

# All Saints Catholic School



## Family/Student Handbook 2016-2017

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[http://www.allsaintsk8.org/education/ascs\\_home](http://www.allsaintsk8.org/education/ascs_home)

Dear Parents and Students,

“What greater work is there than training the mind and  
forming the habits of the young?”

***St. John Chrysostom***

Welcome to All Saints Catholic School! In choosing All Saints Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of All Saints Catholic School for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of All Saints Catholic School during the 2016-2017 school year.

The faculty and staff of All Saints Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,

*Laura S. McCorkle, Ph.D.*  
Principal

## AMENDMENTS TO THE HANDBOOK

Should it be necessary, the Principal reserves the right to make amendments to the Family Handbook.

## MISSION STATEMENT

All Saints Catholic School exists to pass the Catholic faith to our children in a challenging academic environment with Gospel values as a foundation and Christ as the model. Parents, the primary educators of their children, together with our community, share the common goal of preparing children for life-long learning and Christian service.

## PHILOSOPHY OF ALL SAINTS CATHOLIC SCHOOL

All Saints Catholic School is the visible reality of a parish community committed to the preservation of a quality Catholic education. It is also a reality that quality Catholic education for each child involves the home, school, parish, and civic community. All Saints strives to supplement and refine influences of the home and community environment in order to develop the whole person spiritually, morally, aesthetically, emotionally, socially, physically, and intellectually. We recognize each student as unique in God's plan, possessing individual gifts and talents. It is our plan to respect and nurture individual differences while developing each student to his or her fullest potential. We do this by: demonstrating a Christ like love for one another; teaching fundamental values based on the life of Jesus Christ; offering a strong academic program; and developing the capacity in each student to be a positive, caring, well balanced Christian. These qualities of Catholic education are the foundation of responsible, mature Catholic citizens. As a Catholic School Community, All Saints gives the students an opportunity to take Christ's message of love, put it into practice, and make Christ's love a reality in their lives

All Saints Catholic School develops the full person and teaches the relationship between God and creation. All Saints strives to supplement and refine influences of the home and community environment in order to develop the whole person spiritually, intellectually, socially, morally, emotionally, and physically. **Spiritually**, students learn of God's love for them, and to love God and you neighbor. **Intellectually**, students acquire sound knowledge of the core curriculum. **Socially**, students recognize their role in creating a just society. **Morally**, students find the Gospel values as a foundation and Christ as the model for decision-making. **Emotionally**, students as children of God, learn to act with self-control. **Physically**, students learn to maintain their fitness and health. All Saints Catholic School recognizes that each child is unique in God's plan, possessing individual gifts and talents. It is our plan to respect and nurture individual differences while developing each student to his or her fullest potential.

## HISTORY

Since its founding in 1998, ASCS has grown from 56 students to its current enrollment. In 2004, with the strong support of the All Saints parish, ASCS moved from the original location at the church campus to its current state-of-the-art facility. In 2013, "Little Saints," the mother's-day-

out ministry of the All Saints parish, underwent a metamorphosis to become an accredited curriculum-based preschool program that prepares children socially, emotionally, and academically for transition to the K-8 program. ASCS now encompasses the preschool, providing eleven years of fully integrated education.

### STATEMENT OF GOALS

1. **To build personal relationships** that will allow each individual to grow in terms of self-knowledge and self-respect and to gain a better understanding of Christian responsibility and freedom.
2. **To build a dynamic faith community** by focusing upon the uniqueness and strengths of the faculty, students, and parents, thereby enabling them to reach their fullest potential as individuals.
3. **To enable the students to grow** in knowledge and love of Jesus Christ, so that His message and truth, proclaimed throughout the school, will become a living reality.
4. **To develop a climate** of teaching as ministry in which the faculty move beyond the transference of knowledge, and are willing to share their life experiences with their students.
5. **To develop proficiency** in students in written and oral communication, value clarification, decision-making, aesthetic sensitivity, and creativity.

### PARENTAL WITNESS STATEMENT

By enrolling my child in a Catholic School, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic School is a way in which the Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively the Catholic School communicates the truths of our faith, unless my child sees these truths take flesh in our family, there is little hope that the Faith will take root in their hearts. I believe that the Catholic School can deepen, enrich, and reinforce a Faith that my child experiences in their home. I understand my own witness as essential to the religious development and growth of my child.

Aware of the dignity of my call from God and with a reverent awe for the responsibility, which is mine, I commit myself to be in word and deed the first teacher of my child. Practically, I understand this to mean I need to:

1. participate consistently and actively in the Sunday Eucharist
2. speak to my child about the things of God, and to make prayer an integral and important part of the environment of our home
3. participate and cooperate, as our Catholic School requests, in the religious education and especially the sacramental preparation of my child
4. accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school

5. teach my child by word and example to have a love and concern for the needs of others, especially the poor
6. do my fair share in financially supporting the Catholic School
7. volunteer my time, talent, and expertise

## STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to pursue a sound Catholic education; they have the responsibility to study and apply themselves, to attend classes daily, to be punctual, and to obey school and diocesan regulations.

Students have a right to an environment conducive to learning; each student has the responsibility to discipline himself or herself and not to interfere with the total learning environment of other students. When a student fails to discipline himself or herself, or to follow school policies, procedures, rules, or instructions, it becomes the responsibility of the student and his or her family to cooperate with the school's reasonable attempts at discipline, up to and including separation of the student from the school.

Students have a right to expect that school will be a safe and healthful place to obtain an education; in order to help assure the safety of themselves and of others, students shall conduct themselves in accordance with rules established to promote safety and health.

Students may, subject to the ultimate and sole discretion of the school's chief administrator, participate in student organizations based upon their academic credentials, individual talents, and applicable school and diocese policies; they should participate, if able to do so, in such school activities, which are designed to enhance their religious, academic, social and physical development

## PARENTAL RESPONSIBILITIES

1. to encourage my child to obey the regulations and principles of good behavior
2. to make sure my child is present and on time unless there is sickness or a valid family issue
3. to provide adequate time and place for study and to encourage completion of assignments as required for successful learning
4. to encourage the development of my child's individual talents and interests, seeking help for those areas needing special help or attention and following the advice of the school
5. to keep the school informed of special needs of my child
6. to read all communications sent to the home emailed by the school
7. to attend conferences and to request additional conferences as needed; consultation and communication is the responsibility of both the parent and the school
8. to support the school community, the staff, parents, administration, and students in a loyal and community building manner and abide by the regulations in this handbook even though personally opposed to recommendations and decisions

9. to comply with all policies in regards to attendance, uniforms, athletics, homework, and communications
10. to work together with classroom teachers and communicate to positively and proactively

## CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Parents shall report any change of address or telephone numbers to the school office immediately so that they can be contacted quickly in the event of an emergency.

## STAFF

### The Pastor

The Pastor is the spiritual leader and the chief administrator of our parish. He is, therefore, ultimately responsible for the educational apostolate of All Saints Catholic School.

### The Principal

The Principal administers the school according to the general policies of the diocese. She is responsible to provide for the spiritual, moral, intellectual, aesthetic, social, and physical needs of the children in the school. It is her duty to work closely with the Pastor, Advisory Committee, Administrative Team and Faculty to achieve a climate and program that fosters Christian growth and formation within the total school community.

## ADMINISTRATION

Pastor	Rev. Anthony Lackland
Principal	Dr. Laura McCorkle
Director of Student Services	Dr. Laura McCorkle
Mission & Advancement	Gabriel Moreno
Business Manager	Laura Olson
Receptionist	Liz Ridling
IT Director	Mike Jobes
Nurse Mon/Tues/Wed	Abigail Tett
Nurse Thurs/Friday	Marie Miles
Eagles Care Director	Andrea LeGreca
Facilities	Anthony Gamble
Athletic Director	Kristi Uhlemann

## ELEMENTARY DEPARTMENT HEADS

Primary	Nicole Ramirez
Intermediate	Kelly Weese
Middle School	Brian Suddendorf & Jennifer LeBlanc
Specials	DeeAnn McNeil

## PRESCHOOL

PK 3	Taylor Brown
PK 4	Bridget Bronson

## ELEMENTARY SCHOOL

Kindergarten	Patty Moothart
Kindergarten Part-Time Aide	Kristen Theisen
Grade 1	Nicole Ramirez
Grade 2	Jennifer Gamboa
Grade 3	Ellen Hollister
Grade 3	Lizzy McCartin
Grade 4 (Religion 4 & Science 4/5)	Kelly Weese
Grade 4 (Social Studies 4/5)	Terri LeBlanc
Grade 5 (Religion 5 & Math 4/5)	Karen Beacham
Grade 5 (ELA & Honors 4/5)	Danielle Whiffen
Grade 6 (ELA & Honors 6/7/8)	Linda Eckstein
Grade 6 (Social Studies 6/7/8)	Jennifer LeBlanc
Grade 7 (Lit & Honors 6/7/8)	Christine Drumm
Grade 7 (Science 6/7/8)	Brian Suddendorf
Grade 8 (Religion 6/7/8)	Liz Hawkins
Grade 8 (Math 6/7/8)	Kate Ehnis
Art Mon/Wed	DeeAnn McNeil
Art Tues/Thurs	Colleen Cromley
Certified Language Therapist	Erin Warnick
Honors Math	Dr. John Ringhauser
Library Part-Time	Kristen Theisen
Music K-4 & Band	Jim Oliver
Orchestra	Shana Druffner
PE	Andy Chupka

## ACCREDITATION

All Saints Catholic School received full accreditation by the Texas Catholic Conference Education Department (TCCED) in December 2013. The school maintains accreditation status through TCCED and Advanced ED in compliance with their scheduled accreditation cycle and requirements. The U.S. Department of Education awarded ASCS the distinction of being a National Blue Ribbon School in 2006 and 2015. This is distinction only available to the top 15 percent in the nation in reading and mathematics on nationally normed tests.

## ADMISSIONS

### Age Requirements

Children entering pre-kindergarten must be 3 years old by September 1st; children entering kindergarten must be 5 years old by September 1<sup>st</sup>; those entering Grade One must be 6 years old by September 1st.

### Admission Documents

The following documents are required for permanent record folder:

Birth Certificate	Immunization Record
Baptismal Certificate	Report Cards/School Transcripts

Teacher Evaluation

Standardized Test Results

Parish Verification

*Admission of a new student is pending until all documents are received. Admission screening is conducted for students wishing to enter All Saints Catholic School. There is an application/testing fee.*

### **Physical Exam Records**

All students entering kindergarten, fourth, and seventh grades must have a current physical exam report in their health file.

All students participating in the Dallas Parochial League (DPL) must have a current physical exam report in their health file.

All students must be immunized against diseases as required by the State of Texas.

### **Admission Policies for New Students**

All Saints does not discriminate on basis of race, sex, national origin, age (must meet legal requirements), or disability (if disabled person can function in the school environment).

1. Student's admission will be offered in the following order pending fulfillment of other admission requirements:
2. Siblings of currently enrolled students in good standing.
3. Students of Contributing/Active All Saints Parishioners.
4. Students from Catholic Partnering Parishes (parishes that do not have their own school) or who have moved from another Catholic school out of the area.
5. Non-Catholic Students.

