**ALL SAINTS CATHOLIC ELEMENTARY SCHOOL**

**FAMILY HANDBOOK**

***YEAR***

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# SECTION I: ABOUT THE SCHOOL

## MISSION STATEMENT

## PHILOSOPHY

We believe that:

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## SCHOOL HISTORY

## SCHOOL STRUCTURE

### BISHOP

### BOARD OF LIMITED JURISDICTION

### PARISHES

## 

## MEMORANDUM OF UNDERSTANDING

Every Catholic school student has a right to be treated as a child of God, with the love and respect that implies, regardless of family circumstances. In like manner, the believing community has the right to and education guided by Catholic teaching and identity, unimpeded by pressures contrary to Church teaching.

As parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

The primary purpose of a Catholic school education is two-fold: to strengthen the Catholic community in its faith, and to form students in the teachings of Jesus Christ and the Catholic Church.

Catholic schools are distinctive religious education institutions guided by the teachings of the Catholic Church. They are not simply private schools offering a positive moral code. Rather, they exist to advance the faith mission of the sponsoring Catholic parish(es), Diocese, or Catholic religious community.

While Catholic education places a high value on academic excellence and extracurricular achievement, its fundamental priority is fidelity to Catholic teaching and identity.

Attending a Catholic school is a privilege, not a right. The school and its administration have the responsibility to ensure that Catholic teaching and moral integrity permeate every facet of the school’s life and activity and that the school is able to function as a community of faith.

In all questions that involve Catholic teaching, morals, and Church law, the final determination rests with the Bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern the Catholic School.

## TERMS OF ENROLLMENT

# SECTION II: ADMISSION

## 

## ADMISSION POLICIES

### Terms of Enrollment

All Saints Catholic Elementary School welcomes all admitted students and will take appropriate measures necessary to provide a structured and nurturing learning environment for all. It should be understood that all students and their parents are expected to favorably respond to the rules and expectations outlined in this handbook and successfully perform the academic work required by the faculty to ensure satisfactory progress. Students attend All Saints Catholic Elementary School at the school’s invitation. Continued enrollment is contingent upon favorable attendance, satisfactory academic performance, a positive attitude, and constructive behavior. A student considered to be in good standing is: (a) one who has not become subject to dismissal; (b) one whose record of conduct is satisfactory; and (c) one who has met all financial obligations to the school or made satisfactory arrangements with the school’s administration. As members of the All Saints Catholic Elementary School community, responsible conduct and decisions are also expected outside of school as well as during all school-sponsored functions. Decisions relating to rules, regulations, procedures, discipline, or programs made within the administrative structures of the school are final. All students are admitted on a probationary status for the period of one year.

### Requirements for admission:

Parents desiring admission of their Catholic children to our school must be registered in one of the partner parishes. Children of other faiths are welcome and accepted on a space available basis. All students enrolled at All Saints Catholic Elementary School must be toilet independent.

It is the philosophy of All Saints Catholic Elementary School that students be placed in an educational environment where they will succeed. All Saints Catholic Elementary School may not be able to meet the educational needs of every student; therefore, not all students who apply will be accepted. If your child is accepted, there is a non-refundable fee due at the time of registration. Registration is not complete until the registration fee is paid and all documents are complete.

#### Age

A student who is six years old by October 15 is eligible for first grade. If the local public school district has a policy different from September 1, the local archdiocesan elementary school has the option to align its policy with the local public school district.

#### Required Documents

* Application form
* Birth Certificate
* Written immunization records
* Court ordered custody agreements (if applicable)
* Policy Handbook Agreement Form
* Certificate of Individual Request for Loan of Textbooks and Instructional Material
* Parent release form to obtain previous school records (Grades 1-8)

#### Additional Documents for Catholic Families

* Proof of membership in the parish
* Baptismal certificate

### Academic and Conduct Requirements

The principal shall review all documents required for application and registration as well as other information deemed appropriate to determine whether a student should be admitted to the school. Factors to be considered by the principal include, but are not limited to, the following:

* Proof of promotion to the grade to which the student is seeking entry
* Results of academic testing
* Any prior academic, conduct, or psychological records
* Students and parent’s reasons for seeking admission to the school
* The prior identification of any IEP, 504, or specialized instructional or behavioral plan

If the student is admitted to the school, the principal shall place the student at the grade level that is in keeping with the student’s competence.

All students are admitted on probationary status. At times, a contract between All Saints Catholic Elementary School, the child and the child’s parents will delineate continued enrollment at All Saints Catholic Elementary School. Should behavior problems surface and impede the academic and or social progress of the student or class, an alternative educational program may be required. Admission is on the recommendation of the administration after the review of the necessary documents.

### Admission of Transfer Students

In addition to the above requirements, transfer students must sign a transfer of records for All Saints Catholic Elementary School to collect the following from all previous schools:

* Current report card
* Permanent record
* Standardized testing
* conduct/behavioral
* IEP, 504, or other academic/behavioral plans
* Conduct/behavior
* Health records
* Recommendations from previous teachers, principals, or counselors

A satisfactory academic and conduct record from the prior school is essential. Transferring students will be accepted on a probationary basis for a period of one year to ensure a satisfactory incorporation into the academic and behavioral code of the school.

### Attendance of Non-Catholic Students

The Catholic school serves a variety of purposes, including the spiritual, academic, social, and physical development of the students. However, in the Diocese of Xavier, the primary purpose of the Catholic school, including those schools that have a substantial non-Catholic enrollment, is religious.

All of these schools are conducted for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation of the entire school community in the faith. Therefore, each school offers a complete Catholic religious education program and makes every effort to develop the Faith in all the students so that they live a full Christian life.

As a condition of registration in All Saints Catholic Elementary School, the student and the student’s parent(s)/ guardian(s) commit the student to attend Religion classes, to fulfill the requirements for this subject, and to attend religious functions offered as part of the school program.

Faith is a free gift of God which involves a free response. The Catholic school provides an opportunity for the student’s act of faith through its religious program.

