



All Saints Academy

295 North Clinton Street

Breese, IL 62230

618-526-4323

Parent & Student Handbook

FORWARD

This Student-Parent Handbook is designed to provide you with the information you need to understand the rules and regulations that govern All Saints Academy. The handbook is intended to be in harmony with Belleville Diocesan policies and regulations, but is not intended to supersede them. Changes in policy that affect this handbook will be communicated to students and parents. Policy changes during the year supersede the provisions found in this handbook. It is the parents' and student's responsibility to read and abide by the policies contained in this handbook. Interpretation or areas of concern should and are encouraged to be brought before the principal.

MISSION STATEMENT

All Saints Academy provides a Catholic and quality 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.

SCHOOL STRUCTURE

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. Specific roles are prescribed for the pastor, principal, assistant principal, and faculty within the school.

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 and school board.

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
- 2 from St. Anthony Parish
- 1 from St. Mary Parish in Carlyle
- The pastor(s), deacon(s), parish-life coordinator(s) and principal 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 St. Dominic Parish Annex
- All school board meetings, except executive sessions, are open to all interested parties

PARENTS

Parents are the primary educators, as such 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.

COMMITTEES

Committees are composed of school board members, faculty and parents. Parent participation is valued, encouraged, and beneficial to every All Saints Academy student.

BUILDING AND GROUNDS COMMITTEE

Purpose:

- To develop and monitor, with the school administration, a long-term maintenance program
- To outline and to recommend to the board procedures for use of the building outside the school day
- To assess future facility needs in light of curriculum and enrollment goals

DEVELOPMENT COMMITTEE

Purpose:

- To assist the board in carrying out its planning with regard to public relations, communications and resource development
- To assist the administration in the implementation of development programs and efforts
- To assist the administration in significantly increasing the funding of a school endowment through bequests, life insurance, charitable gifts, annuities, pooled income funds, real property and charitable trusts

Sub-Committees:

- Communications
- Annual Fund
- Planned Giving
- SCRIP
- S.O.S. Raffle
- P.A.T

MISSION EFFECTIVENESS COMMITTEE

Purpose:

- To formulate and propose to the board, policies and plans which will insure that the school maintains and enhances its identity as Catholic
- To work with the administration and through the administration, with the faculty, on programs designed to publicly enhance the Catholic character/identity of the school

Sub-Committees:

- Athletics
- Music
- Parent Survey, Easter and Advent Projects

PLANNING/POLICY COMMITTEE

Purpose:

- To assist the board in carrying out its planning and policy responsibilities
- To assist the principal in reviewing manuals, handbooks and school policies
- To act as an agent in establishing the good name of the school
- To design a plan that can be followed to increase the school enrollment

Sub-Committees:

- Public Relations
- Recruitment

TECHNOLOGY COMMITTEE

Purpose:

- To review the technology systems and equipment at each campus
- To assist and advise the administration in matters related to technology
- To provide ongoing review and maintenance of the technology plan

DIOCESAN/SCHOOL POLICIES AND REGULATIONS

ADMISSION POLICIES

AGE OF ADMISSION (Diocesan Policy 5111, 05/21/2019)

Children enrolling in kindergarten are to be age 5 on or before September 1. Exceptions allowed under the Illinois School Code must be approved by the principal, pastor, and Superintendent of Schools.

NON-DISCRIMINATION (Diocesan Policy 5111.1, 03/16/2010)

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.

TESTING (Diocesan Policy 6162.5, 03/18/2008)

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.

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 ensure 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.

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 per student, and will be deducted from the book fee
- Those who register by the Spring deadline will receive an early registration discount
- As required by Illinois State Law parent(s) of kindergarten students must present an original copy of the 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 an original copy of the child's birth certificate. A registration fee and a 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.

Tuition (All Saints Academy Policy 2021, 04/20/2016)

It is the policy of All Saints Academy that all tuition payments shall be current. All Saints Academy utilizes a tuition management program. Parents are required to enroll and maintain an account within that system by August 1 of each school year. Parents are responsible for program fees, late payment fees and any other fees incurred.

Those families choosing to pay tuition in full by August 1 of the current school year may do so without the aid of the tuition management system.

In the event that a family becomes past due on tuition payments, they will receive notification from the tuition management system to inform the family of the past due situation and seek payment. If the tuition management system is unable to collect past due balances, the principal of All Saints Academy will contact the family by telephone or in writing and seek payment. Tuition assistance is available for those who qualify. Information about tuition assistance will be communicated upon registration.

At the close of the first semester, any family past due on tuition payments may not be permitted to return for the second semester. If the family is actively seeking assistance from the parish or school the student will be allowed to return to All Saints Academy for the second semester. Actively seeking assistance is defined as having a petition for assistance on file with the parish or school.

A family may not be permitted to register for the upcoming school year until the account is brought current.

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. The eligibility policy is based on SIJHSAA by-laws: Section 2, Article 5.

(1) The student's transfer is in conjunction with a move by his/her parents or the parent who has legal custody of the student from one school district to another. If the transfer is made to the receiving school during the summer break or within the first ten attendance days of the school year, the student shall become eligible immediately. Otherwise the student shall be ineligible to compete for twenty-one(21) calendar days. In computing the 21 days, the first day is considered as the day the student is enrolled or the day in which the family inhabits the bona fide residence...whichever of the two happens last. A move is defined as an actual physical relocation with no intent to return to the former residence.

(2) The transfer is from a private/parochial school/home school to a public school or from a public school to a private/parochial school, with no residency change, and the principals of both schools involved accept the transfer, concurring that there is no evidence of recruitment in connection with the transfer. The student would be ineligible for 45 attendance days at the accepting school. The 45 attendance day period of ineligibility would start on the first day of attendance at the accepting school.

(3) a. The transfer is from a non-public school to another non-public school within a 30-mile radius of the student's home and the principals of both schools accept the transfer, concurring that there is no evidence of recruiting in connection with the transfer. Once again, the 21-day rule applies.

(3) b. If a student's transfer is based upon his/her being emancipated, an orphan, the student's parents being divorced or separated, a ward of the State or court, or a child whose legal guardianship has been changed by a judge, his/her case shall be subject to review by the Executive Director. An official ruling must be secured from the SIJHSAA before any such student may be considered eligible. Change in legal guardianship is only one factor to be considered by the SIJHSAA when ruling on such cases. Change in guardianship does not automatically make a student eligible. Also, the 21-day rule applies.

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

STUDENT TRANSFERS (Diocesan Policy 5119, 11/26/2002)

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

STUDENT TRANSFERS (Diocesan Regulation 5119, 12/20/2010)

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/scanning, along with the other permanent records.

Transferring Student Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal.

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, 03/15/2016)

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

STUDENT RECORDS (Diocesan Regulation 5125, 03/09/2011)

Student Records

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. Health records and accident reports;
5. 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 records are kept in 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 or 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.

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 digitalized and stored electronically. The original records will then be returned to the school and **must** be maintained in the school for **four** (4) years or longer.

Parental and Student Access

1. Parents or representatives 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. The 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.

Procedure for Compliance With the Missing Children Records Act

Upon notification by the Illinois State Police of a child's disappearance, the school in which the child is currently or was previously enrolled must flag the record of the child in such a manner that whenever a copy of information regarding the record is requested, the school is alerted that the record is that of a missing person. "Missing person" in this context means a person 17 years old or younger reported to any law enforcement authority as abducted or a runaway.

The school must immediately report to the State Policy any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the State Police the missing person has been recovered, the school must remove the flag from the student's record.

Release of Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance an "Unofficial Record of Student Grades" must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal. **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 be 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 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 time 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.

Student Transfer Records

Refer to Diocesan Policy and Regulation 5119.

NON-CUSTODIAL PARENT STATEMENT OF RIGHTS

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to the other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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.