The term Parishioner refers to Catholic families officially registered in the Parish (for at least one year unless they have recently relocated from out of town) and who have fulfilled the parish stewardship contribution of a minimum of \$1,000.00 per calendar year. (Calendar year here refers to January 1 through December 31). All deadlines for admission packets must be met.

Parents must agree to accept the decision of the Principal concerning the placement of their child in a class. New primary and transfer students from other schools will be required to take certain tests to assist in determining appropriate class placement.

Newly accepted students are on a probationary status for three months allowing the school officials to determine whether the school can meet the needs of the student.

Acceptance into the middle school program is based upon the results of student testing and past academic history, a personal letter stating why he/she wishes to attend ASCS and an interview with the Principal.

A non-refundable tuition deposit of \$850 per child must be paid at the time of registration.

### **General Admission Requirements for All Students**

Parents and students will sign a **HANDBOOK AGREEMENT FORM** indicating that they have

read and agree to be governed by all the policies stated in this Handbook. Return of this form is a condition of attendance.

All families enrolled in the school are required to give forty hours of service to the school. This service may be documented through RenWeb. Fulfillment of the service requirement is necessary for re-enrollment.

All enrolled families are required to participate in some fashion with the main fundraiser for the school (The Annual Auction).

Students must agree to **comply** with all school regulations and to **conduct** themselves in a manner that is conducive to learning.

Parents must illustrate an interest in the education of their child (ren) by cooperating with the Principal and faculty in the psychological, emotional, social, spiritual, and academic development of their child (ren). The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require withdrawal of a student.

### **Admissions for Students with Learning Disabilities or Other Health Impairment**

No later than the date of the student's interview at ASCS, information regarding a child's learning disability or other health impairment including ADD/ADHD and the results of any psycho-educational testing, including a copy of a current diagnosis (documentation must be less than three years old), should be submitted to the Admissions Director. This copy will remain in the student's cumulative folder. After acceptance, one more copy should be forwarded to the Director of Student Services to be kept in the resource files. **Without current documentation, a child cannot be given accommodations.** The Director of Student Services will then evaluate the test results and meet with the child's teachers to determine what accommodations can be implemented. At the time of meeting, an Accommodation Plan will be drafted. Examples of accommodations include, but are not limited to tests being taken in the resource room, extended time on tests, etc. The Director of Student Services will contact the child's parents with the Student Accommodation Plan to read, sign if in agreement, and return to the Director of Student Services. In the event that the parents do not agree, contact the Director of Student Services. At that time, the principal will review the information and make a final determination as to whether ASCS will be able to service the needs of the students. In grades 4-8, the child may be asked to sign the Accommodation Plan. Teachers will also sign the Plan and parents will be sent a final copy for their records. Copies of the Student Accommodation Plan will then be distributed to each of the student's teachers. If parents do not want the student to receive the recommended accommodations, they must sign a form stating as such.

### **Annual Re-Enrollment Procedure**

1. Re-Enrollment for the new school year is held each year beginning in January. **All** children must be re-enrolled annually.
2. Dates and times for re-enrollment will be published in the Parish Sunday Bulletin, posted on the website and on the School Calendar.

3. At the time of re-enrollment, **all tuition, fees, and pledge must be current and volunteer hours will be verified.**
4. Students must have displayed successful academic growth and appropriate behavior. Summer school, tutorial programs, or specific behavior modification procedures may be stipulated and re-enrollment will be contingent upon this agreement.
5. Should there be any impediment hindering re-enrollment, parents will be notified.
6. A non-refundable tuition deposit of \$500 must be paid by the dates specified in the re-enrollment packet.
7. All deadlines for re-enrollment must be met in order to secure a spot or the child will be placed on a waiting list.

### **Reenrollment of students with Learning Disabilities or Other Health Impairment**

Parents must provide current (less than 3 years old) documentation of a disability or impairment before the first day of the upcoming school year. It is the parents' responsibility to make sure the documentation remains current. One copy shall be given to the Admissions Director to be kept in the child's cumulative folder and one copy shall be given to the Director of Student Services. Without current documentation, a child cannot be given accommodations or special services. The Director of Student Services will contact the child's parents prior to or at the beginning of the upcoming school year with the proposed Student Accommodation Plan.

As much as we would like to be able to service every child, there are times when another school environment would be a better fit for a student. Honest and detailed evaluations will be made between the parents, teachers, and administration. The administration has the final say regarding whether a student may stay enrolled at All Saints Catholic School.

### **Reevaluation**

A reevaluation of the child's needs must be conducted at least every **three years** in order for the documentation to be considered current. Without current documentation, a child cannot be given accommodations. It is the parent's responsibility to make sure that documentation remains current. The purpose of reevaluation is to determine if the child continues to require special services or accommodations.

### **ANTI-BULLYING POLICY**

Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. All Saints Catholic School views bullying as unchristian behavior and it will not be tolerated.

We define bullying as an act which:

1. Persistently hurts another individual either
  - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.

- b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
  3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
  4. Is unprovoked

Nothing in this policy requires the *affected* student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bullying is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the Principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The anti-bullying policy of All Saints Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents, which do not constitute bullying, will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the Principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.

3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The Principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.
6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and/or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of All Saints Catholic School students are expected to:
  - a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
  - b. Give their students opportunities to role-play and practice the strategies taught to avoid bullying and to report incidents.
  - c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - d. Have a method for students to report bullying and to leave messages discretely and anonymously for the teacher's attention.
  - e. Teachers will take every incident reported by the students seriously. Student reports will not be dismissed as tattling. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of All Saints Catholic School students are expected to:
  - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building Principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
3. Students of All Saints Catholic School should:
  - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
  - b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
  - c. Treat others with the respect and dignity that is expected of any Catholic school student.

- d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending All Saints Catholic School.

### ARRIVAL/DISMISSAL POLICIES

All students dropped off at school before 7:25 AM must enter through the east door and go to Eagles Care. Eagles Care begins at 7 AM.

Students coming for tutoring should also enter the east door. Please do not arrive earlier than the teacher has stated as tutoring time. If the teacher has not yet arrived, the student will remain in Eagle Care until the teacher has arrived and had time to settle in his or her classroom.

Families are to use the carpool lines as indicated at the start of the year for morning student drop off unless a special circumstance dictates otherwise. For security reasons, building doors are locked at all times. Please notify the office if you have a special circumstance that will require our attention or assistance.

Students may enter the building at 7:25 AM. They are to go and be seated outside of their classroom and wait until the 7:35 AM bell rings. If a student has a cell phone, they should, upon arrival, take the cell phone and leave it in the office until the end of the day. The student should then go to their classroom.

Students are dismissed at 3:15 PM. Families are to use the carpool lines to pick up their child (ren). Only families/drivers having a special circumstance may park and pick up students. They will need to enter the building through the front main entrance doors and wait in the office for student. The office will need to be notified by 1:30 PM of the circumstances requiring special pick-up. If a carpool last name is different from a child's last name, please notify the child's teacher in writing.

To ensure the safety of all concerned, we will release child (ren) ONLY to those persons listed on the family "Authorization for Release/Pick-up" form. An authorized adult must sign out students being picked up from the office during the school day in the office. Adults picking up students must park in designated parking spaces, not the fire lane, when signing students out.

Students who will be walking/biking home must have a signed parental permission form on file in the office. Students must sign out daily before leaving the building.

A student will automatically be placed in Eagles After School Care (with applicable fees charged) at 3:30 pm if an authorized person has not picked them up. Unsupervised students are not allowed to remain on campus after 3:30 PM.

At **NO TIME** should families park in the Somerset Community parking lot across the street. Anyone caught parking there will be ticketed by the police. All Saints will not be held liable for any fines.

### ATHLETICS

We are pleased to offer an athletic program in conjunction with the Dallas Parochial League (DPL). All students and coaches participating in ASCS athletic teams will review the ASCS

Athletic Policy and Procedures manual in Appendix II at the end of the handbook. Signature of the ASCS Handbook Agreement Form denotes that the student(s) and parent(s) have received and accepted the terms and conditions of ASCS Athletic Policy and Procedures.

### **Eligibility for Extracurricular Activities**

Students involved in extracurricular activities are held to a higher standard of conduct than the general student body. ASCS views participation in extracurricular activities as a privilege not a right. Students involved in major disciplinary infractions may be subject to extracurricular discipline.

A student must be passing with an overall average of 76%, passing each subject with at least a 70%, and receive no less than 76% average in conduct at the end of each reporting period (progress and report card) to be eligible to participate in extracurricular activities. ***This participation applies to all practices, meetings, games, clubs, performances and/or contests that take place before and after school or on weekends.***

Please support your child by monitoring their grades and work. Those deemed ineligible cannot participate for two weeks. However, if a score is brought up to passing within the two-week period, please contact the Assistant Principal for review and consideration. Grades will officially be pulled at the end of the second week to determine progress with the hope of being reinstated as eligible. If they are not passing at that time, they will remain ineligible until the next reporting period.

**Eligibility extends to Beta Club, Student Council, Academic competitions, and Band/Orchestra performances, Drill Team, Catholic Youth Club etc.**

### **Attendance and Eligibility**

Students must be in attendance at school between the hours of 7:45 AM and 3:00 PM to be considered eligible to practice or participate in extracurricular activities for that day. If the activity falls on a day school is not in session, the previous day's attendance is viewed for eligibility. It is the parent and student's responsibility to be aware of and adhere to the above mentioned eligibility policy.

ASCS holds the principle of good sportsmanship paramount in athletic competition. All coaches, student athletes, parents and fans should exhibit attitudes and behaviors that reflect good sportsmanship. ASCS incorporates a fight-free, hands-off and no put down policy. We will not permit any athletic department participants or spectators to heckle, jeer, demean, or ridicule any opposing team member or official. It is the responsibility of the coaches, parents, and ASCS staff members to prevent and prohibit any such unsportsmanlike conduct. Inappropriate behavior by coaches, student athletes, parents, or spectators may result in suspension from future athletic contests.

The use of the name 'All Saints' or 'All Saints Eagles' is permitted by only those teams participating in the All Saints Catholic School. Student athletes must be an enrolled student in a Diocesan Catholic School to participate in All Saints Catholic School teams. The school administration strongly encourages and promotes school spirit, however, the school cannot govern or accept responsibility for All Saints or All Saints Eagles identified teams that

participate in non-diocesan organizations. Therefore, teams participating in these non-diocesan organizations (i.e. YMCA, PSA, PBA etc.) are not allowed to use the All Saints or All Saints Eagles school/team names. All ASCS teams are to be known as the 'All Saints Eagles'. All teams must play under the school's blue, red and white colors. All Teams will use the EAGLE as their mascot.

Parents or legal guardians must sign a registration form indicating their approval/consent for the student athlete to play.

All students participating in the Dallas Parochial League (DPL) must have a current physical exam report in their health file.

## ATTENDANCE

Please note that All Saints Catholic School follows the laws governing the compulsory attendance in Texas schools. Failure to comply with the laws governing compulsory attendance may result in legal action.

