



All Saints Academy

**Parent/Student
Handbook**

MISSION STATEMENT

All Saints Academy provides a Catholic and quality academic education to families of St. Augustine, St. Anthony, St. Dominic Parishes, to families of neighboring parishes, and to others who desire such an education. The spiritual, mental, physical, and social development of each child is the core of All Saints Academy. This school encourages students to gain a deeper understanding of church tenets, Christian and family attitudes, and their relationship with God, nature, and all humanity.

PHILOSOPHY

Catholic Education is the expression of the mission entrusted by Jesus to the Church. All Saints Academy's response to the mission is three-fold:

RELIGIOUS STATEMENT

All Saints Academy shall provide an environment where Christ gives meaning and dignity to human life. As individual members of the school community, we share a Christian vision. Our vision is to take the principles of the gospel and make them our educational standards, internal motivation, and final goal.

EDUCATIONAL STATEMENT

All Saints Academy strives to make the faith of our students alive, conscious, and active through the light of instruction. Instruction in religious truth and values is an integral part of the school curriculum. Through our curriculum we shall instill in our students a spirit of confidence and a desire to impact the community in which they will live and serve. We take responsibility to be creative in the face of this challenge.

SOCIAL STATEMENT

All Saints Academy encourages each student to grow as a responsible member of the family and to recognize the family as the basic social unit. We encourage each student to accept the worth and dignity of all people. We shall create the widest opportunity for students to gain experience in daily living in a faith community and to develop commitment and skill in serving others.

ADMINISTRATIVE ORGANIZATIONS

ADMINISTRATION

All Saints Academy is a Roman Catholic School within the Diocese of Belleville, Illinois and responsible to the Ordinary of the Diocese. The Director of Education is his representative in the administration of the Catholic schools. The Catholic school is structured to encourage a spirit of cooperation and a state of shared responsibility. Within the school, specific roles are prescribed for the pastor, principal, assistant principal, and faculty.

PASTOR

The Pastor of St. Dominic Parish, as the primary spiritual leader of the parish, has the responsibility for fostering, guiding, and coordinating the educational ministry. This, then, would include those matters within the school, which affect worship, the Ministry of the Word, and the spiritual welfare of the students.

PRINCIPAL

The principal is the administrator of the school and executive officer of the Board of Education. The principal is responsible for implementing policies established and approved by the Diocese.

FACULTY

The faculty is directly responsible to the principal.

SCHOOL BOARD OF EDUCATION

The School Board of Education is a consultative board. Under the Board's Constitution, 6 members are from St. Dominic Parish, 4 from St. Augustine Parish and 2 from St. Anthony Parish. The Pastor, Deacon, Principal, and 1 person from St. Mary's Parish in Carlyle serve as ex-officio members of the Board. School Board meetings are held the third Wednesday of the month at 7:00 pm in the conference room in the Jr. High Building. All School Board meetings, except Executive Sessions, are open to all interested parties.

PARENTS

Parents are an extension of the school staff as they work in cooperation with the school. A partnership should exist that promotes educational opportunities for all students.

SCHOOL POLICIES AND REGULATIONS

ADMISSION POLICIES

AGE OF ADMISSION (Diocesan Policy 5111)

A child may be admitted into Kindergarten **if** he/she has reached the age of five on or before September 1st. A child may be admitted into grade one if he/she has reached the age of six on or before September 1st. The date of birth must be verified by a birth certificate or by a baptismal certificate at the time of registration.

TESTING (Diocesan Policy 6162.5)

Admission Testing

Pupils entering kindergarten for the first time are given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

NON – DISCRIMINATION STATEMENT (Diocesan Policy - 5111.1)

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school administered programs.

REGISTRATION

The All Saints Academy School Board establishes the registration dates in early spring. The purpose for early registration is to aid in planning for the following year. It is very important to register within the time designated so the school has the necessary data to know how many teachers and what supplies will be needed. Registration fee is \$50.00 per student, and will be deducted from the book fee. There is a \$25.00 late registration fee for current students who did not register before the deadline. The late fee will not be deducted from the book or registration fees. At the time of registration, parent of kindergarten students must present a copy of the child's birth certificate as verification of age, a copy of the baptismal certificate, (unless child has been baptized at St. Dominic, St. Augustine or St. Anthony's Church) and a copy of the child's Social Security Card.

PRE-SCHOOL REGISTRATION

At the time of registration, parents of pre-school students must present a copy of the child's birth certificate. A \$35.00 registration fee and \$25.00 fee for snacks and supplies used throughout the entire school year, is also due at the time of registration. All pre-school students will be given a student health form at the time of registration. This form is to be completed over the summer and brought to school before the first day of student attendance.

STUDENT TRANSFER TO ALL SAINTS ACADEMY

All transfer students are on probation. This status will remain effective until such time as the student's records are received from the transferring school and meet a period of time (not to exceed six weeks) to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in All Saints Academy. If the child is transferring from a school outside of Illinois, we also require a school physical within one month of entering All Saints Academy. A student is ineligible to play sports for one school year if they transfer in 7th or 8th grade. Students must transfer at the beginning of the 6th grade to avoid the penalty.

(SIJHSAA by-laws: Section 2, Article 5)

STUDENT TRANSFERS (Diocesan Policy 5119)

Schools shall follow proper procedures as determined by the Office of Education when transferring and maintaining all school records.

Information Release Form

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information Release Form* should be used by all parents or guardians for the necessary transactions of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.

Record of Transferred Student

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers.

The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming, along with the other permanent records.

Student Transfers

If a student transfers from one Catholic elementary school in the diocese to another, the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record
- 3) Health Record

If a child is transferred to a public school or parochial school outside the diocese, **COPIES** of the following records are sent to the school where the child will be attending:

- 1) Permanent Record
- 2) Attendance Record

The **original** health record should be forwarded to the new school and a copy retained in the school along with the *Record of Transferred Student* form.

Graduate Transfer

The *Graduate Transfer* form is completed for each student entering high school the following academic year. This transfer form, if desired or requested, is sent to the Catholic or public high school where the student will transfer. This should be done immediately following the January grading period.

STUDENT RECORDS (Diocesan Policy 5125)

This school complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The following are the procedures that should be followed regarding student records in the Diocese of Belleville:

Student Records

Student records contain any written or recorded information on a student by a school. Student records include permanent and temporary records.

Permanent Record

Each pupil is to have a Permanent Record folder in the local school file. These Permanent Record forms are obtained from the Office of Education. Information contained in the Permanent Record form shall be treated as confidential matter and shall be accessible only to the professional staff of the school or the parents of the child.

The Permanent Record folder contains only:

1. Student's name, birth date and place, parent's names and addresses;
2. Academic record, intelligence, aptitude test scores, achievement test score labels, and grade level achieved;
3. Attendance record;
4. Social Security Number;
5. Health records and accident reports;
6. Record of release of permanent record information.

These records shall be maintained for not less than **60** years after the student has transferred or graduated from the school.

In the Diocese of Belleville, these permanent records are kept on microfilm and stored at the Office of Education permanently.

Temporary Record

The Temporary Record folder contains:

1. Teacher anecdotal records (destroyed at the end of the school year);
2. Notes from parents (destroyed at the end of the school year);
3. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
4. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
5. Honors and awards received;
6. Other disciplinary information;
7. Special education files, including the report of the multi-disciplinary staffing on which \ \ \ placement or non-placement was based.

These additional records and reports shall be reviewed annually and only maintained if the information is viewed as relevant and important. Temporary records are to be destroyed when the child leaves the school.

Microfilming and Keeping of Records

When students graduate from a Catholic elementary school the permanent record folder, which includes health records and daily attendance records of these students are sent to the Office of Education to be microfilmed. These records will then be returned to the school and **must** be maintained in the school for **four** years or longer.

Parental and Student Access

1. Parents or representative designated by parents and students have the right to inspect and copy all permanent records.
2. Requests to inspect and/or copy school records must be granted within a reasonable time. (Schools may charge a reasonable fee for copying records.)

Release of Records

School records or information contained therein may not be released or disclosed to unauthorized persons.