ELEMENTARY AND SECONDARY ATTENDANCE (Diocesan Policy 5113, 11/17/2015)

Tardy and Absence

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. If a student arrives at school within an hour or leaves to go to the doctor or other appointment and returns within one (1) hour, the student will not be considered as absent. If the student is gone for more than one (1) hour, the student will be considered as ½ day absent. If a student leaves school within one (1) hour of normal dismissal, the student will not be considered as absent.

ATTENDANCE AND EXCUSES - ELEMENTARY AND SECONDARY (Diocesan Regulation 5113, 11/11/2009)

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.

TARDY (All Saints Academy Policy 4006, 06/15/2011)

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins (7:45 am). It is a reasonable expectation that in order for a learning activity to exist, each student must arrive to class on time (punctually). A student, who is tardy to class, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Excused tardiness may not impact a student's academic grade. Reasons for excused tardiness include: a) student illness; b) medical appointment (doctor's note is required for proof); c) death in family; d) previously approved school-sponsored event; f) other individual student tardiness beyond the control of the parent or student as determined and approved by the principal. Unexcused tardiness includes any tardiness that does not fall into one of the previous excused tardiness categories.

It is the parents' responsibility to explain *in writing* any tardiness to school. Failure to provide a written explanation will automatically be considered unexcused tardiness. The following steps will be followed each semester should students be tardy for unexcused reasons.

- 1st tardy Warning slip issued to be signed by parents
- 2nd tardy Warning slip issued to be signed by parents
- 3rd tardy Teacher will contact parent
- 4th tardy Letter will be sent to the parent
- 5th tardy and thereafter 1 hour after school detention

ALL SAINTS 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/she 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.

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
- 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

INSURANCE (Diocesan Policy 5143, 05/15/2007)

All Catholic schools shall formulate a procedure that will insure that all students are enrolled in an accident and/or health insurance plan.

INSURANCE (Diocesan Regulation 5143, 07/01/2002)

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 refuses 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/IMMUNIZATIONS (Diocesan Policy 5141.3, 01/17/2006)

All Catholic schools in the Diocese of Belleville shall follow the Illinois Department of Public Health Rules for School Health Exams and Immunizations, Illinois Department of Public Health Rules, and the Control of Communicable Diseases. The only exception to this policy is in the case of a medical exemption.

PHYSICAL EXAMS AND IMMUNIZATION (Diocesan Regulation 5141.3, 05/16/2017)

STUDENTS

Physical Exams/Immunizations

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 with respect to health examinations and immunizations, including but not limited to the Illinois School Code, 105 ILCS 5/27-8.1 (or any successor provisions), and regulations promulgated thereunder, including but not limited to the Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions), as well as the Communicable Disease Prevention Act (410 ILCS 315/0.01 et seq.) (or any successor provisions) and regulation promulgated thereunder, including but not limited to the Department of Public Health's Control of a Communicable Diseases Code (77 Ill. Adm. Code Part 690) (or any successor provisions.).

Medical Objections

If the parent or legal guardian of a student who attends a school in the Diocese of Belleville refuses to vaccinate a student and claims a medical exemption for doing so, the school shall follow these procedures:

1. The school shall determine whether a valid medical objection has been made;

2. If a valid medical objection has not been made, the school shall within a reasonable time inform the parent or legal guardian that the student may not be present at the school until either (a) a valid medical objection is made; or (b) the student is vaccinated in accordance with applicable Illinois law;
3. If a valid medical objection has been made, the school shall inform the parent or guardian of the Diocese of Belleville's Office of Education Exclusion Procedures and shall attach the documentation of the medical objection to the student's health record and place the record in the student's permanent record.

In determining whether a valid medical objection has been made, the school shall comply with the Illinois Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions). The school shall access the requirements of a valid medical objection, including but not limited to:

1. The objection must be made by the physician licensed to practice medicine in all its branches or an advanced practice nurse or physician assistant responsible for the performance of the student's health examination;
2. The objection must indicate the medical condition of the student which makes administration of one or more of the required immunizing agents medically contraindicated;
3. The physician or advanced practice nurse or physician assistant responsible for the performance of the student's health examination must sign the student's health examination form indicating medical objection.

The procedures for determining the validity of a medical objection are subject to change without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

Religions Objections

If the parent or legal guardian of a student who attends a school in the Diocese of Belleville refuses to vaccinate a student and claims a religious objection for doing so, the school shall follow these procedures:

1. The school shall determine whether a valid religious objection has been made;
2. If a valid religious objection *has not* been made, the school shall within a reasonable time inform the parent or legal guardian that the student may not be present at the school until either (a) a valid religious objection is made; or (b) the student is vaccinated in accordance with applicable Illinois law;
3. If a valid religious objection *has* been made, the school shall inform the parent or guardian of the Diocese of Belleville's Office of Education Exclusion Procedures and shall attach the documentation of the religious objection to the student's health record and place the record in the student's permanent record.

In determining whether a valid religious objection has been made, the school shall comply with the Illinois Department of Public Health's Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions). The school shall access the requirements of a valid religious objection, including but not limited to the requirement that the parent or legal guardian must present the school a Certificate of Religious Exemption, in a format consistent with that promulgated from time to time by the Illinois Department of Public Health, setting forth the specific religious belief that conflicts with the examination, test, immunization, or other medical intervention that is the subject of the parent or legal guardian's objection. The Certificate of Religions Exemption must be signed by the health care provider responsible for the performance of the student's health examination and stated that the health care provider provide the parent or legal guardian of the student with information regarding (1) the required examinations, (2) the benefits of immunizations, and (3) the health risks to the community from the communicable diseases for which immunization is required in Illinois.

These procedures for determining the validity of a religious objection are subject to change any time without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

Exclusion Procedures

All Catholic schools and childcare facilities in the Diocese of Belleville shall maintain an accurate list of all students who have not presented proof of immunity against any or all diseases for which immunization is required under Illinois law.

The following Exclusion Procedures apply when the parent of a student attends a school in the Diocese of Belleville has claimed a valid medical or religious objection to vaccinating the student in accordance with applicable Illinois law.

Upon the occurrence of a case or suspected case of one or more communicable diseases, from which a student has not been vaccinated pursuant to a medical or religious objection, at the school where the student attends, the school may exclude a student who has not been vaccinated against the communicable disease(s) from entering the school's premises for a reasonable period of time in accordance with applicable Illinois law, including but not limited to the Control of Communicable Diseases Code (77 Ill. Admin. Code, Part 690) (or any successor provisions) to ensure the safety of the student as well as other individuals.

If a student who has claimed a valid medical or religious objection to one or more vaccinations becomes a case or suspected case having a communicable disease, the school may exclude the student from entering the school's premises for a reasonable period of time in accordance with applicable Illinois law, including but not limited to the Control of Communicable Diseases Code (77 Ill. Admin. Code, Part 690) (or any successor provisions) to ensure the safety of the student as well as other individuals.

These Exclusion Procedures are subject to change at any time without notice, including (but not limited to) upon the occurrence of a change in Illinois law regarding the same.

HEALTH FORMS

Kindergarten Parents

The following examinations are required for entrance into kindergarten:

1. **Current Physical Examination** (within 1 year of the first day of school) includes all required immunizations and must be completed by appropriate medical personnel. Out of state/country records must be on an Illinois health form or comparable form and dated within one year of the first day of school.
2. **Dental Examination** - This exam is to be submitted no later than May 15 of the current school year. Dental exams must be dated within 18 months of the May 15 deadline.
3. **Vision Examination** - This exam is to be submitted no later than October 15 of the current school year. 9

Second Grade Parents

A **dental examination** is required for all students by May 15 of the current school year. Dental exams must be dated within 18 months of the May 15 deadline.