Regular attendance at school is necessary for every student. A student should not be absent or tardy except for illness or another grave reason.

### Official notice to the child and person(s) standing in parental relation to the child

The State of Texas provides by law for compulsory school attendance by all children from the age of six until their eighteenth birthday unless subject to a stated exemption. Each school will be in session according to the number of days required by Texas Catholic Conference Education Department Standards.

Texas requires a child who is at least 6 years of age, or who is younger than 6 years of age and has previously enrolled in first grade, and *who has not yet reached his/her 18<sup>th</sup> birthday* to attend school unless except by Sec. 25.086. Students enrolled in pre-kindergarten or kindergarten shall attend school. (Education Code 25.085)

Each student will attend classes for a minimum of 90% of the attendance days of a given school year in order to be promoted to the following grade level. A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade, or may not receive credit. The principal will make the final decision.

Absences such as vacations and trips (except those excused in advance by the principal for unusual circumstances), babysitting, working (including modeling), and non-school sponsored athletic events and programs shall be considered unexcused. The school is not under obligation to provide tutoring, make-up work, or special testing schedules for this period of absence. The chief administrator/designee has final and absolute discretion to determine the conditions and terms governing such absences.

A student may be excused for temporary absence, resulting from any unusual cause acceptable to the Principal of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to: 1) personal sickness; 2) family emergency; 3) religious holy day; 4)

documented juvenile court proceeding; 5) Board-approved extracurricular activity; or 6) approved high school visitation. These occurrences must be approved by the Principal at least two days in advance of the absence.

When a student is absent the parent must inform the office by email (**absentonly@allsaintsk8.org**), before 8:00 AM on each day of the absence, stating the reason for the absence. This email is the parent/guardian's responsibility. Calls or emails made by students are not acceptable. If the teacher is not properly notified, the parent will be contacted to check on the student.

If a student absence is due to illness, check return to school guidelines under the Health/First Aid/Medication section of the handbook. When a child returns to school, after any absence, the parent must supply a note which explains the reason for the absence within 3 days of the absence.

When a student's absence for personal illness exceeds seven (7) consecutive days, the Principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the school nurse is available to verify an illness the day of the absence).

#### Doctor/Dental Appointments

Parents should try to arrange all appointments on non-school days, early in the morning, or after dismissal so that students will not miss their classes and be held back in their scholastic achievement. Medical and dental appointments are excused absences. A note from the doctor/dentist must be provided upon the student's return to school for the absence to be considered excused. Students who are away from school for an appointment for 3 ½ hours will be counted as absent for half a day. Students who are away for more than 3 ½ hours will be counted absent for the whole day.

The student must be signed in and out of the school office by a parent/guardian. Persons picking up a student must park in designated parking spaces, not in the fire lane.

#### Tardies

School start time is 7:40 AM. Any student that has not entered through the front doors by 7:45 AM is considered tardy. If a student arrives after 7:45 AM parents must accompany their child into the office for a tardy slip. Traffic is not usually considered an excused tardy. Tardiness counts against a Perfect Attendance record.

Because tardy students disrupt the other students and the learning process, excessive tardies and absences will require a parent conference with the principal and may require that a student withdraw from the school if not corrected.

Please note that for every:

- 9 unexcused tardies = Parent conference with principal
- 18 unexcused tardies = Parent conference for dismissal of student

Students that arrive after 10 AM will be counted as absent for half a day or a whole day depending upon their arrival time. Notes sent in by parents regarding early dismissal or tardies

will be kept in the front office. Notes regarding student absences will be kept by the homeroom teacher.

### **Perfect Attendance**

Any student who has never been absent and has less than three tardies is considered to have perfect attendance.

### **BACKPACKS**

All students are required to have a school bag or backpack that fits in the locker; to protect their textbooks, papers, notebooks, etc. Rolling backpacks are permitted, but may only be rolled in and out of the building during carpool. Students may not use rolling backpacks during the school day. An exception will only be made with written prescription from a doctor. Middle school students are permitted to carry their backpacks with them throughout the day.

### **CLASSROOM LEARNING ENVIRONMENT**

All Saints Catholic School promotes a safe, nurturing, and positive learning environment in the classrooms and throughout the school campus.

### **Visitors**

To ensure the safety of the students and to minimize class interruptions, no visitor, parent or other family members, unless to perform a duty as an aide, may go to the classroom during school hours. Forgotten papers, lunches, books, etc. are to be brought to the school office. The respective child will be notified. Classrooms may not be disturbed. All visitors, aides, etc. must sign in and sign out in the office. All visitors are required to wear an identification badge while in the building. Staff will approach any person not displaying an ID badge.

### **Classroom Parties**

The homeroom teacher and room parents plan holiday celebrations. All students enjoy All Saints Day, Christmas, and St. Valentine's Day parties. Any other party-like activity requires the permission of the Principal. The usual time for scheduled parties is the last 45 minutes of the school day.

### **Birthday Celebrations**

As a special treat, parents may bring birthday dessert treats to be distributed at lunchtime for an entire class. Parents are required to check with the teacher before bringing any treat for a class due to the number of food allergies among students

If your family is planning a birthday celebration for your child, please do not distribute invitations or follow up thank-you notes unless everyone from the homeroom was invited. No part of a scheduled party should enter the school environment (e.g. favors, T-shirts, group departures from our school).

### **Field Trips**

Participation in activities that are cultural and educational is encouraged. All activities, including resource persons, field trips, and corporate school activities, should be directly related to the curriculum. Final approval of all field trip plans rests with the Principal.

Teachers, at their discretion, may invite parents to accompany the class on the trip. Only “official” chaperones should be in attendance for a field trip. Parents serving in supervisory capacity on a field trip may not bring their pre-school children or children attending another school.

Field trips are privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet the academic standard of a passing grade in the subject area addressed or if behavior choices have resulted in 1 detention or a suspension. **This can include the 8th grade class trip.**

A field trip permission form completed and signed by the parents is required of everyone participating in the activity and must be presented before the activity takes place. Whenever possible, bus transportation by an insured carrier will be provided. If there are not a sufficient number of students attending an off-campus event to warrant a bus, a private passenger vehicle may be used. If a private vehicle must be used the following criteria are the policy at All Saints Catholic School.

1. Drivers must be over the age of 25 and have a valid, non-probationary driver's license and no physical disability that would impair the ability to drive safely.
2. All drivers, chaperones and volunteers must have a cleared driver's license check done through the parish Safe Environment Office for all field trips.
3. The vehicle should have a valid registration and meet state safety requirements.
4. The vehicle must be insured for minimum limits of \$100,000/per person, \$300,000/per occurrence. Copy of insurance card or policy *denoting limits of liability* will be required of all drivers.
5. Drivers should be experienced drivers and demonstrate the maturity necessary to provide safety for those they are transporting.
6. The number of riders must not exceed the rated capacity for the vehicle and seat belts available and worn for each passenger. All passengers must wear seatbelts.

## COMMUNICATIONS

Effective communication is essential in establishing and maintaining a partnership relationship in the educational process. While we encourage and promote open communications, please understand that a staff member's primary on-duty responsibility is to be responsive to the students. Parents should always be good role models for their children by being respectful to staff in their communications.

ASCS offers a variety of methods to support ongoing communication with our families.

### E-mail

Each staff member at ASCS has an assigned e-mail address. Staff members check e-mails at least twice during the school day. We encourage families to utilize e-mail for general communications or inquiries. Normally there will not be time during school hours to reply to the e-mail, but each staff member will attempt to reply at the earliest opportunity within

approximately 36 hours.

### Telephone calls

If you wish to contact a staff member, you may leave a voice mail message for the staff member by calling the general office number. **Parents should NEVER call or text staff on their personal phone numbers.** Normally there will not be time during school hours to return the call, but each staff member will attempt to return a call at the earliest opportunity within 24 hours. No teacher or child will be called from class for a telephone call. Important messages will be given to a child during the school day, but changes in after school social plans, scouting, or athletic events do not constitute an emergency. Please do not ask us to interrupt the classroom for such matters.

### Issues/Concerns

In keeping with Church principles of subsidiarity, problems should be solved at the lowest level whenever possible. Thus, should there be a concern or issue; **we encourage the parent/student to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed, should administrators be contacted.** All discussions of a concern or issue should be done through scheduled appointments. We encourage our parents/students to solve their individual differences through discussion, communication, and prayer.

Please be a good role model in building positive school, family, and community relations by incorporating appropriate, respectful problem solving strategies, and lines of communication. The school counselor will also be assisting the students in learning how to work through conflicts and difficulties

Since our focus is on the students during the school day, please do not try to conference with teachers during drop-off/pick-up times and before or after school.

If a parent/guardian has a grievance against a teacher or an employee of the school, the following is the method of making that grievance known:

- The parent/guardian will first go to the one with whom the difficulty exists and make an effort to resolve the difference.
- If resolution is unsuccessful, the grievant will then put the concern in writing and make an appointment with the Principal to discuss the concern.
- If resolution is unsuccessful, the grievant will set up an appointment with the Pastor. The meeting will be set within five working days. The opinion of the Pastor is final.

### Confidentiality

All staff will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. If serious concerns exist, parents will be promptly notified.

### CONFERENCES—PARENT/TEACHER

Parent/Teacher conferences are held twice a year. Parents/guardians are required to attend one formal Parent/Teacher Conference each year. Failure to attend the conference may result in the suspension of the child. Parent/Teacher Conferences are held at the end of the first quarter and

again in the spring. Conferences may be requested by either the parent or the teacher at any time the need arises.

Parents/guardians may feel free at any time to e-mail the teacher to request a conference. The teacher will contact the parent/guardian to set a date and time for the conference via e-mail, or telephone call. **Staff should never be texted or called at home.**

Teachers will likewise feel free to request a conference that is mutually convenient with the parent/guardian during the school year whenever needed for the good of the child.

## COURTESY

Courtesy is everyday good manners that are taught and used at home and reinforced at school. Students are expected to show respect and be courteous to all adults as well as each other. Expressions such as please, thank you, you're welcome, yes ma'am, **yes sir, etc.** should be part of everyday speech. At school, courtesy and respect should be shown at all times, but especially:

### In the Atrium

Please remember that the Blessed Sacrament is in the Chapel. It is always appropriate to show a sign of reverence or possibly develop a habit of "making a visit" in the Chapel as you pass through the Atrium.

### In the Carpool Line

We realize that everyone wants carpool to move as quickly as possible but the teachers must have the cooperation of everyone (students and parents) to make sure that carpool is completed with all students safely delivered to their parent/caretaker. In order to get the students' attention, the teachers do need to use loud voices.

### In the Chapel

Reverence and respect are to be shown at all times. Please remember that no food or drinks should be taken into the Chapel.

### In the classroom

It is a place of importance, a place to learn and grow. Students are not to deprive their fellow classmates of precious time and the opportunity to learn because of their misbehavior.

### In the cafeteria

Table manners and courtesy are necessary at school as well as in one's home or in company. If any student throws food, papers, etc., and/or shows other disrespectful behaviors in the cafeteria, appropriate disciplinary actions will be taken.