They may be released to the following:

1. Parents, students, or representatives designated by a written consent of the parents.
2. Office of Education.
3. Any person as specifically required by law, provided the person presents appropriate identification and a copy of the statute authorizing such access.
4. Appropriate persons, in case of emergency, if the information is necessary to protect the health and/or the safety of the student or other persons provided that the parents are notified as soon as possible of such releases.
5. The courts, in response to a court order.
6. Official representatives of a school to which the student is transferring, on request of either the student or the parent. Parents may examine and challenge content prior to release.
7. Official student records and information can be withheld if there is outstanding tuition charges or other unpaid bills. However, unofficial records regarding student placement must be sent to the receiving school. **Health records cannot be withheld** and must be forwarded upon receipt of a written request.

Enclose the following statement with each release of permanent records:

NOTICE TO PERSONS OR AGENCIES RECEIVING STUDENT RECORDS

Section 438 (b) (4) (B) of the U.S. Public Law 93-380 requires that the enclosed personal PUPIL RECORD information is transferred to you only on condition that you will not permit any other party to have access to it without the written consent of a parent, legal guardian or eligible student. Keep written records of access to or the release of, any information in the student record. Such records would include: all consent forms, the name and position of the person requesting the information as well as the purpose, and the date and name of the person releasing the records.

Challenge

1. Parents may challenge the accuracy and relevance of the information in the student record, exclusive of academic grades. Parents may add a written statement explaining their position regarding any disputed material. This statement becomes a part of the student record.
2. Each school shall establish administrative procedures for parents to challenge the contents of student records, including the initial procedures for an informal conference with parents.

SCHOOL ATTENDANCE

State law requires Illinois schools to be in session 176 days a year. In addition, regular school attendance helps children develop to their fullest potential spiritually, academically, and socially. All Saints Academy places great emphasis upon prompt and regular attendance because it promotes learning and develops responsibility. Parents are asked to aid the school in teaching promptness and regularity. For this reason, parents and guardians are discouraged from removing their children from school for vacations and other activities.

TARDY AND ABSENCE POLICY (Diocesan Policy 5113)

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy.
2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent.
3. When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.

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ATTENDANCE AND EXCUSES (Diocesan Policy 5113)

Each teacher is responsible for keeping an accurate record of the pupil's daily attendance. The absences shall be accurately recorded on the record form prescribed by the secondary school or the Office of Education for the elementary schools.

The elementary school attendance forms are supplied by the Office of Education. These records of attendance are to be part of the individual pupil's file.

Students who are excused for medical reasons during school hours, either for doctor or dental appointments, should have a written notice stating the time of the appointment. When a student has a written excuse for medical reasons it is still counted as an absence.

No principal or teacher shall permit a student to leave the school before the time for dismissal without a written request from the parent or guardian. The request should state the reason for dismissal. Students should never be sent home for homework or books or sent on errands during school hours.

ALL SAINTS ACADEMY TARDY AND ABSENCE PROCEDURE

- A parent must call when a child will be out for the day due to illness, a funeral, or being out of town
- When the child returns to school, he must bring a written note from the parent explaining the reason for the absence
- Students who participate in or attend extra-curricular events sponsored by the school must be in attendance no later than 11:00 a.m. on the day of the activity or event
- Students who are in school must remain until the end of the school day in order to be able to participate or attend extra-curricular events that day
- Children should be kept home from school when they are not well enough to actively participate in the school day, both for their sake and the sake of other children in the school
- Students with flu-like illness should remain at home and away from others until at least 24 hours after they are free of flu like symptoms, fever or signs of a fever, without the use of fever-reducing medications (CDC guidelines) and have taken prescribed medication for a minimum of 24 hours

- When the office personnel call to request that you pick up your child because of sickness or injury, the family must make whatever arrangements necessary to pick up the child in a timely manner

HEALTH POLICIES

HEALTH AND SAFETY

All Saints Academy reserves the right to prevent any child not in compliance with the health regulations from attending school until such compliance is met.

HEALTH FORMS

- All kindergarten students will be given Student Health and Dental Forms at the time of registration
- All children must also receive an eye examination before they enter kindergarten starting in the 2008-09 school year
- These forms are to be completed over the summer and brought to school the first day of student attendance
- Physical, dental, and eye examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into kindergarten or the first grade, and upon entrance into the sixth grade and ninth grade, and irrespective of grade, immediately prior to entrance into school if such pupil has not previously been examined according to Illinois law

Prior to entering kindergarten or first grade, every pupil shall be immunized. **(Illinois School Code, Section 27-8)**

Health, dental and eye examination forms for first grade students who attended public school kindergarten will be sent from the public school. All students must meet the regulations and immunization requirements set forth by the State of Illinois.

EMERGENCY FORMS

During the first week, the Emergency Medical Authorization Form is to be returned to school. The purpose of this form is to make it possible for parents to authorize the provisions of emergency treatment when parents cannot be reached and to provide the school with alternate numbers in case of illness. These forms are requested every year and are kept on file and used in the event of the child's illness or any other type of emergency.

- It is imperative that parents/guardians sign the emergency forms
- If parents move or have their phone number changed during the course of the year, please notify the office of the change so that the emergency form can be updated
- If parents go out of town, the phone number of guardians must be given to the school office

INSURANCE (Diocesan Policy 5143)

A parent and/or guardian shall enroll their child/children in either the student insurance plan offered through the school or the parent and/or guardian shall sign a waiver form stating that their child/children is/are already enrolled in a comprehensive accident and/or health insurance plan. The waiver form shall also state that the parent and/or guardian will not hold the school responsible for any medical expenses incurred while their child/children is/are involved in any school sponsored activity. (A sample/waiver form may be obtained from the Office of Education.)

Any student whose parent and/or guardian refuse to provide insurance or sign a waiver form shall not be admitted to the school. If a family is not able to afford insurance, the school shall assist the parent in enrolling the student/s in a student insurance plan offered through the school.

PHYSICAL EXAMS AND IMMUNIZATION (Diocesan Policy 5141.3)

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

- Pre-school, kindergarten, and sixth grade students must have a complete physical prior to entering school
- Dental exams are required in kindergarten, second, and sixth grades. Physical exams are required in kindergarten and sixth grade
- Physical exams are required each school year for anyone playing sports. Please send the forms to school prior to or on the opening day, to indicate that the examinations have been given
- Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations.
- Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation
- An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

COMMUNICABLE DISEASES AND ILLNESS

The following indicates rules for school attendance if a child has the following communicable diseases/illnesses:

- **Flu and fever:** Students with flu-like illness should remain at home and away from others until at least 24 hours after they are free of flu like symptoms, fever or signs of a fever, without the use of fever-reducing medications (CDC guidelines) and have taken prescribed medication for a minimum of 24 hours
- **Conjunctivitis (Pink Eye):** May attend school twenty-four hours after first application or dose of anti-biotic
- **Chicken Pox:** May not attend school until 6 days following the eruption of the first crop of vesicle
- **Head Lice:** Treated and checked before entry to school. Proof of treatment must be brought after a forty-eight hour waiting period
- **Impetigo:** Must be excluded from school until sores are completely healed
- **Measles:** May not attend school until rash has disappeared
- **Whooping Cough:** Must be excluded from school three weeks from onset of cough

NOTIFICATION OF CONTAGIOUS DISEASE

- If a child has been exposed to a contagious disease parents **MUST** notify the school within 24 hours
- If a child has been exposed to a contagious disease at school, parents will be notified
- Keep any ill child at home so that they may recover, and the danger of infecting others is limited

- Child **MUST** be free of a fever for a twenty-four hour period before returning to school

ILLNESS DURING SCHOOL DAY

If a student becomes ill during the school day, they will be sent to the office. The parents will be contacted if necessary due to fever, vomiting, or other signs of serious illness. If they cannot be reached, the person named on the emergency sheet will be called.

EARLY RELEASE (Diocesan Policy 5113)

If possible, doctor and dental appointments should be made outside of school hours. When this is not possible, a student must have a written note stating the time, date, reason, and driver. For safety reasons they must be checked out of the office by the responsible adult and then returned to the office to be checked back in to school after the appointment.

When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered as ½ day absent.