Sixth Grade Parents

The following examinations are required for entrance into sixth grade:

1. **Current Physical Examination** (within 1 year of first day of school) including all required immunizations and must be completed by appropriate medical personnel. Out of state/country health records must be on an Illinois health form or comparable form and dated within one year of the first day of school. Beginning with school year 2012-2013, physicals must also show proof of students receiving **one dose of Tdap** (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last DTaP, DT, Td dose.
2. **Dental Examination** - A dental examination is required for all students by May 15 of the current school year. Dental exams must be dated within 18 months of the May 15 deadline.

Transfer Students

The following examinations are required for entrance into school:

1. **Physical Examination** including all required immunizations must be completed by appropriate medical personnel. Out-of-state/country health records must be on an Illinois Health form or comparable form dated within one year of the first day of school.
2. **Dental Examination** - Required for K, 2nd and 6th is to be submitted no later than May 15 of the school year. Dental exams must be completed within 18 months of the May 15 deadline.

3. **Vision Examination** - Required for K, or any student entering an Illinois school for the first time at any grade. This exam is to be submitted no later than October 15 of the current school year.

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school office if they suspect their child has a communicable disease.

In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. The following indicates rules for school attendance if a child has the following communicable disease/illnesses:

Flu and Fever

Students with flu-like illness should remain at home and away from others until 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.

Pink Eye

Exclude the case from school until 24 hours after the treatment begins, **or the child** is examined by a physician and approved for readmission to school.

Pertussis (whooping cough)

Standard and droplet precautions shall be followed for known cases until the patient has received at least 5 days of a course of appropriate antibiotics. Suspected cases who do not receive antibiotics should be isolated for 3 weeks after onset of paroxysmal cough or until the end of the cough, whichever occurs first.

Measles

Children with measles shall be kept out of school for at least 4 days after the appearance of the rash.

Head Lice

Exclude the case from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied.

Impetigo

Exclude the case from school until 24 hours after treatment begins.

MEDICATIONS IN THE SCHOOLS:

All Saints Academy believes in providing for the proper health care of our students. This may require the administration of medications or treatments during the school day. Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed the School Medication Authorization Form. All Saints Academy shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the School and Diocese and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler or the storage of any medication by school personnel.

The following procedures for both prescription and non-prescription medications have been developed to provide safe medication administration to our students and to comply with state laws:

- Written orders are to be provided from a physician detailing the name of the drug, dosage, and the exact time when medication is to be administered
- A note from the parent or guardian needs to be sent to the school office requesting that the medicine be given at school
- Medicines need to be sent in the original prescription container and only the amount for school doses is to be sent
- Students who need to use inhalers during the school day must have written physician's and parent's orders on file in the school office
- Written orders (doctor and parent) must be renewed each year.

Please note: Cough drops, aspirin, and other non-prescription drugs are considered medications. They are to be kept in the office, and all the above provisions apply to them as well.

Staff authorized by school administrators will administer medication. It is the responsibility of the student, if appropriate, not school personnel, to take medications at the proper time. Records are kept on all medications given. If medicines are ordered three times per day, please give them at home, unless your doctor specifies it needs to be taken at school.

ADMINISTRATIVE PROCEDURE-DISPENSING MEDICATION

Actor	Action
Parents/Guardians	<p>Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.</p> <p>If so, ask the health care provider to complete a "School Medicine Authorization Form." This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.</p> <p>If a student is on medication indefinitely, the parent/guardian must file a new "School Medication Authorization Form" every year.</p> <p>Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.</p> <p>Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:</p> <ul style="list-style-type: none"> Student's name Prescription number Medication name and dosage Administration route and/or other direction Dates to be taken Licensed prescriber's name Pharmacy name, address, and phone number <p>Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.</p> <p>At the end of the treatment regime, remove any unused medication from the school.</p>
Designated School Personnel	<p>Provide a copy of these procedures, as well as a "School Medication Authorization Form," to inquiring parents/guardians.</p> <p>Accept the medication, provided the parent/guardian submits a completed "School Medication Authorization Form," and the medication is packaged in the appropriate container.</p> <p>Put the medication in the appropriate locked drawer or cabinet.</p>

	<p>Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an EpiPen. Medications requiring refrigeration should be refrigerated in a secure area.</p> <p>Document each dose of the medication in the student’s individual health record. Documentation shall include the date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.</p> <p>Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.</p> <p>Document when the medication is not administered as ordered along with reasons.</p> <p>If the parent /guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.</p>
Building Principal	<p>Supervise the use of these procedures.</p> <p>Perform any duties described for designated school personnel, as needed.</p> <p>Delegate duties to appropriate staff members.</p> <p>Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.</p>

EMERGENCY TREATMENT

1. For first aid, the wound may be cleansed with soap and water
2. If the child needs more attention, the parents will be notified
3. Only emergency first aid measures will be administered and parents will be notified of the action(s) taken
4. If in our opinion the injury or illness is serious, the school will first attempt to contact the parents/guardians
5. 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.
6. 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

PREGNANT STUDENTS

All Saints Academy will follow the guidelines stated in Diocesan Regulation 5138.

VISION AND HEARING SCREENING

Health services rendered by the school include eye and ear screening tests provided by certified technicians.

- Pre-school, Kindergarten, Second, and Eighth grades are required to receive the vision and hearing tests
- 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
- New students in all grades are required to take these tests
- Tests may be given upon teacher’s request

SCHOOL DAY

SCHOOL DAY - TIME ALLOTMENT (Diocesan Policy 6112.1, 05/15/2007)

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 2:50 p.m.
- Students should arrive no earlier than 7:30 a.m. unless utilizing the Before Care program.
- All Saints Academy is not liable for any students that are dropped off at school before 7:30 a.m.

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 students
- 8:00 a.m. Mass is on Monday and Wednesday for the Elementary students
- 8:00 a.m. Mass is on Tuesday and Friday for the Jr. High students
- 10:50 -12:35 Lunch/Recess Primary Building students
- 10:50 -11:45 Lunch/Recess for Elementary Building students
- 11:50 -12:35 Lunch/Recess for Jr. High Building students
- 2:50 p.m. Dismissal process begins

MONEY BROUGHT TO SCHOOL

Any money brought to school, must be placed in an envelope identified with its purpose, child's name, and homeroom.

ALL SCHOOL MASS

- In the event of an All School Mass, the primary students will be dropped off at the Elementary building gym by 7:45 a.m.
- After the liturgy, they will either walk back to the Primary building or be transported by Mater Dei buses, unless a Buddy Day and 11:30 dismissal occurs on the same day.
- If an afternoon event is scheduled students will be picked up at dismissal time from the Elementary building via the pick up car line procedures.

ALL SAINTS ACADEMY LUNCH PROGRAM

All Saints Academy participates in the Federal Hot Lunch Program. A menu is available on the All Saints Academy website. 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.

PROCEDURE FOR STUDENT LUNCH ACCOUNTS

- Each student has his or her own lunch card that is used when purchasing food or milk from the cafeteria
- Parents are responsible for keeping their child's lunch account current by sending money in on a regular basis
- All money should be in an envelope with the student name, class, and lunch program written on the front

LUNCH ACCOUNT (All Saints Academy Policy 2008, 06/20/2012)

Student lunch account reports will be sent home weekly if the account balance falls below the equivalent to five regular school lunches. If a student falls below a negative balance of five regular lunches, 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 questions or problems concerning the lunch statements should be made to the school office. Financial assistance is available through the State of Illinois's Free and Reduced Lunch Program (National School Lunch Act and Child Nutrition Act of 1996). An application packet is available through the office of All Saints Academy.

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. Bus students must report immediately to the bus line. No child is to cross the street anywhere except where indicated by the crossing guards or teacher on duty. It is necessary for parents to see that all children are picked up or provided for by 3:00 p.m.

