonable if an effort is communicated. When a student receives three PAWS slips for uniform infractions in one quarter they will no longer be able to participate in Tiger Tuesdays (monthly free dress days) for that quarter. If uniform infractions persist additional measures may be taken to support the implementation of the dress code and uniform expectations.

All parts of the uniform may be purchased locally at **Dennis Uniform Company** and select items can be purchased through **Lands' End Catalog**. The school preference numbers and links are available under resources on the school website <https://cosgriff.org/resources/uniforms/>.

There is a supply of gently used uniforms available at the school.

**All student personal items such as uniforms, lunch boxes, sweatshirts, jackets, etc. should be clearly labeled with the student's name.**

### Uniform Guidelines

	Must Have Options	May Have Options
<b>BOYS K - 8</b> Standard Uniform for most school days	<ul style="list-style-type: none"><li>● Green or white polo shirt, white or blue oxford shirt (long or short sleeve)</li><li>● Navy pants</li><li>● Navy walking shorts (1<sup>st</sup> and 4<sup>th</sup> quarters only)</li></ul>	<b>NON-uniform sweaters, sweatshirts, vests are NOT allowed in the classroom</b> <ul style="list-style-type: none"><li>● Navy V-neck sweater vest with Cosgriff logo</li><li>● Navy V-neck sweater pullover with Cosgriff logo</li></ul>

	<ul style="list-style-type: none"> <li>• 6th - 8th graders must wear navy, brown, black or gray belts with pants or shorts, others may be asked to wear a belt if deemed necessary</li> <li>• Socks must be solid navy, black, gray or white</li> <li>• Shoes may include the colors of navy, black, white, gray, and brown in any combination or design. No other colors or designs are acceptable.</li> <li>• <b>NO</b> boots above the ankle, sandals, jellies or clogs.</li> </ul>	<ul style="list-style-type: none"> <li>• Navy crew neck sweater cardigan with Cosgriff logo</li> <li>• Navy or green Polartec jacket with Cosgriff logo</li> <li>• Sweatshirt with Cosgriff logo</li> <li>• Navy or green Polartec vest with Cosgriff logo</li> <li>• Other Cosgriff logo sweatshirts and hoodies</li> </ul>
<p><b>BOYS K - 8</b> Formal Dress for Mass Days and other special occasions</p>	<ul style="list-style-type: none"> <li>• Blue or white oxford shirt (long or short sleeve)</li> <li>• Navy pants</li> <li>• 6th - 8th graders must wear a basic navy, brown, black or gray belt with pants, others may be asked to wear a belt if deemed necessary</li> <li>• Navy tie - K-3 may wear clip ons or zipper ties</li> <li>• Socks must be solid navy, black, gray or white</li> <li>• Solid color navy, black, brown, white, gray shoes- athletic shoes which meet this standard are acceptable</li> </ul>	<ul style="list-style-type: none"> <li>• Any of the Cosgriff Logo sweaters, sweatshirts or fleece <b>WITHOUT</b> hoods</li> </ul>
<p><b>GIRLS K - 8</b> Standard Uniform for most school days</p>	<ul style="list-style-type: none"> <li>• K - 5 White Peter Pan blouse with plain collar or green or white polo shirt or white oxford shirt (long or short sleeve)</li> <li>• 6 - 8 White button down oxford shirt or green or white polo shirt (long or short sleeve)</li> <li>• Plaid jumper (K - 5), plaid skirt (6 - 8) plaid skort, navy skort, navy pants</li> <li>• Navy walking shorts (1<sup>st</sup> and 4<sup>th</sup> quarters only)</li> <li>• 6th - 8th graders must wear a basic navy, brown, black or gray belt with pants and shorts-others may be</li> </ul>	<p><b>NON-uniform sweaters, sweatshirts, vests are NOT allowed in the classroom</b></p> <ul style="list-style-type: none"> <li>• Navy V-neck sweater vest with Cosgriff logo</li> <li>• Navy V-neck sweater pullover with Cosgriff logo</li> <li>• Navy crew neck sweater cardigan with Cosgriff logo</li> <li>• Navy or green Polartec jacket with Cosgriff logo</li> <li>• Sweatshirt with Cosgriff logo</li> <li>• Navy or green Polartec vest with Cosgriff logo</li> </ul>

	<p>asked to wear a belt if deemed necessary</p> <ul style="list-style-type: none"> <li>• Socks, tights or leggings must be solid navy, black, gray or white</li> <li>• Shoes may include the colors of navy, black, white, gray, and brown in any combination or design. No other colors or designs are acceptable.</li> <li>• <b>NO</b> boots above the ankle, sandals, jellies or clogs.</li> </ul>	<ul style="list-style-type: none"> <li>• Other Cosgriff logo sweatshirts and hoodies</li> </ul>
<p><b>Girls K - 8</b> Formal Dress for Mass Days and other special occasions</p>	<ul style="list-style-type: none"> <li>• Grades K - 5 Plaid jumper, 6 - 8 plaid skirt, plaid skort, navy skort or navy pants</li> <li>• K- 5 White Peter Pan blouse with plain collar or white oxford shirt</li> <li>• 6 - 8 White oxford shirt</li> <li>• Navy tie, K - 3 may wear crossover, clip on, or zipper tie</li> <li>• Socks, tights or leggings must be solid navy, black, gray or white</li> <li>• Solid color navy, black, brown, white, gray shoes- athletic shoes which meet this standard are acceptable</li> <li>• <b>NO</b> boots above the ankle, sandals, jellies or clogs.</li> </ul>	<ul style="list-style-type: none"> <li>• Any of the Cosgriff Logo sweaters, sweatshirts or fleece <b>WITHOUT</b> hoods</li> </ul>

**Clothes for PE Class:** Athletic shoes and socks are required for all K - 8 PE classes. Grades 5 - 8 will change into PE clothes. Shorts are to be a dark green mesh athletic short available from Dennis Uniform, or other vendors may be used. Dennis Uniform also has a gray active T-shirt, or other Cosgriff spirit/team shirts may be worn.

**Additional Uniform Information**

- Shirts should be tucked in and shoes tied- administration, faculty and staff will offer reminders upon arrival, and after play/activities before a PAWS slip is completed. Persistent lack of compliance may result in a PAWS slip.
- Students are expected to be prepared for the weather conditions and outdoor activities. This includes having coats, gloves, hats, boots etc to wear **when outside**. Uniform shoes should be worn in the classroom.

- **JEWELRY:** 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. If such items are worn to school students will be asked to remove before a PAWS slip is issued.
- Hair must be a natural color, styled in a manner that allows students to participate without distraction.
- Nail polish, artificial nails and/or makeup is not permitted.
- Shorts, skirts and jumpers should be no shorter than two inches above the crease line at the back of the knee.

The administration will have the ultimate decision on uniform policy. It will be at their discretion to make any changes to these policies.

### **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.