### On the playground

Each student should enjoy the relaxation of the recess period. It is here that his/her social maturity is evident. Courtesy and respect are due to Playground Supervisors, other students, and school property at all times. Playground Supervisors, whether staff or volunteer, may give conduct slips for inappropriate behavior. No personal student athletic equipment, games, or toys are permitted on the playground.

## CURRICULUM

All Saints Catholic School follows the Diocese of Dallas Curriculum Guide. This guide aligns the Diocesan objectives with standards set by national professional organizations. The curriculum includes religion, reading, English (including spelling, vocabulary, writing, and handwriting), mathematics, social studies, science, Spanish, art, music, physical education, and technology.

### Religion

Religion is paramount in our curriculum. Religious values are integrated in all subject areas. In addition to daily religion class, students participate in many Religious Formation Activities including preparation for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation. Liturgical services are held for students and parents every Thursday/Friday.

### Pre-School and Kindergarten Program

Our program provides a systematic approach to teaching the core curriculum and skills at appropriate levels. A special emphasis of each year is on your child's spiritual, social, emotional, intellectual and physical development.

### Grades PK through 3

These grades involve self-contained classroom teaching. Specialized teachers instruct music, physical education, art, technology.

### Grade 4/5

A modified departmental system enables the students to receive quality instruction in the basic areas yet attends to their developmental needs.

### Middle School Grades 6/7/8

Our departmental system enables the students to receive quality instruction in all basic areas. While a child is assigned to a specific homeroom, several teachers will teach him/her during the day.

### Music

A specialized music teacher conducts weekly music classes for grades PK– 4. All students **are required** to participate in music concerts (i.e. Christmas program) during the year as part of their performance grade.

### Band

Students in grades 5– 8 may elect to participate in our Band program. Band members will be responsible to complete required weekly practice schedules and participate in scheduled Band concerts. An additional fee is charged for band. Parents are responsible for providing the required instruments to participate in the band program.

### Orchestra

Students in grades 5 – 8 may elect to participate in our Strings program. Strings members will be responsible to complete weekly practice schedules and participate in scheduled concerts. An additional fee is charged for orchestra. Parents are responsible for providing the required instruments to participate in the orchestra program.

### Art

Instruction in visual arts is provided by a specialized teacher to grades PK - 4. Our visual arts curriculum focuses on creative exploration/expression using various art elements and mediums. The art program also fosters an appreciation of both master artists and peer student art work. Art is an elective offered to students in grades 5-8.

### Physical Education and Health

The PE program includes general fitness instruction from a specialized teacher, the Presidential Physical Fitness program, sports with skill development, lead-up games and rules, strategies and good sportsmanship. PE is a required part of the curriculum; therefore, students must participate unless a doctor's note is provided. All excuses from PE must be approved by the nurse.

### Spanish

Grades 6th-8th receive Spanish instruction.

### Electives

Students in grades 5-8 have the opportunity to enroll for a full year in Band, Orchestra, or Art. Students in Grades 6-8 are provided more choices for classes or electives.

### Testing Center

The Director of Student Services addresses the special needs of students in the areas of reading, math, ESL, and enrichment. Services will be provided to students as the needs become evident. There is a structured referral process initiated by the child's homeroom teacher, which includes consultation with the parent/guardian.

### Technology

All students will have technology incorporated into the daily curriculum.

### Honors

Students may qualify for honors based on standardized test scores, grades, and teacher recommendations. The honors selection committee meets in January and at the end of the year to review data. Parents will be notified upon placement. Students that meet ASCS honors standards will receive challenging and rigorous instruction. Students who are not able to maintain honors standards may be asked to leave the program.

## CO-CURRICULAR ENRICHMENT ACTIVITIES

Students who participate in these activities attend all meetings/performances and maintain conduct becoming a Christian student. Participation fees may be assessed for some activities.

Geography Bee	Religion Bee	Student Council
Athletics Program	Junior Beta Club	Orchestra
Band	Spelling Bee	Intermediate Catholic Youth Club (4,5)
Student Lectors	Student Cantors	Catholic Youth Club (6,7,8)
Robotics		

## CURRICULUM NIGHT AND OPEN HOUSE

A Curriculum Night is scheduled in August so parents can meet the teachers and review long-range plans, goals, and objectives for the year.

An Open House is held before school starts. This offers parents and students the opportunity to visit the classrooms and meet teachers.

## CUSTODY

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 academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

All divorced and never married parents must provide custody documents for the student's file. Parents must update the school if changes occur.

## DAILY SCHEDULE – (subject to change)

7:00 AM	Eagles Before School Care Provided
7:25 AM	School doors and student supervision begins. Students will go and sit in the hallway next to their homeroom
7:35 AM	Students will move into their homeroom
7:40 AM	Prayer, announcements, attendance and other homeroom activities take place.
7:50 AM	Classes begin
10:45 AM -12:40 PM	Lunch/Recreation ( <i>Time subject to change</i> )
3:15 PM	Dismissal- students not picked up by 3:30 PM will be signed in to the After School Care Program– additional daily After School Care Program fees will apply. The After School Care fee will also apply to students not picked up on time from extra-curricular activities and meetings, including sports practice.

## DIOCISAN GRADING SCALE

### PreK-Kindergarten

M – Met Objective

P – Acceptable Progress

I – Improvement/Practice Needed

### Grades

94-100	A	E (Excellent)
85-93	B	G (Good)
76-84	C	S (Satisfactory)
70-75	D	N (Needs Improvement)
69 and below	F	U (Unsatisfactory)

## HOMEWORK

Our students ordinarily have homework. This may be written or study work. Students should be encouraged to read or drill in areas of weakness even when no formal homework has been assigned. The **approximate time** that should be devoted daily to homework is provided in this guide:

Kindergarten	15 minutes
Grades 1-2	30 minutes
Grades 3-4	30-45 minutes
Grades 5-6	45-60 minutes
Grades 7-8	60-90 minutes

Please realize that this time will vary according to the nature of the assignment and the ability of the student. *If your child (ren) consistently spends more than the suggested time on homework, please contact his/her homeroom teacher for assistance.* Parents are requested to see that homework is completed in an atmosphere conducive to study and the student's learning style. Homework is not normally assigned over weekends in the lower grades but there are times when students in middle school may have weekend homework. There will be times when long-term projects or extended assignments will be expected after a weekend.

### Grade Level Classwork & Homework Policies

Individual grade level classwork & homework policies will be distributed at the parent orientation nights along with being discussed in class with the students.

### Make-up Policy

When a student misses school due to illness the following policy will apply regarding making up homework and missed class work. The **student** will be responsible for obtaining his/her missed work assignments from the teacher on the day s/he returns to class. It is the student's

responsibility to complete the work and submit to the assigning teacher. The student will have the same number of days as missed to complete the work, unless specified otherwise by the teacher. That is, if the student was absent 3 days, s/he will have 3 days after the return to school to complete the work. Due dates for long term projects typically are not extended due to absences. Make up tests must be scheduled with the individual teacher according to the teacher's availability before, during, or after school. Credit for work missed at the end of a grading period may possibly be applied to the next grading period. Any student who is absent 10 days or more in a grading period, for whatever reason, may not qualify to receive grades.

### **Late Class work, Homework & Projects**

Assignments are considered late if it is not turned in at the beginning of the class. Students are not allowed to return to their locker to retrieve assignments that they have forgotten. All assignments will be minus 20% the first day it is late (highest possible grade of 80%). Failure to turn in an assignment after 2 days late will result in a zero (100%, 80%, and 0%).

### **DISCIPLINE**

While we would hope that every child would always follow directions the first time, we know that children will sometimes make inappropriate choices. We want our teachers to be able to spend class time teaching, not disciplining. The system of merits/demerits has been put in place to commend students making the right choices and help students making other choices to become more responsible for their actions.

### **Merits & Demerits**

Students will be encouraged in a supportive environment to act appropriately, become strong students, and leaders. Faculty and staff members are committed to providing a positive atmosphere where all students will be able to learn and become the best possible young man/young woman. The faculty and staff will actively look for opportunities to promote excellence in mind, body, and soul.

Students are held accountable for their actions. Depending upon the issue, the first course of action will be redirection toward a positive choice. If the student fails to make a better choice, he/she will then receive a demerit. Some reasons a student will receive a demerit include:

- Failure to observe school/classroom rules.
- Minor destructive behavior toward school property (as opposed to vandalism of school property)
- Inappropriate hallway behavior
- Disrespectful behavior
- Excessive or loud talking, speaking out of turn
- Intentional physical contact

### **Discipline Plan Specifics Grades 3 & 4**

- Each student starts with 100 average in conduct per quarter.

- Most demerits will count **1 point** off the student's average. The Administration has the final decision on number of points that will be deducted.
- Merits and demerits will be tracked via RenWeb and parents will be notified accordingly.
- Students who receive merits will be allowed to pick from the merit cart.
- Demerits will accumulate week to week for students in grades 3-4. Students who reach a conduct grade of 90 or below may receive an additional consequence at the discretion of the administration. Parents will be notified accordingly.
- Quarterly conduct grades will be determined based on the number of demerits received in that quarter.

### Discipline Plan Specifics Grades 5-8

- Each student starts with 100 average in conduct per quarter.
- Most demerits in grades 5-8 will count **3 points** off the student's average. The Administration has the final decision on number of points that will be deducted.
- Merits and demerits will be tracked via RenWeb and parents will be notified accordingly.
- Students who receive merits will be allowed to pick from the merit cart.
- Demerits will accumulate week to week for students in grades 5-8. Students who reach a conduct grade of 90 or below may receive an additional consequence at the discretion of the administration. Parents will be notified accordingly.
- Quarterly conduct grades will be determined based on the number of demerits received in that quarter.

### Discipline for students in Grades PK-2

Age appropriate discipline policies will be adopted by each grade level and will be published during the first week of school.

### General Note regarding Discipline

Professional judgment will be used by the Principal, Assistant Principal, and Pastor to determine the dispositions of specific problems. The administration is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion. Most types of school discipline problems are listed in this guide, however, it is impossible to list every problem, which might interfere with the smooth operations of the school. The administration has the responsibility and authority to deal with all problems even though the specific problems might not be listed in this guide.

## DISCIPLINE VIOLATIONS

### Academic Dishonesty

Cheating, plagiarism, giving, receiving/stealing answers to homework or tests, and academic dishonesty in any form cannot be tolerated in the school environment. This includes paraphrasing or the changing of every other word. The teacher will confiscate all evidence,

document the situation, and report it to the Principal. All work must be completed in a student's own unique words.

**First Offense:** the student will receive a zero on the test or assignment, 5 points off conduct grade, a visit to the Principal, notice to the parents, and the students will receive an in-school suspension.

**Second Offense and all other offenses:** a grade of zero on the test or assignment, 10 points off conduct grade, a visit to the Principal, and a parent meeting will be held with the student. It is at the discretion of the Principal as to further consequences.

### Truancy

The unauthorized absence from school or leaving the school grounds without permission during school hours or school-sponsored activities.