In accord with this general principle, non-Catholic students may be admitted to All Saints Catholic Elementary School if:

* Adequate facilities and space are available without denying the admission of eligible Catholic students.
* In the case of transfer, the student’s academic and disciplinary records are satisfactory.
* The reason for entrance or transfer is valid.
* Parent(s)/guardian(s) agree by enrolling their child to permit their children to attend Religion classes and religious functions that are offered as part of the school program.
* Parent(s)/guardian(s) commit themselves to accept and to promote the philosophy, goals, objectives, and regulations of the school as they appear in the school’s handbook

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# SECTION III: ACADEMIC PROGRAM

## ACADEMIC POLICIES

### General Curriculum

All Saints Catholic Elementary School is fully accredited by the Middle States Association of Colleges and Schools. All Saints Catholic Elementary School follows the curriculum set by the Office of Education for the Diocese of Xavier and customized to meet the needs of All Saints Catholic Elementary School student body where local variations are permissible.

### Religious Formation

The curriculum centers on the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in a solid prayer life.

Add information

#### Liturgical Celebrations

Liturgies during the school day include Mass and other prayer services. Students in grades 2 through 8 receive the Sacrament of Penance throughout the year. We encourage parents to receive this sacrament with their child(ren) frequently in their home parish. Students participate in the Stations of the Cross during the Season of Lent. Parents are encouraged to attend liturgical celebrations. Non-Catholic students will attend all liturgical celebrations and participate as permissible.

#### Sacramental Preparation

Each parish schedules its own preparation for the Sacraments; therefore, more responsibility is given to the parent as the primary educator. Children in the 2nd grade prepare for First Penance and First Communion; in 7th-8th grades for Confirmation, depending upon the parish. Parents of children who are receiving these sacraments share with the priests and teachers the privilege of preparing their children for these sacramental experiences.

### Books and Materials

Local schools should create a policy for the care of textbooks and materials which may include:

* Care for textbooks and equipment
* library books care and return
* Fees associated with lost or unreturned materials

### 

### Student Academic Responsibilities

The student is responsible for completing all class assignments and homework on time. Failure to do so indicates a lack of serious preparation for class. Incomplete homework assignments will result in a consequence appropriate to the grade level.

### Class Participation

Students are expected to:

1. Give attention and respect to the teacher at all times
2. Show respect and concern for other students by a willingness to share and to take turns
3. Actively participate in class by responding orally or in writing as circumstances dictate

## 

### Student Progress Monitoring

FACTS is the program utilized for reporting to the school community. Families are issued individual student access account codes and secure passwords for each registered student. The families may access the student’s grades online through the Internet website. Student Progress Reports are available to families at approximately mid-trimester.

### Homework policy

Homework, an extension of school experiences beyond the classroom, includes written and study assignments with emphasis on study. Its purpose is to reinforce skills taught in the classroom, to develop study and memorization skills, to encourage reading for information, and to develop creative ability, critical thinking and special talent through a project assignment.

#### 

#### Homework time allotments (guidelines):

Kindergarten - 10 minutes

Grades 1 & 2 – approximately 30 minutes

Grades 3 & 4 – approximately 60 minutes

Grades 5 - 8 – approximately 90 minutes

### 

### Missed Assignments and Assessments due to Absence

Students are responsible for making up missed work and tests. Missed assessments and assignments will be made-up at the discretion of the teacher but must be completed within one week of the return to school.

Incomplete or missing assignments will be recorded as MISSING in the gradebook and are subject to late penalties which can result in a failing grade. If the student still has missing assignments, students will receive an INCOMPLETE (I) on their report card for the course. The work must be submitted satisfactorily to update the INCOMPLETE mark on the report card or the student may have to complete a summer program to advance to the next grade level. Students that submit late work within 2 weeks of the end of a trimester will not have the assignment graded and adjusted in the gradebook until the start of the next trimester to provide the teacher adequate time to review the assignment. A new report card can be issued after the grade is updated in the gradebook.

Students may not be excused from physical education class unless they have documentation from a doctor (MD or DO). Reasonable accommodations may be made for students with minor injuries which did not require the immediate attention of a physician; however a note from the parent is required. If more than one class is missed in a trimester without documentation from a physician, the lack of participation will be reflected in the student’s grade. If a student is not cleared for physical education, the student may not participate in CYO or other school athletic activities.

### Academic Probation

Occasionally, despite intervention on the part of the school, a student may not be able to demonstrate mastery of the curriculum and achieve passing grades. When this lack of progress is a result of the student not fulfilling his/her academic responsibilities, the student will be placed on academic probation. A student who does not fulfill his/her academic responsibilities in an academic trimester will be placed on academic probation for a period of time designated by the administrator. If the student is unsuccessful in meeting his/her academic responsibilities, the administration will review the student’s continued enrollment in the school. If the school requires the student to receive academic supports and interventions, and the parent refuses those supports and interventions, the school reserves the right to make decisions regarding the continued enrollment of the student.

### Report Cards

Report cards are issued in December, March and June. Parents are asked to sign the envelope and return it to school within a week of issuance.

### Student Recognition (honor roll)

Students in Grades 4 through 8 will earn this academic award if they meet the following criteria:

FIRST HONORS: A General Average of 93 or above with no mark below 90 “3” or above in all other areas

SECOND HONORS: A General Average of 88 or above with no mark below an 85 3” or above in all other areas

### Standardized Testing

The IOWA Test of Basic Skills (ITBS) is administered each year to students in grade levels determined by the administration. The results are utilized by the school for curriculum planning, flexible grouping, and the determination of honors Algebra I math placement.

### Honors Math Programs

All Saints Catholic Elementary School adheres to the honors math policies put forth by the Diocese of Xavier. Students must meet the criteria in order to be placed in honors math. Students will not be placed in honors math by parent request.

The principle criteria for admission to this program, as stated in the Diocesan guidelines for the Algebra I Honors Program, include:

* Cognitive Skills Quotient in the 125 range
* Standardized test scores: 90 in Mathematics and 80 in Reading
* Consistent scores of 85 or better on Archdiocesan Level Evaluations
* 90 overall Mathematics independent average for the year
* Periodic evaluation will be used to determine continued participation in this program.

