

# All Saints Catholic School

Please complete this page.  
*Print*, and return to the school office.

I have reviewed and agree to abide by the All Saints Parent/Student Handbook and agree to abide by all polices, procedures, and expectations.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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Student Name & Grade

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Student Name & Grade

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Student Name & Grade

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Student Name & Grade

Diocese of Toledo

**CATHOLIC SCHOOLS DISTRICT PHILOSOPHY**

*“The duty of human perfection, like the whole universe, has been renewed, recast, supernaturalized, in the Kingdom of God. It is truly a Christian duty to grow...and to make one’s talents bear fruit... It is a part of the essentially Catholic vision to look upon the world as maturing – not only in each individual or in each nation, but in the whole human race.”*  
(Teilhart de Chardin, The Devine Milieu)

The schools of the Catholic diocese of Toledo assist parents in preparing their youngsters to assume their Christian vocation. The schools enable youngsters to perfect and grow in the knowledge, skills, values and attitudes to which they are called by Jesus Christ. This vocation begins and grows as each member hears the message of the Gospel, seeks to achieve a personal relationship with Jesus Christ, and shares in a commitment of love and service of God and others in order to transform self and society.

Christian education in the Toledo diocesan schools is intended to make students become people of faith who can experience inside and outside the school setting learning and living in the light of this faith commitment. Students are instructed in human knowledge and skills in order to best relate human culture to God’s plan for his evolving creation. Religious education, instruction in truths, and development of values is of primary concern. This religious education serves as the basis by which students can integrate their experience of learning and living at each stage of their development.

This integration thrives in a thoroughly Christian atmosphere where faculties and staffs share and demonstrate in their professional and private lives this same commitment to personal perfection and growth in Jesus Christ.

Toledo Diocesan schools enable students to extend their personal faith commitment through prayer and service to others. Together with faculty and staff, students participate in liturgical activities which foster community. Students explore ways to meet the challenges of tensions and conflicts which occur in community, especially in peacemaking and the achievement of justice. Gospel values impel students to special concern for all who suffer any disadvantage. Students are enabled to commit themselves to the public interest by developing the skills and talents needed to contribute to the life of the nations.

This experience in integrating learning and living a commitment of faith is a reason for hope. It is the duty of the schools of the Diocese of Toledo to continually explore and rekindle hope for the future in the light of the present reality of the universe. Engaging our members and the community-at-large in a search for growth and perfection is our never-ending obligation. Our ultimate goal is union with Jesus Christ, “the way, the truth, and the life.”

## ALL SAINTS CATHOLIC SCHOOL MISSION

All Saints Catholic School, a Toledo Diocesan School established in 1990, is a ministry of All Saints Parish. The school's mission is to assist families in providing quality education and faith formation to children from preschool through grade eight. Teachers and staff work in partnership with parents who believe that the light of faith illumines everything children learn about themselves and the world. In a Christ-centered environment, students are encouraged to live the Gospel and practice habits of body, mind, and heart needed to mature in knowledge of the Catholic faith and to embrace stewardship as a way of life.

### **Beliefs**

We are All Saints Catholic School Family.

We study the world. We teach the heart. We live the Gospel.

We believe that an integrated curriculum rooted in Gospel values and Catholic teachings will prepare students to meet the intellectual, social, and ethical challenges of living in a technological and global society.

We believe that student achievement is enhanced through the use of brain-compatible instructional strategies that are research-based in neuroscience.

We believe that each child is holy and has a right to a safe and nurturing environment both in school and at home.

We believe that all members of our school community must learn how to identify problems and be willing to solve those problems in a trustworthy, cooperative, and respectful manner.

We believe that our students and adults are called to recognize their God-given gifts and to use them to fulfill the Christian challenge of service to others.

We believe that the future of our Catholic schools depends upon faith communities working together toward continuous improvement.

## SCHOOL ADVISORY COUNCIL

School Advisory Council is composed of nine appointed members of the parish plus the pastor and principal, who are ex-officio members. The purpose of the council is to advise the pastor and principal on matters concerning the parish school; to assist in formulating and defining school policy; and to serve as the liaison between the school and the parish community. Term of office is three years with no member serving more than two consecutive terms. Meetings, dates, and times are published on the school calendars.

Concerns that affect the school may be brought before the council by the principal, other administrators, or any council member. Individual parishioners may submit particular matters in writing through members of council. If a parishioner wishes to be on the agenda, prior written notice of his/her intent and the subject of his/her intention must be given to the council president one week in advance of the council meeting.

## ACADEMICS

*“Parents are the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it.”* (cf. Vatican II, Education)

Parents do not relinquish their right and duty to educate, but only delegate a part of their responsibility to the school. Without the cooperation of the parents, the school cannot educate the child. All Saints Catholic School’s philosophy concerning academic achievement is based upon the belief that children have diverse capabilities and individual patterns of growth and development. Because resources for special education are limited, we cannot always meet the special learning needs of some students. In this situation, every effort will be made to assist the family with enrollment in another school offering specialized programs.

### ***Brain -Compatible Learning***

All Saints Catholic School policies and procedures acknowledge brain-compatible learning as a comprehensive, multi-disciplinary approach, based on current research in neuroscience that suggests how our brain naturally learns best. The nine elements of brain-compatible learning are: absence of threat, movement, meaningful content, mastery assessment, choice, collaboration, adequate time, enriched environment, and immediate feedback.

### ***Curriculum***

All Saints Catholic School is fully accredited through the Ohio School Accrediting Association (OCSAA) and curriculum flows from the Diocesan Courses of Study which are in compliance with the Ohio Academic Content Standards. Teachers are fully

licensed by the State of Ohio and participate in on-going professional development. Our faculty is dedicated, caring, and committed to the ministry of Catholic education. They make a difference in their students' lives by integrating academic disciplines with faith and values.

### **Homework**

Homework assignments reinforce learning begun at school and apprise the parent of work that the student is doing in school. Parents can assist their child/ren with home assignments in the following ways:

- Provide a quiet spot away from the TV, radio, telephone, and other members of the family.
- Check to see what was accomplished during the study time regarding completeness, neatness, and correctness.
- Be willing to listen and offer assistance when requested from the child.
- Encourage, but do not pressure your child.
- Question the teacher if your child uses the excuse of "no homework" too often.

If for some reason the child does not complete an assignment, a note of explanation from the parents is expected.

A suggested time allotment for homework is:

Grades 1 – 2	20 – 30 minutes
Grades 3 – 4 – 5	45 – 60 minutes
Grades 6 – 7 – 8	60 – 90 minutes

### **Homework Policy for Grades 4-8**

An important goal of All Saints Catholic School is to develop responsibility and self-discipline in our students. When students are not prepared for class or have missing, incomplete, or late homework assignments, the learning process is hindered. Consequently, we have initiated the following policy:

- Students will be allowed to make up assignments from excused absences. It is the responsibility of the student to contact the teacher regarding any missed assignments or tests due to these absences. The length of time to make up this work will be determined by the teacher. Assignments not completed by agreed upon completion date will be treated as missing or late assignments. This also includes personal convenience absence.
- Consequences for missing, incomplete, or late assignments will be handled immediately. Daily assignments will be completed after school that day (or agreed upon date) under the supervision of a teacher. Parents will be notified that their child is staying after school. Homework room will be held Tuesday through Thursday from 2:30-3:30 p.m.
- Students in grades four and five will be given one opportunity per month to make-up missing, incomplete, or late assignments without attending homework room.
- Students in grades six through eight will be given one opportunity per quarter to make-up missing, incomplete, or late assignments without attending homework

room.

- If missing, incomplete, or late assignments are completed before 3:30 p.m., the student will begin new assignments. If missing, incomplete, or late assignments are not finished by 3:30 p.m., students will complete the work at home that evening.
- According to the school's discipline policy, failure to complete required work after due warning may result in more serious consequences.
- Students must be picked up at 3:30 p.m. Students who are not picked up at the designated time will remain with the homework room supervisor. Families will be billed accordingly at latchkey rates.

### ***Intervention Assistance Team***

The Intervention Assistance Team is available to help teachers and parents address special student concerns. All interventions are a means of figuring out how best to teach a student who is experiencing academic, behavioral, medical, or social difficulties. Parents are important contributors to the problem-solving process; are always invited to attend meetings; and are actively involved in decision-making and recommendations. The team consists of the principal, assistant principal, speech/language pathologist, school nurse, teacher/s, counselor, and support staff as appropriate.

### ***Preschool***

The All Saints Preschool Program is a faith-based program that meets the growing needs of each child in a developmentally appropriate way. We believe that the best way to teach a child is in a community of learners, where each child is an important member of the class. Children practice problem-solving skills, kindness, responsibility, and independence daily under the guidance of their teacher and teacher assistant. We believe that parents are the key to each child's success. We encourage communication and participation to create a partnership between home and school.