**First Offense:** Parents will be contacted, authorities notified, loss of extra-curricular activities (such as Student Council, Speech, and Athletics) for the remainder of that grading period.

**Second and all other offenses:** Parents will be contacted, authorities notified, and any further consequences is at the discretion of the principal.

### Aggravated or Physical abuse or assault of Staff Member/Student

An intentional, willful threat or attempt to do bodily harm to a student or staff member, blatant degrading verbal abuse of a staff member or student, the unwanted intentional physical contact or application of force to a student or staff member.

**First Offense: Expulsion, suspension, or other forms of discipline may be used. After consultation with the Pastor and the Superintendent of Schools, the Principal will determine the appropriate discipline for a first offense.**

**Second Offense: EXPULSION.** Police will be called and a report filed.

### Fighting

**“HANDS-OFF POLICY”** Mutual combat in which both parties have contributed to the situation by verbal or physical action.

**First Offense:** Parents will be contacted, conduct points deducted; Principal to determine length of in-school suspension of 1 - 3 days; loss of extra-curricular activities (such as Student Council, Speech, and Athletics) for the semester.

**Second Offense and All Others:** Parents will be contacted, conduct points deducted; Principal to determine length of out-of-school suspension of 3-10 days; probation the length and restrictions of which will be determined by the administration. If behavior does not improve, expulsion may result.

### Vandalism

The willful or malicious destruction or defacement of any property whether school property or individual private property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying restroom fixtures, or the defacement of any portion of the interior or

exterior of school property, including furnishings and equipment. This includes vandalism while on field trips.

**First Offense:** Parents will be contacted; restitution for damages; loss of extra-curricular activities (such as Student Council, Speech, and Athletics) for one month; conduct points deducted, suspension and/or probation the length and restrictions of which will be determined by the Principal. If behavior does not improve, expulsion may result, depending on the degree of vandalism. Police will be called and a report filed depending on the value of damage or loss.

**Second Offense and All Others:** Suspension-length to be determined, or possible EXPULSION, plus restitution of damages. Police will be called and a report filed depending on the value of damage or loss.

### **Weapons: Possession and/or Use**

A student shall not possess, handle, use or transmit a razor, knife, ice pick, gun, imitation gun, imitation weapon, or other devices, which by nature or use can cause or intended to cause injury or intimidation to person or property. A weapon is defined as any object used or which could be used with the intent to harm, or any object, which appears as if it could be harmful. A student who unintentionally brings an object that could be considered a weapon (like those mentioned above) may leave the item with the administrator immediately upon arriving at school with no penalty incurred.

**First Offense and All Others:** Parents will be contacted, conduct points deducted, weapon confiscated, and 10-day suspension with the loss of extra-curricular activities for the remainder of the school year or possible EXPULSION. Police will be called in all cases when a gun is involved and in all cases when a weapon is used or attempted to be used.

### **Disrespect/Demeaning Behavior**

**“NO PUT DOWN” POLICY** Insult or defiance, including but not limited to derogatory names, obscene or insulting remarks, false statements that defame another’s character, gestures, or written statements or verbal abuse of any adult or student.

**First Offense:** Parents will be contacted, conduct points deducted; Principal to determine length of in-school suspension, 1-3 days; loss of extra-curricular activities (such as Student Council, Speech, and Athletics).

**Second Offense and All Others:** Parents will be contacted via phone; conduct points deducted; Principal to determine length of suspension of 3-10 days; loss of extra-curricular activities (such as Student Council and Athletics). If behavior does not improve, expulsion may result.

### **Drugs, Tobacco, Alcohol-Possession and/or Use**

The possession and use of illicit drugs, tobacco, and the unlawful possession and use of alcohol is wrong and harmful. The school provides age appropriate and developmentally based drug and alcohol programs for students. This policy applies to after school programs, school grounds, field trips, or at any school event whether at school or another location. It is a very serious infraction

to bring, buy, possess, use, transmit, or be under the influence of any drugs, narcotics, alcohol, or tobacco at any school activity.

**First Offense:** Parents will be contacted with a required conference; five-day suspension, conduct points deducted, an intake assessment conducted at an approved resource agency that provides the school with a written report and loss of extra-curricular activities (such as Student Council or Athletics). Police will be called and a report filed if circumstances require it.

**Second Offense:** Parents will be contacted, Expulsion, and police will be called and reported.

### Obscenity

The use of any language, act, remark or expression including obscene gestures, writings or drawing, which is offensive to modesty or decency.

**First Offense:** Parents will be contacted; student will have conduct point deducted; a written apology will be required; possible suspension depending on circumstances.

**Second Offense and All Others:** Parents will be contacted, student will be suspended--length to be determined by the Principal; written apology required, loss of extra-curricular activities (such as Student Council or Athletics). If behavior does not improve, expulsion may result.

### Stealing

The unlawful taking or disposition of property of another with the intent to deprive the person of the property. Taking or removing items from staff or student's desks are included in this offense.

**First Offense:** Parents will be contacted, conduct points deducted and the student will make restitution or return of the item(s), and possibly be suspended the length to be determined by the Principal depending on circumstances and value of item.

**Second Offense and All Others:** Parents will be contacted, conduct point deducted, restitution will be made or the item(s) will be returned, and a ten-day suspension or EXPULSION. Police will be called if the amount/value exceeds \$50.00.

### Off Campus Behavior

The administration of All Saints Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. Any conduct (verbal, written or electronic) both in and out of school that reflects negatively upon the reputation of the school, its students, or its faculty will be subject to disciplinary actions. This includes but is not limited to bullying and items posted on blogs, social network sites, discussion boards, etc... The administration reserves the right to discipline a student for activities committed off-campus if they are intended to have a negative effect on a student/faculty member or they adversely affect the safety and well-being of students/faculty while in school.

## ELECTRONIC DEVICES/CELLPHONES

ASCS recognizes that cell phones and electronic devices are a valuable tool for communication between students and parents; however, these devices are disruptive to the school day and pose potential legal issues for students. Upon arrival, students are to bring their cell phone to the office for safekeeping during the school day. Cell phones may not be placed in a locker or carried in backpacks, pockets, etc. Should a cell phone be discovered during the school day, the phone will be held in the Principal's office until retrieved by a parent and the student will have conduct points deducted.

Students are not to have any electronic devices at school. This includes, but is not limited to toys, games, CD players, radios/recorders, I-Pods, MP3 players, or other equipment that has potential to be disruptive to the educational process. Visible or audible items will be confiscated from the students by school personnel and only returned to the parents by a school administrator. A student may receive a demerit depending upon the circumstances.

Students in grades 5-8 may bring an e-reader (i.e. Nook, iPads, or Kindle) to school to use for reading school selected novels or free choice reading. E-Readers with Wi-Fi access may not utilize the Wi-Fi during the school day (including after school hours). The school is not responsible for lost or stolen electronic devices/cell phones.

## EMERGENCY SCHOOL CLOSINGS

### Inclement Weather

When it becomes necessary to close or delay the start of school because of inclement weather conditions, All Saints Catholic School will follow the announcements of the Plano Independent School District (PISD). Listen to KRLD radio, or watch local television stations for announcements of PISD closings/late openings of schools and/or 'All Saints Dallas'.

### Emergency/Disaster

In the event of a disaster or emergency that requires school to close during normal operation hours, please follow the procedures listed below.

- a. Do not phone school. There may not be anyone in the building.
- b. Listen to KRLD radio, or watch local television stations for announcements.
- c. If you have registered, you will receive a text message with any announcements.
- d. Report to student pick-up area (look for signs).
- e. If you are able, volunteer to assist school officials.
- f. Complete the student sign-out log before taking your child from the school.

## EVALUATION/REPORT CARDS/PROGRESS REPORTS

### Parent Web

Parents have internet access to student attendance and progress by logging on to the parent web at [www.RenWeb.com](http://www.RenWeb.com). The school ID is ALLST-TX. Parents will need the email address the school has on record. RenWeb generates a password after the parent's first login.

## Report Cards

Report cards are issued every nine weeks. Grades are based on written work, projects, participation in class, performance and test results. Student work is evaluated in terms of individual capacities and progress toward defined goals.

## Interim Progress Reports

In order to keep parents informed of their child's progress, interim progress reports will be emailed to the parents of students grades PK – 8 during approximately the fifth week of each quarter.

## FAMILY VOLUNTEERS

Our schoolchildren benefit from the work of family volunteers. Some of these opportunities are aides, office help, cafeteria help, lunchroom monitors, and room parents. Each All Saints family is required to serve our school with at least **40 volunteer hours** each year. Families will log these hours in RenWeb. To do this:

- Log into RenWeb ~ Click Family information on the left hand side ~ Click Family Profile ~ Click your name ~ At the top you will see the service hours tab where you can add your hours.

Annual attendance and clearance through a parish Safe Environment Training is required for all volunteers. All Volunteer positions require a criminal background check. Failure to complete volunteer hours may result in non-reenrollment or the assessment of a fee. Parents are asked to track their hours on the parent's site in the RenWeb system.

Participation in the All Saints Home and School Association **is required** in the form of attendance at meetings and functions, and participation in auction, book fairs, and athletic activities, and committees.

## GRADUATION

All Saints will recognize this traditional hallmark for our children with an awards ceremony and a liturgical celebration. A \$75 fee for 8th grade student expenses, including the end of year class trip is payable before the end of the first semester. Students will not be permitted to participate in the graduation activities including the class trip and graduation ceremonies if the fees are not paid. A planning meeting will be held in the fall for parents of eighth and seventh graders to plan and organize the food and decorations.

## HEALTH/IMMUNIZATIONS/MEDICATIONS

### Immunizations

The State of Texas requires that all students be immunized against Hepatitis B, Diphtheria, Tetanus, Pertussis, Poliovirus, Measles, Mumps, Rubella, and Varicella. Immunizations need to be completed prior to the beginning of school. According to Texas law, a student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a private elementary or secondary school. Any waiver request must be documented by a medical doctor showing

evidence that immunizations would be life threatening to the student.

## **2016-2017 school year the requirements are:**

**Students will not be able to attend the first day of school without the completed immunizations as directed by the Texas Department of State Health Services.**

### **Kindergarten**

- Varicella Vaccine-two doses of varicella vaccine, with the 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday (validation of disease accepted on separate form).
- Hepatitis A-two doses of Hepatitis A with the 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday.
- MMR Vaccine-two doses of MMR vaccine with the 1<sup>st</sup> dose received on or after the 1<sup>st</sup> birthday.
- Diphtheria/tetanus/pertussis containing vaccine, Kindergarten entry: five doses, one dose on or after 4<sup>th</sup> birthday.
- Hepatitis B, 3 doses required for all students, PK 3, 4, and grades K-12
- Polio, Kindergarten entry, 4 doses required, one dose on or after 4<sup>th</sup> birthday or if the 3<sup>rd</sup> dose was given after the 4<sup>th</sup> birthday.

