



All Saints Catholic School is a faith-filled family,
with God at the center of all learning,
inspired by the Saints to grow in knowledge,
love, respect and service.

STATEMENT OF BELIEFS

We believe each person is made in the image of God.

We believe each child has a right to a safe, loving, and nurturing environment.

We believe each student is a unique learner, who has the ability to be all that God calls them to be.

We believe modeling and developing a positive mindset is crucial for spiritual, emotional, social, and academic growth.

We believe God calls us as educators to empower students to reach their fullest potential.

We believe parents are the primary educators of their children who should collaborate with our school to ensure each student becomes the best version of themselves.

We believe each person is called to use their gifts and talents to make a positive difference in the world.

We believe our Catholic faith is essential in all areas of the curriculum; we are committed to teaching the LifeSkills rooted in the Gospel.

Adopted August, 2019

Welcome to All Saints Catholic School!

All Saints Catholic School is a primary ministry of All Saints Catholic Church and relies on the faithful witness, prayers, support and sacrifices of the pastor, parishioners, employees, school families and the larger community to fulfill its mission within the Diocese of Toledo.

All Saints Catholic School, fully accredited through the Ohio Catholic School Accrediting Association (OCSAA), is obligated to meet annual accreditation standards including full compliance with Ohio Department of Education nonpublic regulations and procedures. Teachers are required to have current Ohio teaching licensure in compliance with the Ohio Department of Education and acquire religious education certification according to Diocesan policies. Likewise, faculty and staff members are obligated to comply with Diocesan safety compliance requirements (BCI background checks, VIRTUS: Protecting God's Children online coursework, and signing an Expectations form).

Aware that children in our school have diverse family and life experiences, diverse capabilities and individual patterns of growth and development, we strive to be diligent in meeting the needs of the whole child and work in partnership with parents while upholding Catholic values and beliefs. When a student's needs exceed our area of expertise, we work together with parents and other support systems to seek solutions most beneficial for the child.

Families wishing to enroll their child at All Saints Catholic School must abide by the policies set in this Parent/Student Handbook and support the character development efforts of the school. While the Parent/Student Handbook intends to clarify the expectations of parent and student behavior, it does not claim to be all-inclusive nor to claim mention of every possible situation. The Principal reserves the right to amend the Parent/Student Handbook and shall notify parents of changes.

The All Saints Catholic School (ASCS) Administration promotes the best possible educational environment for students. It reserves the right to make final decisions regarding what is a violation of All Saints Catholic School expectations and holds the authority to determine appropriate consequences for violations.

At All Saints Catholic School, conduct of students/parents/faculty inside or outside of school that is seen as detrimental to the reputation of the school, or those that attend, is managed according to our disciplinary code.

Child Abuse or Neglect

The Ohio Revised Code section 2151.421 mandates that certain people are required to make a report to child protective services or law enforcement if they suspect that abuse is taking place. As educators and mandated reporters (by law) we are required to report any suspicion of abuse or neglect. Further, licensed professionals who fail to report suspicions of child abuse or neglect face misdemeanor criminal offenses and jeopardize educational licensure.

ADMISSIONS POLICIES

Application Process

Parents/Guardians of students in preschool through grade 8, whether Catholic or non-Catholic, wishing to inquire about All Saints Catholic School are encouraged to contact the school office (419-661-2070) and visit our website (www.allsaintscatholic.org) or stop by the school office for more information.

Basic Enrollment Policy

Applicants are enrolled in the following order:

- Students currently attending ASCS;
- Siblings of current students who are parishioners of All Saints Catholic Church or parishioners whose other children have attended ASCS;
- Families who are parishioners at All Saints Catholic Church (based on date of parish registration and active involvement);
- Siblings of current students who are non-parishioners, families who are registered, active members of neighboring parishes without a school or whose school is at full enrollment;
- Families who are non-parishioners will be accepted according to date of application as vacancies become available

Entrance to Preschool

All Saints Preschool offers a Pre-K program (student must be age 4 by August 1) as well as a Preschool program (student must be age 3 by August 1). Children enrolled must be fully toilet-trained **before** beginning school. Pre-K and Preschool classes are offered for 3 or 5 half-days (8:00-11:00AM) or full days (8:00AM- 2:30PM). Extended Care is offered at an additional fee for full-day students from 2:30-5:30 PM. Please see the Preschool Parent Handbook for more details about the program at www.allsaintscatholic.org

Entrance into Kindergarten and First Grade

A child must be five years old by August 1 and demonstrate readiness to enter kindergarten as assessed during kindergarten screening. Children must have successfully completed a recognized Kindergarten program in order to enter first grade.

Students Requesting to Transfer to All Saint

Students who wish to transfer to All Saints Catholic School must submit an application form along with report cards, test scores, a principal recommendation form, all IEP, 504, or SMAP documentation and other educational data as requested for review. ASCS administration may additionally wish to meet with the student in person with a parent present. Past tuition and fees from previous schools must be paid in full prior to registration. *New students are accepted on probation for their first year of enrollment.* This probationary period will be evaluated at the conclusion of each quarter.

FAITH AND WORSHIP

Faith Formation

All students participate in religious education and weekly celebrations of the Eucharist. The Diocesan Religion Course of Study and Catechesis of the Good Shepherd Program (see Appendix B) provide the basis for formal religion instruction.

Catholic faith formation and values are infused throughout the curriculum and are at the heart of All Saints Catholic School. As disciples of Jesus, students grow in the understanding and practice of their Catholic faith, prayer and devotions, and deepen their personal relationship with Jesus Christ. They experience Christian community, and engage in Christian service at all grade levels. Learning in a faith-filled environment, All Saints teaches the practice of LifeSkills (see Appendix A) which is a form of virtues education.

We partner with parents in the Catholic formation of their children and stress the importance of parents' leadership and modeling of their faith and stress the importance of active participation in the parish, especially by faithfully attending weekend liturgy as a family.

The pastor visits the classrooms, celebrates Mass weekly with the school, provides opportunities for students to receive the Sacrament of Reconciliation, and is active in preparing students and parents for the reception of the sacraments for the first time.

Altar Servers

Boys and girls in grades 3-8 have the opportunity to become altar servers after a training period. Servers are also expected to assist at weekend liturgies and at parish funerals when they are able.

Lectors

Students are invited to become lectors for All Saints Catholic Church. This skill is practiced when classrooms plan and present school Masses. Any student who enjoys proclaiming the Word of Christ and wants to continue this service at weekend services should tell the main office so that they can be referred for lector training and, eventually, added to the weekend lector schedule.

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 while exhibiting respect and reverence.

Sacraments

Teachers and parents work in partnership with the parish catechists to prepare children to receive the sacraments of Reconciliation (grade 2), Eucharist (grade 2) and Confirmation (grade 8). Parent involvement is mandatory prior to reception of the sacraments.

Stewardship

Students are encouraged to develop the habit of sacrificial giving of their time, sharing their talents in service to others, and contributing, as they are able, through using the children's Sunday envelopes and contributing classroom/school collections for various outreach efforts throughout the year.

CHILD CARE OUTSIDE OF SCHOOL HOURS

Morning Care

Morning Care is offered before school hours for students in grades K-8 from 7:00 – 7:30 a.m. Families must first register their children at All Saints Catholic School and in our Extended Day Services in order to use this program. Once registered, students must abide by the Extended Day regulations as highlighted in Appendix I.

Two Hour Delays

If ASCS is on a two hour delay due to inclement weather/fog and the school is not canceled by 8:15 am, registered Morning Care families may drop their students off at 8:30 am. Each child will be assessed \$5 for the care during this time. All Two Hour Delay fees will be billed to the family's Option C Account.

Extended Day

The Extended Day program at All Saints Catholic School is operated as a service to the families and students who attend our school. The Extended Day program is available from 2:30 to 5:30 pm on days that school is in session. Parents will be charged \$5 for each minute of supervision after 5:30 pm. Parents/guardians must ring the bell at the back cafeteria doors and wait for their child/ren to come out. ASCS personnel will note the time that each child is picked up. Charges will be billed through Option C and payment should be made monthly. Please see the Extended Expectations and regulations in Appendix I for more information.

SCHOOL ACTIVITIES

Extra-Curricular Activities

All Saints Catholic School offers after-school clubs and activities, including; Quiz Bowl Team, Art Club, Scouts, Mass Servers, and CYO Athletics. Please note that CYO Athletics and Scouts are not school-sponsored activities.

CYO Athletics

All Saints Catholic School students and students enrolled in All Saints Parish Religious Education Program (PREP) may participate in Catholic Youth Organization athletics sponsored by All Saints Parish and the Diocese of Toledo. Participants must sign up by the designated sign-up date in order to be placed on a team. A comprehensive CYO Athletic Policies and Procedures booklet is available on the Toledo Diocesan Website.

Policy for After School Activities

Students in after school activities that do not begin immediately after dismissal must go home until their activity is scheduled to begin or go to Extended Day. Parents who are not picking up their student from Extended Day must provide a note to the school office releasing their student to another adult.

Parents/guardians must make arrangements for transportation immediately following the end of the activity. Teachers and staff are not responsible for supervision after an extracurricular activity while a student is waiting for pick-up. If students are not picked up promptly, the student is to go to Extended Day and follow the Extended Day policies (see appendix).

Volunteers

We encourage parents and parishioners to be involved in the activities of All Saints Catholic School. Volunteer opportunities are made known at the beginning of the school year by the teacher, PTO, and throughout the school year via the School Newsletter and other contacts. Volunteers are required to complete VIRTUS requirements, (background check, and protecting youth course) and sign the Expectations for Working with Youth form indicating the expectations governing interaction with children and youth. Please see Appendix H for more information. The Parish has a Compliance Officer who can assist with requirements for a given situation. All Saints Students will be receiving VIRTUS education in the fall and spring as required by the Diocese of Toledo. All Saints Parish relies on volunteer assistance for its many ministries and fund-raisers. Service given to the Parish may be applied to the service hour requirement for School families.

Parent-Teacher Organization

All parents with students at All Saints Catholic School are automatically members of the PTO. All Saints Parent Teacher Organization works to strengthen, enhance and encourage the education and social experience of All Saints Catholic School. Its mission is to build community through the support and involvement of students, faculty, staff and school families. Through ASCS PTO programs and events, the organization complements the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow.

School Advisory Council

The School Advisory Council (SAC) is established by the pastor, in accordance with diocesan policy, to assist him and the principal in the governance of the parish-school. Members of the School Advisory Council serve with the principal for the good of the school community. Members of the School Advisory Council assist the principal through their commitment to the Catholic education, intent to contribute personal talents and expertise, sense of future vision, and credibility as witness of the Catholic faith to the school community and beyond.

When the council meets and the pastor, principal, and members agree on a policy matter, the decision is effective and binding on all. The council is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor and principal.

Those with concerns that affect the school are encouraged to address them to the Principal or a School Advisory Council member. Individuals may submit particular matters in writing through the Principal or members of the Council. The subject and intention of the issue must be submitted in writing to the Council President at least one week in advance of a School Advisory Council meeting. Matters that are within the purview of the School Advisory Council may be brought before the Council by the Principal, other administrators, or any council member.

FINANCE POLICIES

School Tuition

The Pastor and Principal, with the recommendations of the School Advisory Council and approval of the Parish Finance Council, set the tuition scale prior to registration for the following school year. Complete Registration requires turn-in of all paperwork, the **non-refundable** registration fee payment, and FACTS (monthly payment plan) set-up unless yearly tuition is paid in full.