TRANSPORTATION

PARKING

Primary Building: Parking is not permitted in the bus zone

Parking is available on South 3rd Street or on South Main in front of 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 (618-526-7216)
- Breese Public Schools (618-526-7128 ext. 108)

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.

BICYCLES AND SKATEBOARDS

- Bicycles are to be secured (locked) in the bike rack until dismissal.
- Bicycle owners must assume full responsibility for any lost or damage incurred.
- Bicycles 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.

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 pre-k through fifth grade
- This program operates on an additional cost basis
- For more information contact Ms. Spillan by email: jspillan@asasaints.com

EARLY DISMISSAL

The calendar lists the dates and times of early dismissal.

RELEASE TIME – STUDENTS (Diocesan Policy 6113, 05/15/2007)

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, 05/15/2007)

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

- A mass message from the school information management system will notify parents 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 Consortium

*All activities scheduled for a day when school has been cancelled are also cancelled. If school needs to close for any reason other than weather, a mass message from the school information management system will notify parents.

DRESS CODE

A list of vendors that carry school uniforms is available on the All Saints Academy webpage. Please ensure that uniform size, length, fit and style are in compliance with the ASA Dress Code.

DRESS CODE (All Saints Academy Policy 4004, 04/21/2021)

All Saints Academy takes great pride in its students and expects students to be 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. All clothing must fit appropriately. No insignia or a logo on any clothing (except shoes and socks) other than the official ASA logo is permitted. The following rules and regulations govern student appearance. All Saints Academy Administration reserves the right to determine if a student is in violation of the dress code policy.

GIRLS K-8

- Pants and shorts must be navy or khaki trouser-style with flat or pleated front (no cargo or carpenter style).
- Shorts must not be shorter than 3" above the knee.
- Jumpers, skorts, and skirts will be uniform plaid, solid navy or khaki and no shorter than 3" above the knee front (no cargo or carpenter style).
- Shirts must be white or navy traditional polo-style with a collar and long or short sleeves with designated All Saints Academy logo

- Shirts must be tucked in at all times
- White, gray, or blue quarter zips and sweatshirts, without hoods and waist-length, with All Saints Academy or Mater Dei logo. A uniform shirt must be worn underneath.
- Sweaters in solid navy or white that are waist length can be worn over a uniform shirt
- Uniform shirts may be worn with a plain white, gray, or navy short or long-sleeved T-shirt or turtleneck underneath
- Socks must be visible plain white, gray, black or navy. (If there is a logo on the socks, it must be either white, gray, black or navy.)
- Closed-toe dress, casual, or athletic shoes must be worn at all times. Sandals, Crocs, boots, and open-back shoes are not acceptable.
- Plain brown, black, or navy belts with a standard plain buckle must be worn on pants and shorts by students in grades 3-8
- Jewelry may not be worn other than one pair of stud earrings, in the earlobe only, a wristwatch (no smart watches; in accordance with policy #4007); and a small Christian religious medal or pendant necklace
- Hair must be neat and clean and kept off the face
- No extreme hair styles or color
- No makeup except for jr. high privilege of concealer and mascara
- No artificial nails
- One, solid colored nail polish is acceptable
- No coats or jackets are to be worn in the classrooms during the school day
- No hats may be worn indoors

BOYS K-8

- Pants and shorts must be navy or khaki trouser-style with flat or pleated front (no cargo or carpenter style).
- Shirts must be white or navy traditional polo-style with a collar and long or short sleeves with designated All Saints Academy logo
- Shirts must be tucked in at all times
- White, gray, or blue quarter zips and sweatshirts, without hoods and waist-length, with All Saints Academy or Mater Dei logo. A uniform shirt must be worn underneath.
- Sweaters in solid navy or white that are waist length can be worn over a uniform shirt
- Uniform shirts may be worn with a plain white, gray, or navy short or long-sleeved T-shirt or turtleneck.
- Socks must be visible plain white, gray, black or navy. (If there is a logo on the socks, it must be either white, gray, black or navy.)
- Closed-toe dress, casual, or athletic shoes must be worn at all times. Sandals, Crocs, boots, and open-back shoes are not acceptable.
- Plain brown, black, or navy belts with a standard plain buckle must be worn on pants and shorts by students in grades 3-8
- Jewelry may not be worn other than a wristwatch (no smart watches; in accordance with policy #4007) and a small Christian religious medal
- Boys' hair may be no longer than the eyebrows, no longer than the middle of the ear, and may not touch the shirt collar
- Hair must be neat and clean and kept off the face
- No extreme hair styles or color
- No makeup or nail polish
- No coats or jackets are to be worn in the classrooms during the school day
- No hats may be worn indoors

P.E. DRESS REQUIREMENTS

All students must wear tennis shoes with socks.

SPIRIT DAYS

All Saints Academy Spirit Shirts and/or Spirit Socks may be worn on designated days. All other dress code requirements are to be followed.

DRESS DOWN DAYS

While these days are meant to be fun for all, we must first and foremost uphold our Catholic morals and values.

- Shirts must have sleeves
- Logos and designs must be school appropriate
- Shorts must not be shorter than 3" above the knee.
- Clothing may not be cut, torn, or worn out
- Clothing must fit appropriately
- Athletic attire is acceptable - no leggings
- No pajama attire
- Closed-toe boots are permitted, with no heels

PICTURE DAY

- Fall pictures will be taken in uniform.
- Students may dress up in school appropriate attire for Spring pictures.

DRESS CODE VIOLATIONS

Primary:

- Warning form will be given to students who are not in dress code
- Students may change into clothing that school has provided. Students should wash and return clothing that is provided by the school.
- 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
- Students may change into clothing that school has provided. Students should wash and return clothing that is provided by the school.
- Parent/guardian may bring a change of clothes to school
- Third and fourth infraction will result in loss of recess
- Fifth infraction will result in sitting at detention table during lunch and recess.
- Subsequent infractions will result in office referral

Jr. High:

- Warning form will be given to students who are not in dress code
- Students may change into clothing that school has provided. Students should wash and return clothing that is provided by the school.
- Parent/guardian may bring a change of clothes to school
- The third violation will result in loss of recess
- The fourth violation will result in sitting at detention table during lunch and recess
- The fifth violation will result a detention outside of regular class time
- Subsequent violations will result in a detention and parent meeting with the principal

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

ELECTRONICS

TELEPHONES

- The office telephone is a business phone
- The school phone will only be used by students in emergencies
- Student must obtain permission from their teacher

ELECTRONICS POLICY (All Saints Academy Policy 4007)

Overview

Technology provides additional tools for students as they grow in their knowledge of the world. The use of technology at All Saints Academy is a privilege, not a right, and with this privilege comes responsibility.

Possession and Use

Technology resources should be used for educational purposes only, and rules of good behavior and moral responsibility apply. Due to the possibility of theft, loss or damage, for which All Saints Academy is not responsible, it is recommended that a student NOT bring to All Saints Academy communication or electronic devices. If a student chooses to bring such a device to school the following rules/guidelines will apply.

Cell Phones

- Cell phones brought to school must be kept in the assigned school locker and turned off during the instructional day. School locks will be provided.
- Their use, including text messaging and digital photography, is prohibited during the school day and school-sponsored activities.

Personal Electronic Devices

(This includes, but is not limited to smart watches, e-readers, tablets, etc.)

- Students may only use their electronic device with the permission of the classroom teacher
- Students are not permitted to access the Internet in any way with their personal electronic device
- Students should never take pictures, record video or audio with these devices
- Any device capable of making phone calls and/or text will be treated as a cell phone and will not be allowed

Disciplinary Action

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 the device
- 2nd offense – cell phone confiscated by school official, detention, and parent required to pick up device
- 3rd offense – cell phone confiscated by school official, device will not be given back until conference with parents, and student suspension

*If photos, videos, or audio recordings are made with any of these devices, disciplinary actions will reflect the seriousness of the infraction. Violation of these provisions may result in the confiscation of the electronic device by the school administration or the local law enforcement agency, and legal action may be taken according to law.