The final decision regarding placement of students in the honors math program is made by the administration in conjunction with a recommendation from the student’s math teacher. Students must meet the performance standards in order to remain enrolled in honors math.

### Promotion or Retention

A student is promoted if the student has achieved a proper balance of academic, social, physical and emotional development. At the first trimester report card period, the parent/guardian is informed of the student’s academic, social and emotional progress.

[Retention evaluation timeline]

Retention is at the discretion of the administration in consultation with the teacher. Older students, who cannot achieve passing grades for the year, may be required to attend a summer program. This course of study must be pre-approved by the school and a final report of the child’s progress must be submitted to the school before admission to the next grade in the fall.

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### Graduation

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation after all financial obligations have been met. Participation in graduation is a privilege, not a right. The school has the right to deny any eighth grade student from participating in graduation exercises if, in the view of the school, the student’s conduct, academic or disciplinary record indicates that the privilege should not be extended. The administration will determine procedures for graduation exercises. In keeping with the policy of the Diocese of Xavier, closing exercises for the Eighth Grade are kept simple with concentration on the religious aspect of the event. Awards and diplomas are presented following the Eucharistic Liturgy.

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### Class Placement Requests

All Saints Catholic Elementary school has assembled a highly qualified faculty who are committed to ensuring a successful school year for every child. Teachers collaborate in each grade to determine the most beneficial placements for all students with regard to each child’s promotion. Teachers’ professional observations help guide their assessment of where each child will best thrive. From a parent’s perspective, sometimes when we’ve had a great experience with a wonderful teacher we want to replicate that experience; however, each child is unique and no experience can be exactly the same for any child.

Classroom placement is a delicate balance and many factors are taken into consideration; therefore the administration will not accept or honor requests for specific teachers. Should you have a compelling circumstance or consideration of which the administration is not aware, please pass these specific and articulable concerns, in writing, to the principal. No specific classroom placements will be considered for the following school year after the last day of school.

# SECTION IV: STUDENT RECORDS

# 

## ATTENDANCE

### Arrival and Dismissal

Add local school policies

### Excused Absences

Illness, quarantine, doctor’s appointment, death in the family, school related absences, “take your child to work day”, absences prearranged with the principal and those due to exceptionally urgent matters are cause for excused absences. However, the child is still marked absent for the time he/she is not in school. A student’s parent or guardian must provide a satisfactory written explanation for the student’s absence. The student must present this note to the homeroom teacher upon return. If a student is absent for three or more consecutive days he/she must provide a doctor’s note. All absences will be treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence.

### Unexcused Absences

Absences are unexcused if they fail to meet the criteria of an excused absence. Students who are chronically absent for other than serious health reasons will not be permitted to participate in any extracurricular activities, field trips or other activities deemed eligible by the school administration.

A student is *truant* if the student is subject to compulsory school laws and has incurred *three* or more school days of unexcused absences during the current school year. A child is *habitually* *truant* if the child is subject to compulsory school laws and has incurred *six* or more school days of unexcused absences during the current school year. Students who are absent from a school for 10 consecutive school days shall be dropped from the active membership roll and reported to the student’s public school district of residence.

Students who are absent, lawfully or unlawfully for 10 days or more will require a doctor’s note for subsequent absences to be considered excused. Chronic absence from school without a diagnosed illness may be viewed as truancy and could result in notification of the proper civil authorities. An elementary student who accumulates twenty (20) or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the student’s promotion to the next higher grade. Any student who does not fulfill the mandatory requirements for attendance for the school year, will not be promoted to the next grade.

### Lateness

Add local school policies

Chronic lateness will result in administrative review of the situation. Late bus arrivals do not constitute a late arrival. Students who are chronically late will not be eligible for First or Second Honors

### Early Dismissal

No student may leave school without permission. If a student must leave school during the course of the day, the parent or guardian must provide a written request for the student’s release. The parent/guardian or authorized representative must come for the student and sign the child out of school in the office. Students will only be released to authorized individuals. See *Release of a Child*

### Vacation Policy

If you are planning a vacation with your child(ren) during the school year, please first check the school calendar to determine the holidays and early dismissals so as to avoid having the child(ren) miss valuable presentations of curriculum. **Vacations are unexcused absences** (see below). Assignments are given when a student **returns** from a vacation. Assignments will not be given in advance, only upon return to class with specific due dates. All work must be completed within one week of returning to school.

### Release of Child

All students must have a Student Release Authorization Form on file. Students will only be released to persons listed on the Student Release Form. Authorized individuals picking up a student must have with them a valid driver's license.

### Change in Transportation

For your child’s safety, requests for changes in dismissal or transportation must be in writing or from a recognized email account. If the parent does not provide a written request for a change in transportation, the child will be dismissed from school according to the instructions you provided at the beginning of the school year. When sending a note or fax to the school, please include the child’s name, grade, room and teacher. Changes in transportation must be returned by 1:30 PM.

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## REVIEW OR TRANSFER OF RECORDS

All Saints Catholic Elementary School will transfer student records directly to the receiving school. If a parent wishes to review their child’s official file, the request must be made in writing twenty-four hours prior to the review.

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# SECTION V: RULES AND EXPECTATIONS

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## CODE OF CONDUCT

[Introduction and philosophy written by local school]

The list of behaviors which violate the school code of conduct is by no means all inclusive. It is impossible to designate a given infraction and give it the same weight under all circumstances. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

### The responsibilities of students:

1. Making positive contributions to the All Saints Catholic Elementary School that will generate an atmosphere of respect, responsibility and reverence.
2. Making an earnest effort to do his/her best work on a consistent basis.
3. Following the instructions of the administration, faculty, and staff.
4. Accepting responsibility for his/her actions.
5. Attending school daily and being on time and prepared for classes and school functions.
6. Being aware of written and orally communicated rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
7. Following the uniform dress code as outlined in the school handbook.
8. Exercising proper care when using school facilities and other equipment.
9. Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
10. Knowing that disrespect in attitude, word, or action, as well as indecent language, written or spoken, will not be tolerated.

### Academic Misconduct

Academic misconduct is considered conduct that undermines the academic integrity of All Saints Catholic Elementary School and includes, but is not limited to, academic dishonesty, plagiarism, and falsification.