### **7th Grade additional requirements**

- Booster dose of tetanus/diphtheria/pertussis containing vaccine for entry into the 7th grade, if at least 5 years has passed since the last dose of a tetanus-containing vaccine (or when 5 years from last dose has passed).
- Meningococcal vaccine-one dose for entry into 7th grade.
- Varicella vaccine-two doses of varicella vaccine received on or after the 1<sup>st</sup> birthday for entry into the 7th grade.

### **Medication**

A Medication Authorization Form must be completed by a parent/guardian for dispensing medications to their child during school hours. This form may be found in the nurse's office during regular school office hours. All medications should be given outside of school whenever possible. An example would be a medication prescribed three times per day. This medication should be given before school, after school and before bedtime for optimal coverage.

**Students who must take medication during the school day may do so under the following conditions and are responsible for coming to the clinic to ask for his/her medication.**

### **Prescription medication**

The medication must be in its original container and labeled by a licensed pharmacist as follows:

- Student's name
- Physician/Dentist name
- Date
- Name of medication

- Dosage and route of administration
- Timing and duration of administration

### Non-prescription medications

Will only be administered to a student when accompanied by written prescription from a licensed physician/dentist with instructions for correct dosage and timing. All non-prescription medication must also be in its original container and be labeled with the student's name.

#### **No stock medication will be kept in the clinic for student use.**

No medication will be accepted that is brought to school in baggies, envelopes or plain plastic containers. **Medication will not be accepted from students.** Medications must be delivered to the clinic and picked up from the clinic by student's parent.

Students may not keep medication in his or her possession during the day. The only exception is for students that use inhalers. See below under section on **Asthma medication.**

All medications not picked up at the end of the school year will be destroyed. Medications will not be kept from year to year.

If your child has a life threatening or potentially life threatening illness or allergy, it is your responsibility to notify the child's teacher and school nurse and provide all emergency medications for your child which includes but is not limited to inhalers, nebulized treatments, EpiPen, Glucagon, Insulin, etc. These medications must also be labeled according to the same criteria as above and be prescribed by a licensed physician.

The **Nurse Practice Act of Texas** requires "...clarification of any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious, or contraindicated by consulting with the appropriate licensed practitioner." Therefore, the nurse has the right to refuse to administer any medication (prescription, non-prescription or homeopathic) to any child if in their best clinical judgment, they believe that doing so would be unsafe for the student. The nurse will contact the student's parent/guardian and prescribing physician/dentist if necessary.

### Asthma Medication

The Texas Legislature enacted **House Bill 1688**, which entitles a student with asthma to possess and self-administer prescription medication. A student may possess and self-administer asthma medication at school or a related event if the student has written permission from their parent/guardian and the student's physician or licensed healthcare provider.

The following requirements must be met prior to a student being allowed to carry their inhaler:

- The parent has not requested that the nurse administer the student's medication
- The school receives annual written authorization from the student's physician for the student to self-administer their inhaler
- The inhaler is properly labeled for that student
- The school nurse assesses the student's knowledge and skill to safely possess and administer his/her inhaler in a school setting and enters a plan into the student's health

record as such

**Infectious Disease Policy and Procedure**

It is the policy of All Saints to provide a quality Catholic education to any child who desires to attend, provided that the child does not constitute a health hazard to any All Saints student or employee. All Saints follows the policies as given in the Diocesan Policy Book and State Health policies.

For the purpose of this procedure, an infectious disease will be defined as AIDS Related Complex, Hepatitis, or any other disease where there is no risk of infection during normal school activities, but where care must be taken with regard to exposure to and handling of bodily fluids. Normal childhood diseases such as chicken pox, measles, etc. are not considered as infectious diseases covered by this procedure.

**Communicable Diseases**

All Saints adheres to the following guidelines directed by TCCED for excluding students with communicable diseases from attending school:

<b>Exclusion Guidelines</b>	<b>Return to School Guidelines</b>
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting, nausea, diarrhea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice free/ nit free
Other symptoms suggestive of acute illness	Written physician release

## EMERGENCY READINESS AND RESPONSE:

All Saints follows the Texas Catholic Conference Education Department guidelines.

### First Aid

First aid is always administered for two primary reasons. The first concern is to recognize and provide immediate basic support for serious life-threatening illnesses or injury. The second is to prevent infection and further illness. First aid is intended to make sure the student is safe and as comfortable as possible until professional medical care can be obtained.

For minor wounds, the American Red Cross only recommends mild soap and water. Major wounds requiring medical attention do not need to be cleansed, but immediate medical care must be sought. For specific first aid procedure, please refer to an approved First Aid manual (i.e., American Red Cross First Aid and Safety, and Johnson and Johnson Step by Step First Aide Guide, or The School Health Handbook by Newton, Adams and Marcontel.)

### Emergency Transport of Student

In an event that a student must be transported for emergency medical care and parents cannot be contacted, the original copy of the parent's release to obtain medical care (usually on student's emergency card) and a school staff member must accompany the student and stay with the student until a parent is present.

## EMERGENCY FORMS

### Accident Report

An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. This includes school personnel, students, and visitors.

### Animal Bite Report

An animal bite report must be completed with one copy kept on file in the school and given to victim or parent. All bites must be reported to the local animal control agency.

### Head Injury Information Sheet

A head injury sheet must be given to a parent after any incident-involving trauma to the head or neck of a student, no matter how minor the injury may seem. Documentation in the injury and illness log that the form has been given to the parent is recommended.

### Medication Incident Report

A form providing for written documentation and follow-up when an incident involving a medication error has occurred. (This form is to be kept in a file separate from the permanent student academic or health records.)

### Student Exposure Incident Form

A student exposure to blood borne pathogens must be documented and reported to the parent/guardian.

## FAITH FORMATION

The heart and soul of our school has at its root our Catholic faith. The Catholic Community of All Saints has many parts and many members but we are one family. Our school is an integral part of the parish and even though there is a physical distance between the elementary school and church property, we are one. This unity is expressed in many ways. The priests of the parish make themselves available to celebrate the Eucharist, to be available for the Sacrament of Reconciliation, visit classrooms, and have lunch with the children. Our parish youth ministers come visit with our youth during lunch as well as through the many other opportunities such as Saints Alive, service, and opportunities for prayer. We have one Sacrament preparation program. While the students of ASCS have the gift of faith formation every day, we are also committed to joining families involved in parish faith formation classes. All families whose children are preparing for First Reconciliation, First Eucharist, and Confirmation are privileged to join for ongoing formation. This formation process helps to strengthen the bonds of community, the deepening of the family, and individual spiritual growth. These opportunities are truly a blessing for all involved.

In the daily life of the faculty, staff, and students of ASCS we desire to grow in holiness. We believe that every teacher serves in the role of a teacher of the faith in our words, actions, and the treatment of the students, families, and each other.

As a family of faith, we pray in many ways:

- Weekly Mass at the school and with the parish community
- Adoration of the Blessed Sacrament
- Celebration of the Sacrament of Reconciliation
- Seasonal celebrations for Advent and Lent
- Daily prayer at the beginning and the end of our day
- Responding to spontaneous opportunities for prayer needs
- Opportunities for students and staff to be active participants during the celebration of the Mass by serving as lectors, cantors, altar servers, musicians, Eucharistic Ministers, and by being fully involved in our prayer.
- Classroom visits to the Chapel
- Devotions to Mary including the Rosary and May Crowning
- Being aware of and practicing the Social Teachings of the Church
  - Life and Dignity of the Human Person
  - Call to Family, Community, and Participation
  - Rights and Responsibilities
  - Options for the Poor and Vulnerable
  - The Dignity of Work and the Rights of Workers
  - Solidarity
  - Care for God's Creation
- Practice of the Corporal Works of Mercy
  - To feed the hungry.

- To give drink to the thirsty.
  - To clothe the naked.
  - To visit the imprisoned.
  - To shelter the homeless.
  - To visit the sick.
  - To bury the dead.
- Practice of the Spiritual Works of Mercy
    - To admonish the sinner.
    - To instruct the ignorant.
    - To counsel the doubtful.
    - To comfort the sorrowful.
    - To bear wrongs patiently.
    - To forgive all injuries.
    - To pray for the living and the dead.

## FOOD ALLERGIES

With life threatening food allergies on the rise, All Saints Catholic School has decided to put this policy into place to protect those students that have life threatening allergies to foods. These food allergies can cause severe, systemic, and potentially fatal allergic reactions called anaphylaxis in allergic students. The most common food allergy among our students is peanut/tree nut allergy.

Peanut and tree nut allergies account for the most fatal and near fatal anaphylactic reactions. Allergic students can experience anaphylaxis if they touch, inhale or ingest even the slightest trace or residue from this food product.

It will be the responsibility of the parent to notify the school and the nurse that their child has this specific allergy and the protocol that is necessary to care for their child in the event of an accidental ingestion of nut products. All medications required by the student for an allergic reaction will be kept in the nurse's office and will be administered according to the protocol provided by a physician.

To help make our classrooms fun and safe for our increasing number of nut allergic students, we have decided to make those specific classrooms "nut free". Each "nut free" classroom will be indicated by a sign that will hang outside the particular classroom to indicate that it is "nut free". In addition to cleaning your child's hands and face after eating nut containing products before school, here is how we all can help keep these children safe:

### Lunches

Our Café manager and staff will be notified that we have students in our school that are allergic to nuts and will agree not to serve unsafe foods that could cause an allergic reaction in our students (i.e. peanut butter sandwiches, cookies and other foods that contain or were processed in the presence of nuts and their oils)

### Shared item

In the event that a shared snack must be sent to school for class parties or projects, please be sure to read all labels and provide only commercially prepared nut free products. The items provided

must:

Contain no peanuts and/or tree nuts and their oils.

Contain no traces of peanuts and/ or tree nuts and their oils.

Be manufactured in a facility or on equipment that processes peanuts and/or tree nuts and their oils.

Be provided in the original, unopened container.

### **Personal Snacks**

If necessary, the parent of the allergic student will be responsible for providing a safe snack for their child to prevent them from having an allergic reaction.

First aid supplies are available in our office for illness, minor cuts, bumps, and bruises. Parents are notified as soon as possible in case of serious injuries. In case of serious injury/illness and the parents cannot be reached, the child will be taken to the hospital or 911 called, at the discretion of both the Principal and the nurse according to the information of the Emergency /Medical Release Form.

### **HOME & SCHOOL ASSOCIATION**

The All Saints Home & School Association (HSA) is a community of school parents who dedicate themselves to serving the school. An Executive Board leads this organization. The HSA Executive Board is established through elections that take place in April of each school year.

The HSA meets during the school year in the Cafeteria. These meetings are for adults only. We request that children not attend these meetings unless the school has invited them to do so. Consult the school calendar for dates of these meetings.

The HSA organizes the volunteer committees that assist and aid the school in various ways. Parents are encouraged to become active in one or more of these committees:

### **Fundraising**

We ask each family to participate in the fundraising opportunities provided during the school year. The profits directly benefit the students of the school.

### **Hospitality**

Provides parties for Sacrament celebrations, Staff Appreciation, meeting refreshments, and new family welcomes.

### **Communications**

Communicates important information to the parents via phone chain, flyers, or email.

### **Room Parents**

Under the direction and approval of the homeroom teachers, this committee coordinates field trips and plans treats/activities for the students' celebrations.