*This policy will be superseded by the Diocesan Electronics Policy

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 2-8, 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

- Teachers and students may not be disturbed during class
- All visitors must sign in at the primary building school office upon arrival
- If you need to drop off something for a student, the item should be left in the primary building 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

Lunch/Recess Duty

- Primary building – sign into the primary building office prior to reporting to the cafeteria or playground at 10:40
- Elementary building- sign into the office prior to reporting to the cafeteria or playground by 10:40
- Jr. High building- sign into the office prior to reporting to the cafeteria or playground by 11:40
- No volunteer is allowed to bring other children with them regardless of age or relationship (**Diocesan regulation 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
- Develop the child intellectually using methods and materials appropriate to the child's ability and maturity
- Help students understand what the Catholic religion means in today's world
- Incorporate religious considerations and values in all aspects of the total program
- Enable students to meet academic success by maintaining high academic expectations
- 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 and poster contests
 - Academic competitions, such as Scholar Bowl and Math Team
 - Student Council
 - Annual Christmas/Spring programs
 - Academic Showcase
 - Family Reading Night

- Athletics: basketball, volleyball, track, and cheerleading (all sports are dependent upon participation numbers)

The goal of All Saints Academy's total program is to produce well-rounded individuals capable of:

- Educating themselves throughout their lifetime
- Continuing their education in high school, college, or trade school
- Changing as the times and world require
- Understanding their place and interconnectedness with nature and all humanity
- Being able to get and maintain employment when they reach adulthood
- 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
- Sacrament teachers determine the actual particulars pertaining to the ceremonies

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
- Demonstrate a strong work ethic, as evidenced by consistent and successful homework completion, frequent class participation, perseverance in problem solving situations, and self-motivation to complete work both in and out of class.

Rtl

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

MUSIC

General Music classes are taught to preschool through 4th grade students. They will learn about instruments, rhythms, notes and note values, as well as composers. Students will earn grades in accordance with the school-wide grading system..

PERFORMING ARTS PROGRAM

All parents of children in the band or chorus program are members of the Music Booster Club.

Beginning Band

- Offered to 4th through 8th grade students
- Given at least one lesson per week
- Will earn a letter grade for each quarter
- Students will participate in the concerts and contest

Concert Band

- Offered to 5th-8th grade students
- Given at least one lesson per week
- Will earn a letter grade for each quarter
- Participate in concerts, contests, parades, and festivals

Jazz Band

- An auditioned group

- Rehearses during the lunch hour
- Will perform at contest and concerts

Chorus

- An auditioned group
- Offered to 5th through 8th grade students
- Rehearse during the lunch hour
- Will perform at contest and at the Christmas and spring concerts

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

Computer instruction is taught to students in grades Pre-school-8. The computer standards set for each grade are aligned with National Educational Technology Standards (N.E.T.S.). Students in grades 3-8 also complete an Internet Safety course each year as required by the State of Illinois. Computer curriculum includes keyboarding, computer application and Internet usage.

AUTHORIZATION FOR INTERNET ACCESS (Diocesan Policy 1341, 11/18/2014)

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, both 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/or 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, 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 are 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 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, mis-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. Indemnification. The User shall indemnify the school/parish/diocese 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 e-mailed or employed by the school/parish.

See Acknowledgment and Agreement at the back of the handbook.

LIBRARY

All Saints Academy school libraries are staffed by a librarian at both campuses and are accessible to the whole school community during the school day. The libraries promote independent motivated readers and learners for life. They provide:

- A fundamental resource for supporting students' learning
- A key support for teaching staff
- A wide range of books and resources

ACCELERATED READER (AR)

Provides daily information about student reading and makes it easy to continuously monitor comprehension, track the time students spend reading and differentiate reading practice. AR data provides critical insight into whether students are able to transfer reading skills being taught to their overall ability to read and comprehend books. Parents are able to monitor the progress of their child by accessing the Accelerated Reading Renaissance Home Connect link on the All Saints Academy webpage.

AR's advanced technology helps:

- Make essential reading practice more effective for every student
- Personalize reading practice to each student's current level
- Manage all reading activities including *read to*, *read with*, and *read independently*
- Assess students' reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes
- Build a lifelong love of reading and learning

TEXTBOOKS AND MATERIALS

- All textbooks are provided by the school and must be covered at all times.
- A list of materials students are expected to have in class at each grade level is available on the All Saints Academy webpage.
- The student is responsible for having these materials at school at all times.

HOMEWORK - School Work Done at Home (Diocesan Policy 6154, 05/21/2019)

The purpose of assigning homework for pupils in our Catholic schools shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

1. used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. reviewed immediately the next class day after assigning when it is due.
3. Brief with students having the opportunity to complete it within the school day.

Homework is not:

1. assigned as a punishment
2. Assigned when any test is scheduled for the subject the following day.
3. used to introduce new material to the students.
4. used merely to keep the students busy.

MAKE-UP WORK (All Saints Academy Policy 4005, 02/16/2011)

When a student is absent, tardy or released early, he/she will make up the work missed. It is the pupil's responsibility to ask the teacher for the make-up work or to have another pupil bring home books and assignments. It will be the teacher's responsibility to make sure all tests are made up after giving the students a reasonable amount of time to prepare. K-5th grade teachers will give students a reminder of assignments that need to be made up prior to making any grade deductions. The student will have 2 days for every day absent to make up his/her work plus additional time at the discretion of the teacher. Teacher discretion will be based upon such factors as length of time absent, reason for absence, volume of work to be made up and any other extenuating circumstances

when making this determination.

CHEATING

When a student is caught cheating (tests, homework, classwork, etc.) the following procedures will apply.

Primary: K-1st grade*

- Pull red card
- Send a note to parents
- Take away recess
- Reduce grade for repeated offenses

Primary: 2nd grade*

- Require student to write a note to his/her parents that must be signed and returned the next day.
- Require student to redo the assignment the same day.
- Give an office referral for any subsequent offenses.

Elementary: 3rd– 4th grade*

- Require student to write a letter to his/her parents that must be signed and returned the next day. A copy of the letter will be submitted to the principal.
- For the first offense, students will earn a zero and will redo the assignment the same day. This grade will be averaged with zero for a final grade.
- Subsequent offenses will result in a zero.

Jr. High: 5th– 8th grade: *

- There is "zero tolerance" for students caught cheating. They will earn no credit on the assignment, and parents will be notified.
- The teacher will also apply these consequences to the student that knowingly allows his/her work to be copied.

*Cheating will significantly affect the grade. This may result in failure of class and possible retention.

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. Updated grades and report cards will be made available through the student information system. Printed progress reports and report cards are available upon request.

Preschool and Kindergarten grades

The following grading scale will be used for all subjects: E, S, N, and U are given for skill evaluations

1st through 8th grades

- Letter grades in all core subjects, art, computers, music/band, penmanship and physical education

Grading Scale

E 100-96
S+ 95- 90
S 89 – 80
N 79 – 70
U 69 - 0

Numerical Grading Scale

A+ 100-98
A 97-96
A- 95-93
B+ 92-91
B 90 – 88
B- 87-86
C+ 85-84
C 83-81
C- 80 -78
D+ 77-76
D 75-73
D- 72-70
F 69 or below

HONOR ROLL

All Saints Academy recognizes outstanding scholarship in grades 5th through 8th. The Honor Roll is published at the end of each quarter. Students may qualify for one of two categories:

- Principal's List: 3.83 GPA or higher
- Honors: 3.33 GPA or higher

Any student who earns an "N" or a "U" in conduct or effort, or a "D" or lower in any subject, or has been tardy more than 5 times per quarter, or has more than 3 unexcused absences are not eligible for honors.