### ***Outdoor Education***

An extension of our sixth grade curriculum is an opportunity for the students and teachers to spend one week at Camp Storer where they live, work, and learn together in a setting different from the classroom. The cost of the camp experience is assumed by the parents and must be paid in full prior to the outdoor education experience.

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

School initiated conferences will be scheduled at the end of the first quarter. If a conference is desired at another time, please request an appointment. Because teachers are responsible for supervising students from 7:30 to 2:30 daily, teachers may not leave their classrooms during the day to talk with parents. They are, however, available to confer with you at a more convenient time. Kindly do not telephone teachers at their homes unless they have asked you to do so. The school office does not give out teachers' telephone numbers.

### ***Promotion, Placement and Retention***

The decision to place or retain a student at a grade level will not be finalized without the consultation of the parent/guardian. The consultation will occur prior to the beginning of the fourth quarter. All options such as previous interventions, summer school, tutoring,

and academic testing/evaluations will be considered. However, parent permission is not required to retain, place or promote a child at grade level.

**Report Cards**

Report cards are issued four times a year at nine-week intervals. The purpose of the report card is to communicate meaningful information concerning achievement to parents and others who are authorized to access educational data. This report includes specific descriptions which provide assessments of your child’s knowledge, skills, and attitudes based on academic standards and learning expectations. More specifically, this information communicates what students are expected to know and be able to do at different grade levels. Although children vary in their rate of educational development, continuous progress is the goal for each child. Parents are asked to promptly sign and return the report card envelope to the classroom teacher. If tuition payments or any other school fees are not up-to-date, report cards may be withheld.

**Multifaceted Reporting System**

**Grading Policy**

Percentage grades will be used on the grade cards for grades four through eight.

Grading scale is as follows:

- |   |            |   |           |   |          |
|---|------------|---|-----------|---|----------|
| A | 93% - 100% | C | 77% - 84% | F | 0% - 68% |
| B | 85% - 92%  | D | 69% - 76% |   |          |

<b>Tool</b>	<b>Purpose</b>
Standards-based Report Cards (Quarterly)	To communicate quarterly student achievement to parents and others.
Progress Reports (Mid-quarter)	To communicate progress and offer suggestions for student improvement to parents and others. (Grades 4-8)
Classroom Communication	To communicate concepts and skills explored during the month, the learning activities planned, and how activities can be supported at home.
Writing Assessments	To communicate student progress in the area of writing to parents and to serve as a goal setting tool for students.
Exhibits of Student Work & Classroom Assessments	To provide information that students, parents, and teachers can use to measure student performance that will lead to improvement in both teacher instruction and student learning.
Parent Phone Calls & Written Messages	To communicate promptly with parents regarding issues with work habits and behaviors (positive and negative).
Writer’s Notebook	To provide the rigor of daily writing and opportunities for goal setting conferences between teacher and student.
Developmental Reading Assessments ( DRA)	To communicate current reading levels to parents and provide information to teachers in order to provide appropriate reading instruction.

ACRE Religion Test	The purpose of the test is to see how students understand their Catholic faith and what they do to live it in their everyday life.
Web-based Performance Assessment	To provide immediate feedback of student academic performance and use results to adjust the pace of instruction.
Student/Teacher Conferences	To communicate areas of improvement and accomplishment to students. To encourage improvement and motivation.
Parent/Teacher Conferences	To communicate areas of improvement and accomplishment to parents. To assist parents in helping their child.
Homework Projects & Assignments	To communicate to parents the skills students are currently working on and to provide student practice on those skills. To involve the family in the educational process.

***Scholastic Failure***

Students who are not meeting grade level expectations may be required to attend summer school and show evidence of successful completion of course work.

***Textbooks***

A list of students and the texts they have been assigned is maintained for each class. Textbooks must be kept in good condition. A fee will be charged for damaged or lost books. Report cards will be withheld if the fee is not paid.

**ADMISSIONS**

***Non-Discriminatory Policy***

In accordance with Christian principals, All Saints Catholic School recruits and admits students of any gender, race, color, or ethnic origin to all the rights, privileges, programs, and activities. The school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation.

***Enrollment***

Students will be accepted for admission based upon the following criteria:

1. All enrolled students in kindergarten through grade 8 have first priority for registration.
2. Students belonging to a registered active and supporting member of All Saints Parish with siblings already in school.
3. Parishioner families whose other children have attended All Saints Catholic School.
4. New students belonging to a registered supporting member of All Saints Parish. Date of registration in the parish as well as active involvement in the parish will determine the priority of children accepted.

5. A sibling of a non-parishioner student with siblings already in school.
6. Children of registered, supporting members of neighboring parishes with full school enrollment or no Catholic school.
7. Children of non-parishioners will be accepted as vacancies become available. Date of registration in the school will determine the order of acceptance. All registrations on the same date will be prioritized according to lottery.

Additional criteria:

1. In no case will students already enrolled be excluded to make room for new students. However, non-payment of tuition, school fees, or defaulting on a tuition loan (without the approval of the pastor) is cause for dismissal from the school.
2. In case of financial hardship, parents must complete an application for financial assistance in accordance with dates and guidelines determined at the time of registration. All situations will be kept in confidence and reviewed by the pastor and principal.
3. All obligations to previously attended schools must be satisfied before registration at All Saints Catholic School is finalized.
4. Registration for students presently enrolled, will take place during the spring months. New students will be accepted to fill vacancies after the due date by which registration forms and payments must be received.
5. New students and their parents will sign a Probationary Acceptance Form.
6. Parents and students agree to be governed by the procedures, policies and guidelines explained in the Parent Handbook, newsletters and/or other forms of communication.

### ***Kindergarten Admission***

A child must be five years old by August 1. To enroll a child who turns five years old between August 1 and December 31, a recognized early entrance test must be given before admission. A health physical must be submitted along with an immunization record and proof of a dental check prior to the first day of school.

### ***First Grade Admission***

A child must show evidence of prior achievement in a recognized kindergarten program.

### ***Registration Procedures***

These procedures are in accordance with Section 3313.672 of Senate Bill 321, legislation dealing with missing children that became law on April 9, 1985. Section 3313.672 states:

*“A pupil at the time of his/her initial entry to a public or non-public school shall present to the person in charge of admission a copy of the original certificate of his birth and copies of those records pertaining to him maintained by the school that he most recently attended. If the pupil does not present copies of the items required by this section, the principal or chief administrative officer of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides of this and of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.”*

No student at the time of initial entry or at the beginning of each year shall be permitted to remain in school for more than fourteen (14) days without written evidence of immunization. In lieu of the requirements, a physician's statement may be presented stating that compliance is in process or that immunization may be detrimental to student's health.

At the time of registration, the following items are required:

- a. Birth Certificate
- b. Baptismal Certificate
- c. Immunization Record – All children accepted into the school are required to have proper immunizations in accordance with established regulations from the State of Ohio.
- d. Academic and Behavioral Records, Psychological Reports, Test Results, IEP's, Court Orders (if applicable)

### ***All Saints Catholic Church Policy on Parishioner Involvement***

#### **Preamble**

As a faith-filled community we are committed to the continued growth and development of All Saints Catholic parish and the neighboring community. We recognize that as good stewards there is a responsibility for each of us to contribute to the well-being of those around us. We vow to enrich the lives of others by sharing our gifts of time, talent, and treasure. By establishing these guiding principles, we affirm our commitment "to continue the mission of Jesus, to plant the seed of hope and love, and bring it to new life." Though many, we are one.

#### **Active Parishioners**

- Are registered as a member of the parish.
- Worship regularly as part of the All Saints Catholic Church community
- Participate in parish/school/parish religious education activities or ministries each year as applicable.
- Support the parish financially through the regular use of offertory envelopes. (The recommended contribution is \$10 per week, recognizing that sacrificial giving may vary according to one's personal situation.)

Families of children enrolled in All Saints Catholic School are encouraged to meet the suggested level of parish contribution.

The school tuition policy is as follows:

1. Families of enrolled students are aware of the expectations of an active parishioner and of the effect on the tuition rate prior to the school enrollment period. Parents are asked to sign a good faith agreement at the time of registration to assure that they are aware of their commitment to support the school financially by contributing regularly to the parish.
2. In addition to the minimum financial contribution to the parish, each family is required to work 40 service hours; 5 of these hours must be worked as part of the parish festival. Hours will be tallied from March 1<sup>st</sup> until February 28<sup>th</sup> of the

following year. After March 1<sup>st</sup>, each family will be billed \$10 for every hour not worked.