## Volunteers

Coordinates/provides family volunteers for aides, office help, cafeteria help, and lunchroom monitors. All volunteers who interact with children must be Safe Environment cleared and the red security badge must be worn in the building or when students are present.

## LEARNING DIFFERENCES

Flowing from our school philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills.

While we would like to be able to serve every child, there are times that another educational setting may be more appropriate for a child. Discussions would be had involving members of the administration, teachers, and parents. The final decision as to whether a child may remain at All Saints remains with the principal.

## Learning and Behavior Support

It is our goal to identify struggling learners early in order to improve their educational outcomes. If a teacher has a concern about a student's learning or behavior, the teacher will meet with the Director of Student Services. Next, a meeting will be held with the parents to share concerns. The Director of Student Services may do an observation or informal test to gather more information about the student's difficulty. Depending on the data, an Intervention Plan may be developed. Interventions include but are not limited to: classroom support, tutoring, remediation, and other academic or behavior support services. If a child does not respond to the interventions within a reasonable period of time, the parent will be notified and the child may be recommended to undergo psycho-educational testing to determine if there is a learning disability. If desired, parents will be provided recommendations for public and private educational evaluation facilities. All educational evaluation forms given to the parents for school personnel to complete need to be given to the Director of Student Services upon receipt. The Director of Student Services will distribute the forms to the appropriate school personnel for completion. The documentation requested from the diagnostician, such as teacher surveys, intervention documentation, standardized tests, and report cards will be mailed **directly** to the testing facility upon receipt of a parent's written permission. Parents need to provide the Director of Student Services with the mailing address of the diagnostician and/or testing facility.

If parents have a concern about their child, the parents must first contact the child's homeroom teacher about their concerns. If this step is unsuccessful, they should ask their child's teacher or principal about making a referral to the Director of Student Services.

In order for the school to consider giving accommodations to any student, the above guidelines must be followed and a psycho-educational evaluation must be submitted to the Director of Student Services. The Director of Student Services will then evaluate the test results and meet with the child's teachers to determine what accommodations can be implemented. Based on the results, an Accommodation Plan may be drafted. Examples of accommodations include, but are not limited to: tests to be taken in the testing center, extended time on tests, etc. The Director of Student Services will provide the child's parents with the Student Accommodation Plan to read,

sign if approved, and return to the Director of Student Services. In the grades 4-8, the child may be asked to sign the Accommodation Plan. The teachers will also sign the Student Accommodation Plan and parents will be sent a final copy for their records. Copies of the Student Accommodation Plan will then be distributed to each of the student's teachers.

If parents do not want the student to receive the recommended accommodations, they must sign a form stating as such.

A reevaluation of your child's needs must be done at least every **three years**. This is considered current documentation. Without current documentation, a child cannot be given accommodations. The reason for a reevaluation is to determine if the child continues to be a child with a disability and special services or accommodations are needed.

### LIBRARY MEDIA CENTER

The Library Media Center (LMC) is a quiet area for reading, study, and reference work. Therefore, it is expected that students conduct themselves in a proper manner. Students are given regular opportunities to visit the LMC to check out/return books, study, and/or gather information. Fines are assessed for lost or damaged library books.

### LOCKERS

Students are responsible for the contents and order of their assigned lockers. The faculty and administration at any time without notice may inspect lockers, cubbies, and/or backpacks.

### LUNCH

Students may purchase a lunch or bring their lunch daily. If a parent realizes that a lunch has been left behind, the lunch may be dropped off in the front office. Lunches will be delivered to the cafeteria in time for the students to eat lunch. Parents will be notified if a lunch will need to be provided from home. *Students are not permitted to bring carbonated drinks.*

Students eat lunch in the cafeteria at the tables assigned for their class. Use of good table manners is expected by all students. It is also the responsibility of each student to pick up after themselves by leaving the cafeteria floor and tables clean. All trash and food waste should be thrown away in the trash containers. No food may be taken outside the Cafeteria.

Families are welcome to join their child (ren) for lunch any time

### NEW STUDENTS AND PARENTS

All new students and parents of All Saints Catholic School are on a *three-month probation period*. At the end of this time the parent's and student's behavior, attitude, performance, and potential will be evaluated by teachers and Principal to determine if ASCS is the best environment for the child's learning needs.

### PLAYGROUND

During recess periods, the playground is under the supervision of staff. Students should always be in the play areas they are assigned. No equipment other than school issue will be permitted at

school for recess use. All other equipment will be confiscated. The safety of the entire playground is to be considered at all times. Balls may not be kicked or thrown against any building or fence. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform the playground supervisor immediately. If someone should get hurt during recess, a student should inform the playground supervisor at once.

Students should be encouraged to play outdoors when weather permits. If your child needs to remain indoors for serious health reasons, please send a detailed note—but let this be the exception. No student may remain indoors at recess for longer than 3 days without a written note from the doctor.

### PROMOTION/RETENTION

Promotion to the next grade will be conditioned upon the following:

- a. A passing grade in **major subjects** (Math, English, Reading, Science, Social Studies, and Religion) as indicated on the final report card.
- b. Failure in one of the major subjects for the year will require summer school or tutoring in that subject as a condition of promotion.
- c. Failure in two or more major subjects will be grounds for retention based on evaluation by the Principal and department/grade teacher.
- d. Documentation of satisfactory completion of summer school or a tutoring report is required before the student will be admitted in the fall. Parents will provide the school with evidence of successful completion of summer school or tutoring. All summer tutorials must be approved by the administration.
- e. Attendance of at least 90% of days that school is in session (per Attendance Policy).

Close communication with parents will be maintained in order to provide the proper support and reinforcement needed by the child.

### PHOTO/PUBLICATION, VIDEO, INTERNET CONSENT & RELEASE

Students who attend ASCS are occasionally asked to be part of school and/or Diocese publicity, publications, and/or public relations activities. Signature of the ASCS Handbook Agreement form indicates your approval for your child/ student's name, picture, voice, or verbal statement to appear in school or parish publicity or Diocese publications, video or on the school or parish Web site. ASCS has no control of media use of pictures/statements that are taken without permission.

Student and Parent/Guardian understand that signature of the ASCS Family Handbook Agreement Form provides consent and agreement to the following:

- The photo, video, or student statements may be used in subsequent years;
- Consent and release have been given without coercion or duress;
- All rights are waived to inspect and approve the finished product or copy that may be

used in connection with an image that the Diocese has taken of your child (ren), or the use to which it may be applied.

- No compensation will be made for these uses, and that the Diocese and/or ALL SAINTS CATHOLIC SCHOOL exclusively own all rights to the images and recordings.
- Signature of the ASCS Handbook Agreement Form is binding upon heirs and/or future legal representatives.
- Signature of the ASCS Handbook Agreement Form releases THE CATHOLIC DIOCESE OF DALLAS and/or ALL SAINTS CATHOLIC SCHOOL, its successors, employees, and agents from any and all claims for compensation, damages or rights to monies arising out of the use by THE CATHOLIC DIOCESE OF DALLAS and/or ALL SAINTS CATHOLIC SCHOOL or any other parties to whom such videos, images or other media has been distributed.

## SAFETY

### Child Abuse/Neglect

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to <https://www.txabusehotline.org>.

### Safe Environment

ASCS abides by the Dallas Diocesan Safe Environment policy. All adults working, volunteering or interacting with children in the school must be safe environment cleared through All Saints Catholic Church Safe Environment program and wear the red security badge in the building or when working with students. Safe environment clearance must be renewed on a yearly basis.

All Saints follows the diocesan health curriculum, which includes personal safety instruction regarding peers, known adults, and strangers both inside and outside the school building.

School Security: Access to the building is limited. All persons entering the school area during school hours must sign in at the school office and obtain an ID badge to be worn at all times while in the building. All volunteers must wear the red safe environment badge. Please return the visitor badge. All volunteers and visitors must sign out before leaving.

All Saints Catholic School has a Crisis Management and Response Manual that encompasses all aspects of any disaster. The following are the student and parent responsibilities as detailed in the plan.

### Parental Responsibility for Child Safety

- Be certain that the Authorization for Emergency Medical Care and Student Medical/Emergency Information form is accurately and completely filled out and returned to school on or before the first school day. *Any changes made during the school year (phone number, address, etc.) must be sent to the school immediately.*
- Make certain your child/ren understands and uses the safest and most direct route to and from school if they walk.

- Make certain your child/ren understands where to go when an emergency arises enroute to and from school.
- Be aware of, support, and reinforce the emergency procedure information your child receives at school.
- Students who attend school sponsored events i.e. HSA meetings, pancake breakfasts, hot dog dinner, etc. are to be under the direct supervision of their parent or other designated Safe Environment cleared adult at all times.

### Fire Drills

- Instructions are given to the faculty regarding fire drill procedures.
- Students are instructed to evacuate in an orderly manner and to remain calm in order to avoid panic.
- Fire protection procedures are posted in every classroom.
- Fire drills are conducted at intervals according to regulations.

### Tornado Drills

- Adequate instructions are given to the faculty regarding procedures.
- Students are instructed how to take cover at their designated area.
- Tornado drills are conducted at intervals according to requirements.

### Lock Down Drills

- Adequate instructions are given to the faculty regarding procedures.
- Students are instructed where to gather and proper behavior in the event of a lock down.
- Periodic drills are conducted.
- No access to the building is permitted during a lock down.

## SEXUAL HARRASSMENT

The school believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer or visitor. The school treats sexual harassment seriously and considers the full range of disciplinary options up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer or visitor. A student that believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the principal is the subject of the complaint, the student must bring the matter to the attention of the pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of the alleged harassment is not official unless it is put in writing and delivered to the

appropriate party for investigation. Once the principal or pastor receives a written complaint, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, are imposed promptly. If the complaining student is not satisfied with the findings, then appeal may be made to the Office of Catholic Schools of the Diocese of Dallas. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation remain confidential.

### SCHOOL ADVISORY COUNCIL (SAC)

The All Saints School Advisory Council (SAC) is an advisory body to the Principal, and the Pastor. The SAC assists the Principal and Pastor in developing and implementing policies and programs in order to achieve and maintain the mission of the school, subject to regulations and policies that proceed from the Diocesan Board of Education.

The SAC consists of an appropriate number of people, the Pastor and the Principal. Each spring, an election is held to fill vacancies on the Council. To qualify to be a voting member of this Council, it is necessary that the candidate be at least 18 years of age and not be an officer of any other parish board. All members must be affiliated with the parish either by being a member of All Saints Catholic Church, or by having a child/ren attending the school.

The Advisory Council remains open at all times to parent comments, opinions, and questions pertaining to school policies. If you wish to address any, comment or ask any questions of a Council member, please feel free to call or email any member.

### SCHOOL PICTURES

Individual pictures and group class pictures with students in full dress uniform are taken annually in the fall. It is the parent's option to purchase pictures. Should there be other pictures taken during the school year, parents will be notified in advance. A school yearbook is produced each year and is available for purchase by families and friends. A separate order form will be sent home for yearbook purchases.