#### *Academic Dishonesty*

During assessments/examinations, academic dishonesty includes, but is not limited to:

* Taking or receiving information from a fellow student
* Stealing, buying, receiving, selling or transmitting any portion of an assessment/examination

Outside of examinations, academic dishonesty includes, but is not limited to:

* Allowing another student to copy any portion of one’s own work
* Using unauthorized aid of any kind
* Stealing, buying, receiving, selling or transmitting coursework of any kind

#### *Plagiarism*

Plagiarism on papers, projects or any assignment prepared for a class includes, but is not limited to:

* Omitting quotation marks or other conventional markings around material quoted from any printed source
* Paraphrasing or quoting a specific passage from a specific source without properly referencing the source
* Replicating another person’s work, in whole or in part, and submitting it as an original work
* Submitting work previously used to fulfill new academic requirements
* Purchasing material of any kind and representing it as one’s own work

#### *Falsification*

Falsification of a school document includes, but is not limited to:

* Unauthorized signing of another person's name to an official form or document
* Unauthorized modification, copying, or production of a university document or any document to mislead the reader
* Citing a source that does not exist
* Falsely attributing ideas or information to a cited source that does not contain that material

A student who knowingly assists in any form of academic misconduct will be considered as equally responsible as the student who accepts such assistance.

A student who engages in academic misconduct will earn a failing grade for the assignment and be subject to other disciplinary measures outlined in this handbook or determined by the administration. The student may be required to re-submit acceptable work for no credit.

### 

### Items not Permitted in School

Add local policy

### Bullying/Harassment Policy

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allenton is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet of “love your neighbor as yourself,’ and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

**Definitions**

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression,

or a physical act or gesture, or any combination thereof, that:

* Creates a hostile educational environment
* Substantially interferes with a students’ education benefits, opportunities, or performance
* Causes physical or emotional harm to the individual or damage to their property
* Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
* Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term “Bullying” is used it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

* Wire
* Radio
* Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications

Cyber-Bullying shall also include the creation of a webpage, blog, or other social account in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

* Harassment, hazing, intimidation – acts, words or other behaviors, by an individual or group against another individual or group characterized by:
* Intent to harm.
* Intensity and duration over a period of time.
* An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
* Inflicting physical or emotional harm or discomfort or damage to the person’s reputation and/or relationships.
* A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

* Bullying, harassment, hazing, intimidation and name-calling are prohibited:
* On school grounds owned, leased or used by a school;
* On property immediately adjacent to school grounds;
* At any school-sponsored or school-related activity, function or program whether on or off school grounds;
* At a school bus stop;
* On a school bus or any other vehicle owned, leased or used by the school
* Through the use of technology or an electronic device owned, leased or used by a school or any personal devices.

Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in questions:

* Create a hostile environment at school for the individual.
* Infringe on the rights of the individual at school.
* Materially and substantially disrupt the education process or the orderly operation of a school.

**Discipline and Remedial Action**

The response to those who commit one of more acts of bullying, harassment, hazing, intimidation or name-calling should be determined based on the totality of the circumstances. In all cases, the Principal will be responsible to determine if a bullying offense occurred, or did not occur.

* Initiate immediate talks with the bully or bullies.
* Talk with the Target student(s) and her/her parents/guardians.
* In determining the appropriate response to students who commit one or more acts of bullying, school administrators should consider:
  + The development, maturity levels, and/or special learning needs of the parties involved.
  + The levels of harm.
  + The surrounding circumstances.
  + The nature of the behaviors.
  + Past incidences or past or continuing patterns of behavior.
  + The relationship between the parties involved.
  + The context in which the alleged incidents occurred.

Depending on the severity of the incident, or the series of incidents, the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, exclusion of parents of involved students (victim and offender) from school premises and school sponsored activities to prevent extension of conflict, providing staff support for students when necessary, contacting IU mental health professionals for counseling, reporting incidents to law enforcement, in school/out of school suspension or expulsion, loss of privileges in school.

## 

## CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

The following list is only a guideline for the classroom teacher and administration in the issuance of demerits/infractions. Discipline is decided on an individual basis taking into consideration age and context. The discipline categories do not cover every possible situation. The faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

|  |  |  |  |
| --- | --- | --- | --- |
| **CONDUCT WHICH COMPROMISES SAFETY** | | | |
| **Behavior** | **Grade** | **Consequences** | **Handled by:** |
| Dress code violation: any infraction of the uniform dress code | K-3 |  |  |
| 4-8 |  |
| Running in the building or parking lot | K-3 |  |  |
| 4-8 |  |
| Unsafe play: putting oneself or others at risk of harm or injury as determined by the supervising adult. | K-3 |  |  |
| 4-8 |  |
| Out of bounds- students must take the most direct path when traveling within the school and return to the classroom promptly. | K-3 |  |  |
| 4-8 |  |
| Out of bounds – any student who is in the wrong place at the wrong time. Students may not wander the building, leave the building, or leave the campus without the permission of the teacher or administrator. | K-3 |  |  |
| 4-8 |  |
| Violation of the technology policy (see Family Handbook Responsible Use policy) | K-3 |  |  |
| 4-8 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **INTERFERING WITH LEARNING** | | | |
| **Behavior** |  | **Consequence** | **Handled by:** |
| Not prepared for class: not having proper supplies  or books for class repeatedly. | K-3 |  |  |
| 4-8 |  |
| Incomplete or missing homework or assignment | K-3 |  |  |
| 4-8 |  |
| Not following directions: the student engages in low-intensity failure to follow directions | K-3 |  |  |
| 4-8 |  |
| Disturbances in class/playground/lunchroom: low-intensity but inappropriate disruptions | K-3 |  |  |
| 4-8 |  |
| Misuse of property: Student engages in low-intensity misuse of property | K-3 |  |  |
| 4-8 |  |
| Disrespect/Defiance: low-intensity, socially rude or dismissive messages to adults or staff | K-3 |  |  |
| 4-8 |  |
| Repeated disturbances in class/ playground/lunchroom. Student has already received at least two level 1 offenses for disruption. | K-3 |  |  |
| 4-8 |  |
| Misuse of personal cell phone/electronic devices | K-3 |  |  |
| 4-8 |  |
| Misuse of school electronic device | K-3 |  |  |
| 4-8 |  |
| Disrespect/Defiance: student engages in refusal to follow directions, talks back, or delivers socially rude or dismissive messages to adults or students. The student’s non-compliance may compromise the safety of self or others. | K-3 |  |  |
| 4-8 |  |
| Forgery | K-3 |  |  |
| 4-8 |  |
| Academic misconduct- academic dishonesty, cheating, plagiarism, and falsification | K-3 |  |  |
| 4-8 |  |