3. Service hours for school families are reviewed quarterly and reminder letters are mailed to families. Families are encouraged to contact the pastor or principal if there are circumstances that hinder them from making this commitment.
4. Parishioners who are unable to meet their financial responsibility will be given the option of volunteering their time and/or talents to the parish. They will also be made aware of the financial assistance program available through FACTS.

### ***Student Records***

A permanent record card is kept indefinitely by the school. A cumulative file of educational data for each student enrolled in the school is also maintained in the school office. The cumulative file contains: all standardized test scores, grade cards, photos, reports of all special services (i.e. speech therapy, psychological testing, IEP's). These files are locked and are only available to certified staff members. Parents or guardians requesting to review records must sign the record review sheet in the folder and note the purpose for review.

All Saints Catholic School will release educational data to non-custodial parents and to custodial parents. It is the responsibility of the custodial parent to present the school with evidence if the non-custodial parent is denied access to such information. Documentation would include a copy of the most recent court order limiting access by the non-custodial parent to information pertaining to the student.

The parent/guardian will be given a Release of Records Form to complete and sign, indicating the name and address of the last school attended by the student. The school secretary will contact the previous school to request the transfer of student records to All Saints Catholic School.

A health record folder is maintained separate from the child's academic record. This folder contains all health information and accurate records of all immunizations required by law. The health record is forwarded to the receiving school upon transfer and request of records.

### ***Tuition***

The pastor and principal, with the recommendations of the School Advisory Council and Parish Finance Council, set the tuition scale prior to registration for the following school year. Applications for tuition assistance may be made through FACTS and Northwest Ohio Student Scholarship Fund. Information about these programs is available from the school office. Since All Saints operates on a prepaid tuition schedule, families are required to make monthly payments through the FACTS program.

### ***Transfer Students***

Students who are transferring to All Saints Catholic School will be admitted only after application forms and tuition arrangements are completed; report cards, test scores, and educational data are reviewed; behavioral and study habits are deemed

acceptable; and past tuition/fees to previous schools have been paid in full. Registration will not be finalized until records have been reviewed by the principal and the parents and students have signed the Probational Acceptance Form.

### ***Tuition Refund Policy***

Students withdrawn from All Saints Catholic School after June 30 may be subject to a cancellation penalty in the amount of 25% of prepaid tuition. The refunded amount for students leaving during the school year will be given on a quarterly basis after review by the pastor and/or principal. The final decision will be left at the discretion of the pastor. Tuition and fees must be paid in full before academic records will be released to the parents/guardians or the receiving school. Non-payment of such charges will also be sufficient basis for refusing to award a diploma.

### ***Withdrawals***

When students withdraw from All Saints Catholic School, they are to return all property belonging to the school and pay any fines or charges that may be due. The parents/guardians must complete a release of records form with the receiving school before student records will be transferred. The school secretary will contact the previous school to request the transfer of student records to All Saints Catholic School.

## **ATTENDANCE**

Prompt and regular attendance helps the child develop needed life skills and intellectual growth. Parents or guardians have a serious responsibility to see that their child is in attendance during all school calendar days except in cases of illness and family emergencies, exposure to a contagious disease, or circumstances which, in judgment of the parent, constitute good and sufficient cause for absence from school.

### ***Absenteeism***

If a student is to be absent from school for any reason, the parents or guardians are required to notify the school before 9:00 a.m. to be in compliance with the Ohio Revised Code, the Missing Child's Act, April, 1985. If a child is not reported absent, the school must contact the parent at home or work. If telephone contact cannot be made, written notice of the absence will be mailed home (Section 3313.205 Ohio Revised Code). A written excuse must be presented to the teacher on the day the student returns. If a child's absence is known ahead of time, parents are to call the school office and send a note to the teacher. All such notes are forwarded to the office to the attention of the nurse. A log of all phone calls and notes received and sent will be kept by the school nurse.

### ***Excessive Absences***

Absences of ten (10) days, parents will be called or a letter will be sent informing them of the absences. A doctor's excuse for illness may be required for each absence after ten (10) days. Absences of fifteen (15) days per semester without a doctor's note could

or may jeopardize promotion. The parents will be required to attend a mediation conference. Truancy charges may be filed.

### ***Alternate Transportation***

The safety of your child is our primary concern. Therefore, any student who is going home in a way other than their normal way (walker/rider rather than bus, going to the library, or parent picking up for an appointment) must present a note, from the parent, giving permission for alternate transportation. If a note is not sent, the child will be sent home via their normal way. Students who are being picked up by a parent or other authorized person must be picked up on the school property. Arrangements for a student going home with another student must be made prior to the beginning of the school day. Students may only ride buses from the district in which they reside.

### ***Appointments/Early Dismissal***

Whenever possible, appointments should be scheduled outside of regular school hours. If it is necessary for a student to be dismissed before the end of the school day, a written request indicating the time and reason for early dismissal is required from the parent or guardian. This note will be validated by the school office. The student will receive a permission slip to be signed by his/her teacher. When it is time for the student to leave, he/she is to return the signed permission slip to the office.

Parents are not permitted to go to the classroom to get their child. The child will be released when the custodial parent, guardian or adult named in writing comes to the school office to pick up the student. When returning to school after an appointment, the student must report to the office and obtain a slip for re-entry into the classroom.

### ***Assignments during Absences***

Students who are absent are required to make up missed assignments. A student who is absent due to illness will not be expected to complete school work while ill. The student will be allowed a sufficient amount of time to make up assignments. "Sufficient time" is relative to the length of absence and the nature of assignments missed. Upon the return of the student, it is the student's responsibility to find out from the teacher what work must be completed and to decide a completion deadline. Assignments not completed by the deadline will be treated as missing assignments.

Requests for homework must be made at the time the child's absence is called in to allow teachers opportunity to gather necessary materials. When homework is requested, please be sure to come to the school office at dismissal to pick up work. Parents/guardians who ask teachers to prepare work for a student who is absent should consider the following:

- If the student will be absent for only a day, it is doubtful that acquiring the day's work is necessary. The student under normal circumstances should be able to make up work upon returning to school.
- When work has been sent home, there is an expectation that the work will be completed.

### ***Personal Convenience Absences***

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, the proposed absence will be considered “Unexcused” and parents are asked to complete the *Application For A Student Personal Convenience Absence Form* at least one week before leaving. State clearly the nature of this absence and the reason the leave must be taken during the school year. Forms may be obtained from the school office. Please be advised that teachers are not required to prepare work in advance for students who will be absent due to family vacations. Teachers are not responsible for re-teaching material covered while a student is on vacation. This becomes the responsibility of the parent/guardian. Upon the return of the student, it is the student’s responsibility to find out what work must be completed. Special circumstances may dictate an individualized approach to makeup assignments.

*Please Note:* Personal convenience absences should not be taken during testing weeks. High school visitations should be scheduled on days when All Saints School is not in session. If this is not possible, the Personal Convenience Absence form must be completed by the eighth grader and signed by the teacher one week prior to the visitation.

### ***Tardiness***

Students who are not present in the classroom at 7:55 a.m. except those riding a late bus will be marked tardy. When a student arrives late, the student must report to the school office to sign in and receive a tardy slip. If the situation is known in advance, please call the attendance line before 9:00 a.m. on the day of the late arrival or send a note to the teacher the day before the late arrival. Tardiness is considered a minor violation. Repeated minor violations may result in probation, suspension, or expulsion from All Saints School’s educational program. Excessive tardiness will be referred to Wood County authorities after written communication and conferencing with the parent/guardian has occurred.

#### Clarification of Tardiness vs. Absenteeism

Tardy = one (1) minute up to one (1) hour

Half Day Absence = one (1) hour to three (3) hours

Full Day Absence = over three (+3) hours

### ***Truancy***

Truancy is declared when a student is absent from school without school authorization and parental consent. Leaving school during the school day without the approval of the principal will be treated as truancy. A pattern of truancy will be reported to Wood County authorities.

## DISCIPLINE POLICY

### ***Code of Conduct for Students***

Lifelong Guidelines and Lifeskills serve as the foundation for our Code of Conduct. Our goal is to help students make behavioral decisions based on values. Students are taught to take responsibility for their actions and to accept consequences of their actions. Lifelong Guidelines and Lifeskills taught in school must also be reinforced at home.

### **Lifelong Guidelines**

**Active Listening** is giving my ears, my eyes, my heart, and my undivided attention to the person speaking to me.

**Personal Best** is doing all that I am capable of, always trying my hardest and never giving up.

**Truthfulness** is being honest, remembering to tell the whole truth, and accepting responsibility for my words and actions.