COMMUNICATION

LINE OF AUTHORITY

The administration has final authority in all situations.

Follow chain of command:

- Teacher
- Principal
- All Saints Academy School Board
- Pastor
- Diocesan Office of Education

REPORTING TO PARENTS (Diocesan Policy 5124, 05/12/2015)

Teachers' reports to parents shall consist of a printed quarterly Progress Report Card and/or electronic copy or electronic notification and parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principal deem necessary.

Printed Report of Pupil Progress (report cards) can be obtained through the school data management program. If a different form of report is used in a school, a copy of that form shall be forwarded to the Office of Education for approval.

RETENTION/ACCELERATION (Diocesan Policy 5123, 01/17/2017)

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

RETENTION/ACCELERATION (Diocesan Regulation 5123, 02/01/2007)

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:

1. 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.
2. 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.
3. 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.
4. The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
5. The decision to retain or accelerate a student should be a cooperative one of the parent, student, teacher, and principal, with the final responsibility for a student's retention resting with the principal.
6. Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
7. 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 that 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.

8th GRADE GRADUATION

Graduation activities include, but are not limited to, Graduation Mass and ceremony. Students may not be eligible to participate in these activities if tuition is not paid in full.

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
- A weather radio is accessible 24 hours a day to monitor the local weather conditions

BEHAVIORAL EXPECTATIONS FOR STUDENTS

All Saints Academy students are expected to:

- be in control of themselves at all times
- be responsible for their own behavior
- be kind, be courteous, and respectful of all people and property

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 All Saints Academy 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

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 the cafeteria
- When lights go out, stop talking
- Clean up after eating
- Pray respectfully

Elementary Building:

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

Jr. High:

- Students will sit with students in the same grade level at the assigned table
- 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
- Pray respectfully

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, card pulled, detention, in or out of school suspensions, or expulsion

OFF SCHOOL GROUNDS (All Saints Academy Policy 4003, 05/13/2009)

All Saints Academy students are expected to portray good citizenship at all times when they could be seen as representatives of the school. This includes, but is not limited to extra-curricular activities. If the Principal has evidence of behavior that could reflect negatively on ASA, she will deal with it in the same manner as if it took place on school grounds.

ALL SAINTS ACADEMY 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 criticized.

AII 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

Students are required to follow the behavioral expectations, student bill of rights, and individual classroom policies and procedures. Effective classroom discipline includes positive reinforcements for appropriate behavior and negative consequences for inappropriate behavior. Parents can monitor student behavior through the Student Management System's discipline portal.

Primary:

1. Verbal warning
2. Yellow card –warning and student may lose time at recess
3. Red card –
 - A parent will be contacted
 - Students will lose time at recess

Elementary:

1. Loss of privileges
2. A parent will be contacted
3. Principal referral

Jr. High: Grades 6-8

1. Warnings
2. Detentions
3. Parent contact
4. Office referrals

VANDALISM:

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

CODE OF CATHOLIC/CHRISTIAN CONDUCT COVERING STUDENTS (Diocesan Policy 5131, 05/15/2012)

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.

APPLICATION OF CODE OF CONDUCT TO ON AND OFF-CAMPUS CONDUCT (Diocesan Policy 5131.1, 03/20/2018)

The disciplinary code of the school and all penalties shall apply to conduct of all Diocesan students that occur:

- on school premises (including in automobiles or any other vehicle parked on school property), as part of any school activity, or during school hours (including meal periods and breaks); or
- Off-school premises, if, as determined in the sole discretion of the school, such as conduct impairs the student's ability to perform school-related duties in any way, presents a danger to the well-being or welfare of other students or employees, or in otherwise contrary to Christian principles or compromises the reputation of the school or the Diocese.

Students may be subject to the full range of disciplinary procedures for both on and off-campus conduct. These may include but are not limited to, suspensions, expulsions, and/or removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy include, but are not limited to the following:

- Illegal alcohol use
- Arson
- Burglary
- Drug Possession or inappropriate sharing/sales
- Illegal drug and/or substance use
- Inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession
- Hate crimes
- Hazing
- Illegal activity
- Inappropriate internet usage on/off-campus
- Physical or sexual harassment
- Psychological or emotional harassment

- Robbery
- Sexual assaults
- Threats of violence
- Violent offense

DISCIPLINE CODE (Diocesan Policy 5144, 01/22/2013)

The local board of education shall establish a policy on school discipline. The school administrator, with the faculty, shall be responsible for developing a Discipline Code according to the procedures outlined in Regulation 5144.

DISCIPLINE CODE – RATIONALE (DIOCESAN REGULATION 5144, 11/29/2001)

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, administrators, 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 basic 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.)
 - Actions should be taken with an eye to helping students understand better the importance of limits and rules.
2. 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:
 - Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if a student refuses to cooperate.
 - b. Temporarily withdraw or alter a privilege:
 - 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:
 - 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:
 - This action should be taken rarely and with the prior approval of parents.
 - The time spent after school should be used to academically benefit the student.

Extreme Action:

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

Positive Approaches to Discipline:

1. Clearly state expectations:
 - Students need limits and boundaries clearly outlining the teacher’s expectations for appropriate behavior.
 - Student input needs to be considered in establishing limits and boundaries for appropriate behavior.
2. Encouragement:
 - By using phrases that show the teacher is confident that the student can accomplish what is set forth.
3. Appreciate efforts and improvement:
 - Teachers should let students know that their positive efforts are noticed no matter how small.
4. Acknowledge a student’s appropriate behavior:
 - This will encourage and enforce it.
5. Be simple, clear, and emphatic in communication with students.
6. Give the reasons for rules and limits.
7. Make environmental changes to alter unacceptable behavior:
 - a. Set up alternate activities to break the boredom.
 - b. Offer a mix of quiet as well as stimulating activity.
 - c. Allow ample time for breaks.
8. Allow students time to express their feelings and thoughts about problem situations.
9. Write a note to the student:
 - Sometimes writing older students a brief note stating a teacher’s concern can be helpful.
10. Offer choices.
11. Approach issues as problems to solve
 - Discuss alternatives.
12. Be firm and kind at the same time.

Negative Methods of Discipline:

The following negative methods of discipline are **NOT** to be used.

1. Verbal Abuse:
 - Sarcasm, ridicule, and humiliation.
2. **ALL Corporal Punishment:**
 - Any form of physical abuse such as (but not limited to) hitting, slapping, shoving, pushing, shaking, pulling hair, twisting ears, kneeling, is inappropriate and harmful.
 - The use of corporal punishment should be considered grounds for dismissal as set forth in Policy 4119.3.
 - **All forms of verbal abuse and corporal punishment** are to be avoided because they:
 - Are not Christlike.
 - Are forms of violence.
 - Offer a poor model for handling conflicts.

- Create resentment.
 - Do not teach correct rules or standards.
 - Make a student feel powerless and unworthy.
 - Can promote a poor self-image for a student.
 - Do not treat the student with respect. Do not help to develop a student's self-control.
 - Perpetuate an unfair double standard.
 - Create an atmosphere of fear.
3. Extra work of an academic nature unrelated to the offense:
- For instance, written assignments must have some relationship to the offense.
4. Indiscriminate punishment of all students for the misconduct of a few students.

SUSPENSION AND EXPULSION (Diocesan Policy 5114, 05/15/2012)

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 student(s), 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 Superintendent of Schools for the diocese and the pastor, 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 (10) school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor 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 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.

Any academic ramification of suspension shall be determined by the principal at both the elementary and high school levels.

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 (10) 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 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 Superintendent of Schools, along with the pastor before an expulsion can be implemented.
5. 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.