MEDICATION

In keeping with state and federal laws, no school personnel, salaried or volunteer, are permitted to administer first aid or dispense medication to any student. For first aid, the wound may be cleansed with soap and water. If the child needs more attention, the parents will be notified. Only emergency first aid measures will be administered and parents will be notified of the action(s) taken. All **prescription or over the counter medication** to be taken by a student must be accompanied by a doctor's signed order giving explicit instructions and permission for the student to administer the medicine.

MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND MARKED WITH THE STUDENT'S NAME

and will be kept in the school office and administered under a teacher or other staff person's supervision. In an attempt to serve you, it is requested that you inform the office in writing of any specific physical problem such as hearing, sight, speech, allergy, or respiratory problems that your child may have.

EMERGENCY TREATMENT

If in our opinion the injury or illness is serious, the school will first attempt to contact the parents/guardians. If they are not available, the school will attempt to contact the doctor listed on the Emergency Medical Procedure Card. (Emergency medical attention will be obtained for all injuries.) These cards are updated annually. It is of the utmost importance that the information on these cards is complete (phone numbers, etc.) and then signed by both parents/guardians. Emergency Medical Card information is confidential material.

ASTHMA MEDICATION POLICY

Asthma is a chronic inflammatory disease of the lungs that may be characterized by persistent cough, wheezing, shortness of breath, and tightness of the chest. Students can self-administer asthma medication as necessary with approval of the administration based on a written request by parent or guardian and completion of necessary forms. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year based upon the fulfillment of a written request and completion of forms. A student with asthma may possess and use asthma medication while at school or a school-sponsored activity while under the supervision of school personnel or before or after

normal school activities on school property. District employees are to incur no liability, except willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student.

AIDS

Health, Illinois State Board of Education, the U.S. Center for Disease Control, the American Red Cross, and the U.S. Catholic Conference concerning students infected with HIV. The directives and procedures are available for review in the administrative office.

PREGNANT STUDENTS (Diocesan Policy 5138)

All schools in the Diocese of Belleville shall have a written policy concerning students who are pregnant. The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure confidentiality.

If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality.

Pregnancy shall not be a reason for expulsion.

VISION AND HEARING SCREENING

Health services rendered by the school include eye and ear screening test provided by certified technicians. Pre-school, Kindergarten, Second, and Eighth grades are required to receive the vision and hearing tests, while First and Third grades receive only the hearing test. If your child is under the care of a physician for the above, a written signed note by the parent is needed for the file. Also, new students in grades other than the above are required to take these tests. If information of a medical nature changes, All Saints Academy appreciates knowing, since this information is important to the health and well-being of the child.

Parents/Guardians are asked to notify the principal by the first day of school attendance of any health problems that a student may have so that teachers may be aware of any such situations.

TEXTBOOKS AND MATERIALS

All textbooks are provided by the school and must be covered at all times. Students are given a list of materials they are expected to have in class at each grade level. The student is responsible for having these materials at school at all times.

SCHOOL DAY - TIME ALLOTMENT (Diocesan Policy 6112.1)

A school day shall be comprised of not less than five clock hours of actual classroom teaching per day. The morning, noon, and afternoon intermissions and time spent in attending liturgical celebrations are not to be included in the five hours of classroom teaching.

SCHOOL HOURS

All Saints Academy is in session from 7:45 a.m. to 2:55 p.m. Students should arrive no earlier than 7:30 a.m. since supervision is unavailable prior to that time. Children left unsupervised are a serious liability problem for the school. Students who arrive before 7:30 a.m. must report to the school office.

SCHOOL DAY SCHEDULE

School begins at 7:45 a.m. The classrooms open for the students at 7:30 a.m. Teachers are in the classrooms at that time. All students are to be in their homerooms by 7:45 a.m. or they will be considered tardy. If the bus arrives late, the child will be excused.

7:45 a.m. School begins

8:00 a.m. Mass is on Wednesday and Friday for the Primary

Mass is on Tuesday and Friday for Elementary and Jr. High

10:45 a.m. Lunch for Primary students

11:00 a.m. Lunch for Elementary students

11:15 a.m. Lunch for Pre-School students

11:45 a.m. Lunch for Jr. High students

2:55 p.m. Dismissal for all students

ALL SCHOOL MASS

In the event of an All-School Mass, the primary students will be dropped off at the St. Dominic Parish Center by 7:45 a.m. After the liturgy, they will either walk back to the Primary building or be transported by Mater Dei buses. If an afternoon event is scheduled students will be picked up at dismissal time from the Parish Center.

MONEY BROUGHT TO SCHOOL

When money is brought to school for any reason, it is to be put in an envelope identified with its purpose, child's name, and homeroom.

HOT LUNCH PROGRAM

All Saints Academy participates in the Federal Hot Lunch Program. A menu is sent home showing what will be served each day during the up-coming month.

At the beginning of the year, a letter and form to apply for free or reduced lunches is sent to all parents. When the form is returned, the principal will inform the parents whether or not they are eligible. If the family is eligible, the principal will notify the proper personnel. All information is held in confidence. Parents may call the school at any time during the school year to apply for free or reduced lunches.

STUDENT LUNCH ACCOUNTS

- Each Student has their own lunch card that is used when purchasing food or milk from the cafeteria
- \$10.00 replacement fee is charged for a student who has lost their lunch card
- Parents are responsible for keeping their child's lunch account current by sending money in on a regular basis.
- Student lunch account reports will be sent home weekly with students if the account falls below \$8.25
- If a student falls below a negative balance of \$8.25, then that child will be served a PBJ lunch instead of a hot lunch until the account balance is positive again. PBJ lunches are still at a cost to the student/parent.

- All money should be in an envelope with the student name, class, and lunch program written on the front

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DISMISSAL/TRANSPORTATION
LEAVING THE SCHOOL GROUNDS

No student is **EVER** to leave the school grounds during the school day unless a parent or guardian is there to sign them out. There will be no exceptions.

CLOSED CAMPUS

After arriving on school grounds, students may not leave campus without written permission from a parent.

DISMISSAL

The final bell rings at 2:55 in all three buildings. Transportation should be provided by that time. Children are to walk out of the school in an orderly fashion.

Primary building:

- **One teacher** on bus duty
- **Other teachers** are there to supervise the students
- Students will line up on the walkway between the primary building and the cafeteria according to their grade level
- Parents must come and get their child from the walkway between the primary building and the cafeteria and walk them back to the car

If there is inclement weather:

- Kindergarten students will be in the cafeteria
- 1st and 2nd grade students will be inside the south hallway of the school building
- Parents must come and get their child from the above designated areas.

Elementary/Junior High buildings

- **Two junior high teachers** are on crosswalk duty. These teachers will monitor the safety of the children as they prepare to leave the campus. No child is to cross the street anywhere except where indicated by the crossing guards or teachers on duty

One elementary teacher is on bus duty until the last bus leaves

***It is necessary for parents to see that all children are picked up or provided for by the time the last bus arrives.**

TRANSPORTATION

AUTOMOBILES

- Automobiles are to exercise extreme caution when driving near school
- Obey all traffic rules including **NOT PASSING BUSES** that are dropping off or picking up students
- **NEVER** double-park
- **NEVER** drive between cones
- Students must use crosswalks to get to their cars

PARKING

Primary Building:

Parking is not permitting in the bus zone

- Parking is available on the blacktop behind school, South 3rd Street, or on the street by the gym

Elementary/Jr. High Building:

Parking is not permitted between the hours of 2:30 and 3:30 P.M. at the locations listed below:

- South side of North 3rd Street between the Jr. High and Elementary buildings
- Corner of Clinton to the front entrance sidewalk of the Junior High Building
- Blacktop/playground located on the west side of the Jr. High Building

BUS

Bus service providers:

- Mater Dei Catholic High School
- Breese Public Schools

BICYCLES AND SKATEBOARDS

- Bike is to be secured (locked) in the bike rack until dismissal
- Bicycle owners must assume full responsibility for any lost or damage incurred
- Bikes should be walked until a student leaves the school grounds
- No bicycle pleasure riding on the premises will be permitted at any time
- Violators will not be permitted to bring bicycles on school property
- Skateboards are never allowed on school property

WALKERS

- Students must cross at crosswalks
- When leaving school, walkers are to stay on the sidewalk, far away from traffic as possible
- Instructions from the teachers and crossing guards must be obeyed
- If the teacher does not know the individual picking up your child, they will be asked to show identification

A signed note from a parent must be sent to school when the transportation plan has changed for a particular day.