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| --- | --- | --- | --- |
| **CONDUCT WHICH VIOLATES THE RELIGIOUS MISSION OF THE SCHOOL** | | | |
| **Behavior** | **Grade** | **Consequence** | **Handled by:** |
| Physical contact/aggression: Student engages in non-serious, but inappropriate physical contact | K-3 |  |  |
| 4-8 |  |
| Hands on other person (student or adult), property, or area including desks or lockers. | K-3 |  |  |
| 4-8 |  |
| Physical contact/aggression: Student engages in inappropriate physical contact such as kicking, slapping or hitting with an open hand, or biting. | K-3 |  |  |
| 4-8 |  |
| Inappropriate language/Gestures – use of profanity or inappropriate gestures | K-3 |  |  |
| 4-8 |  |
| Spreading rumors | K-3 |  |  |
| 4-8 |  |
| Intimidating or exclusive behavior | K-3 |  |  |
| 4-8 |  |
| Name calling/unwanted teasing | K-3 |  |  |
| 4-8 |  |
| Irreverence at Mass or other liturgical activities. | K-3 |  |  |
| 4-8 |  |
| Inappropriate displays of affection | K-3 |  |  |
| 4-8 |  |
| Bullying: any repeated or pervasive intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student | K-3 |  |  |
| 4-8 |

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| --- | --- | --- | --- |
| **DAMAGING/AGGRESSIVE/ABUSIVE BEHAVIOR** | | | |
| **Behavior** | **Grade** | **Consequence** | **Handled by:** |
| Abusive language/Gestures – high intensity, inappropriate, profane/obscene, abusive language, or gestures with the intent to be abusive as determined by the faculty and administration. | K-3 |  |  |
| 4-8 |
| Serious threats of harm to others | K-3 |  |  |
| 4-8 |
| Harassment: high-intensity unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of the school. | K-3 |  |  |
| 4-8 |
| Vandalism/Theft – destruction, defacing, or theft of parish or school property. | K-3 |  |  |
| 4-8 |
| Violent behavior – any fighting or behavior with the intent to cause significant physical injury. | K-3 |  |  |
| 4-8 |
| Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, inhalants, alcoholic beverages, or pornographic materials. | K-3 |  |  |
| 4-8 |
| Possession of any item which may present a danger to others both in school or out of school. | K-3 |  |  |
| 4-8 |

|  |  |
| --- | --- |
| **DEMERIT POINT ACCUMULATION** | |
| **Points** | **Consequence** |
| Accumulation of 6 points | Lunch detention |
| Accumulation of 9 points | After school detention and parent conference. |
| Accumulation of 12 points | In-school suspension |
| Accumulation of 15 points or more | Consequence to be determined by the administration and student’s continued enrollment will be reviewed. |

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### Suspension

Formal suspension is a serious disciplinary action taken by school administration against a student whose actions constitute a major disciplinary infraction and are contrary to the good order or safety of the entire school community. Suspension is a major step toward possible dismissal. Suspension from school means suspension from all school related and CYO activities and events.

The common good of the entire school community needs to be valued by all. Choices that infringe upon this end must be dealt with in a fair and just manner.

Serious or severe infractions may include but are not limited to suspension or dismissal and apply when students are on campus, on a bus, or at school-sponsored and CYO functions. Examples of serious Infractions include the following:

1. Violent behavior – any fighting or behavior that causes physical injury.
2. Blatant disrespect for authority – to any adult in the building.
3. Violation of the Responsible Use Policy or unacceptable use of cell phones or the internet (including email/text messaging/apps) both on and off school property and outside of school hours.
4. Possession and/or use of illegal drugs, medications out of compliance with school policy, narcotics, tobacco, inhalants, alcoholic beverages, or pornographic materials on campus or on bus.
5. Irreverence
6. Vandalism/Theft – destruction, defacing, or theft of parish or school property.
7. Profane/obscene language or gestures or engaging in immoral conduct.
8. Possession of any item which may present a danger to others both in school or out of school.
9. Out of bounds – any student who is in the wrong place at the wrong time
10. Leaving campus without permission from a school authority.

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### Threats of Harm

When the principal receives a report from a student, teacher, and/or parent that a particular student has made a threat of harm, this matter may be referred to the local law enforcement agency. In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

### Disciplinary Probation

Disciplinary probation is a means by which the faculty and administration can closely monitor a student's success or challenges. The administration reserves the right to implement a behavior contract outlining expectations of behavior and the consequences of noncompliance. The length of disciplinary probation will be determined by the school administration.

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### Dismissal from School or Expulsion

1. Ordinarily a minimum of two suspensions during the academic year may lead to a student dismissal. In certain incidents, the seriousness of the offense may warrant immediate dismissal.
2. The school administration has the authority to dismiss a student from school.
3. A student is given an indefinite suspension pending a thorough investigation. Dismissal from school is not formalized until the investigation is complete, allowing time for discussion, inquiry, and evaluation by the administration and any law enforcement agencies which may be involved in the investigation.
4. Students who are dismissed may apply for readmission after one full year. A careful review of the student’s progress in the school of the previous year will be done before readmission is approved.
5. Tuition and fees will not be refunded if a student is dismissed.
6. The school reserves the right to dismiss any student from school because of the actions of parents or guardians that are in opposition to the school code of conduct or the mission of the school. Harassment of employees or students by parents or guardians may result in the dismissal of the student(s).

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## CONDUCT AND DISCIPLINARY ACTION SUMMARY

The above discipline categories do not cover every possible situation. All Saints Catholic Elementary School faculty and administration reserve the right to determine inappropriate and unacceptable behavior.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities where appropriate.