**Trustworthiness** is being someone others can believe and depend on at all times.

**No Put-Downs** - A put-down is a word or action that hurts the heart.

### **Lifeskills**

**Initiative** is doing something without being asked.

**Responsibility** is doing my part and making good choices.

**Problem Solving** is using common sense and making a wise choice to find the best solution.

**Caring** is understanding how people feel and being there to offer help and comfort when needed.

**Curiosity** is a powerful desire to know so I wonder, ask questions and explore.

**Courage** is being brave and strong hearted and doing what I know in my heart is right.

**Effort** is using my strength and energy to do my personal best to reach my goal in whatever I do.

**Flexibility** is being willing to change my plans with a willing heart.

**Friendship** is a special bond between two people based on shared respect and trust.

**Integrity** is the strength that comes from within and continues to grow as I live an honest and trustworthy life even when it's difficult.

**Organization** is being neat, having everything in order and ready for a task.

**Patience** is waiting calmly and dealing with a situation using self-control.

**Pride** is being 100% satisfied with all I've done because I know that I have done my personal best.

**Sense of Humor** is the ability to share laughter and feel light-hearted without hurting another's feelings.

**Cooperation** is teamwork – working together to reach a goal.

**Common Sense** is using my brain to know what to do in daily situations and then to go ahead and do it.

**Perseverance** is finishing what I've started; keep trying and don't give up.

### ***Toledo Diocesan/All Saints Catholic School Code of Conduct for Parents***

All Saints Catholic School is committed to working with you for the good of your child. We value open, honest communication and promise to treat both you and your children with dignity and respect. Your decision to enroll your child in this school indicates your willingness to support and cooperate with the leadership and faculty of the school.

Specifically:

- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your child/ren.
- To follow proper channels when conflicts arise. Speak with teacher first, then to the principal.
- To respect the time of the principal and teachers by seeking appropriate appointments for discussion of issues.

### ***School Expectations***

In order to fulfill the mission of All Saints Catholic School, it is essential that the school staff and families work together in a positive relationship built on mutual trust and support. By enrolling their student in All Saints Catholic School, parents enter into an implied contract with the school. The school will continue to educate the student so long as the student abides by the school's academic and disciplinary standards. A student who violates disciplinary norms breaches the contract, justifying disciplinary action, including suspension or expulsion.

While at school or when involved in school-related activities, students are under the care, guidance, leadership, and authority of their teacher(s). Each teacher in consultation with the principal is responsible for establishing rules, procedures, and consequences that will govern his/her classroom or school activity. Each teacher shall establish a climate in the classroom that is fair, just, caring, safe, and free from threat.

All Students are expected to:

- Show respect and obedience to teachers and adults in supervisory roles.
- Show respect and friendship to their peers through words and actions.
- Show respect and proper behavior when riding the bus to and from school as well as on school-related trips.
- Show respect for personal property, school/parish property, and other students' property.
- Exhibit behavior that allows teachers to teach and students to learn.
- Obey classroom rules, routines, and procedures.
- Be present at school every day unless prevented by illness or other excusable reasons.
- Be on time every day.
- Be prepared for classes by completing assignments and having available all required learning materials.
- Be properly attired and groomed in accordance with the school's dress code policy.

- Behave in a way that is safe to themselves and the school community.

### ***Guidelines for Code of Conduct Violations***

The Discipline Code applies to all students attending All Saints Catholic School. The age and grade of the student in question will be considered when consequences for violations are determined.

Please understand that our students are All Saints Catholic School students at all times. A student who engages in conduct that is detrimental to the reputation of the school or has the potential to bring harm to any other individual, or impacts school safety and security may be disciplined in accordance with school policy regardless of its place of origin.

The following actions are serious violations whether occurring in school, at school related activities, or outside of school. These violations may result in suspension or expulsion:

- Arson or attempted arson
- Breaking and entering
- Cheating, lying
- False fire alarm
- Forgery
- Gambling
- Theft
- Assault and/or battery of a school official
- Verbal or non-verbal threat to do harm to another
- Malicious destruction of school/church property or the property of those working at All Saints Catholic School or Parish
- Lack of respect for teachers, staff, and students
- Plagiarism
- Possession and/or use of explosive materials, guns, or look-alike guns or dangerous instruments
- Possession of, use of, or promoting the use of drugs, tobacco, alcohol, or pornographic materials
- Leaving the school premises without permission
- Inappropriate or unacceptable use of technology including but not limited to cyber-bullying
- Failure to complete required work after due warning
- Repeated violations of dress code after due warning
- Altering the natural color of one's hair
- Profanity and/or obscenity by words, gestures, or visual images
- Repeated tardiness
- Trespassing
- Conduct unbecoming to an All Saints Catholic School student
- Any other good and just cause upon the discretion of the principal

### ***Accusations***

Any student accused of a serious wrong may be placed on a home-study program pending an investigation or adjudication.

### ***Confidences***

Confidences, whether written or verbal, which threaten the life, health, property, or safety of anyone or involve criminal activity must be reported to proper authorities.

### ***Corporal Punishment***

Although the Ohio law allows the use of corporal punishment by school officials, it is our belief that such punishment should not be administered by teachers, and therefore, shall not be used at All Saints Catholic School.

### ***Drugs/Alcohol/Tobacco***

All Saints Catholic School prohibits the use, possession and/or sale of cigarettes, tobacco-related products, alcohol, and other drugs or paraphernalia at school. Any staff person who observes actual or suspected use, possession and/or sale of cigarettes, tobacco-related products, alcohol or other drugs or paraphernalia will immediately report the incident to the principal. The principal will investigate the incident. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

### ***Gang Culture***

No student shall be permitted to wear or display any clothing, jewelry, insignia, hand signals, or other items, signs, or language that identify the student with the gang culture at school or coming to and from school.

The school agrees to:

- Provide active supervision during non-academic as well as academic times
- Consistently investigate reports of bullying
- Communicate and teach Christian values which uphold the dignity of each person and contribute to the formation of a healthy and morally sound lifestyle among its members
- Impose progressive penalties or consequences for repeated violations

### ***Harassment, Bullying and Abuse***

Students and parents of All Saints Catholic School are expected to avoid harassing, bullying, and abusive behaviors. Such behaviors will not be tolerated and disciplinary action will be promptly taken. Student to student harassment may be deemed abuse when the age, maturity or developmental differences between the students are significant.

Examples of harassment or bullying behaviors among children of similar ages include:

- Calling names or insults
- Hitting, punching, kicking, choking, shoving, pinching, poking

- Hazing
- Threatening others, including families or friends
- Sending hurtful, insulting, or humiliating notes and/or messages
- Deliberately isolating, ignoring, or excluding others
- Spreading hurtful rumors or gossip
- Interfering with the property of others
- Making sexual innuendos and harassing remarks
- Engaging in any assulting, excessive or unwelcome physical contact
- Ganging up or cornering or coercing
- Playing mean or embarrassing tricks or telling cruel jokes
- Taunting and teasing about race, religion, disabilities, social status, physical appearance
- Demanding servitude, money or property
- Blackmailing
- Ranking or rating activities about persons
- Writing hateful graffiti
- Manipulating relationships
- Using technology to intimidate, embarrass or coerce (Internet, e-mail, text messaging, phone messaging)

### ***Hazing***

Hazing is defined as any act initiating a person into any school or other organization that causes or creates a substantial risk of mental or physical harm.

### ***Search and Seizure***

Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, there is a right to search for and seize weapons or other dangerous or illegal objects, where the school official has reasonable grounds to believe that such are in the possession of a student. Teachers and other staff members shall make the administration aware of reliable knowledge concerning the whereabouts of such materials.

### ***Weapons/Explosive Materials/Pornographic Materials***

All Saints Catholic School prohibits the use, possession and/or sale of any object which might be considered a dangerous weapon or instrument capable of harming in any way the carrier, another person, or another's property. Any staff person who observes actual or suspected use, possession or sale of such objects will immediately report the incident to the principal. The principal will investigate the incident. If the incident is verified, the student will be sent home for the remainder of the day. Steps of the discipline code will be initiated immediately.

### ***Suspension or Expulsion***

According to this discipline policy, the principal shall have the authority to impose suspensions and expulsions for serious violations. In the case of extended suspension or expulsion, the principal shall convene a discipline advisory board consisting of a

teacher who acts as an advocate for the student, a teacher who represents the teaching staff, and one member of the School Advisory Council. The student shall have the opportunity to discuss, explain, or challenge the situation and contemplated school action. An appeal of the principal's decision to the pastor will be permitted only under extraordinary circumstances, and then only with the pastor's consent.