All Saints School families are actively involved in the education of their children by modeling Christian values, being an example of service in giving of their time and talent to school/parish activities and events. Active members of the parish are registered in the parish, worship regularly as part of the All Saints Catholic Church community, engage in activities and ministries of the church, and support the parish financially through the regular use of offertory envelopes (recognizing that sacrificial giving may vary according to one's personal situation). As a result, active members of the parish are eligible to apply for tuition grants. We work hard to keep tuition as affordable as possible for families who desire a Catholic education through the efforts of fundraisers and the generous support of parishioners. In actuality, our tuition only covers about half of the actual cost to educate one child.

Regular payment of tuition is important. If a family does not make regular payments on their tuition, the school reserves the right to hold quarterly grade cards and prohibit the use of Option C (used for communicating student grades, accounts, and additional information) until payment is made or suitable arrangements for a payment plan have been made in conjunction with the school office.

Non-payment of Tuition Policy

The payment of tuition (and fees) according to the payment plan selected by parents/guardians is a primary determinant of a child's right to attend school at All Saints Catholic School. Any and all insufficient fund (NSF) returns will be assessed a \$30.00 NSF finance fee. The NSF \$30.00 fee will be due within 10 business days.

The school considers the non-payment of tuition and fees a serious matter and reserves the right of refusal of enrollment or attendance to any child whose tuition or fees are past due. The school reserves the right to withhold a child's report card and standardized test scores, and/or to prohibit the participation in any school event, participation in our Extended Day program, or the purchase of school lunches if any tuition or fee balances are past due. Re-enrollment will not be complete until tuition payments are up-to-date for the current school year.

Severely delinquent accounts will be referred to the Business Manager. Transcripts will be withheld until all financial obligations are met. If any family has had a change in personal financial situation which is causing them difficulty in terms of making timely tuition or fees payments, it is the responsibility of the parent/guardian to contact the school office.

School Fees

Parents are expected to stay current on additional charges/fees (emergency lunch charges, morning care, extended day, specials such as Band, etc.) that they may accumulate. These charges can be viewed in their Option C account and paid by check, money order, or credit card at the school office. Option C accounts are set up by the school office and login information is sent home in the first two weeks of school. Failure to pay Option C balances in a timely manner (each month) will result in quarterly grade cards being held. Families may additionally be locked out of their Option C accounts as well.

Families who wish to transfer to a different school at the conclusion of the school year (including graduating 8th graders progressing to high school) must pay all accounts in full before any files or forms are completed and sent to the new educational institution.

Students are responsible for the replacement/repair of any lost and/or damaged school property. This can include books (both text books and library books), school owned supplies and equipment, or technology devices of any sort. Students may also lose the privilege of using these materials in the future for misuse. Registration for the following school year will not be complete until arrangements for payment of outstanding tuition/fees. In extreme cases, the school may use a collection attorney or agency.

Fundraising

Fundraising is one way that ASCS maintains affordable tuition rates. All ASCS families must fully participate in the school's All Saints Daily Draw (ASDD) fundraiser. Full participation is a requirement for taking a Parish or Community Member Scholarship. Students receiving other forms of financial aid must still participate in this fundraiser in order to support the mission of our school. Families have the option of selling all of their tickets, purchasing all of their tickets, or a combination of both.

Opportunities to help families sell their ASDD tickets are available and include selling tickets after Mass, and during other school/parish events. Families must sign up to sell tickets during these events through the school office. Any school family who chooses to not participate in this fundraiser will see an additional Fundraising Opt-Out Fee added to their Option C balances.

Service Hours

Service hours are another way in which ASCS prevents the cost of tuition from drastically increasing while offering unique and educational opportunities to our students. All ASCS families complete their yearly service hours as part of accepting the Parish or Community Member Scholarship.

Brand new school families are required to complete a minimum of 20 hours of service from the time of registration to February 28. In all subsequent years at All Saints, families are required to volunteer a minimum of 40 hours from March 1 to February 28. At least five hours of service should support the All Saints Summer Parish Festival which is slated to return in the summer of 2024. Posted in our school calendar, weekly newsletter, classroom communications, and parish bulletin, are many types of service hour opportunities.

Financial Aid

Active Parishioner and Community Grants are available to students (K-8) as well as various needs-based financial aid. Families with K-8 students are also encouraged to apply for the Northwest Ohio Scholarship Fund, the Mustard Seed Foundation scholarships or the EdChoice Scholarships which are made available through the State of Ohio. The One Faith Many Blessings scholarship is available to families who are registered active parishioners at All Saints Parish and are in financial need. Eligibility is determined based on submission of required financial documents and a yearly application submitted to the school office by June 30. Other scholarships are available on an individual basis through generous donations of members in our Parish. Each of these scholarships has their own application process and will be announced in the Spring of each year. After review, the Pastor and Principal will assist eligible All Saints Parish families through the generosity of parishioner donations.

Tuition Adjustment Policy

If a student comes to All Saints Catholic School mid-year, pro-rated tuition for the remaining school will be applied. The non-refundable registration fee is still due at the time of registration. If a student withdraws after the beginning of the school year, the amount of tuition retained or charged by the school will be pro-rated as well. Tuition will not be adjusted for other reasons after the beginning of the school year.

Withdrawals

When students graduate or 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 to transfer records. The transfer of records takes place when all fees and tuition are paid and checks have cleared the bank.

COMMUNICATION

School Office Hours

The school office is open Monday - Friday from 7:30 a.m. to 3:00 p.m. on days that school is in session. Classroom teachers are the first line of communication. Please call the office to leave messages for teachers while they are educating students. Summer hours will be available on the website.

Visitors Sign-in at the Office

All school visitors, including parents or guardians, must report to the school office and sign in prior to going elsewhere in the building or on the grounds.

Parent-Teacher Communication

Open communication between parents and teachers is necessary and encouraged for the optimal benefit of each student. Communication with the School Counselor, School Office, or Principal may also be helpful for a child's needs.

Kindly respect and consider appropriate times to talk with teachers: Do not attempt to walk into the classroom first thing in the morning or right after school, and/or when students are present. **Other than arranged and scheduled meetings, during the hours between 7:30 AM and 2:30 PM teachers are responsible for student care and supervision. This is not an appropriate time to speak to your child's teacher(s).** In order for teachers to give parents their full and undivided attention, kindly contact the teacher via email or phone message through the school office to arrange a time that is mutually convenient to speak or meet with him/her.

Parents should contact their child's teacher with any concerns or questions first since they often have greater knowledge of things impacting their classrooms than the school office. Teachers will not be able to receive phone calls while they are in class. School matters should be handled at school so that there is no need for parents to contact teachers at their homes. **In any circumstance, it is NOT acceptable for a parent to contact a teacher or other school staff member utilizing their private cell phone numbers, home phone numbers, or by text/private messaging on social media.** Teachers are not able to regularly check their email during the school day, so emergency or urgent messages should be conveyed through the school office. Parents should call the office to report student absences.

Often problems may grow out of simple misunderstandings or misinterpretations and are often resolved when parents and teachers communicate directly. If one feels this contact has not been effective, then parents should contact the Principal.

Back to School Parent Meetings

Back to School Parent Meetings are held just prior to or within the first two weeks of school. Parents are expected to make these meetings a priority as this is a time when teachers share their expectations, policies, procedures, special events, etc. for the new school year. Throughout the year, teachers will communicate information regarding classroom events, activities, field trips, etc. At the beginning of the school year, teachers share with parents their usual means of communication.

Complaints or Concerns

All Saints Catholic School is committed to working with parents/guardians for the good of their children. We are committed to treating students and parents with respect and we value open, honest, respectful communication. Parents' decision to enroll their children in All Saints indicates a willingness to support and cooperate with the administration, faculty and staff of the school.

Complaints or concerns start at the lowest possible level. Persons having a problem with a teacher/employee should go directly to that teacher/employee before contacting the Principal. Attempting to work out difficulties mutually is certainly consistent with the LifeSkills taught at All Saints Catholic School. Only after such attempts have failed, should you contact the administration.

Posting concerns and complaints on social media without attempting to work out problems mutually may have a harmful effect on the Parish/School, its reputation, employees, and students. On rare occasions, the administration may require a family to seek an alternative educational environment if unresolved issues undermine the mission and beliefs of All Saints Catholic School. As part of the enrollment process, Parent/Guardians are required to read and sign the "ASCS Parent/Guardians' Code of Ethics." Please refer to Appendix D for a copy.

Weekly School Newsletter

Parents/guardians should read the School Newsletter which is sent electronically through email each Thursday. We strive to make our correspondence with our families as "paperless" as possible. The deadline for coordinators of any school-related activities or organizations who have an announcement of general interest to be put in the newsletter, should send it (email is preferred) to the office by noon on Tuesday. Parents should alert the office if their email address has changed or if they are not receiving or have trouble accessing the weekly newsletters. Parents should also update any email changes in Option C.

Change of Address or Phone or Email

Please inform the classroom teacher and the school office if an address or telephone number (work, home, cell) changes. It is important for the school to have updated and accurate information for the communication database, parent alert system, and emergency/medical situations. Immediately report any change in child's medical condition to the school clinic (newly diagnosed allergy, chronic or acute illness, and changes in medication).

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 staff to review appropriate updates and practices. Monthly drills are held with students to practice appropriate emergency response procedures.

School Delays/Closings

Parents/guardians who have provided the office with accurate information, will receive a personal voicemail, email, or text message, according to their preference, to notify them of a delay or cancellation of school. Delays and cancellation of school due to inclement weather, will also be available on TV and radio stations and their websites. All Saints Catholic School may not be specifically announced but when Rossford Schools are announced, All Saints will follow Rossford procedures. If school is canceled due to inclement weather, all school and parish activities (CYO sports, Extended Day, meetings and/or special events) will also be canceled. In the event that school is closed early due to approaching inclement weather, the Extended Day Program will also close. Should an emergency arise that would concern only our school, All Saints Catholic School will specifically be named.

Parents should register to receive phone, text, and/or email alerts. To register to receive alerts, parents must sign up through their Option C account.

HEALTH SERVICES AND MEDICATION POLICIES

The school clinic acts as a liaison between educational personnel and the child's physician. It is essential that parents/guardians keep the school clinic informed about the child's medical condition. Health records are kept confidential and locked in the clinic.

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 on the first day of school every year. All allergies, medications, medical conditions, etc. **MUST be listed on the back of the form each school year.**

Illness in School

Should a child become ill during the school day, a parent/guardian will be asked to pick up the child. If the school is 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, 911 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 99.9 degrees Fahrenheit or above (*the child must be fever-free, **without***

medication such as Tylenol or Motrin, for at least 24 hours before returning to school).

- Skin rash of undetermined origin
- Diarrhea and/or vomiting (*diarrhea and/or vomit free for at least 24 hours before returning to school*). *Diarrhea is defined as 3 or more watery stools in a 24-hr period.*
- Evidence of lice infestation
- Sore throat with a temperature elevation of 99.9 degrees
- Abdominal pain (not a belly-ache)
- Has an accident and may possibly need medical attention
- Has signs or symptoms of a communicable disease including 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 without the assistance of fever reducing medication.
- 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.

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

- Chicken Pox – Must bring a doctor’s note to the office upon return. Students may not return to school until 5 days following the onset of blisters or until all pox are scabbed over and dry.
- Conjunctivitis (Pink Eye) –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 should be contacted immediately if you discover your child has head lice.
- Fifth’s Disease – Fever, bright red rash usually begins on the face (slap cheek) and spreads to the trunk, and extremities. Normally it clears in one week.
- Strep Throat – Fever, headache, sore throat, vomiting. 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 and after at least 24-hours or antibiotics.
- Ringworm – Skin will have flat ring-like rash with inflammation that may itch and burn.
- COVID-19 - Sore throat, chest/nasal congestion, nausea, fever, lack of appetite, lack of taste. Incubation period is 1-3 days. Isolation for five days or until fever breaks for at least 24 hours without fever-reducing medication. Child may return to school with a note from the doctor that the child has been treated and released to return to school.

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.