The administration reserves the right to discipline students for off-campus conduct, if that conduct is in any way associated with teachers, staff or students of All Saints Catholic Elementary School, where the behavior is contrary to Catholic teachings, or could bring disrepute, embarrassment, or disruption to the School.

Parents are expected to support school personnel in matters of discipline and comply with disciplinary action. The administrator is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

## SAFETY

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### Safe Environment

One of the mandates of the Charter passed by the United States Conference of Catholic Bishops is that preventive measures be put into place to ensure the safety of our youth. With this mandate in mind, we have implemented a Children and Adolescent Protection Program in our schools. The purpose of the program is to help children improve self-reliance and master personal safety skills – all while reassuring them that most people are kind, safe and committed to their well-being. The material has been prepared according to the teachings of our faith and are taught twice a year. By signing the handbook policy agreement and enrolling in All-Saints Catholic Elementary, parents/guardians consent to having their child(ren) participate in the lessons.

### Safety Drills

Safety drills are required by the Diocese of Xavier and are an important safety measure. At the sound of the alarm or other designated signal, it is essential that everyonein the building act according to the procedures, quietly and quickly. Silence is mandated during drills so students can hear directions from the faculty, staff, and administration.

### Emergency Closings/Delayed Openings

Information about weather related emergency closing, delayed openings, or early dismissals will be communicated via <local policy>.

In the event of emergency closings, it is impossible to contact the individual parent; therefore, please instruct your child as to where they are to go in case of an unforeseen or emergency closing. We suggest making arrangements with a relative, neighbor or friend. Extended care will not be available for weather related early dismissals or closings.

## RESPONSIBLE USE POLICY FOR TECHNOLOGY

Local Policy- Links to samples

<https://www.prep-villa.com/academics/technology-ipad-program/diocesan-acceptable-use-policy>

<http://www.stdomschool.org/stdom/Current%20Families/Technology%20Acceptable%20Use%20Policy.pdf>

<https://www.st-georgeschool.com/editoruploads/files/2021_SGS_Acceptable_Use_Policy_Final.pdf>

[RUP 2021 School Use Final.docx (aopelementary.org)](https://aopelementary.org/wp-content/uploads/2022/01/RUP-2021-School-Use-Final.pdf)

## ELECTRONIC DEVICES AND CELL PHONES

**Protocol for Cell Phone Possession and use of Cell Phones in School**

The administration of All Saints Catholic School believes the wisest course is to permit students to bring cell phones to school with a number of conditions.

* Cell phone use is not permitted in the classrooms, hallways, or on school grounds by students.
* Students may not use their cell phone to record audio, video, take pictures, or post to social media during school hours.
* All cell phones must be turned-in to the classroom teacher upon entering each morning. It is recommended that phones be placed in a plastic bag labeled with the student’s name. The cell phone will be locked in the closet and returned at the end of the day. Students have no need of a private phone while in the school building.
* Phones must be kept in the OFF position on the Bus (except in an emergency) and during school hours. For students in the after-school program, the OFF position is extended until the time of pick-up. Students may not use their cell phone to record audio, video, or take pictures on the bus.
* The taking of pictures or video of any faculty or staff members is absolutely forbidden without their expressed permission. The same policy applies to students without parental permission.
* Harassment, bullying or threatening of persons via the cell phone is forbidden whether during school or after school hours.
* Cell phones may not be used for texting, posting game playing, internet or e-mail access, gambling, or making purchases of any kind.

A school official who hears a phone ringing or sees a phone in use during school time will confiscate the offender's phone. If it is discovered that a student used a cell phone or other electronic device on school property the device will be confiscated, held in the school office until the end of the day, and the parents will be contacted.

Pope John Paul Regional Catholic Elementary School reserves the right to search the contents of the cell phone or electronic device if it is brought on school property. If a student must make or receive a phone call during the day due to an emergency, the office phone is to be used. Please do not communicate changes in transportation via your child’s cell phone. All changes of transportation must be communicated through the school office.

Those who violate any of the rules regarding cell phones will forfeit their privileges of bringing them to school.

## UNIFORM DRESS CODE

local policy

### Dress Differently Days

*Dress Differently Day Guidelines:*

local policy

## TRANSPORTATION

### Bus Transportation

The students must obey, respect and cooperate with the bus drivers, teachers or any person assigned to supervise any part of the school transportation program. If a student receives three bus slips for misbehavior, the bus privileges will be suspended. If the school administration or bus company determines the misbehavior is serious, the student may be immediately suspended. Continued infractions of behavior may warrant the student lose his/her busing privileges entirely. Parents will be expected to provide transportation for any pupil whose privileges have been suspended.

The school administration reserves the right to remove a child from the bus at any time for unsafe or unruly behavior.

### Car Transportation

Local policy

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# SECTION VI: STUDENT SERVICES

## STUDENT HEALTH

### Medical Records

The Commonwealth of Pennsylvania and the Diocese of Xavier mandates that all children entering the Kindergarten or First Grade present documented proof that immunizations have been received. This information can be found on the Pennsylvania Department of Health website under immunizations

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### School Nurse

Local Information

### Communication of Health Concerns

Parents should notify the school of any serious physical problems or handicaps their child may have and of special treatment or care needed to be given in an emergency. Emergency cards are on file for each student. It is important to keep information current.

### Student Exclusion from School

Look up PA law

### Immunizations

No child may be admitted to, or permitted to attend a non-public school unless the child has received the immunizations as required by the Pennsylvania law Article XIV, Public School 1949. A religious basis for a child not to be immunized is not recognized as an exemption.

Written proof of immunization, signed by a physician or other health professional, is required for every student. Students who are exempted from immunization due to medical contraindications must present to the school written confirmation from their private physician or treating agency. Written confirmation is then sent to the Office of Catholic Education. No student will be admitted until the Bishop gives approval.

Students enrolled in PreK 3 and PreK4 must be current with the CDC recommended schedule. Documentation of the Pennsylvania mandated immunizations and updates is required prior to the start of the school year. If your child's immunizations are up-to-date and on file no action is needed.