### ***Procedures for Suspension or Expulsion***

One or two-day suspensions shall be imposed by the principal upon students who commit violations which warrant suspension and are less serious in nature as determined by the principal. The principal shall grant the student an informal hearing before imposing suspension. One or two-day suspensions may be either in-school or out-of-school as determined by the principal. The principal shall notify the student's parents/guardians and teacher(s) of the suspension. At the end of the period of suspension, the student shall return to school accompanied by his/her parents/guardians. The student shall be required to submit to the teacher all class work and assignments for the missed day(s) according to the directives of the teacher. Students may be required to meet with a counselor before returning to class.

For extended suspensions or expulsion, unless immediate action is required to promote the safety or security of persons or property involved and before imposing suspensions for more than two days or expulsion of any student, the principal shall give written notice to the student and his/her parents of the reasons for suspension or expulsion and convene an informational hearing of the discipline advisory board. A student who is suspended for an extended period shall return to school at the end of the prescribed period accompanied by his/her parents/guardians. In the case of an expulsion, the Catholic Youth and School Services office will be notified by the principal.

### ***Pregnancy Policy***

The principal initiates the following policy when a pregnancy is confirmed:

#### **Counseling**

An initial conference must be scheduled with the student, parent(s), pastor, principal, counselor, and any other person deemed necessary, to review school policy and legal responsibilities.

If a physician has not been obtained, the student will be referred to Catholic Social Services for testing and a physician referral within two weeks. A monthly check with the school nurse will be necessary to ascertain that the girl is being seen on a regular basis by a physician.

Counseling with a spiritual director must be instituted immediately and continue throughout the pregnancy. The student and her family may make their own clergy selection.

Catholic Social Services should be informed and utilized for any necessary referrals. Other resources available in the community will be outlined. Adoption counseling is strongly recommended as part of the professional guidance program.

### Academics

Sometimes it may be in better judgment for the student, her parent(s), and/or the school that she temporarily not attend formal classes. Academic work could be completed in any number of settings, (e.g., at home with a tutor or alternative learning settings), until it is mutually agreed by the above mentioned that the student return to school. It is, however, important to point out that to be faithful to the gospel, it is not ordinarily our policy to suspend or expel the student from our school.

### Student Fathers

As stated with regard to a pregnant student, a conference will be scheduled with the student, parent(s), principal, counselor and any other person deemed necessary, to review school policy and legal responsibilities. Counseling with a spiritual director must be instituted immediately. The student and his family may make their own clergy selection.

### Participation Policy

The boy and/or girl involved in a pregnancy may be excluded from activities where they become representatives of the school, and where health and safety are a concern. This will be considered by the discipline board and they will make a recommendation to the pastor and principal. This ruling would apply only until the birth of the child, at which time full participation may then be granted.

### Abortion

All Saints Catholic School operates as part of the Catholic Church and as such may not view abortion as a viable or a moral option. The school community is encouraged to provide compassion, care and support for students involved in this moral situation. In the event that a student is in conflict with the school's mission, philosophy and policy, suitable disciplinary action, including expulsion, may result as a consequence.

## **DIVORCE AND GUARDIANSHIP**

Each parent, as a natural guardian of his/her children, is presumed to have full authority regarding tuition, record release, and enrollment, unless a court order restricts authority. If a non-parent seeks to act on behalf of the child, the principal will inquire as to the source of his/her authority (e.g., guardianship letter or a custody or temporary placement order). If custody is given by the courts to one parent, that parent has responsibility for communication and financial obligation.

When there is a question regarding the adult's authority to act for the child, the principal will place the burden of showing authority on that person by requiring presentation of a written court or state agency order.

## **DRESS CODE**

All Saints students are expected to dress and conduct themselves in a manner that is respectful of their dignity as children of God. Neatness, cleanliness, and a well-groomed appearance are expected. Students in Grades K-8 are required to wear the school uniform available through *Schoolbelles*. Since buying clothing is a family function, parents are expected to purchase clothing that will meet the standards set forth in the dress code policy. This policy is written so that it is easy for students and parents to adhere to and easy for teachers and administration to enforce.

### ***BELTS***

Plain belts, solid black, navy or brown in color are required to be worn with slacks & shorts.

Oversized belt buckles are not permitted.

### ***COSMETICS AND JEWELRY***

Subtle colored nail polish may be worn by girls in grades six, seven, and eight.

Polish should be free of cracks & chips.

Body piercing, visible tattoos, make-up, and artificial nails are prohibited.

Girls may wear small earrings with no more than one earring per ear.

Jewelry shall not be excessive (e.g., heavy, multiple or large necklaces & bracelets).

### ***HAIR COLORING***

Natural hair color may not be altered or highlighted.

Boys' hair should be off the collar, above the eyebrows (out of the eyes), and above the ear lobe.

Haircuts should be traditional – no fad haircuts.

### ***HEAD GEAR***

Girls' headbands and hair ribbons may be the school plaid, solid red, white, navy blue, or hunter green in color.

Bandanas are not allowed.

Hats or caps may not be worn in the school building. This includes out-of-uniform days.

### ***SHIRTS***

Unisex style, white-banded bottom, knit polo shirts purchased through *Schoolbelles* are recommended. These may be worn out or tucked in.

Plain white (no emblems) collared, long or short sleeved shirts are permitted.

Collared white or navy blue polo-style and fold-down turtlenecks are also permitted.

White or navy blue shirts may be worn with khaki pants & shorts.

**Only white shirts may be worn with plaid jumpers, skirts, or skorts.**

Shirts must be tucked in slacks, shorts, jumpers, skirts & skorts.

T-shirts worn under the school uniform shirt must be solid white with no visible designs or logos. (No under-armour style)

### ***JUMPERS, SKIRTS, OR SKORTS***

All Saints plaid jumpers, skirts, or skorts must be purchased through Schoolbelles. Jumpers, skirts and skorts must be modest in length (at the knee or no more than two inches above the knee). Skirts may not be rolled.

### ***SLACKS (Dark Khaki)***

Schoolbelles pleated or flat front cotton twill slacks are required. Slacks purchased from suppliers other than Schoolbelles must match the Schoolbelles style, fabric, and color. (Sample uniform slacks are available in the school office so that parents can match other brands.) Slacks must be worn with belts at the waist—not below the waist or dragging on the ground—not baggy or oversized. Corduroys, cargos, carpenter, painter, or polyester knits (stretch) are not allowed.

### ***SHORTS (Dark Khaki)***

Schoolbelles pleated or flat front cotton twill shorts of uniform length may be worn in August, September, April and May.

### ***SHOES***

Comfortable, appropriate, non-athletic looking casual or dress shoes with non-marking soles are to be worn. Colors include shades of brown, black, tan, navy blue, or red. Tennis or athletic shoe styles in dark colors are not allowed. Heels should be low, not exceeding two inches including sole. Shoes must be leather or suede and fully enclosed. Sandals, moccasins, boots with heavy heels, fashion boots, cowboy boots, plastic, flip-flops, or fabric shoes are not allowed.

### ***SOCKS***

Girls: Fold-over or crew length socks that are above the ankle, knee socks, or tights in red, navy blue or white may be worn.  
Boys: Crew length socks in navy blue, white, black or khaki may be worn.

### ***SWEATERS (Optional)***

Sweaters must be purchased through Schoolbelles. Red full button-up cardigan sweaters, crew neck long-sleeve pullover sweaters, and V-neck sweaters (button-up or pullover) and sweater vests may be worn. All sweaters must be worn over a white-collared shirt or white turtleneck.

### ***SWEATSHIRTS (Optional)***

Navy blue **All Saints** sweatshirts must be purchased through Schoolbelles. All sweatshirts must be worn over a white-collared shirt or white turtleneck.

### **GYM UNIFORM**

*Purchased through Schoolbelles or the Falcon Club's approved sweatpants with matching pullover*

Gold T-shirt with the All Saints logo

Red shorts

Red sweatpants may be worn over the red gym shorts. (Sweatpants may be removed for gym class.)

Tennis shoes

Students are permitted to wear the gym uniform, including tennis shoes, to school on their scheduled gym days.

## **FAITH AND WORSHIP**

Students receive 30 – 45 minutes of formal religious instruction daily. The religion curriculum is designed so that through consistent teaching, students will come to know and understand scripture and the teachings of the Catholic Church; experience a nurturing and loving Christian community; learn to serve and reach out to others in efforts toward peace and justice; and come together in prayer and worship.

The pastor takes an active role in the religious education of students who participate in weekly Mass, which is usually on scheduled Tuesdays at 8:15 a.m. The Sacrament of Reconciliation is celebrated during Advent and Lent. Families are always invited to attend our school liturgies. Parents are also reminded of their responsibility to make sure that their family attends weekly Mass faithfully, to provide a Christian atmosphere in the home, and to pray for their child/ren and all involved in his/her education.

### ***Catholic Educator Credo***

As Catholic School Educators, we believe All Saints Catholic School is not only a school, but a community of Faith.