Food Allergies

All Saints Catholic School recognizes that food allergies may be severe and even life threatening. The

school has adopted this policy to create a framework for accommodating students with food allergies and to reduce the likelihood of severe allergic reactions of known students with food allergies while at school.

Parent/Student Responsibility

Parents of students with allergies must put that information on the back of the Emergency Medical Form each school year and notify the school if newly diagnosed allergies are discovered. Such notice may be provided on the school's Emergency Medical Form or by a written notice to the school clinic or principal.

- Parents of students with **LIFE-THREATENING** allergies must:
 - Provide the school with properly labeled medications (including Epi-Pens if needed).
 - Complete the Emergency Medical Form, requiring authorization from the student's physician and the student's parents.
 - Parents are responsible for educating their child about managing his/her allergy at school, including, but not limited to, identifying safe foods, school lunch choices, classroom celebrations, and field trips.
 - Out of consideration and to protect all of our students, food may not be brought in as birthday treats.
 - Teachers can provide parents with non-food options to celebrate special events and birthdays.

School Responsibility

- The school must cooperate with the instructions for students with life-threatening allergies, as indicated on the Medication Administration Form and physician's written instruction.
- The school clinic will share the completed FOOD ALLERGY Plan of Action with the student's teacher, lunchroom supervisor, office staff, and all other appropriate staff.
- Students are not excluded from school activities solely based on their food allergy (including birthday celebrations).
- With the consent of the student's parents, a Food Allergy Plan may provide a mechanism for the school to provide notice to the student's classmates and/or a student's classmates' parents of a life threatening food allergy in the classrooms.
- An allergy alert notice will be posted outside of each classroom.
- The school will provide a peanut/tree nut free lunch table.

Health Screening

All Saints Catholic school complies with the Ohio Department of Health screening requirements (Ohio Revised Code 3313.69). These health screenings include:

- Hearing screenings for Pre-K, K, 1, 3, 5, 7, and new students
- Vision screenings for Pre-K, K, 1, 3, 5, 7, and new students

If your child is identified as having any abnormal screening findings, the parent is informed and a referral is completed. If you wish to not have your child screened, contact the school office at 419-661-2070.

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.

- For prescription medications, 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 prescription meds without the attending physician's completed paperwork.
- Medication containers must have an original 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.
- Over the counter medication – the school will not routinely administer any non-prescribed medication, without the parents' approval. The school would prefer parents administer medication to their children before or after school or during recess or lunch time.
- 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 it or at the end of the school year. Any medication not picked up by parent/guardian will be disposed of by proper methods.
- 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.

Immunization Requirements

Pupils in preschool - grade 8, unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number of required doses. The parents/guardians must submit written evidence obtained from the physician that their child meets or exceeds the minimum immunization requirements, which are in accordance with Ohio Department of Health Immunization Schedule found online @ <https://odh.ohio.gov/> or through the school office.

- DPT - Students entering grade 7 are required to have a **Dtap booster** immunization before the first day of school as well as a **meningococcal vaccine**.
- The flu shot is recommended for ALL eligible students.

ARRIVAL, DISMISSAL AND TRANSPORTATION

Arrival Procedures

The school opens at 7:30. Students should arrive between 7:30 and 7:45AM. Parents pull vehicles as far forward in two lines along the curb as you are able to. Children ready to independently exit from the vehicle should do so in the lane next to the curb. Students requiring a little more time or assistance to enter the building (grades preschool - Kindergarten) should use the second lane closest to the parked cars. A school employee will come to the car to help them into the building and to cross traffic. Preschool - Grade 4 students will use the front doors of the school. Students in grades 5-8 will enter through the

McAlear doors. Parents should not exit their vehicles to come into the building unless they have business to conduct with the main office.

Dismissal Procedures

Parents/Guardians and authorized adults who pick up children immediately after school must:

- Have a piece of paper on their dash which clearly depicts their last name and is visible in their front window.
- Join the pick-up line which forms just past the McAlear doors in two lines and moves along the sidewalk curb toward the rectory and exits using the lower lot. Adults in our pick-up line should not get out of the car; a teacher will see that your child gets to the car from the passenger side safely.

For the safety of every child, parents/guardians should communicate these procedures to anyone who is authorized to pick up their child after school.

Alternate Arrangements for Transportation

The safety of your child is our primary concern. Therefore, any student who is going home in a way other than the usual way must present a note from his/her parent giving permission for alternate transportation. If a note is not sent, the child will be sent home in the usual 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. Any emergency changes to dismissal procedures should be called into the main office so that they can be communicated to teachers directly. Do not email changes in pick up procedures since they may be missed due to a busy day.

Bus Service

Free bus transportation is available for PK-8 students who live in the Rossford school district or Perrysburg students in grades K-8. Please check with your local school district for your transportation options. Families who transport their kindergarten through grade eight children to All Saints from a school district that does not provide transportation may be eligible for a transportation credit from their school district. All students riding a bus are expected to observe all the bus regulations. Students who misbehave on the bus will be given a citation. If a student continues to misbehave, bus privileges may be lost. **All Saints Catholic School follows the Rossford Public School District for weather-related delays or school closings.**

SCHOOL LUNCH PROGRAM

Students may bring a lunch from home, purchase a full hot lunch (which includes milk), or purchase milk only. Hot lunches are provided from Extra Virgin. A lunch menu for the upcoming month will be sent home as soon as it is made available to the school. Parents should plan to preorder their lunches whenever possible through Option C or by returning the lunch menu clearly marked with their individual child's orders by the due date. Emergency lunches can be ordered the day of BY 8:00 am ONLY. Students who are tardy to school MUST pack their lunch for the day if they did not preorder on Option C.

Parents **must** input their child's lunch menu by using their Option C account AND send in their paper copy with payment by the turn-in deadline. The Option C ordering deadline is always the 27th day of each month without exception.

All food served will be peanut/nut free items.

Free and Reduced Lunch Information

ASCS offers Free/Reduced Lunch and ALL families should complete the new Free/Reduced Lunch Application yearly. Those families qualifying for Free/Reduced Lunches must calculate their own discount of 50¢ for each meal.

ATTENDANCE

Parents have a serious obligation to ensure that their child's attendance is consistent and timely. Students with irregular attendance risk missing important class activities which may result in poor grades and a lack of enthusiasm for school.

Arrival Expectations

- | | |
|-----------|---|
| 7:30 | Students arrive at the main doors of the school; students should not arrive earlier than 7:30. |
| 7:30-7:40 | Students should arrive so that they have adequate time to complete morning procedures and prepare for the school day. |
| 7:45 | Readiness reminder bell rings to signal students to go to their classroom/seats. |
| 7:50 | Final bell signals the beginning of the school day. If a child walks into school or they are still at their locker at 7:50, they are tardy. |

ASCS follows Ohio State Law for the length of the school year: Under the new **law**, districts are required to have at least 1,001 **hours** for grades seven through 12 and 910 **hours** for the lower grades, including all-day kindergarten.

Tardiness

Students arriving at or after 7:50 AM are tardy and are required to report to the school office to receive a tardy slip. Excessive tardiness has a negative impact on student learning and impacts the entire classroom. Parents are responsible for ensuring their child arrives at school on time; being tardy ten or more days in a school year is a serious matter and may be cause to refer a student and family to Wood County Truancy Intervention.

Early Dismissal Requests

Attendance until the end of the school day is required. Whenever possible, parents should schedule appointments for after school.

When early dismissal is unavoidable and necessary, the following procedures should be followed:

- A written request from a custodial parent/guardian indicating the reason and time for a student to be released before the normal dismissal time must be presented to the school office
- The request must be validated by the school office. The school office will then issue an early release permission form to the student. It should be signed by the teacher.

- Once the parent/guardian or authorized adult arrives at the school office, the office will notify the teacher to dismiss the student to the office and return the signed early dismissal slip. The student is then released to the parent/guardian or authorized adult.
- Parents/guardians or other adults are *not* permitted to retrieve a child from a classroom, playground, or anywhere on campus.
- Parents/guardians should not email the classroom teacher regarding an early dismissal.
- When returning to school after an appointment, the student must report to the office and obtain a slip for reentry to the classroom.
- All students are responsible for making up any missed assignments, classwork, or assessments that took place during the early dismissal.

Absence

If a child will be absent, the parent/guardian is required to call the school office before 8:30 AM and provide an explanation in order to comply with the Missing Children's Act. The school must contact absent students not reported to the office. Parents should not email or text the classroom teacher to report an absence or an early dismissal.

A written excuse is required the day the student returns. Students without a written excuse may be considered truant. Chronically absent students will require a doctor's note after any reported illness. A file of all excuses is kept in the Health Clinic. A log of all phone calls and notes received and sent will be kept by the school nurse.

An excused absence allows the student to make up work that was missed; however, classroom activities and experiences may not be able to be made up. This may negatively impact a child's learning and grades.

The only valid excuses for absence from school are:

- the student him/herself is ill,
- a death has occurred in the family,
- observance of a religious holiday,
- quarantine for contagious disease,
- legal obligation,
- serious illness/condition (of the student) which requires the student to stay home.

A doctor's order is requested for a student to be out of school for an extended time and/or released to return to school.

Habitual Truancy

In Ohio Revised Code (ORC) 2151.011(B)(18), a habitually truant student is "any child of compulsory school age who is absent without a medically legitimate excuse for absence from the school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year."

A half-day absence is recorded after a two-hour tardiness/absence. If a child is not in school for more than 3 ½ hours, it is considered a full day absence. Ohio law requires a child to be in attendance for the full time that the school is in session, and not less than thirty-two weeks per school year. Therefore,

excessive absences may be cause to notify Wood County Truancy Intervention, Wood County Juvenile Court, and can even result in a loss of Scholarship.

Students may not be able to re-enroll at All Saints Catholic School for the following school year if they have been declared habitually truant, have failed to make up missed classwork from their absences, and they have not made concerted efforts to correct their attendance behaviors.

Work Missed During Absences

Students who are absent are required to make up missed work. It is the responsibility of the student to contact the teacher regarding missed classwork, assignments, and tests. The length of time to make up work is determined by the teacher. (One day of absence typically means one day to make up missed work). This also applies to personal convenience absences as long as the family completed a form as notice and had it approved by the teachers and principal. Assignments not completed by the stipulated completion date are late or missing assignments.

To place missing work (on the day of a child's absence) requests, a parent must call the school office in the morning when reporting the child's absence and ask for work to be gathered. This allows teachers the opportunity to gather necessary materials. Work is picked up in the school office at the conclusion of the day.

Personal Convenience Absences

Absence from school for student and/or parent personal convenience is **not** provided 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**. Parents must clearly state the nature of this absence and the reason the leave is taking place during the school year. Forms are in 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. Immediately upon returning to school, the pupil **MUST** arrange with the teachers to make up missed homework/tests in subject areas. If a student fails to make up his/her missed work by due dates as set by the teacher, the grade is recorded as an "F" for each missed item. The school can assume no responsibility for a drop in the student's grades suffered by a pupil who is absent due to personal convenience. Parents need to understand that many activities (videos, computer website presentations, experiments, discussions, etc.) missed during a lengthy absence cannot be replicated. ***Parents should schedule family vacations during school breaks or during the summer.***

When parents, but not children, are on vacation the office must be informed of the following:

1. The adult in charge of the children
2. Emergency contact phone numbers
3. Other pertinent information regarding the children

Do not plan personal convenience absences during MAP Test, ACRE, or any type of scheduled standardized testing. These test dates are on the school calendar or you may call the school office. Parents need to understand it may not be possible to make up standardized tests missed because of family vacations.

Eighth Grade High School Visitation

Eighth graders wishing to shadow at a high school should do so on days when All Saints Catholic School is not in session. If this is not possible, the Personal Convenience Absence form must be completed and signed by parents and teachers one week prior.