### Medication Policy

local policy

### Accident or Illness

Depending on the severity of an accident or illness, emergency services may be called. If parents or guardians cannot be reached, the designated emergency contacts will be called.

### Food Allergies

Local Policy

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### Lunch and Snacks

local policy

The Diocese of Allentown prohibits any form of lunch shaming for unpaid meal charges by employees, volunteers, or students. Lunch shaming is defined as “discriminating against or stigmatizing children whose family account has outstanding credit or insufficient funds to pay for meals.” School employees will exercise sensitivity and confidentiality in serving students with insufficient or negative meal accounts. No school employee will subject a student to embarrassment or ridicule based on the balance in his or her meal account. If a student’s meal account is inadequate to pay for a meal, the school will provide a full meal to the student and parents will be notified. No school employee may deny a meal benefit to any child as a disciplinary action. Schools will contact parents and guardians prior to the end of the school year to make arrangements to fully or partially pay, or waive, outstanding meal charges. Unpaid Lunch fees may be loaded into STS management for collection

## GOVERNMENT SERVICES

Act 89 provides us with Guidance Services, Remedial Mathematics and Reading, and Speech Therapy through the Chester County Intermediate Unit #24. Children also benefit through Title I Services for Reading.

Act 90/195 provides us with instructional materials, workbooks, textbooks, duplication masters and testing materials to accompany the textbooks. Act 372 provides bus transportation.

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## AUXILIARY SERVICES

The local Intermediate Unit provides remedial, corrective, or developmental reading, math, and speech skill reinforcement. Students are considered for these programs based on their performance on standardized test, assessments given by the CCIU, and classroom teacher recommendation.

### Speech and Language Services

### Reading and Math Services

### Counseling and Psychological Services

## EXTENDED CARE AND AFTER SCHOOL PROGRAMS

local policy

### Emergency Closing

local policy

### Additional Guidelines

local policy

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# SECTION VII: PARENTS AND THE SCHOOL

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## RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents and guardians must weigh seriously their obligation to educate their children in an atmosphere of love and respect for God and others. The home is the first educator of the social virtues essential to any well-ordered society.

***Active cooperation of parents and guardians is expected and required as follows:***

1. Local recommendations

## PARENT CODE OF CONDUCT

Just as we expect faculty and staff to treat our students in a Christian manner, All Saints Catholic Elementary School also expects parents/guardians to treat persons in the school community in a way that is Christ-like. Parents/Guardians may not conduct themselves in a manner that is detrimental to the reputation of the school or sow discord among the school community. This includes in-school and at school sponsored events, CYO events, as well as in the school/parish community, outside the school/parish community, and in an online environment. Posting defamatory or negative statements about the school or school personnel on social media is considered conduct inconsistent with the mission of the school. Non-compliance may result in exclusion from school events or the dismissal of their children from All Saints Catholic Elementary School.

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## CUSTODY OF CHILDREN BY PARENTS

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is the responsibility of the custodial parent to provide a copy of the custody decree. This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises. Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. The school may require parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement will be kept on file in the school office. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Absent a subpoena or court order, school records of the child (ren) may be disclosed only upon written consent of the parent/guardian with legal custody. The school is required to provide only one set of school grades, notices, and other related educational materials. The school is not required to hold separate meetings for parents. It is the responsibility of the parent/guardian to communicate such information to each other. A child will not be released to a parent/guardian who does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled at All Saints Catholic Elementary School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This agreement is placed in a confidential file. In instances where never-married, separated, or divorced parents/guardians who do not have a court ordered custody agreement in place, both parents are treated as custodial parents.

The school voluntarily complies with the provision of the Buckley Amendment: “Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student’s records, unless a Court Order providing otherwise is filed with the school.” Parents must forward a copy of all court orders to the school office.

## SCHOOL COMMUNICATION

### Family Communication

local policy

### Submitting Announcements

local policy

### Parent Contact of Teachers

Faculty and Staff should not be called at home. Parents are not permitted to send text messages, make phone calls to a teacher’s personal cell phone, or contact teachers and staff through social media. All phone calls should be made to the school office or through the staff member’s school e-mail address. Teachers will respond to messages in a timely manner.

### Conferences and Appointments

local policy

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## TUITION

All Tuition payments are coordinated through the FACTS TUITION. Tuition must be paid in full each year by April 15th. The first payment is non-refundable. The remainder of the tuition is due in monthly payments payable by the 15th of each month, or according to the schedule listed below. We appreciate your cooperation in making payments promptly; it helps us to meet our operational expenses. A tuition schedule and fees are published annually.

### Parental Tuition Contract

* When a transferring student leaves during the school year tuition must be paid for the full trimesters in which the child attended school. When the transferring student leaves during a trimester, tuition is due for that entire trimester. If for some reason one child is transferred and others in the family remain in school, the entire original tuition must be paid.
* No tuition is refunded after March 31st of the school year. All tuition payments must be made through FACTS Tuition
* There is a $25.00 fee for a check returned to us because of insufficient funds.
* Full tuition payments must still be made during any emergency shutdown where students are required to learn virtually.
* Should a difficulty arise in your situation, please discuss it with your Pastor and the Business Office at once, so that drastic measures need not be asked of you or your children. The payment of tuition is your responsibility.
* Tuition is not refunded for days absent, quarantine, or in the event of a school shutdown in response to a crisis or emergency.

**All tuition must be paid in full by Date**

### Parish Tuition Rates

Rules for qualification of parish rate

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### Tuition Rates for Non-Parishioners

Non-Parishioners are defined as families who are not registered nor active in the above-named parishes. We are not able to offer the subsidized tuition rates to non-parishioners. Tuition payments are dictated by the plan each family has chosen through FACTS Tuition. Payments commence in May through FACTS Tuition. Before school opens in September, at least three monthly payments must be recorded. These payments are non-refundable.

### Tuition Assistance

Please keep in mind that you may be eligible for tuition assistance through EITC funding or through the All Saints Catholic Elementary School tuition assistance program. EITC funding is available for all qualifying PJPII School families, both parishioners or non-parishioners. Please be sure to apply through STS. If your financial status has changed in any way, please call to discuss possible assistance before deciding to transfer your children. Confidentiality regarding your financial needs is guaranteed. If payments are due, and an emergency arises preventing you from paying tuition on time, please contact the business office to discuss the matter. Communication with school administration is extremely important and gives evidence of good will to satisfy tuition obligations.