BUS INFRACTIONS

Buses will pick up the children at roughly the same time each day. Children should be in their bus line waiting before the bus gets there so they can board quickly and safely. While on the bus, they are to obey all bus rules. No child is to consume any food or drink while riding the bus. The drivers will write up any infraction of the rules and see that the Principal gets a copy

- First offense: Principal will take disciplinary action
- Second offense: Suspension from the bus
- Third offense: Indicates to all concerned that the child does not value the privilege of riding the bus; therefore, the privilege will be completely suspended for the remainder of the school year

AFTER SCHOOL PROGRAM

The after school program operates on school days from school dismissal to 5:30 pm. This program provides professional care, supervision, recreation, and enrichment activities for our students in Preschool through eighth grade. This program operates on an additional cost basis. For more information contact Ms. Spillan by e-mail: jspillan@gmail.com

DRESS CODE

All Saints Academy takes great pride in its students and expects the students to wear the uniform in compliance with the dress code at all times. It is the parent's responsibility to see that their child comes to school conforming to the dress code for that day. The following rules and regulations govern student appearance.

GIRLS' UNIFORMS: K-8

- Pants must be navy trouser-style pants and shorts with flat or pleated front
- Jumpers, skorts, culottes, and skirts will be uniform plaid or solid navy and no shorter than 3" above the knee
- Shirts white or navy traditional polo-style with a collar and long or short sleeves with or without designated ASA logo
- Solid white or navy turtlenecks (not mock)
- Solid white or navy dress shirt/blouse style
- Shirts must be tucked in at all times
- White or navy sweatshirts without hoods, waist-length with or without ASA logo only (hoods are not acceptable on any top)
- Sweaters in solid navy or white that are waist length
- Shirts may be worn with a plain white short-sleeved T-shirt underneath
- Socks shall be white or navy crew length, bobby sock style or solid white or navy tights or knee-highs
- Tennis shoes or leather/oxford style (**tied, strapped, or Velcro**) shoes that do not leave black marks
- No open toe shoes, heels, clogs, or sandals
- **Solid** brown, black or navy belts must be worn on pants and shorts that have belt loops by students in grades 3-8
- May wear only one pair of button style earrings (No dangling earrings are allowed)
- Wristwatches are acceptable, however, no other jewelry is allowed
- Hair must be neat and clean and kept off the face
- No extreme hairdos or color
- **NO MAKEUP**
- No artificial nails or dark nail polish will be accepted
- No coats are to be worn in the classrooms during the school day
- Shorts may be worn April 1 –October 31

BOYS' UNIFORMS – K - 8

- Pants must be navy trouser-style pants and shorts with flat or pleated front.
- Shirts white or navy traditional polo-style with a collar and long or short sleeves with or without designated ASA logo
- Solid white or navy turtlenecks (not mock)
- Solid white or navy dress shirt/blouse style
- Shirts must be tucked in at all times
- White or navy sweatshirts without hoods, waist-length with or without ASA logo only
- Sweaters in solid navy or white that are waist length (hoods are not acceptable on any top)
- Shirts may be worn with a plain white short-sleeved T-shirt underneath
- Socks shall be white or navy crew length, bobby sock style

- Tennis shoes or leather/oxford style (**tied, strapped, or Velcro**) styled shoes that do not leave black marks
- No open toe shoes, heels, clogs, or sandals
- **Solid** brown, black or navy belts must be worn on pants and shorts that have belt loops by students in grades 3-8
- Boys may not wear earrings
- Wristwatches are acceptable, however, no other jewelry is allowed.
- Boys' hair may be no longer than the eyebrows, no longer than the middle of the ear, and may not touch shirt collar for boys
- No extreme hairdos or color
- No coats are to be worn in the classrooms during the school day
- Shorts may be worn April 1 –October 31

P.E. DRESS REQUIREMENTS

- Students in grades K-4 must wear tennis shoes with socks
- Students in grades 5-8 must wear tennis shoes with socks, navy shorts no shorter the 3" above the knee and plain white shirts without pockets. P.E. shirts may be purchased in the office

DRESS CODE VIOLATION POLICY

Primary:

- Warning form will be given to students who are not in dress code
- Student may change into clothing that school has provided
- Parent/guardian may be called to bring a change of clothes to school

Elementary:

- Warning form will be given to students who are not in dress code
- Student may change into clothing that school has provided
- Parent may bring a change of clothes to school

Consequences for continued infractions may include, but are not limited to:

- Loss of recess (third infraction)
- Sitting at detention table during lunch and recess (fifth infraction)
- Office referral (subsequent infractions)

Jr. High:

- Warning form will be given to students who are not in dress code
- Student may change into clothing that school has provided
- Parent/guardian may bring a change of clothes to school
- Parent/guardian may pick up student to change
- The third violation will result in a detention
- Subsequent violations will result in a detention and parent meeting with the principal

SPIRIT DAYS

Spirit Shirts may be worn on designated days. Students may wear:

- Designated Spirit Shirt with school pants or skirts
- Shirts of the school colors with no other logo with school pants or skirts

JEAN DAYS

- Jeans may be worn on designated days.
- Jeans which are sized to fit the body of the student
- Jeans may not be worn below the waistline
- Jeans may not to be cut, torn, or worn out

LOST AND FOUND

- Clothing with no identification will be placed in the lost and found box located by the office
- Primary students need to check with their teacher
- Clothing not claimed at the end of each quarter will be given to an area charity

TELEPHONES

The office telephone is a business phone. The school phone will only be used by students in emergencies, and the student must obtain permission from their teacher.

CELL PHONES

Cell phones brought to school **must** be kept in book bag and **turned off** during the instructional day. Their use, including text messaging and digital photography, is prohibited during the school day and school sponsored transportation. Violation will result in confiscation of the device by school officials, and will result in the following disciplinary actions:

- 1st offense – cell phone confiscated by school official and parents required to pick up phone
- 2nd offense – cell phone confiscated by school official, detention, and parent required to pick up phone
- 3rd offense – cell phone confiscated by school official, phone will not be given back until conference with parents, and student suspension
- Parents will be able to pick up their child's cell phone at the end of each school day
- If photo(s) are taken of other students, discipline action will reflect the seriousness of the infraction

Students bring these devices to school at their own risk. All Saints Academy, its faculty and staff are **NOT** responsible for any damaged, missing, or stolen cell phones. If a student has a cell phone and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the school take any financial responsibility for the cell phone or cell phone charges.

VISITORS

Junior High/Elementary Buildings

- Teachers and students may not be disturbed during class
- All visitors must sign in at the school office upon arrival
- If you need to drop off something for a student in grades 3-8, the item should be left in the office. The secretary or principal will see that the materials are delivered to the designated person at a convenient time in the instructional process
- Under no circumstances may a visitor go directly to the classroom or cafeteria prior to coming to the office

Primary building

- If you need to drop off or pick up something go directly to the classroom

LUNCH/RECESS DUTY

- Primary building – report to cafeteria at 10:40
- Elementary building-report to 3rd grade classroom by 11:00

No volunteer is allowed to bring other children with them regardless of age or relationship (Diocesan policy 6162.3)

ACADEMIC POLICIES

EDUCATIONAL PROGRAM

All Saints Academy meets the educational standards as prescribed by the Illinois State Board of Education and the Belleville Diocesan Board of Education, and is recognized and accredited by these agencies. The educational program at All Saints Academy provides an academic environment intended:

- To enhance a student's self-confidence, self-respect, respect of others, and their environment
- To develop the child intellectually using methods and materials appropriate to the child's ability and maturity
- To help students understand what the Catholic religion means in today's world
- To incorporate religious considerations and values in all aspects of the total program
- To enable students to meet academic success by maintaining high academic expectations
- To enhance the spiritual, mental, and physical life of the student through special programs such as participation in liturgical programs, community outreach projects, band, chorus, art contests, spelling bees, science, and history fairs, special projects designated by teachers, essay contests, poster contests, academic competitions, such as scholar bowl and math team, Student Council, annual Christmas/Spring programs, Evening of Fine Arts, Family Reading Night, and athletics: basketball, volleyball, track, and cheerleading

The goal of All Saints Academy's total program is to produce well-rounded individuals capable of educating themselves throughout their lifetime, of continuing their education in high school, college, or trade school, of changing as the times and world require, of understanding their place and interconnectedness with nature and all humanity, of being able to get and maintain employment when they reach adulthood, of understanding the spiritual dimensions of a fulfilled life through an awareness of Jesus Christ and His principles which guide all of God's children.