CURRICULUM AND GRADING PROCEDURES

Curriculum

All Saints Catholic School follows the standards required by the Ohio Department of Education and the Toledo Catholic Diocese. The core curriculum includes Religion, Math, Reading/Literature, English Language Arts (Writing, Grammar, and Spelling/Vocab), Science/Health and Social Studies. Also taught in all grades are Physical Education, Art, Music, and Technology. Students in grades 4-8 have the option of a Band elective with a \$100 fee (parents are responsible for purchasing/renting their student’s instrument). Band class twice a week throughout the school year. Students not taking band will take music classes.

Grading Policy

Teachers evaluate students in grades K-2 on an age-appropriate scale. Please note that this scale does assign actual letter grades to each student, but instead indicates their mastery of different skills in each of their core classes.

Listed below is the grading scale for students in grades 3-8:

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

Homework

An important goal of All Saints Catholic School is to develop responsibility and self-discipline in our students. The learning process is hindered when students are not prepared for class or have missing, incomplete, or late assignments. Homework assignments reinforce learning begun at school and apprise the parent of work that the student is doing in school.

A suggested time allotment for homework is:

Grades 1 and 2 = 20 - 30 minutes per night
Grades 3, 4, and 5 = 45 - 60 minutes per night
Grades 6, 7, and 8 = 60-90 minutes per night

Report Cards and Parent-Teacher Conferences

Quarterly report cards are sent home in grades K-8. Parents and students are able to view grades online through Option C in grades 3 - 8. Parents should view your child’s grades regularly on Option C as it is a form of communication. Teachers often choose to include notes that can be helpful when deciding the

reasoning behind a grade or opportunities to correct the grade. We do not send home separate midterm grades.

Each fall, formal Parent-Teacher Conferences are scheduled. Parents are encouraged to confer with teachers whenever the need arises. Regular monitoring of student progress and grades is the parent's responsibility. Middle school students are encouraged to regularly monitor their progress in their classes as well and discuss their concerns with their teachers. This is good practice for clear communication that will be used in high school.

Student Intervention Services

The State of Ohio provides funds through the Auxiliary Services Program for textbooks and personnel services. The following services are provided to students at All Saints Catholic School through this resource:

- The Speech and Language Pathologist provides services to students in grades K-8. To receive speech therapy, students must be identified and qualify in one or more of the following areas: receptive language, expressive language, grammar, syntax, semantics, auditory processing and memory/organizational skills. All Saints Catholic School contracts Speech services through a private contractor. Our SLP is in the building on Wednesday from 8:00am – 2:30pm and provides services to students on an IEP/Service Plan and also provides remedial support to students not receiving Special Education Services.
- The School Counselor coordinates a variety of programs ranging from guidance classes, new student orientation groups, Social-Emotional Learning opportunities, and individual counseling to address school-related concerns. The counselor is in the buildings on Monday-Friday.
- Our Intervention Specialist provides support to any students who require special education services and are either on an IEP or a Service Plan, as well as support for classroom teachers. Our IS is in the building Monday through Friday.
- Title I/Remedial Specialist provides support to any students with the need of academic support, specifically in reading and math. These students are identified by classroom performance, MAP scores and other assessments the teacher may use within the classroom. The intent of this support is to provide one-on-one and/or small group support, data collection, and working with the RTI team to determine if further testing is necessary.

The RTI (Response to Intervention) team is available to help teachers and parents address student needs and concerns of teachers and parents. The team consists of the principal, teachers, counselor, speech and language pathologist, school nurse, and support staff as appropriate. Parents are important contributors to the problem solving process and are actively involved in decision-making and recommendations.

Student Records

Student records are confidential. This includes permanent record cards. All student records/files are kept in a locked file in the school office. Health records are kept in the school clinic. Parents must submit a written request for student records to be sent to another school.

ASCS promotes and encourages students to continue their Catholic education at any of the local high schools. As such, teachers and staff will gladly complete the recommendation forms requested for admission to any high school. However, it is not part of our policy to complete the same types of teacher recommendations for admission to Catholic or private Junior Academies, Middle Schools, or Jr. High

Schools. We will certainly forward any records requested by Junior Academies at the conclusion of the year as we would do for any of the schools requesting records.

Promotion, Placement, Retention Policy

A student who has fulfilled grade level standards and expectations or has fulfilled individualized education goals will be promoted to the next grade level at the end of the school year. A student who did not fulfill grade level standards and expectations, and for whom retention is not recommended by the teacher, may be placed in the next grade level after communication with the intervention team and/or the Principal. In these situations, on-going communication will take place with parents throughout the year and prior to final progress reports. Students who are not meeting grade level expectations may be required to receive out-of-school tutoring and/or other interventions.

All Saints Catholic School administration, teachers, and support personnel carefully monitor students in grades K-3 in their MAP Test reading scores to track students in order for them to be on target for the Third Grade Reading Guarantee, which is a state and diocesan requirement. Parents will receive notification if your child's scores are a concern, and placed on a Reading Improvement and Monitoring Plan (RIMP). Students taking the ODE state tests and who do not pass the reading test by the end of their 3rd grade year will be recommended to repeat 3rd grade. Parents can dispute this decision, in writing, and ask that their student be placed in the 4th grade. If placement is granted, students will continue with intensive reading interventions.

Students who are retained at the end of the year due to attendance, missing assignments, or other academic reasons may be asked to leave All Saints Catholic School since ASCS does not offer other classroom placement options.

CONDUCT AND BEHAVIOR EXPECTATIONS

School Expectations

To achieve the mission of All Saints Catholic School, and to create a learning environment in the school that this mission requires, it is essential that the school has a positive and effective school discipline program. It is critical that parents and teachers work together and that they trust and support one another. What is being taught as Christian values in the school must be reinforced in the home and vice versa. By enrolling their child(ren) at All Saints Catholic School, parents enter an implied contract with the school. The school will educate their children so long as the children abide by the school's academic and disciplinary standards. A student who violates disciplinary norms breaches the contract, justifying disciplinary action, including suspension or expulsion. Parents are expected to support these disciplinary norms.

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.

Conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code. This includes the possibility of no longer attending All Saints Catholic School.

Code of Conduct for Students

At All Saints Catholic School, students are expected to:

- Students will be respectful of school and classroom procedures, property, students, staff, etc. This includes all procedures listed in the All Saints Catholic School handbook.
- Students will refrain from using inappropriate language, noises or gestures, including spoken, written, and electronic communication.
- Students will refrain from behaviors that interfere with classroom activities.
- Students will adhere to the All Saints Catholic School dress code at all times.
- Students will arrive at school and be in their seats, ready to learn, on time.
- Students will remain under adult supervision at all times.
- Students will not refuse to do schoolwork in any class.
- Students will be prepared for classes by having learning materials needed and all assignments completed.
- Students will not chew gum or other articles (candy, paper, etc.).
- Students will exhibit proper behavior when riding on the bus, when on field trips, when in church, and on all occasions when representing All Saints Catholic School.

Code of Conduct for Parents/Guardians

A Catholic school is most successful when the administration, the teachers, and the parents partner for the good of the child. The school is a community of faith where the dignity of each person is respected. Mutual support and cooperation among all those guiding the lives of the children are essential for effective formation and education.

ASCS is committed to working with you for the good of your child. We are committed to open, honest, and respectful communication. We will treat both you and your children with dignity and respect. For your part, 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 honor the dignity of each member of our community by maintaining high standards of confidentiality.
- To speak with a civil and respectful tone of voice at all times.
- To discuss disagreements and conflicts out of earshot of your children.
- To follow proper channels when conflicts arise. (Speak with the teacher first, then to the principal.)
- To respect principal's and teachers' time by seeking appropriate appointments for discussion of issues.
- To ensure your students' regular attendance and on-time arrival. More than 15 absences may be grounds for dismissal from All Saints Catholic School.
- Active participation in your child's education, this includes communication with teachers and staff, as well as attending meetings/conferences, and completing all family volunteer hours.

Parents' Social Media Policy

Parents and guardians must be mindful that social media presents a single-sided perspective. When children are referenced, a single-sided perspective can lead to vilification of a child who lacks the ability to defend him/herself. Such posts can also threaten the safety of our school community. We do not control who reads such posts or how someone may respond either in the cyber or real world. The safety and security of our children is the single greatest concern of the All Saints Catholic School faculty, staff, and administration, and therefore cooperation of parents and guardians who use social media is required.

- Parents and guardians should not use social media to lodge complaints, concerns, or attacks regarding school issues or any members of the school community.
- No student (other than one's own) should be referenced or mentioned on social media as it relates to any complaint, concern, or attack.
- Violations of this policy or violations of the spirit of this policy may be grounds for dismissal from the All Saints Catholic School community.

All Saints Catholic School holds administration, staff, and faculty to the same standards. The faculty/staff and school community of ASCS look forward to partnering with you in a spirit of mutual trust and cooperation.

Lunchroom Expectations

Students are expected to conduct themselves appropriately and respectfully at all times; this includes during their lunch periods. Please note the following:

- Enter the cafeteria in an orderly manner.
- Sit in assigned seats and remain seated during the entire lunch period.
- Show respect to all cafeteria workers and supervisors.
- Use appropriate table manners.
- Speak in normal voices.
- Pack plastic or other non-breakable containers.
- Eat the lunch packed or purchased for them and not trade food.
- Leave the table and floor clean.
- Place trash in appropriate containers after asking for permission.
- Participate in the student lunchroom clean-up program as requested by cafeteria supervisors.
- Remain in the lunchroom until classes are escorted to the playground; no returning to the school classrooms for forgotten items.
- Understand that the lunchroom supervisor is responsible for the students and their behavior. The lunchroom supervisors will report any unacceptable or unusual behavior to the classroom teacher or principal for determining consequences.

Students who do not follow these rules could be suspended from eating their lunch in the cafeteria, or be subject to the consequences of the discipline code.

Recess Expectations

- Students are expected to show a Christian attitude on the playground through fair play, courtesy, and respect for the rights and feelings of others.
- Students may not leave the playground areas for any reason and should remain visible at all times. The designated playground supervisor will advise students which areas of campus are off limits.
- Activities which include pushing, tackling, tripping, or hitting are prohibited.
- Students must be respectful of the flowers, landscaping, and church property.
- No food, drink, candy, or gum is allowed.
- When the recess whistle is heard, students must stop their activity and line up quietly, by classroom, in an orderly manner.
- Students may use only approved playground equipment. Some examples of items not allowed are: trading cards; hard balls; frisbees; radio-controlled vehicles; phones; etc.

- Students using the slide must sit up with feet in front to slide down. Only one person at a time is allowed on the ladder.
- Students using the tunnels must move in one direction and take turns. Climbing on top of the tunnels is not allowed. No one should sit in the tunnels and prevent others from actively playing.
- Students should watch where they walk, run, swing, and jump while in the playground area.
- Students are responsible for the consequences of their actions.
- More serious problems should be referred to the recess supervisors who will either deal with the situation or notify the principal.
- Students who request to go to the school clinic should be sent to the playground supervisor who will radio the office.

Harassment, Bullying, and Abuse

All Saints Catholic School complies with the *Catholic Diocese of Toledo Bullying Prevention Policy and Plan for Schools* (see Appendix C).

Consistent with the Code of Conduct, students are expected to refrain from harassing, bullying, and abusive behavior. Bullying is defined as unwanted, aggressive behavior among school-aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Harassment or bullying occurs when the participants are of similar ages. Abuse occurs when the age, maturity or developmental differences among the participants are significant.

The following behaviors, although not exhaustive, whether in school or out of school, may qualify as harassment/bullying or abuse:

- Name-calling
- Hitting, punching or kicking, or other forms of inappropriate touching
- Threatening bodily harm
- Deliberately ignoring or excluding classmates
- Distributing threatening or hurtful notes
- Teasing
- Rumor or scandal mongering
- Interfering with school or personal property
- Verbal or physical sexual harassment
- Any unwelcome physical contact
- Electronic bullying no matter the medium of conversation (ie. e-mail, texting, social media, etc.)