We believe those entrusted to us are not only students, but children of God.

We believe we are not only educators, but Ministers of the Gospel.

We believe the values we teach are not only character development, but a call to Holiness.

We believe our courses of study are not only academic pursuits, but a search for Truth.

We believe the purpose of education is not only for personal gain and the development of society, but for the transformation of the world.

### ***Altar Servers (Grades 4 – 8)***

All students (boys and girls) have the opportunity to become altar servers after a training period. Servers are also expected to assist at weekend liturgies.

### ***Prayer***

Catholic beliefs and values are integrated in all aspects of the school's educational program. Liturgical music practice, devotions, and prayer services are scheduled for all

grades. Prayers (formal and informal) are said throughout the day. All students (Catholic and Non-Catholic) are required to participate in religious instruction, prayer, liturgy, and related religious activities. Each class will integrate a service experience as part of the curriculum to foster in our children a sense of Christian responsibility and social justice.

### **Sacraments**

Parents and teachers work in partnership with the parish catechists to prepare children to receive the sacraments of Reconciliation, Eucharist, and Confirmation. Parent involvement is mandatory prior to reception of the sacraments. Reconciliation – grade 2; First Communion – grade 2; Confirmation – grade 8.

### **Sacrificial Giving**

Students are encouraged to develop the habit of sacrificial giving by contributing to the classroom collections which are part of our stewardship program.

## ***HEALTH SERVICES & MEDICATION POLICIES***

A nurse is on the school/parish campus during the entire school day. The nurse is a liaison between educational personnel and the child's physician. It is essential that the parents/guardians keep the nurse informed about the child's medical condition. Health records are kept confidential and locked in the clinic.

### **Administration of Medication**

The following guidelines are to be followed when it is necessary for school personnel to administer prescribed medication:

- Students are not allowed to keep medication in the classroom, locker, or to carry medication on their person. The only exception is an inhaler, insulin or epipen. Any child carrying an inhaler, insulin or epipen must demonstrate complete understanding of proper use and self-administration. If a student does carry an inhaler, insulin or epipen, when it is necessary for them to use it, the clinic must be notified as soon as possible by the student or teacher. Routine insulin use is excluded from notifying the clinic as long as a log, which includes blood sugar monitoring or accessible from an insulin pump, is kept in the classroom.
- When prescription medications and/or over-the-counter medications are to be given, a written request must be obtained from the physician and the parent/guardian before any medication can be administered by school personnel. Forms are available in the school clinic. Ohio law prohibits dispensing of OTC meds by all school systems without the attending physician completed paperwork.
- Medication containers must have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
- New request forms must be submitted each school year and as necessary for changes in medication orders, including change of dosage.

- The medication and signed permission forms must be brought to school by the parent/guardian.
- A log will be kept in the clinic when a child is administered medication by school personnel.
- A parent/guardian is to pick up any unused medication once the child no longer needs to receive it or at the end of the school year. Any medication not picked up by parent/guardian will be disposed of by proper method.
- Over-the-counter medications include any pain reliever such as: Tylenol, Motrin, ibuprofen, etc. Also included are cough drops, mouth wash, lotions or creams for rashes or irritation from insect bites, sunburns, etc. If you make a purchase to treat any symptoms, it is an over-the-counter medication.

### ***Emergency Medical Forms***

The emergency medical form is essential for medical action to be taken upon sudden need. The authorization of this form does not cover major surgery unless the medical opinions of two licensed physicians or dentists, concurring in the necessity of such surgery, are obtained prior to the performance of such surgery. The form must be on file for all registered students the first day of school every year. New students registering during the school year have one week to complete the form.

### ***Health Screening***

The Ohio Department of Health mandates that both vision and hearing screening is completed on an annual basis. The Ohio revised code 3313.69 requires hearing and vision screening of school children. Under the direction of the school nurse, All Saints Catholic School schedules an annual health screening within the first quarter of school. Included in the screening is blood pressure, vision, hearing, height, weight and BMI (body mass index). Grades 5-8 are screened for scoliosis. If your child is identified as having any abnormal health findings, they will be re-screened shortly thereafter. Upon re-screening, if your child continues to display any abnormalities, the parent is informed and a referral is completed.

If you do not want your child to be screened, we will need to have a letter from the attending physician stating that he/she is presently being treated and screening should not be done.

### ***Illness in School***

Should a child become ill during the school day, a parent/guardian will be asked to pick up the child. If unable to reach the parent/guardian, the authorized person on the emergency medical form will be contacted to pick up the child. In the event that the authorized person picks up the child, and the child's immediate family has voice mail/answering machine, a notice will be left stating that the child went home with the authorized person and why. If the illness is of a life threatening nature, the life squad will be called immediately followed by a call to the parents.

A child who exhibits the following signs of illness will be isolated in the clinic and must be picked up:

- Temperature elevated to 99.5 degrees Fahrenheit or above (*the child must be fever-free, diarrhea and/or vomit-free for at least 24 hours before returning to school*)
- Skin rash of undetermined origin
- Diarrhea and/or vomiting
- Evidence of lice infestation
- Sore throat with a temperature elevation of 99.5 degrees
- Abdominal pain (not a belly-ache)
- Has an accident and may possibly need medical attention
- Has signs or symptoms of a communicable disease
- Pink eye (Conjunctivitis)

Parents/guardians should keep a child home from school following these health guidelines:

- If a child has a runny or stuffy nose with flu-like symptoms, he or she should not come to school.
- A child should stay home for 24 hours after a fever breaks.
- If a child is sick during the night or in the morning before school, he or she should stay at home.
- If strep throat is suspected, the child must have a strep test taken to be sure that strep is not present. The child may come to school when the strep test reads negative.
- Children having diarrhea should be kept at home.

Children who are ill and come to school are not only subjecting the other children to illness, but are also at higher risk of catching something else since their resistance is lower.

The following are a list of the most common communicable diseases and their symptoms:

- Chicken Pox – feverish...with a rash that appears in the form of small pimples which will fill up with a clear fluid. Rash frequently begins on the trunk of the body or under arms. Incubation period is 14-21 days.
- Conjunctivitis (pink eye) – Redness and swelling of the membranes of one or both eyes with some burning and itching, sensitivity to light, and a discharge. Immediate medical treatment is needed. Exclusion from school until fully recovered.
- Head lice (pediculosis) – If your child is suspected of having head lice, he/she will be sent home immediately. Following evidence of proper treatment and that all nits have been removed, the child may return to school. The school does not routinely check children for nits/head lice. The school should be contacted immediately if you discover your child has head lice.
- Fifth's Disease – Fever, bright red rash usually beginning on face (slap cheek) and spreads to trunk, and extremities. Normally clears in one week. Incubation period 12-14 days.

- Hand, Foot & Mouth (coxsackievirus) – Fever with a raised rash particularly on palms, soles, and around the mouth that progress to blisters and scabs. May have painful sores in mouth that cause swallowing to be difficult.
- Scarlet Fever and Streptococcal (sore throat) – fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever/scarlatina. Incubation period is 2-5 days. Isolation for 48 hours after the start of antibiotic treatment is suggested. Child may return to school with a note from the doctor that the child has been treated and is released to return to school. Incubation is 3-6 days.
- Ringworm (tinea) – If on scalp, may have patches of temporary baldness and hair of affected area will be brittle. If on skin will have flat ring like rash with inflammation that may itch and burn.
- Mononucleosis – Fever, sore throat with swollen glands, fatigue and possibly abdominal pain. Incubation 30-50 days.

If a classmate of your child has been diagnosed with a communicable disease, as soon as the clinic has been informed, you will receive a letter explaining the diagnosed disease and what to watch for in your child. No names will ever be mentioned in the letter.

### ***Immunization Requirements***

Pupils in preschool through grade 8 unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number or required doses.

The parents/guardians submit written evidence obtained from the physician that their child meets or exceeds the minimum immunization requirements, which are:

DPT (diphtheria, tetanus, pertussis) and/or Td Vaccine – dosage: 4 (Although a fifth dose is required if the fourth dose was administered prior to the fourth birthday). Students entering grade 7 are required to have a DPT booster immunization before the first day of school.

Polio – dosage: 3 (Although a fourth dose is required if the third dose was administered before the fourth birthday).

MMR (Measles, Mumps, Rubella) – dosage: 2 (MMR vaccine should be given at 15 months of age or older. If MMR was given before this age, the child must be revaccinated).

HIB (Haemophilus Influenza b) - dosage: 1 (Effective March 1, 1993 the state is requiring all preschool students to be immunized with the HIB vaccine. Children who receive HIB before 15 months usually receive 4 doses. Children older than 15 months need only receive one vaccine.)