SACRAMENTAL PROGRAM

First Penance and First Eucharist are experienced in the second grade. Confirmation occurs in eighth grade. The teachers in the respective grades work with the pastors to make sure the children are prepared to receive these sacraments. They determine the actual particulars pertaining to the ceremonies.

SPANISH

To be eligible for taking Spanish in the seventh and eighth grade, students must have principal/teacher recommendations, a 93% or above in Reading and English, scores on Standardized Test, and be willing to make a two year commitment.

HONORS MATH

To be eligible for honors math in seventh and eighth grade, students must have:

- Principal/teacher recommendations
- 93% or above in Math
- Score above grade level on Standardized Test and placement test

RtI

Response to Intervention establishes a framework to meet the diverse needs of all students. The goal of this federally mandated is to integrate assessment and interventions within a multi-level process to maximize high quality achievement of students at All Saints Academy

CHALLENGE PROGRAM

Students in 7th and 8th grade may be eligible for the Challenge Program. To determine eligibility in the program, the following criteria will be used...

- 95% or higher in all academic areas
- teacher recommendations
- IOWA Test of Basic Skills

MUSIC

General Music classes are taught to Pre-school through 5th grade students. They will learn about instruments, rhythms, notes and note values, as well as composers. Students will earn grades such as

E=excellent,

S=Satisfactory, and U=Unsatisfactory.

Beginning Band is offered to 4th through 8th grade students. They will be given at least one lesson per week and will earn a letter grade for each quarter. Students will participate in the Christmas and Spring Concert and will move to the Concert Band when they have completed the required course material.

Concert Band is offered to 5th-8th grade students. They will be given at least one lesson per week and will earn a letter grade for each quarter. Concert band students will participate in concerts, contests, parades, and festivals.

Jazz Band is an auditioned group that rehearses twice a week during the lunch hour. Students will perform at contest and at the Christmas and spring concerts.

Chorus is offered to 6th through 8th grade students. Students will rehearse twice a week during the lunch hour. They will perform at contest and at the Christmas and spring concerts.

Music Booster Club *All parents who have a child in the band or chorus program are automatically members of the

PHYSICAL EDUCATION

Physical performance offers great potential in the physical development for enhancing the students' minds and bodies. The benefit of physical education promotes a healthy generation of students who are able to achieve their highest potential while being able to enhance the ability for productive academic success.

COMPUTERS

Computers are taught to student in grades K-8. The computer standards set for each grade are aligned with Illinois State standards. Each grade also completes an Internet Safety course each year as required by the State of Illinois. Computer curriculum includes keyboarding, computer application and Internet usage.

INTERNET CODE OF CONDUCT (Diocesan Policy 1341)

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this *Code of Conduct*.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote Educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses
 - d. Download copyrighted material for other than personal use
 - e. Download or transmit material protected by trade secrets
 - f. Use the network for private financial or commercial gain
 - g. Use resources wastefully, such as file space
 - h. Gain or seek unauthorized access to resources or entities
 - i. Use another user's account or password
 - j. Post material authored or created by another without his/her consent
 - k. Post anonymous messages
 - l. Use the Network for commercial or private advertising
 - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters
 - n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, and illegal material or information on bombs, or any other weapons
 - o. Use the Network while access privileges are suspended or revoked
 - p. Reveal the personal address or telephone numbers of students, staff persons, and faculty members and colleagues
 - q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville

Authorization for Internet Access (Diocesan Policy 1341)

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this *Authorization* and the *Internet Code of Conduct*. If the User is a student, the student and his or her parent(s)/guardian(s) must sign this *Authorization*. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. *The failure of any User to follow the terms of this Authorization for Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action.*

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use. Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the *Internet Code of Conduct* and the educational objectives of the Diocese of Belleville (the "Diocese").

2. Unacceptable Use. You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, printing supplies, etc.;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this *Authorization* and may deny, revoke or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal address or telephone numbers of students, staff persons, and faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network is the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, Users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator.

All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the educational objectives of the Diocese, authorized representatives of the Diocese may monitor the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indentification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this *Authorization*.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal **immediately**. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Students, adult students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Network Access* once while enrolled or employed by the school/parish. Students, adult students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Network Access* once while enrolled or employed by the school/parish.

_ See agreement form at the end of the handbook

HOMEWORK (Diocesan Policy 6154)

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment. It is recommended that student class work that is to be done at home be reasonably assigned within the following timeline for the average student:

- **Primary Grades** - 30 minutes
- **Intermediate Grades** - 45 minutes
- **Upper Grades** - 90 minutes

MAKE-UP WORK

K – 8th grade students who are absent because of illness have two (2) days for every one (1) day absent to makeup their homework. Students who go on vacation during the school year will not be given their assignments in, advance. They will receive their assignments upon their return to class and will have two (2) days for every one (1) day to make up missing assignments. Teachers in K-4 will keep track of the work and remind the child of what was missed. In grades 5-8 the student will be responsible to ask the teacher for the work. This is part of maturing and learning to be responsible for one's own work.

CHEATING

Engaging in or attempting to engage in cheating is a serious offense. This includes, but is not limited to, copying or letting someone copy your homework, class-work, or test; talking during a test; copying work from a computer; passing off someone else's work as your own; or using unauthorized notes during an assessment. The consequences for cheating are:

Primary: K-1st grade:

- Pull red card
- Note to parents
- Miss recess
- Reduce grade for repeated offenses

Primary: 2nd grade:

Take paper away

Students will take test at a later time

Drop a letter grade

Students write a note to their parents that must be signed and returned the next day

An office referral will be given for any subsequent offenses

Elementary: 3rd – 5th grade

- The student will write a letter to the parents to inform them of their action. A copy of the letter will be submitted to the principal for the first offense
- An office referral will be given for any subsequent offenses
- The student will receive a 60% for the activity in the grade book
- The student will be required to redo the activity

Jr. High: 6th – 8th grade

- There is "zero tolerance" for students caught cheating. They will earn no credit on the assignment, and parents will be notified. Subsequent offenses will result in one or more of the following: zero credit, detention, office referral, and/or other consequences determined by the administrator.
- Allowing another student to turn in your work as his/her own is also considered cheating.

FORGERY

- Parents will be notified, and student will be given an office referral

REPORT CARDS AND GRADING SYSTEM

Report cards and mid-term progress reports are issued four times per year. These reports are designed to keep the parents abreast of their child's progress or difficulties as the year goes along. Parents are expected to contact teachers if they have concerns. The comments and behavior marks are as important as the grade.

K through 2nd grades

- E=Excellent
- S= Satisfactory
- U=Unsatisfactory

3rd and 4th grades

- Letter grades in all core subjects
- E, S, U are given in art, computers, music, penmanship, and physical education
- Letter grade for band students

5th through 8th grades

- Numerical grades in all core subjects
- Letter grades for band, computers, and physical education
- E, S, U are given in art, penmanship, study skills, and fifth grade music

HONOR ROLL

- Honor Roll is computed only for grades six, seven and eight.
- High Honors: 98% - 100% in all core subjects with no grade lower than 78% and no U's.
- Honors: 93% - 97% in all core subjects with no grade lower than 78% and no U's

COMMUNICATION

LINE OF AUTHORITY

- Discuss it with the teacher involved
- If the problem is not rectified, confer with the principal
- If the problem is not rectified, the principal will call a meeting with the parents and teacher
- If the above fails, the matter may be brought to the ASA School Board
- The next step is to take the matter to the pastor
- The final step is to take the matter to the Diocesan Office of Education

PARENT/TEACHER (Diocesan Policy 5124)

- Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences
- The Report of Pupil Progress shall be issued quarterly
- Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary
- Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school; a copy of that form should be forwarded to the Office of Education

TESTING (Diocesan Policy 6162.5)

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

RETENTION/ACCELERATION (Diocesan policy 5123)

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

Promotion K – 2nd grade:

In kindergarten through grade two, all pupils will advance to each succeeding level upon satisfactory completion of the work required at the present grade level. Promotion for grades three through eight is based on marks in major subjects. Any student who fails two or more major subjects for the entire year will be required to remain in that grade level for another year.