BULLYING AND HARASSMENT (All Saints Academy Policy 4002, 02/15/2012)

OVERVIEW:

All Saints Academy strives to provide a peaceful environment for children where respect and reconciliation are foundational elements. Bullying, a form of harassment, is an act of repeated or isolated aggressive behavior that hurts or gains power over another, physically or mentally. The key unacceptable behavioral component is the attempt to intimidate or humiliate. All Saints Academy prohibits acts of bullying at school or any school-related activities and has determined that such acts, like other disruptive behavior, compromise the school's mission and values.

DEFINITION:

Bullying manifests itself physically, emotionally, relationally, and electronically and is conduct that meets some of or all of the following criteria:

- may include, but not be limited to, written, verbal, non-verbal, physical, and or electronic means
- is directed at one or more students by one or more students
- interferes with a student's ability to function in and benefit from the educational programs and/or activities
- interferes with educational opportunities, benefits, or programs of one or more students
- is motivated by a student's real or perceived distinguishing characteristics such as: race, color, religion, gender, ancestry, national origin, sexual orientation, intelligence, mental or physical impairment, or unconventional social behaviors, physical attributes, and perceived social status.

CONSEQUENCES

Consequences for bullying behavior will be consistent with good citizenship and may include, but are not limited to detention, in-school suspension, suspension, and expulsion. In determining the appropriate consequences to bullying behavior, the administration will consider the following factors:

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Past or continuing behavior(s)
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred
- Role as bystander

Following a bullying incident, measures will be taken in a timely manner to correct the problem behavior, prevent a recurrence of the behavior, and protect the victim of the bullying act.

BYSTANDER RULE

Bystanders of bullying incidents often support these behaviors through inaction and silence. All Saints Academy will encourage student bystanders to either attempt to stop the bullying behavior or to report it to a member of the faculty or staff. Retaliation against any person who reports an act of bullying is prohibited.

REPORTING POLICY:

Bullying behavior reported to faculty, staff, parents/guardians, will be brought to the administration.

ALCOHOL USE/DRUG ABUSE BY STUDENTS (Diocesan Policy 5114.1, 03/16/2010)

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 includes the misuse of medications prescribed 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.

RESPONSIBILITIES, DUTIES, CODE OF ETHICS - RACIAL HARASSMENT (Diocesan Policy 4116.3, 09/15/2009)

Racial harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

It is strictly forbidden for any employee or student to express racial slurs, make racial jokes, produce or distribute racist cartoons, or engage in verbal conduct of a racist nature within or relating to any school or parish setting or activity. Such conduct is contrary to the Catholic belief in the dignity of every human person.

RESPONSIBILITIES, DUTIES, CODE OF ETHICS - RACIAL HARASSMENT (Diocesan Regulation 4116.3, 04/28/2014)

Any employee or student who believes he or she has been subjected to racial harassment or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

Each school/parish school of religion shall have written grievance procedures available for use by any individual wishing to present a racial 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 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.

RESPONSIBILITIES, DUTIES, CODE OF ETHICS – SEXUAL HARASSMENT (Diocesan Policy 4116.4, 09/15/2009)

Sexual harassment of any nature is absolutely prohibited in schools and parishes in the Diocese of Belleville. Violation of this policy shall subject an employee or student to disciplinary action, up to and including, discharge or expulsion.

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. It is strictly forbidden for any employee or student to express sexual slurs, jokes, cartoons, make sexual advances, request for sexual favors, or engage in verbal conduct of a sexual nature within or relating to any school or parish setting or activity. Such conduct is contrary to our Catholic belief in the dignity of every human person.

STUDENT CODE OF CONDUCT AND SAFETY (Diocesan Policy 5142, 05/17/2016)

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 are 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 student has or had possession of a weapon in violation of this policy. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. Other disciplinary actions may be imposed

including but not limited to a multiple-day suspension of up to and including, ten days but also expulsion. The principal shall determine the disciplinary measure to be applied in the circumstances. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school to allow a safe environment for the students and faculty at the school.

The ban on possession of any type of weapon should be stated in the student/parent policy manual. Weapons include firearms, ammunition, slingshots, stun guns, any type of knife (including pocket knives), mace, pepper mace (except noted below), explosive devices, or any other object or device that serves no educational purpose and which the principal determines is or was possessed by the individual with the purpose of causing physical harm or dangerously disrupting school activity.

A weapon excludes any device or equipment unless the equipment is brought with the intention of doing harm, that is commonly used in a sport activity sanctioned by or sponsored by the school (i.e., baseball bats, javelins, hockey sticks, etc.) Possession includes having the weapon on your person, or in a place which the student controls, including but not limited to, locker, book bag, purse, satchel, or vehicle on school property. The principal shall determine whether the weapon left in a vehicle will warrant disciplinary action based on the circumstances and type of weapon as determined by the principal. Students should clearly understand that such things as a pocket knife may not be carried to school, even if there is no intent to use it in a harmful manner. The principal shall determine the disciplinary action, including whether expulsion or suspension of a length determined by the principal will be levied on any student who is found to be in possession of a weapon to, from, or within the school (including any property used by the school); or to, from, or at any school-sanctioned activity, a school function, or at any school activity that was organized by a school representative. Any student determined to be in possession of a weapon in violation of this policy may be reported to the police as determined by the principal.

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.

Serious Violent Behavior Including Assault, Battery, and Arson

Students who engage in serious violent behavior are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has engaged in serious violent behavior in violation of this policy. The disciplinary actions that may apply to the situations, include but are not limited to, warnings, probation, a single day suspension, a multi-day suspension (in or out of school) of up to and including ten (10) days or expulsion. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation, if mandated, would allow for an acceptable reentry of a student to the school to allow for a continued safe environment for the students and faculty at the school. The serious violent behavior includes any such behavior, as determined by the principal, that occurs within the school or any school property (including any property used by the school) to, from, or at a school activity, a school function, or at any school activity that was organized by a school representative.

The determination of serious violent behavior will be determined by the principal considering various factors including the type of behavior, the potential for harm, the seriousness of the activity, and any other factor the principal may determine relevant.

Any student determined to have engaged in serious violent behavior may be reported to the police, as determined by the principal.

Harassment, Threats, and Theft

Students who engage in acts of harassment, threats, and theft are also subject to a variety of disciplinary actions. Any violation of these policies includes activity taken on school property (including any property used by the school) to, from, or at a school activity, a school function or at any school activity that was organized by a school representative. These measures may include but are not limited to, warnings, probation, a single and multiple days in or out of school suspensions, expulsion, and restitution as determined by the principal.

The principal shall determine when an act of harassment, threats, or theft reaches a level of seriousness that would warrant the disciplinary action mentioned above. Each local school board shall establish, in consultation with the principal, a local policy consistent with this policy stating the criteria regarding levels of severity and types of violations necessitating disciplinary actions and whether such information shall be reported to the police. These policies would include cost, damage, level of injury, and types of theft.

Further, it shall be the policy of the Diocesan Board of Education that when appropriate 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.

STUDENT CONDUCT AND SAFETY- THREATS OF VIOLENCE (Diocesan Policy 5142.1, 11/18/2014)

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 non-disciplinary 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.

WEAPONS (All Saints Academy Policy 4001, 05/2008)

It is a violation of ASA policy to bring to school or any school-related activity a weapon or anything that looks like or can be used as a weapon.

It is a crime to carry or possess any type of weapon as defined by state statutes on school property or at any school-related activity. Such weapons include, but are not limited to firearms, explosives, dangerous or noxious chemicals, fixed blade knives, etc. If a student is found to be in unlawful possession of a weapon, he/she will be subject to the following: immediate and automatic suspension, notification given to a law enforcement agency, and recommendation to the ASA School Board for permanent expulsion.

Possession or use of any other objects, such as firearm look-alikes, folding pen knives or pocket knives, etc. which do not fall within the statutory definition of a weapon but which can be used to intimidate or inflict physical injury or which can be disruptive to the educational process will result in the immediate suspension and possible recommendation for permanent expulsion.