### Tuition And Fee Delinquency:

Students are not permitted to attend All Saints Catholic Elementary School if tuition is not paid according to the tuition/financial agreement. If financial difficulties arise and the parents/guardians are unwilling to make suitable alternative arrangements with the administration; the student(s) will not be permitted to remain enrolled. All Saints Catholic Elementary School reserves the right to hold or block access to academic records as well as exclude the students from field trips, activities, or graduation until the tuition/fee obligation has been met.

#### *Eighth Grade and Transfer Students*

Tuition and fee obligations for transferring students must be paid in full before the school will complete and transmit academic records to another school. Tuition and fee obligations for eighth grade students must be paid in full one month prior to graduation. Eighth grade families in arrears will not have their child/children participate in graduation ceremonies or receive their diploma until all tuition and fees are satisfied. Eighth grade and transferring students whose tuition and fees are not paid in full will have all academic records withheld until all tuition and fee obligations are met.

## HOME AND SCHOOL ASSOCIATION

Local information

## VOLUNTEERS AND CHAPERONES

* Local information

### Volunteer Requirements

Diocesan Information

### Volunteer Directives

Local information

## VISITORS

Local information

## FORGOTTEN LUNCHES AND OTHER BELONGINGS

Local information

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# SECTION VIII: STUDENT LIFE

## EXTRACURRICULAR ACTIVITIES

### Student Council

Local information

### Academics/Fine Arts:

Local information

### Faith & Service Experiences:

Local information

## ATHLETICS (CYO)

### Athletic Association

Local information

### Athletic Program

Local information

### Eligibility

### Local information

### Athletic Association Rules and Regulations

Local information

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## BIRTHDAY AND OTHER CELEBRATIONS

# Local information

# SECTION IX: EARLY CHILDHOOD ADDENDUM

*The Early Childhood Program refers to Pre-School and Pre-Kindergarten.*

## ATTENDANCE

Local information

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### Late Arrival

Local information

### Early Departure / Change of Transportation

Local information

## POTTY POLICY

### Toilet Training Philosophy

Students enrolled in All Saints PK- 8 programs are expected to be toilet independent prior to the start of the academic year, but the faculty and staff understand that children sometimes have accidents. No child is ridiculed in any way for soiling his or her pants. We encourage and praise the child for successes and show understanding and patience when accidents occur. We let the child know that we have confidence in them and believe in their ability to succeed.

**CODE OF CONDUCT**

Local information

**BEHAVIOR AND DISCIPLINE**

Local information

**FOOD**

Local information

**CARLINE**

***Morning Drop-Off***

Local information

***Afternoon Pick-Up***

Local information

**PARENT RESPONSIBILITIES**

Local information

**RECESS AND PLAYGROUND RULES**

Local information

**CONFERENCES / PROGRESS REPORTS**

Local information

**UNIFORM**

Local information

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## Virtual Classroom Video/Audio Recording

In order to provide continuity of instruction during flexible instruction days, All Saints Catholic Elementary will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I/We understand that my child’s instructor may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so that School students may access said recordings during remote learning, but such use will be limited to School students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of School’s instructor or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-School students.

The instructor will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child’s instructor or All Saints Catholic Elementary School.

I/We hereby consent to the school’s collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I/We understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent form covers all forms of remote learning courses. The information supplied to the instructor and/or School is meant solely for educational and class related use.

My signature on the handbook agreement form means that I agree with the *Virtual Classroom Video/Audio Recording* policy

**MEDIA RELEASE OPT-OUT:** If you do not consent to having your child photographed, videotaped, or interviewed by the media, you will need to file an opt-out form which can be obtained through the school office. Please be aware that your child will be excluded from group photos of the class, yearbook, and school public performances in order to protect your child from photographs or video recordings. This opt-out form must be received within the first 5 days of the school year start date. Otherwise, by signing the handbook agreement form, you consent to the above. Please note: This form does not override the *Virtual Classroom Video/Audio Recording agreement*.

## PHOTOGRAPH AND MEDIA OPT-OUT FORM

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If you DO NOT give permission for your student to be video recorded, interviewed, photographed for news media or give the right to reproduce, copyright, publish, circulate or otherwise use any school pictures and video of your child produced by the Diocese of Xavier and All Saints Catholic Elementary School, sign below and return this from to the school office. (This applies to the current school year only. Please fill out a new form each school year if you do not want your child’s photo or video published.)

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Current School: 2022-2023

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |
|  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |

*Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school has little or no control over photographs taken by media, other parents or community members attending the event and cannot be held accountable for the publication of events open to the public. School liturgical or special events may also be livestreamed.*

⬜ I wish to have my child included in the yearbook only.

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**2022-2023 POLICY AGREEMENT**

There have been revisions made to the Family Handbook for the 2022-2023 school year. Copies of the Family Handbook and Responsible and other policies can be found on the FACTS Parent Portal. If you do not have access to the internet and would like to request a print copy, please visit the school office.

By signing this document, I/We affirm I/We have accessed a copy of the 2022-2023 Family Handbook and have carefully read and understand the policies, procedures, and regulations of All Saints Catholic Elementary School, including, but not limited to: the Memorandum of Understanding, Student Release, Waiver of Liability, and Indemnity, academic policies, student and parent responsibilities, dress code, transportation policies, athletic policies, disciplinary regulations, and technology and media releases. I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in All Saints Catholic Elementary. I/We pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern All Saints Catholic Elementary.

I/We agree to the financial responsibilities, which include but are not limited to payment in full of tuition, fees, extended care charges, and any other fees incurred during the school year. All Saints Catholic Elementary reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  STUDENT NAME | \_\_\_\_\_\_\_  GRADE |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PARENT/GUARDIAN SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_  DATE |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PARENT/GUARDIAN SIGNATURE | \_\_\_\_\_\_\_\_\_\_\_  DATE |

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