Retention/Acceleration

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration
- If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request
- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated
- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal
- Before a final decision is made to retain or accelerate a student, the Office of Education must review the case
- Parents must be informed at least 9 weeks before a final decision is made to retain a student

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

EARLY DISMISSAL

The calendar lists the dates of early dismissal (usually at 11:30 a.m. or 1:00 p.m.) These days are used for teacher professional development as part of the effort to improve instruction. Please see the school calendar for additional information.

RELEASE TIME – STUDENTS (Diocesan Policy 6113)

Principals and teachers are cautioned not to permit or cause a pupil to leave the custody of the school for whatever reason during school hours, except in the company of the parent/s or upon a request signed by the parent/s. Such requests should be kept on file and dated.

SCHOOL DAY – DISMISSAL (Diocesan Policy 6112)

Every school shall have a policy regarding early dismissal particularly due to inclement weather. Whenever a school desires to dismiss early, for reasons other than an emergency or inclement weather and it is not scheduled in the school calendar, permission must be obtained from the Office of Education. When early dismissal can be anticipated, the principal shall inform the parents in sufficient time to permit them to provide the necessary arrangements for the care of their children.

SCHOOL CANCELLATIONS

- **School Reach** will notify parent about cancellations.
- For more information about school closings due to bad weather, listen to radio stations KMOX (1120), KXOK (630) and WILY (1210) and WCXO (96.7FM) or watch your local T.V. stations. All Saints Academy will NOT be announced. We are included under Clinton County Schools.

***All activities scheduled for a day when school has been canceled are also canceled. If school needs to close for any reason other than weather, a phone system in each classroom will be put into effect.**

DISASTER PREPAREDNESS

To assure the safety of each student in the event of a fire, tornado, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students with emergency procedures. Each classroom is equipped with an emergency bag containing short-term emergency supplies as well as class lists and emergency numbers. In addition, a weather radio is on 24 hours a day to monitor the local weather conditions.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

Students at All Saints Academy are expected to be in control of themselves at all times, to be responsible for their own behavior, to be kind, and to be courteous and respectful of all people and property.

VANDALISM:

Vandalism is defined as any malicious attempt to harm or destroy school, church or personal property of students, teachers, or staff members. Vandalism will result in cancellation of privileges and restitution of any property damage. Other disciplinary action may be taken.

CLASSROOM

- Students are to obey the class rules
- Respect the teacher
- Listen to and follow teacher directions
- Respect students
- Respect property of others
- Treat others the way you would like to be treated
- Follow ASA Bill of Rights
- Be in your seat and ready to work when the bell rings
- Bring all needed supplies and books to class
- Keep your hands, feet and objects to yourself
- No cursing, rude gestures, cruel teasing, or put-downs
- Follow the dress code

LUNCHROOM EXPECTATIONS

Primary Building:

- Stand quietly in a single line while waiting to be served
- Students will sit in assigned seats with the same grade level. It is a privilege to eat among peers.
- Sit properly
- Use quiet, inside voices
- Follow the instructions of the cafeteria monitor in the lunchroom
- Ask permission to leave cafeteria
- When light goes out stop talking
- Clean up after eating
- Pray after meal prayer together before going to recess

Elementary Building:

- Stand quietly in line
- Stay in single file, have lunch card scanned, then select condiments
- Sit in order, taking next available seat
- Sit properly
- Use quiet, inside voices
- Pick up all trash and throw away
- No one leaves the cafeteria without permission/restroom pass
- When the lights go out, stop talking
- Pray respectfully

Jr. High:

- Boys will sit together and girls will sit together
- Students will sit with students in the same grade level
- No more than eight students to a table
- Follow the instructions of the cafeteria monitor in the lunchroom.
- Clean up after eating
- Leave all uneaten food in the cafeteria
- While returning to the classroom, walk quietly and in an orderly manner
- It is a privilege to eat among peers

PLAYGROUND

- Students are to make an effort to include all the children in their games and sports
- Practice good sportsmanship as they play
- Respect and obey playground supervisors
- Follow the playground procedures and rules

If a student habitually has trouble with these simple rules, the teacher will contact the parents. Consequences may include loss of recess, strikes, detention, in or out of school suspensions, or expulsion.

OFF SCHOOL GROUNDS

Students will behave away from school as they do at school. If inappropriate behavior is reported to the school, it will be handled just as if it occurred on school grounds.

ALL SAINTS BILL OF RIGHTS

- I have the right to be treated with kindness; this means that no one will laugh at me, tease me, or insult me
- I have a right to be myself; this means that no one will treat me unfairly because I am fat or thin, fast or slow, boy or girl
- I have a right to be safe; this means that no one will threaten me, bully me, push me, or destroy my property
- I have a right to be heard; this means that no one will yell or shout, and my opinions will be considered in any plans we make
- I have a right to learn about myself; this means that I will be free to express my feelings and opinions without being interrupted or criticize

ALL SAINTS ACADEMY SCHOOL PLEDGE

I am important.
I am a child of God.
I am proud of myself.
I am proud of my school.
I am in charge of my learning.
I am in charge of my behavior.
I will respect others and their rights to be safe
and to learn.
Today I will rise to the challenge and strive to
achieve respect and responsibility while
loving God and others.

DISCIPLINE

Primary:

Students are required to follow the behavioral expectations, student bill of rights, and individual classroom policies and procedures.

1. Verbal warning

2. **Yellow card** – visual warning. Student may possible lose time at recess

3. Red card – 1 strike

- Note will be sent home to parents to sign and return the next day
- Students will lose time at recess

Three red cards in one week:

- Note will be sent home to parents to sign and return the next day
- Lunch detention
- Loss of Recess

Elementary:

Effective classroom discipline includes positive reinforcements for appropriate behavior and negative consequences for inappropriate behavior.

Positive reinforcements may include:

- verbal praise
- rewards of stickers
- treasure box items
- name on Wall of Fame

Negative consequences may include:

- loss of privileges like recess or eating with class
- written note to parents
- office visit to the principal and/or call to parents

Consequences for a student who has a conflict with a peer:

- teacher conference with warning
- loss of recess

Consequences for a student who has a conflict with an adult:

- office referral

Consequences for classroom management issues -supplies, homework, disruptive behavior:

- teacher discretion

Jr. High: Grades 6-8

Students are required to follow the behavioral expectations, student bill of rights, and individual classroom policies and procedures. Consequences for noncompliance may include warnings, detentions, parent contact, and/or office referrals.

Physical Education:**Grades 5-8**

Students receive one free dress per semester. After free dress per semester the following consequences for noncompliance are:

- grade will go down half of a grade
- will sit out of the activity for that day

P.E. Discipline action:**Grades 5-8**

- First time warning
- Second time read a health article or sit out depending upon how severe the behavior

Pre-school – 4th grade

- First time a warning
- Second time sit out for a certain amount of time depending upon how severe the behavior

Music:**Pre-school – 5th grade**

Class will receive a sticker for good behavior. After 10 stickers the class gets a music party.

Discipline action:

- First time warning
- Class will not receive a sticker if misbehavior continues
- One-on-one with band and chorus student

Computer:

Disciplinary actions - Misuse of the Internet or computers will result in the following consequences:

- 1st time - use of computers temporarily revoked
- 2nd time – Detention
- 3rd time – Suspension
- 4th time - use of computers permanently revoked
-

***All consequences will come with an office referral**

DIOCESAN DISCIPLINE

CODE OF CATHOLIC/CHRISTIAN CONDUCT (Diocesan Policy 5131)

Code of Catholic/Christian Conduct Covering Students

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school. All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school. Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session. The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc. The school's due process procedures for appeal shall be available to students and parents when this policy is implemented. The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

CODE OF CONDUCT/OFF-CAMPUS MISCONDUCT (Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct. These may include, but are not limited to, suspensions, expulsions, and removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following:

- Alcohol use • Hazing
- Arson • Illegal activity
- Burglary • Inappropriate internet usage on/off
- Drug possession or inappropriate campus sharing/sales • Physical or sexual harassment
- Illegal drug and substance • Psychological or emotional harassment
- Inappropriate/illegal sharing of • Robbery prescription medicine • Sexual assaults
- Fighting • Threats of violence
- Illegal firearm possession • Violent offenses

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s). A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student.