Hepatitis B – dosage: 3 (All children entering school shall be required to provide evidence of having received a three-dose series of Hep B vaccine. The second dose must be administered at least 28 days after the first dose. The third dose must be

administered at least two months after the second dose and at least four months after the first dose and at least six months of age.)

Varicella – dosages: 2 doses must be administered, the first should be administered on or after the 1<sup>st</sup> birthday and another dose before beginning kindergarten. A written statement from physician claiming history of disease is acceptable.

### ***Taylor School Medication Effectiveness Report***

This report is a rating scale for parents and teachers who have children on medication, or are being/have been taken off of medication. It allows for the teacher and parent to answer various questions regarding the effectiveness of the current medication status. The parent, in turn, takes these forms to the prescribing doctor so he/she can be aware of how the student is progressing.

## **GENERAL SCHOOL INFORMATION**



**School Colors: Red and Gold**  
**School Mascot: Falcons**

### ***After-School Activities***

If a student is to stay after school for an activity (athletics, scouts, etc.), a written parent note must be given to the teacher prior to that activity. Students who are walking are expected to go directly home from school unless the parent/guardian indicates otherwise on the written note. Students in after-school activities that do not begin immediately after dismissal must go home until their activity starts at a later time, or go to latchkey. Parents/guardians must make arrangements for transportation immediately following the end of the activity. If students are not picked up, they will be checked into latchkey. Teachers and staff are not responsible for supervision beyond dismissal.

### ***All Saints Athletic Association Mission Statement***

At All Saints Catholic School we believe it is of great importance that all students have the opportunity to participate in sports. Therefore, we encourage all students to participate in a variety of sports in which they can compete without overextending themselves.

We also believe that while winning is a desirable outcome of a game, it should not be the sole reason for playing the contest. Rather, personal involvement and development by all team members should be the goal, and through participation in sports, these members are better able to realize their potential.

Related to our goals of personal development, we hope that our young people learn self-discipline, the importance of teamwork and group responsibility, and the idea that

participation in sports should promote results that are not always directly associated with athletics.

Since All Saints is a Catholic School, our programs should promote Christian values within the competitive spirit. These values include: integrity, leadership, and personal respect and concern for one's teammates, competitors, and coaches. These are not derived from the nature of the sport, but are a vital part of the Christian environment.

Therefore, the essence of our All Saints Athletic programs are the development of our young students, not just as athletes, but as young people who will become future leaders of our community. Through their participation in sports, and with the guidance of their coaches, our young people will become well-rounded individuals who can accept the challenge and understand the importance of fair play in victory or defeat.

All grade school participants must either attend All Saints Catholic School or belong to All Saints Parish and attend the parish religious education program. Participants must sign-up by the designated sign-up date in order to be placed on a team. Participants will purchase their own uniforms and keep for future seasons. These new uniforms will be furnished by the All Saints Athletic Department. A comprehensive All Saints Athletic Policies and Procedures booklet is available upon request.

### ***Balloons and Flowers***

No balloons or flowers should be delivered to school as these are not possible for all students.

### ***Bus Service***

Services are provided by the Rossford, Northwood, Perrysburg, and Lake School Districts for those students who live within their district. Students living in East Toledo are bussed by TARTA bus service. All students riding a bus are expected to observe all safety regulations. Failure to do so could result in the loss of bus privileges for a period of time or permanently. Students who misbehave on the bus will be given a citation. If a student continues to misbehave, parents will be called and immediate action will be taken. All Saints Catholic School follows the Rossford Public School decision for delays and closings.

### ***Cell Phones***

Cell phones or other electronic communication/entertainment devices may be stored in book bags or lockers as long as they are not seen, heard, or used during school hours or while the student is under the supervision of school staff. Consequences for cell phone use will include behavioral consequences and confiscation of the device which parents will be required to pick up from the school office. If an emergency arise, the parents may call the school office.

### **Change of Address or Phone**

Please inform the classroom teacher and the school office if your address or telephone numbers (work, home, cell) change. This is important for records and emergency/medical situations.

### **Daily Schedule**

All Diocesan elementary schools are required to have at least five and one-half clock hours per day to allow for a minimum of one-half hour per day for religious instruction.

#### General

7:50	Readiness bell
7:55	Commencement bell
10:50-12:30	Lunch
2:20	Readiness bell for dismissal
2:30	Dismissal bell for bus students
2:35	Dismissal of car riders/walkers

All students will have a daily age-appropriate recess.

### **Educational Support Services**

1. The Speech and Language Pathologist provides services to students in grades K-8. Students enrolled in the speech program may include those who qualify with deficits in receptive, understood, or decoded language or expressive, used or encoded language. Auditory processing, understanding, storing, organizing, retrieving, and using information available through hearing.
2. Guided Study is additional time and academic support for learning during the school day. All Saints Catholic school has developed a highly coordinated, sequential system for providing additional time and support for learning within the school day for children in kindergarten through eight. The structure is pro-active. It identifies and makes plans for students to receive extra support in all content areas. The interventions are timely and *require*, rather than *invite*, students to devote the extra time and receive the additional support for learning.
3. Extended Learning is a structured individual and/or group time that will help students in grades 4 through 8 extend their school day by approximately one-hour. This time is highly productive and requires the child to be on task and motivated during the time present. This teacher supervised period offers students an opportunity to study for upcoming tests, complete homework assignments in a group setting, and/or sharpen their skills in reading, writing, and math.
4. Our school counselor coordinates a variety of programs ranging from guidance classes, support groups, new student orientation groups, and individual counseling to address school-related concerns.
5. Psychological services provide educational testing to qualify students for special programs under Federal and State guidelines.

The school's Intervention Assistance Team makes recommendations and suggests interventions to remediate problems when students are experiencing difficulties or struggles with academics, behavior, or perhaps social skills. Parents are always invited to be present when the team meets. Our best successes for students come about when the parents and staff develop a plan together and when each keeps the other informed about the child's progress.

### ***Falcon Club***

All parents with students at All Saints are members of the Parent Organization, the Falcon Club. All Saints Parent Organization exists to render service to ASCS, the administration, faculty, and students. Its mission is to provide financial support, through fund-raising efforts, for needed supplies, equipment, faculty and student workshops, projects, and scholarships that are not otherwise provided for in school budgeting. Through a variety of committees, this organization exists as a means of social interaction, parent education, and school support.

#### *The objectives are:*

To promote a closer relationship between the home and the school, the parents, faculty, administration, and personnel cooperate in the education of ASCS students.  
To develop between ASCS parents, faculty, administration and personnel such united efforts as will secure for all ASCS students the highest advantages in physical, cognitive, social, and personal development.

### ***Emergency Operation Plan***

The Emergency Operation Plan details how the school will operate during critical incidents affecting students, faculty, staff or facilities. It is designed to provide guidance for personnel who discover or are notified of any emergency situation. The written plan is located in a wall pocket near each classroom door for easy access. Training sessions are held annually with appropriate updates and practices.

### ***Emergency Threat Level***

The safety of the children is our top priority. For this reason, we have procedures in place should a Threat Level RED be announced by the Department of Homeland Security.

If a RED alert occurs before school hours, schools will be closed and all activities cancelled until authorized to open by our Regional Terrorism Task Force. If a RED alert occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be cancelled.

Should a RED alert occur, your cooperation in not calling the school or coming to pick up your child(ren) will greatly assist our efforts to secure the building and keep your child(ren) safe.

*The Regional Terrorism Task Force will stay in contact with the school. Because the phone lines need to be kept open, we ask you not to call the school. The building will be secured. We ask you to please refrain from coming to the school. Local safety authorities will keep us informed through the media.*

### ***Extended Day (formerly Latchkey)***

The Extended Day program at All Saints School is operated as a service to the families and children. Our program is another way of meeting the needs of today's working parents and to keep the children in a safe and happy environment. Only students enrolled at All Saints may use the program on days that they attend school.

### **Hours of Operation**

The Extended Day program is available from 2:30 to 6:00 p.m. on days that school is in session. Every child needs to be picked up by 6:00 p.m.

### **Fees**

Fees for the Extended Day program is \$3.75 per hour for one child, and \$3.00 per hour for each additional child. Statements are mailed every two-weeks. Payment is expected prior to the next statement and may be sent directly to the school office.

### ***Field Trips***

School-sponsored field trips are arranged in advance with principal's approval. Written permission from a parent is necessary before a child may participate. Permission forms will be provided by the school and only these forms will be accepted as permission for the trip. Students without written parental permission or a current emergency medical form will **not** go on the outing. Before the field trips, teachers will send home a form which outlines such things as the educational purpose of the trip, the cost per students, lunch arrangements, necessary supplies, dress code, departure and return times. Transportation is usually provided by parent drivers who comply with Diocesan policies and have signed the Diocesan Volunteer Vehicle Affirmation form. All students are expected to abide by the All Saints Catholic School Code of Conduct and Discipline Policy regardless of location.