Students are encouraged to report any incidents of harassment/bullying or abuse promptly to their teachers or other supervising adult. Teachers and school staff have been trained to respond to reports and observed incidents in ways that reflect Gospel values. In some cases, the students involved may be referred to the school counselor for conflict resolution sessions. In other cases, the students involved may be referred to the principal for further investigation, which may result in disciplinary action, or consultation with the pastor.

Diocesan Statement on Technology

ASCS has an “Acceptable Use Policy” (see Appendix E) for the internet, computers, and electronic devices used during and after school hours. An acceptable use is one that is for educational purposes. The purpose of the “Acceptable Use Policy” is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. The policy entails the practical

considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. As part of the enrollment process, students and parents are required to read, sign and return the Acceptable Use Policy while keeping a copy for your records.

Academic Honesty

Integrity in the learning process is one of the guiding principles at All Saints Catholic School. ASCS considers cheating or academic dishonesty a serious violation of school rules. No copying of another's work or plagiarism is acceptable. When quoting others in academic material, students must cite their sources.

Plagiarism is any presentation of another's work, ideas, or words as one's own without acknowledging the source in standard academic formats such as MLA or APA. Forms of plagiarism include:

- Copying information word-for-word in whole or in part, without using quotation marks and without acknowledging sources;
- Paraphrasing material or using another's ideas without acknowledging sources;
- Using another's creative work such as art, music, or photography without permission or acknowledgment;
- Fabricating or deliberately giving incorrect information about sources;
- Electronic copying and pasting.
- Utilizing Artificial Intelligence (AI) programs, software, or web sites in order to create an assignment and present it as one's own. This includes, but is not limited to, the use of ChatGPT, Caktus, Perplexity, Curipod, Quillbot, Canva Magic Write, Grammarly, Dall-E, Runway, etc.

Academic dishonesty includes, but is not limited to:

- Receiving or providing information during a test or for a test.
- Using material on tests when the teacher has not given permission to do so.
- Violating the teacher's testing rules and procedures.
- Using or copying another student's assignment to turn in as your own work.
- Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

Students who are guilty of academic dishonesty and/or plagiarism will receive an automatic Major Violation as well as a deduction of grade and/or automatic zero for the assignment. The assignment may not be corrected or made up in these instances.

All students will be responsible for compliance with the Diocese of Toledo's Acceptable Use Policy for Internet and Related Technology in addition to the above examples (See Appendix E).

Discipline Policy

Because ASCS believes that students are still learning and developing, we know that there will be times when some type of correction is needed. Usually this is carried out by the teacher in an informal way. On occasion, more serious or repeated misbehavior will justify stronger disciplinary action, including suspension or expulsion.

Individualized Discipline

Individualized discipline means that ASCS administrators, teachers, and staff will carefully and thoughtfully consider the range of factors before determining interventions or consequences.

Three criteria shall be applied by the staff in assessing challenging behaviors and determining appropriate consequences:

- The unique traits of the student and his/her circumstances.
- The nature and severity of the incident.
- The impact of the behavior on the school environment.

Mitigating Factors

The following mitigating factors will be considered when determining the seriousness of the behavior for which the student has engaged:

- The age of the student.
- The student's ability to control his/her behavior.
- The student's ability to understand the foreseeable consequences of his/her behavior.
- Whether the student's presence poses an unacceptable safety risk to others.
- How disruptive the behavior is to the classroom learning environment.
- The student's history of behavior.
- The interventions, plans, consequences, and supports that have been previously utilized with the student.
- Whether the student's behavior involved the harassment of another due to their race, ethnic origin, religion, disability, physical/mental capability, or gender.
- Any unforeseen additional factors deemed relevant by the All Saints Catholic School principal or pastor.

Parents and/or students who do not abide by All Saints' policies will be required to withdraw their student from the school. This includes failure to sign violation notices.

The following actions are violations whether occurring in school, at school-related activities, or going to and from both, and may result in disciplinary action of the student:

Minor Violations

The following minor violations of the Code of Conduct should be handled as the teacher deems most appropriate under the circumstances:

- Violations of the dress code
- Chewing gum on school premises
- Disrespect to classmates
- Off-limits/out of classroom without permission
- Tardiness
- Not following directions
- Throwing objects
- Running in halls
- Writing/passing notes
- Being unprepared for class
- Classroom/church disruptions
- Inappropriate playground and lunchroom misbehavior
- Loitering
- Profanity and/or obscenity by words or gesture
- Forgery

- Use of cell phone or other personal technology for any reason

Accumulation of infractions will result in further consequences.

Detentions

Grades 3-4: Every five (5) infractions will result in a detention. Infractions will reset at the quarter.

Grade 5: Every three (3) infractions will result in a detention. Infractions will reset at the semester.

Grades 6-8 Every three (3) infractions will result in a detention. Infractions will not reset.

Detentions are to be served the following Thursday.

- Grades K-2: 2:30 - 2:45
- Grades 3-5: 2:30 – 3:00
- Grades 6-8: 2:30 – 3:15

Suspension

The following behaviors will result in a suspension:

- Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the Internet and/or related technologies
- Continued disrespect or abusive treatment of fellow students including internet use, written or verbal messages
- Conduct unbecoming an All Saints Catholic School Falcon
- Fighting
- Leaving the school premises without proper permission
- Open defiance, serious disrespect, and/or serious disruptive behavior
- Theft
- Cheating including any violation of the ASCS Academic Honesty Policy
- Trespassing
- Verbal or physical sexual harassment, bullying or abusive behavior
- Repeated minor violations – Parent Meeting after three (3) detentions. Suspension will occur if the behavior continues a 4th time.
- An attempt to cause bodily harm to another individual by using an instrument or self.
- Touching another student in an inappropriate way; not limited to kicking, punching, etc.
- Any other violation judged by the principal or pastor to seriously violate the Code of Conduct

Forfeiture of Field Trips

Students who accumulate 6 or more minor infractions or 3 or more major infractions may forfeit their right to participate in field trips. These field trips can include major trips such as Camp Storer or Washington, D.C. Before this decision is made, a disciplinary meeting will be held which includes the student, parent(s), teacher(s), and school administration. The student MUST be able to discuss their prior decisions and dedication to correct those actions in their own words during the meeting.

Expulsion

The following behaviors will be grounds for expulsion and, ultimately, removal from the All Saints Catholic School community:

- Offensive, hurtful, harassing, insulting, inappropriate or unethical use of the Internet and/or related technologies
- Arson or attempted arson

- Assault and/or battery of a school official
- Verbal or non-verbal threat to do harm to another
- Breaking and entering
- False fire alarm
- False call to 911
- Excessive minor infractions
- Verbal or physical sexual harassment, bullying or abusive behaviors
- Malicious destruction of school/church property or the property belonging to those working at All Saints Catholic School
- 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
- Theft
- Repeated offenses set forth as grounds for suspension
- Any other good and just cause based upon the discretion of the principal or pastor.

Suspension or Expulsion Appeal

A written appeal of the principal's decision to the pastor will be permitted if received by the pastor within two (2) business days of the principal's final decision. Such written appeal should set forth a factual statement of the circumstances, the remediation contemplated, and specific reasons why the principal's disposition was erroneous or inappropriate based on the totality of the circumstances, including mitigating factors. If, after two (2) business days no appeal has been submitted, the decision of the principal is deemed accepted and final. The disposition of the written appeal by the pastor shall be final and binding on the student and All Saints Catholic School.

Procedures for Suspension or Expulsion

One-day to three-day suspensions shall be imposed by the principal upon students who commit violations which warrant suspension. The school shall grant a meeting before imposing suspension. All meetings are at All Saints Catholic School's sole and absolute discretion and may be monitored by additional All Saints Catholic School personnel. The school shall notify the student's parents/guardians and teacher(s) of the suspension. The student shall be required to submit to his/her teacher(s) all classwork and assignments for the day(s) missed, according to the directives of the teacher(s).

Students may be seen by the counselor the first week after returning to class and may be required to meet with the counselor for a series of sessions. For extended suspensions or expulsion, unless immediate action is taken to promote the safety or security of persons or property involved, the principal shall give written notice to the student and his/her parents/guardians of the reasons for suspension or expulsion, and will convene an informal hearing of the discipline advisory board. All such hearings are at All Saints Catholic Schools sole and absolute discretion, and may be monitored by additional All Saints Catholic School personnel.

In the case of expulsion, the Catholic Youth and School Services Office will be notified by the principal.

Please additionally note:

Accusations: Any student accused of a serious wrong may be placed on a home-study program pending an investigation or adjudication if the accusation involves harm to any person or persons associated with our community.

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, or as prescribed by law.

Search and Seizure: Because school officials have a legitimate interest in the personal safety and protection of all students within their care and custody, ASCS has a right to search lockers and/or belongings. Student's enrollment at All Saints Catholic School signifies the parent's and student's consent to be searched in accordance with this policy. Teachers and other staff members shall make the administration aware of any information concerning the whereabouts of such materials.

Student Threats

Any and all student threats to inflict any harm to self or others must be taken seriously and dealt with immediately. Whoever hears the threat should immediately report it to the Principal. Threats may also be observed behaviors that school personnel believe have the potential to present a dangerous situation to the student or others around the student. Please note that local police may be notified if a threat is made or witnessed.

Additionally:

- The student should be kept in the Principal's office under supervision until the police arrive.
- The parent or guardian of the student who has made the threat should be notified immediately.
- Any adult or the parent/guardian of any students who has been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately.
- The student may be suspended and not be considered for readmission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a psychiatrist/psychologist (Ph.D.). If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist (Ph.D.) for psychological consultation and/or testing. If a psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of ORC 2305.51.
- Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
- Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation, or non-readmission before being destroyed.
- The Principal shall provide the mental health care professional (psychiatrist and/or Ph.D. psychologist) with all relevant facts, including but not limited to aggressive behavior, details of the threat as known to the Principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.
- The Principal shall receive a written, comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the Principal to the mental health care professional. The evaluation and report shall be made available to the Principal who will share them with legal

and/or mental health care consultants and administration assisting the principal in his/her education regarding the readmission of the student to school.

- The mental health care professional (psychiatrist and/or Ph.D. psychologist) shall provide a follow-up assessment of the student within 30 days if the student is readmitted to school and shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the Principal if therapy, counseling and/or treatment will be needed and/or provided.

Prohibited Items at School

We do not permit any objects that could interfere or disrupt learning or school procedures or may compromise the safety of students and staff. Items prohibited include toys, expensive valuables such as jewelry, personal electronic devices, or large amounts of cash. ASCS is not responsible for the loss of any such items.

No Weapon Policy: Weapons (including toy or look-alike weapons), objects with a blade, incendiary devices, illegal items, alcohol, tobacco, drugs, items/images related to gangs, violence, occult, pornography, etc. are not permitted anywhere on the school/church property. Anyone who observes or suspects possession, use, sale, etc. of prohibited items should immediately report the incident or suspicion to school officials. If there are reasonable grounds to suspect a student possesses or is involved with prohibited and/or dangerous items, including suspected improper use of notebooks, personal journals, cell phones, communication and/or electronic devices, school officials have a right and responsibility to search a student's personal book bags, lockers, desks, etc. and to remove the prohibited object or contact law enforcement authorities. Teachers, Principal or other school officials will communicate with the student and/or parents as deemed necessary by the situation and its severity. Directives and/or consequences will be communicated to the student and parent with the expectation of their compliance.