There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension from School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor or pastor/superintendent along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor or pastor/superintendent will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Expulsion from School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the suspension and that expulsion is being considered.
- 3) The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Discipline Code – Rationale (Diocesan Policy 5144)

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress. All students go through these stages and express characteristics appropriate for their age. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrator and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn and grow, the student will need to view the school as a basically kind, friendly and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other. True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love and firmness: a firmness that will steadily bring the student toward self-discipline. True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions and learn from the consequences of those decisions.

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally, or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustrations and irresponsibility. Teachers should be helpful to their students guiding them forward in a supportive spirit. While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Positive Action:

1. When a teacher's words are not succeeding, they need to accompany their words with helpful action. (This is not the same as having students pay for their misbehavior.)
2. Actions should be taken with an eye to helping students understand better the importance of limits and rules.
3. Teacher action is helpful when:
 - It is taken in a supportive spirit.
 - It is as closely connected as possible with the misbehavior so the student can learn from it.
 - It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.

a. Discussion:

1. Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if student refuses to cooperate.

b. Temporarily withdraw or alter a privilege:

1. A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.

c. A teacher may need to remove a student from a situation in which he/she is misbehaving:

1. A teacher may have the student take "time out" away from the other students within or outside the classroom or area where the class is located. A student should never be placed outside a teacher's or supervisor's range of vision.

d. A student may need to be detained after school:

1. This action should be taken rarely and with the prior approval of parents.
2. The time spent after school should be used to academically benefit the student.

Extreme Action:

1. Suspension
 - a. Refer to Policy 5114.
2. Expulsion

SUSPENSION AND EXPULSION (Diocesan Policy 5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions. The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion. All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s). A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct. It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension from School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor or pastor/superintendent along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor or pastor/superintendent will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Expulsion from School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the Suspension and that expulsion is being considered.
- 3) The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Administration is the final recourse in all-disciplinary actions

A.S.A. HARASSMENT POLICY

HARASSMENT OF TEACHERS, STAFF OR STUDENTS

Parents and Students will not harass anyone in any manner, verbal or nonverbal. This includes words, looks, signs, and/or acts that threaten to hurt a person's body, feelings, or things. Such actions will result in a suspension, the notification of parents and probationary status to remain in the school. Upon the second offense, the student may be asked to leave All Saints Academy. We take harassment as a serious infringement of a person's basic right to an education in a safe environment. Therefore, we will take strong and swift action when it occurs in any form, at any time, to anyone.

CYBER-BULLYING

"Cyberbullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

The principal shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the principal will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed the student will be subject to appropriate discipline.

STUDENT CONDUCT AND SAFETY

ALCOHOL USE/DRUG ABUSE BY STUDENTS (Diocesan Policy 5114.1)

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This excludes the use of medications as ordered by the student's physician. The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse. A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior. Regulation 5144.

STUDENT CONDUCT AND SAFETY (Diocesan Policy 5142)

A safe, respectful and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

Possession of Weapon

Students who engage in serious violent behavior and/or in possession of a weapon are subject to a variety of penalties. The principal of the school will take immediate action upon learning that a serious act of violence or a possession of a weapon has occurred. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. When a student is suspended, a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days but also *expulsion*. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school. The ban on possession of any type of weapon should be stated in the student/parent handbook. Weapons include firearms, ammunition, sling shots, stun guns, any type of knife (including pocket knives), mace, pepper mace, explosive devices or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner.

Expulsion or suspension, will be levied on any student who is found to be in possession of a weapon to, from, or within the school; or to, from, or at any school activity. Any student determined to be in possession of a weapon, or who committed a crime against any person/s will be reported to the police. Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

Harassment, Threats, Theft, Arson, Assault and Battery

Students who engage in acts of harassment, threats, theft, arson, assault and battery are also subject to a variety of disciplinary measures. These measures may include, but are not limited to, warnings, probation, and multiple-day in or out of school suspensions, expulsion and restitution. The principal shall determine when an act of harassment, threats, theft, arson, and assault and battery (fighting) reaches a level of seriousness that would engage the disciplinary response mentioned above. Each local school board shall establish, in consultation with the principal, a local policy stating the criteria regarding levels and types of severity. These determinations would include: cost, damage, level of injury, types of theft. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Responsibilities, Duties, Code of Ethics - Racial/Sexual Harassment (Diocesan Policy

4116.2) Any employee or student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken. Each school/PRS program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to] appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken

STUDENT CONDUCT AND SAFETY- THREATS OF VIOLENCE (Diocesan Policy 5142.1)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others. The principal of the school will take immediate action upon learning that a threat occurred. This action includes nondisciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. **The local police will be promptly notified of the threat.**

STUDENT CONDUCT AND SAFETY – HARASSMENT, INTIMIDATION AND BULLYING (Diocesan Policy 5142.2)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
2. by any other distinguishing characteristic; and

3. a reasonable person should know, under the circumstances that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or

4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. Not all acts of bullying, however, are motivated by characteristics such as the targets race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The best discipline is self-imposed, and it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. In addition, school administrators shall make resources (e.g., counseling) available to both the person doing the bullying and the individual victims of harassment, intimidation and bullying and respond in a manner that does not stigmatize victims.

CONFLICT RESOLUTION

Students are expected to be in control of themselves, to be responsible for their own behavior, to be kind, courteous and respectful. Students should follow the Step to Respect rules. If this does not solve the problem the following should be adhered to.

1. Discuss the problem with a teacher
2. Discuss with principal
3. Meet with parents
4. Peer mediation

WEAPONS (Diocesan Policy 5224)

Students are forbidden to bring to school, school grounds, school property or other areas the school is responsible for student behavior, any item that is ordinarily or generally considered a weapon. A weapon is any instrument capable of inflicting bodily harm. Weapons may be, but are not limited to the following: firearms, ammunition, sling shots, any type of knife (including pocket knives), mace, pepper mace, matches, lighters, razors, metal knuckles, clubs, fireworks, and look-a-like weapons (including toy weapons). The consequence for such an infraction will be as follows: an immediate 1 to 3 days out of school suspension or possible expulsion.

Any infraction of the weapons policy will also be reported to the police (**Diocesan Policy 5142**) Also, the school reserves the right to recover any damages that may prevail from the parents and/or guardians of any minor, or from any person who has initiated or taken part in such acts.

THREAT OF VIOLENCE (Diocesan Policy 5142.1)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this

procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes nondisciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. The local police will be promptly notified of the threat.

POLICE QUESTIONING

Procedures for police questioning:

The Principal shall request that the student be interviewed/contacted at home rather than on school property during the legal school day unless there is a judicial order or subpoena, written consent of the parent or guardian of a student under 18, written consent of a student who is 18 or older, or the person is with the Department of children and Family Services. If any of these conditions are present, the interview should be allowed to proceed. However, a call to the parent/guardian should be placed.

If the above conditions are not present and a law enforcement representative still wants to proceed, the Principal shall confirm that the parent/guardian has been notified that the student (s) will be questioned. The Principal shall also attempt to reach the parent/guardian to confirm notification and, if the parent/guardian desires, the Principal should not allow the interview to commence without the parent/guardian present. If the principal is unable to reach the parent/guardian, the Principal should indicate to the law enforcement representative, that absent emergency circumstance, they will need to conduct the interview elsewhere or a different time.

NOTE: in cases involving the Department of Children and Family Services (DCFS), DCFS has authority to interview the student without permission from either the parent or school.

The Principal shall be present during the interview along with any interested parent/guardian of the student(s). The interview shall be conducted without interruption and without observance of other school personnel or student(s).