### ***Fundraising Policy***

Before any fundraising event is planned, the fundraising form must be completed and approved by the principal. All Saints retains final discretion in determining whether a school sponsored event should be cancelled due to any unforeseen or other emergency circumstances. The school will make every effort to recover monies from contracted vendors.

### ***Jeans Days***

All clothing shall be within the guidelines of decency and good taste as appropriate for school. The following are not allowed: offensive wording or pictures; ragged, torn, tight-fitting, over-sized clothing; bare midriffs, tank tops, low-cut or revealing tops or tops with spaghetti straps unless worn under another shirt. Tennis shoes may be worn; no sandals or flip-flops for safety reasons. Socks must be worn.



### ***Flexible Access Library***

The library is open and available to all parents, teachers, and students five days a week from 7:30 a.m. to 10:00 and 2:00 to 3:30 p.m. The students in grades Preschool through grade 5 visit the All Saints School library one (1) time per week with their classmates to develop library skills and lifelong reading habits. Additionally, the library is open daily from 12:15-12:30 p.m. for students in grades 6-8. Classroom teachers are encouraged to hold additional literacy instruction, group projects, and engage their students in research in the library whenever possible. With permission from their classroom teacher, students may exchange their library book at anytime during the school day. This is in an effort to build reading stamina in all of our children; as well as to keep the children reading and talking about books and authors.

### **Book and Library Resources**

Students who have overdue, lost or damaged materials will lose library privileges. Report cards may be held until the overdue materials are returned and or the lost/damaged material fines are paid.

### **Lost/Damaged Items**

Students will be charged the value of the replacement material of a lost or damaged item.

### ***Lost and Found***

Please check the box in the cafeteria for lost articles. Lunch boxes, jackets, and sweaters are several of the most common “misplaced” items. Please write the student’s name on clothing, especially uniforms. Unclaimed items will be sent to charitable organizations.

### ***Money***

Students should not bring money to school unless it is for a specific purpose. When it is necessary for students to bring cash, the money should be placed in a sealed envelope with the student’s name, purpose, and the amount of money sent, written on the front of the envelope. Large amounts of cash should never be sent with students.

### ***Newsletter***

The Parent Newsletter is sent via email to All Saints Parents; those who do not have access to email may request a hard copy of the newsletter sent home weekly in a brown envelope. The brown envelope should be returned to school within two days of going home. If any school-related organization has general interest announcements they would like sent home, these can be submitted to the office by noon on Monday for inclusion in the same week’s newsletter.

### ***Office Hours***

The school office hours are 7:30 a.m. to 3:30 p.m. on days that school is in session. Messages for staff members can be left by way of voicemail at any time. Summer hours will be available on the website.

### ***Parent Communications***

Parent Orientation Nights are held during the first three weeks of school. The purpose of the meetings is to introduce the school staff and update the community about improvements and enhancements to our curriculum.

### ***Parent Concerns***

Parents/guardians with concerns involving a student and/or teacher should first attempt to address the concern with the teacher. If such attempts have failed, administrators may be contacted.

### ***Parties and Invitations***

All activities that might be considered “parties” must be cleared with the teacher and/or principal. Students may bring in treats for the entire class for their birthdays if they so wish. Treats should be simple enough so as to be distributed by the student. These treats will be given at a time specified by the classroom teacher. Unless there are invitations for the entire class, no invitations will be given out at school.

### ***Procedures***

Procedures are posted throughout the school. These procedures set the framework of agreement for what we expect from each other and set the ground rules for working with each other. Procedures make it possible for everyone to anticipate, model, and mold acceptable behavior. Students feel more secure as they know what is expected of them. The procedures promote independence through self-direction and provide consistency and order in our school.

### ***Safety***

All Saints School has a security system in place including a camera to monitor visitors entering the building.

### ***School Delays/Closings***

Should it be necessary to delay or close school at any time due to inclement weather, an announcement will be made over local radio and TV stations. When the ROSSFORD PUBLIC AND PAROCHIAL SCHOOLS are delayed or closed, All Saints Catholic School will also be delayed or closed. No specific mention of All Saints Catholic School will be made. If school is cancelled due to inclement weather, all school and parish activities (sports, Extended Day, meetings and/or special events) will also be cancelled. Weekday morning Mass will take place unless instructed by the Diocese to cancel. In the event of school closing early due to inclement weather, the Extended Day Program will also close. Should any emergency arise that would concern only our school, then, All Saints School will specifically be named.

Rosford Public Schools schedule four 2-hour delay days which we follow. Dates are noted on the school calendars. Professional development and faculty meetings are scheduled for teachers and staff during these times.

### ***School Pictures/Yearbook***

School pictures are taken in the early fall. Spring pictures are optional. Order blanks are sent home with the student before pictures are taken. Payment is due at picture-taking time.

Yearbook order forms are sent home mid-year. The yearbook consists of pictures of all students (preschool through grade 8) plus extra pages for sports, class collages, and extra-curricular activities. Yearbooks are delivered in late spring.

### ***Sound Amplification System***

All classrooms are equipped with a Sound Field Amplification System. This system allows all students to hear the teacher more clearly from all areas of the room.

### ***Student Book Orders***

Students will be given the opportunity to purchase paperback books through reputable book clubs. Parents/guardians are encouraged to review the book lists with their children before making any purchases. Payments must be placed in a sealed envelope. At no time are students required to purchase books when they receive information from the book clubs.

### ***Telephones***

Teachers will not be called to the phone when they are in class. If you need to speak with a teacher, please call the school office and your call will be forwarded to the teacher's voice mail. Under normal circumstances, school matters can be handled at school so that there is no need for parents to contact teachers at their homes.

### ***Toys, Radios, CD Players***

Student owned toys, radios, walkmans, CD players, computer games, beepers, pagers, cell phones, or other electronic devices are not permitted for use at any time during the school day.

### ***Visitors***

Parents/guardians and visitors must report to the school office and sign in prior to going to other sites (playground, lunchroom, McAlear Center).

### ***Volunteers***

Please be advised that Senate Bill 187 was signed into law on December 21, 2000 and became effective March 22, 2001. This Act requires us to notify all prospective and current volunteers who have or will have unsupervised access to children on a regular basis that you may at any time, be subject to a criminal records check. The Diocese also requires an Expectation Form to be signed. Volunteer opportunities include: Teacher Aide; Library Aide; Reading Volunteer; Health Officer in School Clinic; Clerical/Office; Playground Supervisor; Lunchroom Supervisor; Kitchen Assistant; Field Trips / Classroom; Celebrations / Special Events; Bingo; Parish Festival; Benefit Dinner; Market Day; Spring Musical; Book Fair; Santa Workshop; School Advisory Council; Falcon Parent Club; CYO Sports Coach; CYO Concessions; and New Parent Mentor.

## **ACCEPTABLE USE POLICY OF COMPUTERS AND TELECOMMUNICATIONS**

Computers, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of All Saints Church and School. Network and Internet access is provided to further the legitimate educational goals of this institution. All Saints Church and School provide computing and network resources for the use of students, employees, and others affiliated with the institution. All Saints School uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of our school. This measure protects against Internet access by adults and minors to visual depictions that are obscene, child pornography or – with respect to use of computers with Internet access by minors – harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, All Saints School will monitor use of technology resources through direct supervision, monitoring internet use history, or various software and hardware tools.

Members of the All Saints community are encouraged to use the computers, software packages, electronic mail (E-mail), or outside the network software for educational or institution-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capabilities provided through All Saints computer services are and remain the property of the institution. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to enhance communication and to facilitate distance learning projects.
- Listservs and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, rules of network etiquette, or hamper the integrity or security to any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any US or state law, including, but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through All Saints E-mail or other network resources in violation of US copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in any manner that is disruptive to the work or

educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by All Saints Church and School policy. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of any illegal material.

- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to any attempt to harm or destroy the data of another user, the internal network, the Internet, or any networks or sites connected to the Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software in attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the All Saints School network administrator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources.

Access to All Saints Church and School E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail, or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that All Saints Church and School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- All Saints reserves the right to access E-mail to retrieve institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.
- Any information contained on an All Saints computer's hard drive or computer disks which were purchased by the institution are considered the property of All Saints Parish and School.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, local disciplinary action and/or appropriate legal action may be taken. The decision of All Saints Church and School regarding the inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment or data.

*Adapted from Diocese of Galveston-Houston Catholic Schools Guidelines for Acceptable Use of Computers and Telecommunications  
Revised August, 2010*