Cell Phone Policy

Students are not permitted to use cell phones while on campus for any reason. In order to prevent interruptions and distractions during the school day, the following guidelines have been established:

- Students may not use cell phones on campus during the school day, while in Extended Day, or during school sanctioned events (such as CYO athletics, PTO events, or middle school events).
- All cell phones must be turned off and placed in a backpack or locker during school hours. Cell phones are not to be in the pockets or desks of individuals at any time during the school day.
- If a student needs to use the telephone during the school day, they may use the phone in the school office. Students are not permitted to text or call their parents using cell phones during the school day. Parents should not contact students via cell phone during the school day. Necessary messages may be left by calling the school office.
- Should a cell phone not be turned off or should a student use a cell phone in any way (calling, texting, sending pictures, playing games, etc.) during school hours it will be taken and held in the principal's office for pick-up by the parent and a Minor Violation Infraction will be issued. If the issue continues, on the third offense, the student's phone will be confiscated and returned on the last day of school. Failure to adhere to these guidelines will result in disciplinary action.
- Smart Watches or Wearables that are voice or data connected (i.e. iOS and/or Android enabled devices such as an Apple Watch) are not permitted.

ASCS DRESS CODE POLICY

ALL students in grades K-8 are expected to follow the All Saints dress code. Uniforms should be clean, neat, and in good repair. Schoolbelles and LandsEnd are the designated and approved uniform providers. Parents are expected to reinforce the dress code expectations with their children throughout the school year.

To provide uniformity, parents are asked to purchase all uniforms from either Schoolbelles or LandsEnd. NOTE: Logo shirts may only be ordered through Schoolbelles or LandsEnd. ALL SHIRTS MUST INCLUDE THE ASCS LOGO.

The dress code is designed to uphold a uniform policy that avoids competition in dress and controls clothing costs for families. Additionally, it can provide students with a sense of personal pride and good taste in their appearance. Neatness, cleanliness, and appropriateness in dress and appearance are conducive to an academic atmosphere and is expected of All Saints Catholic School students at all times. While dressed in the All Saints Catholic School uniform at school and in public places, all students' conduct, actions, and language will be consistent with the philosophy and values of All Saints Catholic School.

All Saints Catholic School recognizes that no dress code policy can anticipate every possible situation. Faculty and administration reserve the right to determine if a student is dressed in a manner consistent with the All Saints Catholic School uniform policy.

Students found to be in violation of the uniform policy may be asked to correct their attire or call home for proper clothing. This may result in a loss of class time and/or possible disciplinary action. The administration reserves the right to revise, assess, and review this policy at any time.

<i>Item</i>	<i>Style</i>	<i>Notes</i>
Uniform Shirts	<ul style="list-style-type: none"> ● White, Black, or Purple, collared Polo shirts (long or short sleeve). ● School Logo must be on all items on the upper left of the shirt. ● All shirts must be tucked in and clean. ● Polo shirts with the band at the hem may be worn tucked in or out. 	<ul style="list-style-type: none"> ● All shirts can only be purchased through Lands End or Schoolbelles to ensure the correct logo is applied.
Uniform Pants	<ul style="list-style-type: none"> ● Schoolbelles or LandsEnd pleated or flat front cotton (or elastic waist), khaki or black twill slacks. ● K-8 girls can opt to wear the purple/gold 	<ul style="list-style-type: none"> ● Kindergarten and first graders are encouraged to wear elastic waist pants. ● Corduroys, cargos, carpenter, painter, or

	<p>plaid pants only offered at Schoolbelles as well.</p> <ul style="list-style-type: none"> • Dress pants purchased from other suppliers must match the style, fabric, and color. 	<p>polyester knit (stretch) pants are not permitted.</p> <ul style="list-style-type: none"> • Pants should properly fit in size and length and must be worn at the waist.
Plaid Jumpers/Skirts/Dress	<ul style="list-style-type: none"> • All Saints purple/gold plaid jumpers are worn in K-5 grade and can be purchased through Schoolbelles. • All Saints purple/gold skirts are allowed in grades 6-8 and can be purchased through Schoolbelles. • A dark purple dress with a logo is available through LandsEnd for K-8 girls. A plain white (only) sweater may be worn with this dress. 	<ul style="list-style-type: none"> • All skirts and jumpers must be modest in length. • Skirt length is considered modest if it is two inches above the knee or longer. • Skirts may not be rolled at the waist. • Girls MUST wear shorts under skirts and jumpers which should not be visible. • During winter months, girls may wear plain black leggings under their uniforms.
Shorts	<ul style="list-style-type: none"> • Schoolbelles or LandsEnd (or brand with matching style, fabric, color and length) black or khaki pleated, flat front (or elastic waist), cotton twill walking shorts 	<ul style="list-style-type: none"> • Shorts may only be worn from April 15 - October 15.
Shoes	<ul style="list-style-type: none"> • Athletic Shoes may be worn to school. • Dress shoes may be worn to school as well on non-gym days. • Students wearing boots to school in the winter must bring a pair of approved shoes to change into during the school day. 	<ul style="list-style-type: none"> • Heels should be low, not exceeding two inches including sole • NOT PERMITTED: sandals, flip-flops, slides, clogs, plastic, soft-soled moccasins, wheeled, or light-up shoes. • Boots, Uggs, Combat boots, Doc Martens Boots, and Ugg-like boots may ONLY be

		worn on non-uniform days and must fit properly.
Sweaters/Pull-Overs	<ul style="list-style-type: none"> • Uniform approved embroidered pullovers (1/4 zip) are available for K-8 students through Schoolbelles only, which may be worn over collared uniform shirts. • Middle School Students also have sweater and sweater vests options at Lands End. 	
Cosmetics	<ul style="list-style-type: none"> • Make-up is not permitted in any grade. Students may use chapstick if needed. • Visible tattoos (including temporary tattoos) and body piercings are not permitted. • Nail polish, artificial nails, gel nails, etc. are not permitted. 	<ul style="list-style-type: none"> • Students may be brought to the office to remove make-up if it is used at school. This is considered a uniform violation.
Gym Uniform	<ul style="list-style-type: none"> • The PE uniform shirt is a gray T-shirt (with the All Saints Falcon logo printed in purple). • Gym shorts should be black micromesh or jersey shorts with the Falcon logo. • Gym sweatpants must be all black or gray with no other decorations or logos on them. • Approved All Saints Spirit Wear shirts (e.g. 	<ul style="list-style-type: none"> • Gym uniforms should only be purchased through Schoolbelles. • Gym shorts should be no more than two inches above the knee. • Volleyball shorts or bike shorts are not acceptable for school. • Yoga pants or leggings are not acceptable for school.

	Falcon Strut shirts) are also acceptable.	
Hair	<ul style="list-style-type: none"> ● Hair color must be natural. ● Boys' hair should be off the collar ● Hair must not prevent teachers from seeing a student's eyes at any time. ● Haircuts should be traditional – <i>no fad haircuts</i>. 	<ul style="list-style-type: none"> ● The administration will require students to change dyed hair back to its natural color before returning to school.
Accessories	<ul style="list-style-type: none"> ● Boys and girls may wear small cross necklaces only. ● A belt is required for grades 6-8. ● Socks should be solid in color and cover the ankle ● Girls may wear small earrings. No more than two small lobe piercings are allowed. ● Girls may wear PLAIN headbands (no logos other than ASCS) ● Hair ribbons, bows, and barrettes, etc. can be worn as long as they are not excessive. 	<ul style="list-style-type: none"> ● A belt is optional for grades 2-5 but should be worn if slacks fall below the waist. ● Dangling earrings are not permitted. ● Chokers, large necklaces, bracelets, and rings are not permitted. ● Smart/fitness watches may not be worn in school. ● Bandanas, feathers, hair extensions, etc. are not permitted. ● Hats, caps, and hoods cannot be worn in the building including non-uniform days.

Dress Down Standards

- Students may wear ASCS sweats, ASCS sweatshirts, jeans (not torn or frayed). Low-cut or form-fitting clothes are NOT appropriate. Tight pants, leotards, or “baggy” pants are not appropriate. Logos on the seat of the pants or skirts are NOT permitted.
- All Saints Gym or Spirit T-shirts
- Shorts that are no more than 2 inches above the knee may be worn between April 15-October 15 of the school year; shorts may not be torn or frayed.
- Yoga pants, volleyball/bike shorts and leggings are NOT permitted at any time.
- Tank tops, tube tops, and halter tops are NOT permitted. Shoulders and midriffs MUST be covered.
- Flip-flops and clogs are not permitted. Socks are required with all footwear.
- Sweatshirts from ASCS sports and extracurricular activities may only be worn on “Spirit Days”.

Dress Up Days

All dress code policies stated above for shoes, hair, hats, cosmetics and jewelry are to be followed for non-uniform days. On designated “dress-up days,” **jeans are not appropriate** and considered a dress code violation. All clothing must be appropriate for school: modest, neat, clean, and in good repair. All dresses and tops for girls and shirts for boys must have sleeves (or a shirt or jacket worn over a modest sleeveless top for the entire day, including recess). Torn, ragged, tightfitting, under-sized, bare-midriff, oversized clothing, etc. is not permitted. **Socks/tights must be worn with shoes at all times.** Students wearing clothing that is deemed inappropriate, may be kept in the office until a parent brings a change of clothing and may be denied non-uniform day privileges. The principal makes the final judgment and consequences regarding all dress code matters.

Not Permitted: Yoga pants, “skinny jeans” or any type of tight fitting pants.

Labeling Uniforms

Please label all of your child’s school clothing and personal belongings. Lost items will be placed in the lost and found table outside of the main office. If items are not labeled and not claimed within a reasonable amount of time, they will be placed with the “used uniforms” to be sold, given to charity, or disposed of.

FIELD TRIPS

All field trips planned for the children of All Saints Catholic School have an educational purpose and correlate with the curriculum of the class taking the field trip. Each student must have the school’s field trip permission slip signed by the child’s parent/legal guardian. No other authorization except the school’s field trip permission slip will be accepted. Students without a parent/guardian signature and a current emergency medical form will not be permitted to go on the field trip. Parents are expected to cover the cost of field trips for their children.

Transportation is usually provided by parent drivers. State/Diocesan regulations regarding the safety of children being transported in a personally-owned vehicle must be followed for field trip transportation.

- There must be one seat belt for each student assigned to a car and parents are responsible for making sure each child is safely bucked in before starting the vehicle.
- Students under age 12 may not ride in the front passenger side of a car in which the airbag is activated.
- Ohio’s Child Restraint Law requires all children ages 4 through 8 years who weigh 40 pounds or less and who are shorter than 57 inches be transported in a booster seat.
- Drivers for a field trip must sign the Parish/School/Agency Vehicle Driver Agreement stating that they have a valid driver’s license and vehicle insurance before transporting students.
- All adults wishing to drive on field trips must complete VIRTUS requirements and be willing to drive other students.
- Younger siblings and/or siblings not in the class may not attend field trips.
- Parents/grandparents wishing to drive on field trips must be current in VIRTUS requirements.
- All other field trip expectations can be found in Appendix G.

APPENDIX A

LifeSkills

LifeSkills are taught at All Saints Catholic School and help guide actions and decisions of students to work toward doing their personal best:

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 others 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

APPENDIX B

The Catechesis of the Good Shepherd

The Catechesis of the Good Shepherd (CGS) is an approach to the religious formation of children, 3-12 years of age. It originated in 1954 with the founding of the children's center or "atrium" in Rome, Italy, by Sophia Cavaletti. Inspired by Montessori principles of education, it now extends to many countries around the world. Atriums can be found in home, parish and school settings.

What is the atrium? The atrium is a room which is dedicated to the spiritual formation of our young students. Here at All Saints, the atrium is the circular room located at the end of the corridor leading between church and school. It is a specially prepared space where the Catechesis of the Good Shepherd takes place.