Possession is defined as bringing to or having an item on school property or at a school-related activity, whether or not the item is on your person.

If an item not normally thought of as a weapon is used as a weapon, the above punishments will apply.

SEARCH AND SEIZURE: Investigative Procedures (Diocesan Policy 5115, 05/21/2019)

The administration of the School is free to enter a student's locker, desk, and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school administration and returned to the parents.

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school-sponsored function off school grounds. School administration may ask for, but not force a student to provide a password for a student's cell phone.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

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.

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

All Saints Academy will follow the SIJHSAA bylaws: Section 2, Article 5.

SPECTATORS AT ACTIVITIES

All Saints Academy 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
- Once in the gym, the students MUST stay there
- At away games, no one is permitted 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.

ELEMENTARY LEVEL SCHOOL ATHLETIC PROGRAMS (Diocesan Policy 6145.2, 11/15/2001)

Elementary-level school-sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school-sponsored athletic programs are to follow Diocesan athletic regulations which are updated yearly.

PHILOSOPHY AND PURPOSE OF CATHOLIC SCHOOL ATHLETIC PROGRAM (Diocesan Regulation 6145.2, updated annually)

A copy of this diocesan regulation is posted on our school's website and updated annually. A copy may also be requested by contacting the All Saints Academy Athletic Director.

ORGANIZATIONS

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

All parents of All Saints Academy students are members of the Parents and Teachers (P.A.T.) and meet four times a year in a joint meeting with Music and Athletics Boosters. These organizations allow parents to volunteer for a variety of school activities. By volunteering, parents will be able to observe first-hand the benefits of sending children to All Saints Academy. 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, field

trip chaperones, and in the classroom as needed. 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. **No volunteers/chaperones are allowed to bring other children with them regardless of age or relationship.**

HELPING TEACHERS – VOLUNTEER RIGHTS RESPONSIBILITIES/FIELD TRIP RULES (Diocesan Regulation 6162.3, 05/15/2007)

As a volunteer, you have the right to:

1. be welcomed as a valued member of the community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but not always be able to honor your preferences for days, times, and places of service
5. keeping young people under your supervision safe and appropriately occupied
6. notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff, and administrators;
9. upholding school and/or program rules;
10. keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;
11. promptly making known the confidences of young persons that involve issues of health, life, and/or safety

Field Trip Rules for Volunteers/Chaperones

1. All school/program rules are in force unless the administrator has explicitly stated otherwise.
2. Volunteers/chaperones are to stay with their assigned groups
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperon is allowed to bring other children with them regardless of age or relationship.
4. If your own child is on the trip, he or she must not be treated any differently than any other child.
5. We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety

FIELD TRIPS (Diocesan Policy 6153, 01/17/2017)

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.

FIELD TRIPS (Diocesan Regulation 6153, 04/06/2010)

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 licensed employees of the school. For field trips other

than interscholastic athletic field trips, the following supervision requirements should be maintained: for every ten students, there should be one adult.

2. Complete the proper forms and Child Protection Training. These forms and training are as follows:
 - Application for volunteer service
 - Child Abuse and Neglect Tracking System (CANTS) form
 - Initial Child Protection Training or Refresher
 - Background check for those who have resided in Illinois for less than 5 years.
3. Supervision is both mental and physical. Be sure your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. Voluntary release forms completed 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.
5. Permission in a written form from each student's parent or legal guardian.
6. Field trips should have an educational or programmatic purpose. Eighth-grade "rite of passage" type of trips to amusement parks do not fall into this category of educational trips.
7. Inclusion of a proper first aid kit and fire extinguisher.
8. Proper insurance for students, personnel, and equipment.
9. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.

Finally, to ensure 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.

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

Field Trip Rules for Volunteers/Chaperones

1. All school/program rules are in force unless the administrator has explicitly stated otherwise.
2. Volunteers/chaperones are to stay with their assigned groups
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. If your own child is on the trip, he or she must not be treated any differently than any other child.
5. We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer, you have the right to:

1. be welcomed as a valued member of the community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed-upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but not always be able to honor your preferences for days, times, and places of service
5. keeping young people under your supervision safe and appropriately occupied
6. notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff, and administrators;
9. upholding school and/or program rules;
10. keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;
11. promptly making known the confidences of young persons that involve issues of health, life and/or safety

FIELD TRIPS - Sleeping and Overnight Arrangements (Diocesan Policy 6153.1, 03/24/2009)

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/chaperones 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. Young children, grade 2 or lower, 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 All Saints Academy group at the site or on the bus

MANDATED REPORTER/ABUSE AND NEGLECTED CHILD REPORTING (Diocesan Policy 5141.4, 11/27/2012)

The Abuse and Neglected Child Reporting Act (1982) mandates that suspicion of child abuse or neglect be reported to the Department of Children and Family Services (DCFS). The law covers all children up to age 18.

According to the Illinois Department of Children and Family Services Manual for mandated reporters, mandated reporters can be classified in seven categories: medical, school, social service/mental health, law enforcement, coroner/medical examiner, child care personnel, and members of the clergy. The Manual provides that mandated reporters are persons who work in one of the preceding seven categories and who may work with children in the course of their duties. Neither the Act nor its regulations state that the work must be paid.

All parish and school personnel, including but not limited to, teachers, PSR catechists, catechists, youth leaders, and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE=s, directors and staff assistants of daycare centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children to report in the same manner as mandated reporters.

All mandated reporters are required by law to report suspected child abuse or neglect to DCFS hotline immediately. In addition, a written confirmation must also be mailed to DCFS and sent on special forms available from a local DCFS office or by a confirmation letter stating the essential facts within 48 hours of the Hotline call.

The DCFS may ask that licenses/certificates be suspended and/or revoked if it has proof that professional personnel had knowledge of child abuse and/or neglect and did not report the same. When a suspected case is reported to the DCFS, the person reporting the case should inform his/her appropriate authority.

By law, information cannot be withheld on grounds preserving confidentiality. All persons who are mandated to report suspected abuse and neglect are presumed to be acting in good faith. Thus, they are immune from legal liability as a result of a report.

It should be noted that the protection of children is the responsibility of the entire community and that the law provides that anyone may make a report to the Hotline. Therefore, our Diocesan Child Protection Policy requires all parties involved with youth are to follow this policy

VIDEO/PHOTOGRAPH/TAPING OF STUDENTS (Diocesan Policy 5125.1, 09/15/2009)

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, audiotapes, 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 the agreement form at the end of the handbook.

ASBESTOS COMPLIANCE

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

WEBSITE

www2.asasaints.com

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

This handbook has been reviewed by the All Saints Academy Policy Committee
Adopted by the All Saints Academy School Board June 2021



AUTHORIZATION FOR INTERNET ACCESS FORM

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 FORM

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: _____



SCHOOL ADMINISTRATION OF MEDICATION FORM

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year.

The form will be kept in the school office or with designated school personnel.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: All Saints Academy Grade: _____ Teacher: _____

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? (Circle one) Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's Signature Date

To be completed by the student's physician, physician assistant, or advanced practice RN:

For only parents/guardians of students who need to carry asthma medication or an EpiPen@:

I authorize All Saints Academy, to allow my child to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. All Saints Academy and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector. **If you agree please initial:** _____

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize All Saints Academy and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of All Saints Academy), lawfully prescribed medication in the manner described above.

I agree to indemnify and hold harmless All Saints Academy, the School District, the dioceses of Belleville and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication. *** Both parents and/or guardians should sign.**

Parent/Guardian printed name

Parent/Guardian printed name

Parent/Guardian signature* Date

Parent/Guardian signature* Date



HANDBOOK ACKNOWLEDGEMENT FORM

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 _____