EXTRA – CURRICULAR ACTIVITIES

ATHLETICS

All Saints Academy follows the directives and guidelines of the Diocesan Office of Education in all athletic matters. Parents receive an athletic handbook that contains these guidelines. If a player falls behind in academics, the parents, principal, teachers, and the student are expected to work together to rectify the problem. If you would like a copy of Diocesan Policy 6145.2 regarding activities with requirements for participation, please request a copy from the office

INELIGIBLE PLAYER

A student is ineligible to play sports for one school year if they transfer in 7th or 8th grade. Students must transfer at the beginning of the 6th grade to avoid the penalty. **(SIJHSAA by-laws: Section 2, Article 5.)**

SPECTATORS AT ACTIVITIES

All ASA spectators are expected to remember the rules of good sportsmanship and to act accordingly. The rules of the gym prevail.

- Stay off the court at all times
- **Absolutely** No soda in the gym
- Once in the gym the students **MUST** stay there
- At away games, no one is **EVER** to leave the campus for any reason
- No jeering, booing, or hissing the opponents at any time

Students in **Grades K-4 are not allowed** to attend games without adult supervision. Fifth grade students and older may attend on their own. Parents will be notified if the behavior is not satisfactory.

ORGANIZATIONS

P.A.T./MUSIC BOOSTERS/ATHLETIC BOOSTERS

All parents of ASA students are members of the Parents and Teachers, better known as P.A.T. This organization meets four times a year in a joint meeting with the music boosters and athletic boosters. These organizations sponsor fundraisers during the year in which every family is expected to participate. The funds raised through these activities help support school programs.

VOLUNTEERS

We encourage parents to volunteer in our school programs, i.e. cafeteria, playground supervision, reading to primary students, and in the classroom as needed. **All** volunteers must have the Diocesan required application form and the Child Abuse Misconduct questionnaire on file in the school office. All school volunteers must also have completed the mandatory Child Protection Training through the Diocesan Office. The training is renewed annually with a refresher course.

Helping Teachers – Volunteer Rights Responsibilities/Field Trip Rules (Diocesan policy 6162.3)

As a volunteer you have the right to:

- Be welcomed as a valued member of the community
- Be assigned to a volunteer area where you feel comfortable and confident
- The respect of our community
- Receive necessary information and orientation
- Have your questions answered clearly and promptly
- Make suggestions to the professional staff
- Volunteer as long as you and the administration agree

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time
- Notifying the appropriate persons if you are going to be absent or tardy
- Performing your tasks to the best of your ability
- Understanding that the administrator values your service, but not always be able to honor your preferences for days, times and places of service
- Keeping young people under your supervision safe and appropriately occupied
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern
- Supporting the teachings of the Catholic Church and living in accordance with those teachings
- Supporting the authority of teachers, staff and administrators
- Upholding school and/or program rules
- Keeping confidential information that you have gained during your volunteer service that is private to students and/or their families
- Promptly making known the confidences of young persons that involve issues of health, life and/or safety

No volunteer is allowed to bring other children with them regardless of age or relationship

Field Trip Rules for Volunteers/Chaperones

- All school/program rules are in force, unless the administrator has explicitly stated otherwise.
- Volunteers/chaperones are to stay with their assigned groups
- Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise
- If your own child is on the trip, he or she must not be treated any differently than any other child
- We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety

No volunteers/chaperones are allowed to bring other children with them regardless of age or relationship

FIELD TRIPS (Diocesan Policy 6153)

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school. Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travels as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

FIELD TRIPS (Diocesan Policy 6153)

The Diocese of Belleville recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals to approve field trips during normal school hours on a single school day. However, if out-of-state field trips (over 100 miles), or any field trips to foreign countries are planned, these must have the ultimate approval of the Office of Education and local school board. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more certificated employee of the school. For field trips other than interscholastic athletic field trips, the following supervision requirement should be maintained: for every ten students, there should be one adult.
2. Voluntary release forms by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment.
4. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.
5. Inclusion of a proper first aid kit and fire extinguisher.
6. Permission in a written form from each student's parent or legal guardian.

Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A thorough discussion

should be held regarding the purpose or purposes, as well as, the goal or goals of the trip. Additionally, an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized. Bus transportation is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (see form attached).

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Sheet** on each vehicle used must be submitted to the principal prior to the field trip.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities.

Instructional Services - Field Trips - Sleeping and Overnight Arrangements (Diocesan Policy 6153.1)

Any parish or school activity that includes an overnight stay for youth age 18 and under, must comply with the following rules:

1. Male and female leaders/chaperons are required to have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
2. Male and female students/children will not share the same sleeping facilities.
3. No students/children may stay in the same sleeping facilities of an adult, other than his/her parent or guardian.
4. All leaders/chaperones must be at least 21 years of age and have completed all requirements according to Child Protection Policy.
5. The ratio of students/children to adult chaperons should be one adult to every ten students.

With very small children, one adult for every seven or eight children might be considered.

No volunteer is allowed to bring other children with them regardless of age or relationship (Diocesan policy 6162.3)

Instructional Services - Field Trips - Sleeping and Overnight Arrangements (Diocesan Policy 6153.1)

Any parish or school activity that includes an overnight stay for youth age 18 and under, must comply with the following rules:

1. Male and female leaders/chaperons are required to have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
2. Male and female students/children will not share the same sleeping facilities.
3. No students/children may stay in the same sleeping facilities of an adult, other than his/her parent or guardian.
4. All leaders/chaperons must be at least 21 years of age and have completed all requirements according to Child Protection Policy.
5. The ratio of students/children to adult chaperons should be one adult to every ten students.

With very small children, one adult for every seven or eight children might be considered.

UNAUTHORIZED CHAPERONE No unauthorized chaperone may accompany or show up at the site of the field trip. If an unauthorized chaperone does show up at the site, then:

- Student must be signed out
- Student will be considered absent
- Student will not be permitted to be with the ASA group at the site or on the bus

VIDEO/PHOTOGRAPH/TAPING OF STUDENTS (Diocesan Policy 5125.1)

The Diocese of Belleville requires that a written parental/guardian consent form be obtained by the school in order to use any videos, photographs, slides, audio tapes or any other visual or audio reproductions in which their child/children may appear. The parental/guardian consent form should state that the materials may be used for student videos, web pages, class and school projects and for promotion of the school, parish and the Diocese including recruitment and fund-raising efforts. The form would also state that the parents/guardian would release the school, parish and the Diocese of Belleville, from any liability connected with the use of any visual or audio formats as part of any promotion, recruitment or fundraising, program.

See agreement form at the end of the handbook

ASBESTOS COMPLIANCE

All Saints Academy has complied with the federal Asbestos Hazard Emergency Response Act (AHERA) [40 CFR763.93(e) (10)]. The inspection results and Management Plan are available for review in the administrative office.

WEBSITE: www.asasaints.com

The school website provides families with a variety of information about the school activities.

FORMS:

AUTHORIZATION FOR INTERNET ACCESS

Acknowledgment and Agreement

I understand, agree to, and will abide by the above *Authorization for Internet Access* and I warrant that I have signed, understand and will abide by the *Internet Code of Conduct*. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

(Date) _____

(User Signature) _____

(Parent/Guardian Signature) _____

VIDEO/PHOTOGRAPH/TAPING OF STUDENTS

Student's Name: _____ Class: _____

Parent's Name: _____

Please initial one of the following:

I GIVE MY PERMISSION to use pictures of my child on All Saints Academy's website and for use in publications for the school without compensation. **(Please initial)**

Yes _____ No _____

Signature: _____ Date: _____

FIELD TRIP PERMISSION SLIP

Dear Parent or Legal Guardian:

Your son/daughter/guardianship is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from **All Saints Academy School**. A brief description of the activity follows:

Curriculum Goal: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: _____

If you would like your child to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility, which may result from any personal actions taken by the named student.

I hereby request participation by my child,

_____. In the event described

above, I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. I further understand and agree that I assume full responsibility for any loss or damage to property or for bodily injury to others, caused by the above child, whether by accident or intent. In the event that my child requires medical care while participating in the activity, I assume responsibility for payment of all expenses associated with such care. I further understand that all students and chaperones will accompany the class to and from the field trip destination. No students will be dismissed from the field trip destination. All participants return to school. I have read the above form; I fully understand and consent to its terms.

Parent/Guardian Signature Address

Emergency Phone Number

SIGNATURE PAGE

We have read, understand, and agree to adhere to the policies and procedures stated in All Saints Academy Parent/Student Handbook.

Student Signature

Student Signature

Student Signature

Parent Signature

Parent Signature

Date