The catechesis is based on the conviction that God and the child are already in a relationship. The child has a deep need to experience and a special capacity to enjoy the presence of God. What sets the Catechesis of the Good Shepherd apart from most other methods of learning is that it has no "textbook" but rather many "hands on" materials. Using a Montessori-based approach, materials handcrafted by our parishioners help the youngest children learn about the Mass, Baptism, Bible Geography, History of the Life of Jesus, the Kingdom of God Parables, Practical Life, Art, and Prayer. As children mature, so do the themes of the work in the atrium. Moral Parables, Reconciliation, Eucharist, and Bible Study are added to the broad base of atrium experiences.

How does it work? Small groups of children come together for a weekly session in the atrium, which introduces them to the Bible and the Liturgy—the two pillars of our faith. The children are led by a trained catechist who participates in a formation program for each age group in CGS.

Currently at All Saints, we offer an experience of the atrium for our three, four, and five-year-old parishioners who are not yet in kindergarten. Our Parish Religion Education Program (PREP) children in kindergarten and first grades use CGS as their catechetical program for 90 minutes each week. The children of All Saints Catholic School, preschool through grade 6 have at least an hour of time in the atrium each week as part of their faith formation. All second graders have extended time in the atrium as part of their sacramental preparation experience.

"Be still and Know that I am God." Psalm 46:10

APPENDIX C

CATHOLIC DIOCESE OF TOLEDO: BULLYING PREVENTION POLICY AND PLAN FOR SCHOOLS

Introduction

The Diocese of Toledo and the Catholic Schools Office believe that all of our Catholic schools must be aware that their purpose is rooted in the mission of the Church and the message of Jesus Christ.

It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards, where no student shall be subjected to bullying, intimidation or harassment.

Pastors, principals, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and any other school support staff, are to expect that all students and staff behave appropriately and treat others with civility and respect.

Bullying, harassment or intimidation will not be tolerated in any of our Catholic schools in the Diocese of Toledo.

A. Bullying by Definition:

Bullying, harassment or intimidation means any of the following: Any intentional written, verbal, electronic (cyber-bullying), physical act, or any other similar behavior that a student or staff member has exhibited toward another student which:

- (1.) Causes physical or emotional harm to the target or damage to the target's property.
- (2.) Places another student in reasonable fear of harm or of damage to property.
- (3.) Creates a hostile environment at school for another student.
- (4.) Infringes on the rights of another student at school.
- (5.) Disrupts the education process or the orderly operation of a school or classroom and alters the conditions of another student's education.
- (6.) Is a form of "retaliation" meaning any form of intimidation, reprisal, or harassment directed against a student who reports any misconduct, provides information during an investigation of bullying, witnesses or has reliable information about bullying.
- (7.) Is considered electronic bullying (cyber-bullying) meaning bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, or data of any nature transmitted in whole or in part by:
 - a) Wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.
 - b) The creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.
 - c) The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

B. Bullying is Prohibited:

- (1.) On school grounds owned/ leased/used by a school or on property immediately adjacent to school grounds.
- (2.) At any school-sponsored or related activity, function or program whether on or of school grounds.
- (3.) At a location, activity, function or program that is not school-related, when there are possible ramifications for students or adults in the school.
- (4.) At a school bus stop, on a school bus or any other vehicle owned, leased or used by the school.
- (5.) Through the use of technology or electronic device owned, leased or used by a school.
- (6.) Through the use of technology or an electronic device not owned, leased or used by a school if the act or acts in question:
 - a. Create a hostile environment at school for the target.
 - b. Infringe on the rights of the target at school.
 - c. Materially and substantially disrupt the education process or the orderly operation of a school.

C. Prevention and Intervention Plan:

On or before October 1, 2012, the Principal, in consultation with teachers, staff, administrators, parents, community representatives, consistent with the requirements of this policy, as well as Ohio and federal laws, shall be responsible for overseeing the development and establishment of a prevention and intervention anti-bullying plan for their respective building.

The plan shall include the following:

- (1.) Clear procedures for reporting prohibited incidents for students, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.
- (2.) A provision that reports of bullying, harassment, intimidation may be made anonymously, so that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.
- (3.) A requirement that school personnel report prohibited incidents of which they are aware to the school principal or other administrator designated by the principal.
- (4.) In cases where the aggressor or target is not students at this school, information shall be disclosed to the principal or appropriate administrator of the public, private or charter school in which the student is enrolled.
- (5.) A requirement that the custodial parent(s) or guardian(s) of any student involved in a prohibited incident is notified.
- (6.) A procedure for documenting reported incidents, responses to incidents including steps taken to investigate reported incidents.
- (7.) A strategy for protecting a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report, including a means by which a person may report an incident anonymously.

(8) A strategy for providing counseling or outside referral to appropriate services for aggressors, targets and family members of students as needed.

- (9.) A disciplinary procedure for any student guilty of harassment, intimidation, or bullying, that infringes on any student's rights and expressly providing for the possibility of suspension of a student found responsible for harassment, intimidation, or bullying.
- (10.) A range of disciplinary actions that may be taken against an aggressor for bullying or retaliation provided that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.
- (11.) A statement and a disciplinary procedure prohibiting students from deliberately making false reports of harassment, intimidation, or bullying and for any student responsible for deliberately making a false report.
- (12.) Provisions for informing parents and guardians about the anti-bullying prevention and intervention plan of the school and shall include how parents and guardians can reinforce the curriculum at home and support the school and the dynamics of any and all forms of bullying.
- (13.) A strategy for introducing the plan to all students/families.
- (14.) A strategy to ensure a parent or legal guardian signs off confirming that the plan was read.

D. Plan Review and Updates:

The plan shall be reviewed and updated preferably every year, but at least every two years and the principal is responsible for the implementation and oversight of the anti-bullying prevention and implementation plan within the school.

E. Training:

Regular training on the plan shall be provided for staff, students, parents, faculty, counselors, school nurses, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, and all other school support staff.

Such anti-bullying training may include, but not be limited to:

- (1.) Developmentally appropriate strategies to prevent bullying incidents.
- (2.) Developmentally appropriate strategies for immediate, effective interventions to stop bullying incidents.
- (3.) Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witnesses to the bullying.
- (4.) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment.
- (5.) Information on cyber-bullying emphasizing Internet safety.

F. Publication and Notice:

The plan shall be posted on the school's website and included in student and employee handbooks.

G. Reporting:

A member of the staff shall immediately report any instance of bullying or retaliation the staff member has witnessed or become aware of to the school principal or to the staff member designated in the plan as responsible for receiving such reports.

H. Minimum Required Actions:

If the principal or his/her designee determines that bullying or retaliation has occurred, he/she shall:

- (1.) Take appropriate disciplinary action as stated in the plan.
- (2.) Notify the parents or guardians of the aggressor and target and inform them of the disciplinary action and action to be taken to prevent any further acts.

If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or his/her designee informed of such incident shall contact the local law enforcement agency if he/she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

I. Policy Questions and / or Concerns:

If any staff member has questions concerning this policy, he or she is encouraged to contact the Catholic Schools Office at 419.244.6711.

APPENDIX D

ASCS Parent/Guardian Code of Ethics

A Catholic school is most successful when the administration, teachers, and parents collaborate for the good of the child. The school is a community of faith respecting the dignity of each person. Mutual support and cooperation among all those guiding the lives of children are essential for effective formation and education.

Open communication between parents and teachers is necessary and encouraged for the optimal benefit of the child and to cooperate with the leadership and faculty of the school, and following the guidelines as listed below:

- To speak to our staff with a civil and respectful tone of voice at all times.
- To discuss concerns/disagreements (that you may have with the school) out of earshot of your child/ren.
- To follow proper channels when conflicts arise. (Speak with teacher-minister first, then to the principal-minister.)
- To respect principal-minister and teacher-minister's time by seeking appropriate appointments for the discussion of issues.
- To use appropriate means of communication and respectful words and tones when conflicts arise via telephone call(s), note/letter(s), or email(s).
- To respect the reputation of the school community and its members, **only** using social media, technology, and cell phones in positive and appropriate ways and which are respectful to the ASCS community.
- To respect the privacy of each family/school situation, and not discussing your personal family interactions between school personnel with others. This includes not making disrespectful comments about ASCS, the Pastor, Principal, teachers and staff, nor other parents or students.

We look forward to collaborating with you during this coming school year.

The Faculty & Staff of **ALL SAINTS CATHOLIC SCHOOL**

of each student. Sometimes problems may grow out of simple misunderstandings or misinterpretations and are usually resolved when parents and teachers follow the problem-solving procedures and communicate directly.

ALL SAINTS CATHOLIC SCHOOL is committed to working with you for the good of your child, as our students are our main priority. We are committed to open, honest communication. We will treat both you and your children with dignity and respect.

For your part, your decision to enroll your child in this school indicates your willingness to support

_____ Parent/Guardian (Printed)	_____ Parent/Guardian (Signed)	_____ Date
_____ Parent/Guardian (Printed)	_____ Parent/Guardian (Signed)	_____ Date

APPENDIX E

Acceptable Use Policy All Saints Catholic, Rossford

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At **All Saints Catholic School, Rossford**, students are **not allowed** to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. If a student fails to adhere to this policy, the device will be confiscated and a meeting will be conducted with the principal, parent(s) and student in an effort to resolve the issue.

The following policy applies to school computers, technological devices, and network and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of All Saints Catholic School, Rossford must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

A.Safe Communication

- 1) *Personal Information:* When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings:* Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

B. Netiquette

- 1) *Behavior:* Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

C.Copyrights

- 1) *Honesty:* Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of All Saints Catholic School, Rossford in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

A. Recording devices

- 1) *Messaging:* Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas:* Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting:* Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission:* Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

B. Downloads

- 1) *Games:* Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses:* Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

C. Unauthorized Access

- 1) *Bypasses:* Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts:* Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including

online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.

3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.

4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.

5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school's specified provider. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

D. Other Actions

1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.

2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.

3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.

4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, and Myspace) unless for academic purposes as specified by the supervising teacher.

5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.

6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.

7) *Cyberbullying*: Cyberbullying is strictly prohibited.

8) *Jailbreaking*: Students are not permitted to "jailbreak" school-provided devices (or do any similar process that wipes clean the hard drive of a device).

V. Content of Policy

A. Review and Revisions

1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at All Saints Catholic School.

2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Retain this policy for your records. Return the signature page.

APPENDIX F

Policy Statement on Gender-Related Matters

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created^[1], and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its farreaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

¹ *Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

³ *Catechism of the Catholic Church* 221.

Pastoral Care Guidelines

Recalling that each moment when a person or persons come to the Church—regardless of reason—is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
 - i. Reception of a sacrament
 - ii. Use or rental of parish or school property
 - iii. Admission to school, religious education program, or parish/institution-related activity.
 - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
 - i. Are you a member of the parish; do you have children in the school?
 - ii. Where is the wedding being held? What are the names of the parties to be married?
 - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
 - iv. Who are the parents/guardians of the child?
 - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanction of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender- Related Matters), to evangelize, and to encourage all persons we encounter.
6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader

may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.

7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.
8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.

APPENDIX G



Chaperone Expectations for Field Trips Off Campus

Thank you for volunteering to chaperone an off campus experience for All Saints Catholic School students. Without your participation today, we would not be able to provide our students with experiences that enhance their learning and development.

Chaperones are expected to be familiar with the Student Code of Conduct for our school and shall report all suspected violations to an ASCS faculty/staff member immediately. Chaperones may not discipline a student, staff member, and/or another chaperone.

The following list of expectations is meant to ensure that all people may enjoy the experience to the best of their ability while also being good examples of ASCS to the surrounding community.

1. All chaperones must be at least 19 years of age and have completed Virtus training with a current background check on file.
2. Please leave other children at home. The students assigned to your group will need your full attention during the entire field trip.
3. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip.
4. Teachers reserve the right to assign and/or reassign students to groups.
5. The students in your assigned group are your responsibility. Know exactly how many students are in your group and learn their names and faces. Be sure that all are present before moving from one place to another.
6. Always be safety conscious. You are responsible for the continuous monitoring of your group's activities.
7. Be on time for designated meeting places and departure.
8. School policies apply to all adults participating in school sponsored, off-site activities.
As a volunteer chaperone you:
 - a. May not smoke or use tobacco or controlled substances including electronic cigarettes, vapes, or look-a-likes in any form
 - b. May not be under the influence or consume alcohol or illegal substances
 - c. May not possess articles that can be used as weapons
 - d. May not administer medications to students
9. Never allow individuals to leave the group, except in emergencies and then only with a partner.

10. For the protection of both students and chaperones, do not place yourself in situations in which you are alone with a student.
11. Please do not purchase items or provide opportunities that are not offered to all students in the class or preapproved by the teacher.
12. Sensitive information you may learn about a student's abilities, relationships, or background must be kept confidential.
13. To ensure that you are able to devote your full attention to the important responsibilities of chaperoning, restrict cell phone use to emergencies only.
14. Please be aware that some students have photo restrictions; this means their parents have formally requested they not be photographed at school or school activities. If you take photos, verify that students you photograph do not have photo restrictions; teachers have this information. Do not post photos of students on your personal social media.

If you have questions about any aspect of the field trip or the expectations of chaperones, please ask for assistance from the teacher or staff member in charge. We hope you enjoy your field trip experience.

APPENDIX H

Dear Prospective ASCS Volunteers,

Thank you for your interest in volunteering at All Saints Catholic School. Without our families and friends who volunteer their time driving and chaperoning field trips, subbing on our playground and in our Extended Day Program, and helping in our classrooms, our students would not have the dynamic educational experiences we provide. In the interest of our school's safety, the Diocese of Toledo requires volunteers to complete a background check and child abuse training online. The directions to meet this requirement are below. Please let me know if I can help you in this process.

Thanks for being an active part of our school community,

Volunteer Process

Anyone volunteering in the school should log into virtusonline.org and create an account if they do not already have one.

They will be directed to complete a BCI selection background check. There is a \$25.00 fee for this that can only be paid by credit or debit card. This background check is good for 5 years, based on updated quarterly reports. Please note that the Fasttrax token code is for employees only. Please ignore this if you are volunteering in our schools.

Please read the Standards and Guidelines and accept the acknowledgment. Volunteers will be prompted for the training Protecting God's Children® Awareness Session 3.0 & Vulnerable Adults 1.0 Combined_Toledo. If you are NOT prompted for this program, please call Audrey Caligiuri at the Parish Office (419-666-1393). She may need to assign the class to your account, but cannot do so if you do not have an account already set up.

After completing the child abuse training course, please print out a copy of the certificate and send it to the school office.

If you need to log out of the training session before it is completed, you can. Make sure that you log back into the Virtus web site to resume training and do not attempt to create a new account again.

If you are NOT prompted to do the selection.com background check, please call Audrey Cligiuri at the Parish Office (419-666-1393). She can assign the background check as long as you have set up a Virtus account and also have completed the child abuse course titled Protecting God's Children® Awareness Session 3.0 & Vulnerable Adults 1.0 Combined_Toledo.

Thank you for taking the steps and working with us and the diocese on taking an active role in protecting God's children.

APPENDIX I

All Saints Catholic School

Extended Day Program Registration & Morning Care Sign Up

In order to maintain a quality program, ASCS will assess a registration fee for our Extended Day Program starting with the 2023-24 school year. Each family using our Extended Day Program will pay a **\$50** registration fee by **August 11, 2023**. This is due at the time of enrollment and cannot be charged to Option C. The ASCS Extended Day Program costs \$5.00 an hour per student. As before, families will only be charged for the amount of time that their child is in the Extended Day Program. Billing will occur every half-hour.

Additionally, families are required to schedule when their students will use the Extended Day Program & Before School Care, so that we can appropriately schedule our staff. Families are not billed for days their child is absent from the Extended Day Program. Registered families may change this schedule only at the semester change by re-filing this form with the school office. Due to increased difficulty with hiring staff after the pandemic, ASCS will no longer accommodate drop in care. We are sorry for any inconvenience this may cause.

Before School Student Morning Care Program. I understand that my child may be dropped off between 7:00 a.m. & 7:30 a.m. at the cost of \$2.50 per day. Parents will be billed daily through Option C.

Family Name: _____

Child Name 1: _____

Schedule: ___ After school until 5:30 pm on (circle days attending): M T W Th F

___ Before school from 7:00 - 7:30 am on (circle days attending \$2.50 per day):
M T W Th F

Child Name 2: _____

Schedule: ___ After school until 5:30 pm on (circle days attending): M T W Th F

___ Before school from 7:00 - 7:30 am on (circle days attending \$2.50 per day):
M T W Th F

Child Name 3: _____

Schedule: ___ After school until 5:30 pm on (circle days attending): M T W Th F

___ Before school from 7:00 - 7:30 am on (circle days attending \$2.50 per day):
M T W Th F

Child Name 4: _____

Schedule: ___ After school until 5:30 pm on (circle days attending): M T W Th F

___ Before school from 7:00 - 7:30 am on (circle days attending \$2.50 per day):
M T W Th F

**ASCS Extended Care Program Pick Up Agreement
2023 - 2024**

All Saints Catholic School Extended Day Program is hereby authorized to release my child to the following individuals (please provide at least one name other than Residential Caregivers). These individuals may also be contacted in the event of illness or accident. They must present identification in order to remove the child from the After School Program.

Name of Residential Caregiver 1: _____

Relationship: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name of Residential Caregiver 2: _____

Relationship: _____ Home Phone: _____

Work Phone: _____ Cell Phone: _____

Name	Relationship	Home Phone #	Work Phone #	Cell Phone #

Only adults on this list are able to sign out students from the ASCS Extended Day Program. Students are not able to check themselves out of the program to go to practice, tutoring, or other activities once they check in at the program for the day. CYO Coaches or other ASCS staff members are also not allowed to sign students out from the program.

All Saints Catholic School Extended Day Program Expectations

I understand that the registration fee must be paid prior to my child attending the All Saints Catholic School Extended Day Program, and that this fee is non-refundable. I also understand that All Saints Catholic School Extended Day reserves the right to remove any child from the program after the third late pick-up.

Caregiver Signature: _____ Date: _____

Permission to watch G or PG rated movies on Fridays:

I give my child permission to watch G or PG rated movies for the 2023-24 school year.

Caregiver Signature: _____ Date: _____

Our children are immersed in Catholic values, virtues, and lifeskills and know the difference between right and wrong. However, when problems do occur, we have rules and consequences that will be enforced. ASCS feels strongly that when we have support from parents at home, we can be more effective in helping children who have made an error in judgment. Being able to work with the support of our parents will minimize the likelihood of repeat behavior. Students must be able to follow the rules of the program in accordance with a staff to student ratio of 1 to 25. PLEASE READ OVER THESE POLICIES WITH YOUR CHILD! Know that our Extended Day Program staff will make you aware of minor issues in an attempt to prevent potentially larger problems before they occur. You will note on your form that after a third reprimand, a child may be permanently expelled from the ASCS Extended Day Program. This is a policy we hope we do not have to enforce, but sometimes is necessary to ensure a smooth-running program for all children attending. It is a privilege, not a right, to attend the Extended Day Program. POSITIVE BEHAVIOR IS A MUST!!!

ASCS Extended Day Expectations

1. Students are required to remain with their assigned Extended Day Program staff member during their designated time and/or are responsible for asking staff members before using the bathroom or going to their lockers.
2. Students are required to line up when arriving at the Extended Day Program in order to check in with Program Staff for attendance purposes.
3. Good sportsmanship and fair play must always be displayed.
4. Disrespect in any form and/or to anyone will not be tolerated.
5. No foul or abusive language or hand gestures.
6. No defacing or abusing school property, materials, or equipment.
7. Children are responsible for their own belongings.
8. No fighting, hitting, kicking, or other abusive behavior towards fellow students or staff members.
9. Staff members are to be shown respect and are always to be obeyed.

10. No chewing gum or eating candy during the Extended Day Program. Students may bring their own snacks, but must eat them between 2:30 - 3:00 while seated at a cafeteria table.
11. All injuries, conflicts or mishaps, no matter how small, must be reported to a staff member immediately.
12. No dangerous items of any type are to be brought to school.
13. Do not bring valuables to school or the Extended Day Program.
14. Electronics: (Handheld Devices, iPod touch, iPad, Cell phones, etc.) are not permitted. If a parent must contact the Extended Day Program, they should call program staff at **419-661-2073** since students are not allowed to use their cell phones to text or make phone calls.
15. All other school rules including dress code will be enforced during the ASCS Extended Day Program.

ASCS Extended Day Consequences

INFORMAL WARNING: For the first official offense, a conference with the child in the Principal's office will occur. The child will be given time to correct his/her behavior, he/she may be given methods and/or time to prove he/she can adhere to policy. Informal warnings will be removed from the child's record if the child exhibits acceptable corrected behavior for a two-week period. A parent is not asked for a conference with an informal warning, but will be notified.

FIRST REPRIMAND: Parents will be notified of any formal warning offenses. The record of offense remains on file.

SECOND REPRIMAND: Parents will be notified of any warning offenses by way of a formal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the **CHILD IS SUSPENDED FROM THE EXTENDED DAY PROGRAM FOR A PERIOD OF ONE WEEK.**

THIRD REPRIMAND: Parents will be notified of any warning offenses by way of a formal/informal verbal parent conference. Written documentation signed by the parent is required. The record of offense remains on file. At this point, the **CHILD WILL BE EXPELLED FROM THE PROGRAM, INDEFINITELY.**

REMOVAL FROM THE EXTENDED DAY PROGRAM: The Program Director or School Principal has the right to withdraw your child from the program if:

- Caregivers are repeatedly late picking up their child.
- Fees are continuously delinquent.
- Your child does not benefit from our program.
- Your child displays inappropriate behaviors or if an incident warrants removal because it presents a safety hazard to another child, or themselves.
- There is concern for the safety and/or well-being of any member of the Extended Day Program due to actions of the student in question.

LATE PICK-UP POLICY/FEE: Each student must be picked-up and signed out by 5:30 pm. At 5:31 pm and after, you will be asked to sign a late pick-up sheet. We recognize that circumstances may arise and cause an unavoidable late pick-up. When that occurs, we ask that you notify us before 5:30 pm by calling **419-661-2073**. Your waiting child will feel more reassured as well. We extend our understanding by offering you three excused late pick-ups. After three late pick-ups, you will be asked to make other arrangements for after-school care. Additionally, in the event you are late picking up your child, you will be charged \$5.00 for the first 5 minutes you are late, and an additional \$5 for every 5 minutes thereafter. Your late fee will be determined using our clock and late fees will automatically be charged to your account. When arriving, please do NOT dispute the fee charged. This is a fee we DO NOT wish to have to collect. Any questions you may have regarding this policy should be addressed to the Extended Day Coordinator or School Principal, and not to the attendant caring for your child at the time of pick up.

Signature of Parent/Guardian: _____ Date: _____

PARENT - STUDENT HANDBOOK ACKNOWLEDGEMENT

Please complete and return this page to the school office.

Our family has reviewed the All Saints Parent-Student Handbook and agrees to abide by all the policies, procedures and expectations of All Saints Catholic School.

Family Name (PLEASE PRINT)

Parent/Guardian Signature

Date _____

Student Name & Grade

Grade _____

Student Name & Grade

Grade _____

Student Name & Grade

Grade _____

Student Name & Grade

Grade _____

Student Name & Grade

Grade _____