### STUDENT ACCIDENT INSURANCE

All student accidents and injuries on school premises and at school-sponsored events should be reported to the Nurses' Office immediately.

As a part of tuition, All Saints Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another Plan. This insurance covers accidental injuries to students during school hours and at all school sponsored function including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the Nurses' office. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will

then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the Parent/Guardian. If there are any issues that arise during the course of the claim, please call the School Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## TESTING

Benchmark tests are used to help teachers identify what student skills may need more attention and to monitor student progress. Benchmark tests are administered three times a year (beginning, middle, and end). Note that this is not an assessment in which to solely base a child's academic level. Instead, the results are a snapshot of the student's ability on the day of the test to be used to guide instruction along with other standardized tests and classroom assessments.

### Iowa & CogAt

Students in grades 1-8 take the Iowa Test of Basic Skills (ITBS) and the Cognitive Ability Test (CogAT) in the fall of each school year. The ITBS can provide teachers with information about each student's most developed and least developed skills. This helps the teacher focus instruction. The CogAT is specifically designed to help teachers expand instructional opportunities for all students. It also provides insights into the way different students learn. This helps teachers focus their instruction.

### SRT (School Readiness Test)

Kindergartners are screened individually in the spring of their kindergarten year with a test called the SRT (School Readiness Test). This evaluation is to help determine the best academic setting and the particular needs of each student as the student prepares for formalized school as a first grader.

### TTCT (Torrance Test of Creative Thinking)

Students wishing to be evaluated for the Gifted and Talented program will be asked to take the TTCT.

### ISEE (Independent School Entrance Exam)

Eighth graders may take the opportunity to take the Independent School Entrance Exam (ISEE). Most Catholic high schools require applying students to take the ISEE.

### STAR (Benchmark Test)

This test will be issued three times a year to benchmark student progress.

## TEXTBOOKS

Students who lose or damage books will be required to pay the cost of the book. Textbooks are very expensive and replacements costs will range between \$50.00 and \$125.00. All hardcover textbooks **must be covered with a sturdy paper book cover** at all times to protect the extended life of the book.

## TRANSFERS

When a student transfers to a public school or a Catholic school outside the Diocese, a copy of his/her cumulative record is sent upon receipt of a signed parent request from the receiving school. No records will be sent to another school until **all** fees (lunch account, library fines, textbook fines, etc.) and/or tuition due has been paid.

## TUITION PAYMENT OPTIONS

Register for FACTS by May 1 via the school website ([www.allsaintsprek8.org](http://www.allsaintsprek8.org))

- Full cash/check payment due on or before April 19, 2016 to receive a \$100 tuition discount per child.
- Full cash/check payment on or before June 1, (no discount if not paid on or before April 19, 2016).
- Bank draft for 10 months beginning July. Registration with FACTS is required by May 1, FACTS charges a \$45 processing fee. There is no draft fee assessed by the school.
- Bank draft for 2 semi-annual payments in July and December. Registration with FACTS is required by May 1, a \$10 processing fee. There is no draft fee assessed by the school.
- Credit card payment for tuition is an option through FACTS. The credit card will be charged all the credit card fees.

## TUITION AND FEES COMMITMENT

**All Tuition, deposits, and fees are non-refundable.** Upon payment of the tuition deposit, **families are responsible for the full year's tuition and fees** regardless of tuition payment option and/or subsequent withdrawal of their child from the school.

### Additional Fees

Additional Fees may include:

- Class Dues (per child)
- Home and School Dues (per family)
- Band/Orchestra Fees (5<sup>th</sup>- 8<sup>th</sup> grade if applicable)
- Athletic Team Fees (5<sup>th</sup>- 8<sup>th</sup> grade if applicable)
- Elective Fees (5<sup>th</sup> – 8<sup>th</sup> grade if applicable)
- Chromebook license fee purchase through the school (grades 5-8)
- Chromebook purchased at a local retailer (grades 6-8)

The academic/technology/supply fees are paid in May with check or credit card. If you would like for these fees to be added to your FACTS payment, please contact the business manager. Other fees, if applicable, are paid at the beginning of the school year. Athletic fees are paid before each DPL team season (for example: Volleyball in August, Basketball in November, Track and Field in Spring etc.) and only by participating students.

## Financial Aid

Limited financial aid is available to qualified families. All applications are submitted online with FACTS management. Access the FACTS website through the link on the school website ([www.allsaintsprek8.org](http://www.allsaintsprek8.org)). Applications must be completed by April 1<sup>st</sup> to be considered for all possible scholarships.

Families must complete a new application each year to be considered for financial aid.

FINANCIAL AID IS ONLY AVAILABLE TO STUDENTS IN GRADES K-8.

## Tuition Delinquencies

- Written notice will be given 10 days after any tuition payment delinquency.
- Delinquency amount must be paid by money order, certified check, within 15 days from the date of the notification.
- If delinquency amount is not paid within the above stated time frame, student(s) will not be permitted to attend school until the delinquency is cured.
- If more than one delinquency occurs, payment for the remaining amount due will be required to continue the student's enrollment.
- The family must make an appeal regarding tuition delinquencies in writing.
- Any appeals regarding tuition delinquencies policies will be forwarded to the School Finance Committee for review and recommendation.

## UNIFORM DRESS CODE

Our school uniform helps to identify the student as a member of the All Saints Catholic Community. Academic Outfitters and Parker are the suppliers of ASCS school uniform.

**Neatness, cleanliness, and modesty** are admirable virtues and we expect our students to strive to acquire them. Every **student** and **parent** is expected to abide by our guidelines at all times. Students may be given a uniform violation if the uniform dress code is violated. General points to be considered are:

- It is the parent's responsibility to check the student for complete and/or proper uniform before dropping them off at school.
- It is expected that all students be in a complete, appropriately worn uniform daily beginning on the first day of school.
- The dress code applies to arrival and departure from school, unless the student is engaged in special school activities, authorized by the Principal, which demand a change of clothes.
- All clothing should be of proper fit, clean, and neat at all times.
- Hair length/style/color must be appropriate. No out of the ordinary haircuts or hair colors will be tolerated. Hair length needs to be maintained by a neat cut. Boys' hair should be

above the collar line in the back, above the top of the ear on the sides, and above the eyebrows in front. Girls' hair should not obstruct their vision.

- If any student must be out of uniform for any reason, a note from the parent must be presented to the student's homeroom teacher or office before school on that day to obtain a uniform pass for the day. A student's dress must always reflect Catholic values.
- No dress code can possibly cover all eventualities or possibilities. The Principal will ultimately decide what is acceptable and what is not acceptable.

### General Uniform Code for All Students

The uniform code is designed to minimize distractions during the educational process.

#### Accessories

Any hair accessory for girls must match the uniform colors of red, white, and/or navy. Only girls in 8<sup>th</sup> grade are allowed to wear light makeup. Nail polish may not be worn. Manicures with Gel, French, American, or Acrylic nails are not permitted. Teachers and/or administrators reserve the right to ask students to remove makeup. The following accessories are not part of our school uniform: specific jewelry including rings, dangling or looped earrings, necklaces, bracelets, decorative crosses, anklets, etc. Allowed are pierced earrings that are small studs and limited to one pair. A religious medal or cross may be worn under the uniform shirt or blouse.

#### Pants

If the navy blue dress pants have belt loops, navy, black, or brown belts must be worn. Pants may not be embellished with elastic or ties at ankles, contrast stitching/piping, logos, or emblems.

#### Shirts

Shirts must be tucked into skirts, pants, or shorts at all times. Only the top shirt button may be unbuttoned. All shirts must be clean and wrinkle-free. White uniform shirts/blouses must be ironed. **All red shirts** (knit golf shirts and turtlenecks), all sweaters, and all Prek/K navy blue dresses must be purchased through Academic Outfitters or Parker. Undershirts must be plain white without writing/graphics.

#### Shoes

Girls may wear saddle oxfords (blue or black and white) or solid white athletic shoes. If a student in grades 4-8 choose to wear saddle oxfords, they must bring athletic shoes to wear for PE. Boys should wear solid white athletic shoes or the designated Jumping Jack or Sperry. Students must wear shoes that fit the foot and are maintained, clean, and polished.

#### Socks

Socks must be worn with the shoes. Socks must cover the anklebone for both boys and girls. "No see" sport tennis socks are not allowed. **Solid** color navy blue, black or white socks are required for all boys. Girls have the option of wearing **solid** blue or white socks, cable knee socks, navy or white tights.

#### Shorts

Whenever shorts are worn, they must be the navy blue uniform shorts. Shorts may be worn year

round with the exception of Mass days. Short length must be no shorter than 2 inches above or at the knee for boys and girls.

### **Skirts, culottes and jumpers**

All skirt, culottes, and jumper lengths must be no shorter than 2 inches above the knee. All girls need to wear navy blue uniform modesty shorts under their jumpers and skirts.

### **Sweaters /Sweatshirts**

Students have several options for their consideration and comfort: Navy blue or red sweater (crewneck, cardigan, or vest) or All Saints Spirit Wear (navy monogrammed or red crest) sweatshirt. Sweaters and vests may be monogrammed with the family name. If not monogrammed, the child's name should be marked on the white tag.

### **Coats in the Classroom**

ONLY All Saints crest monogrammed vests or coats may be worn in the classrooms but may not be worn to mass.

## **GIRL'S UNIFORM**

### **Dress Uniform**

Dress uniform must be worn on all Mass days and designated special occasions during the school year. General requirements for dress uniform are clean, pressed blouses, clean and polished shoes.

### **PK- 3rd**

- Red-navy plaid knee length drop waist or empire waist jumper
- White Peter Pan uniform blouse
- Navy modesty shorts
- White or navy socks covering ankle bone, cable knee high socks, navy, or white tights
- Red or Navy Cardigan V-neck sweater
- Red or Navy V-neck pullover sweater

### **4th – 8th**

- Red/navy plaid knee length skirt or skort
- White oxford uniform blouse tucked into skirt
- Navy modesty shorts
- White or navy: socks covering ankle bone, cable knee high socks or opaque tights
- Red or Navy Cardigan V-neck sweater
- Red or Navy V-neck pullover sweater

8<sup>th</sup> Only option to monogram red or navy pullover V-neck sweaters with ASCS/class year. Navy V-neck sweater vest with ASCS/class year monogram.

### Girls Uniform Shoes

- All Grades: White athletic shoe.
- PK-1<sup>st</sup>: White Velcro closure or Navy and white Jumping Jack or Keds saddle shoe
- 2<sup>nd</sup>- 8<sup>th</sup>: Navy and white Jumping Jack/Keds saddle shoe or classic saddle shoe

### Girl's Uniform Options

The following options are available for girls on non-liturgical school days:

#### PK – 4th

- Navy pleated slacks
- Navy flat front slacks
- Navy cuffed walking shorts
- Plaid Culottes split skirt, knee length
- Red or white jersey knit shirt – short sleeved or long sleeved
- Red or white turtleneck shirt
- ASCS crest monogrammed red crew neck sweatshirt (HSA)
- ASCS monogrammed blue sweatshirt (HSA)
- White or Navy socks covering ankle bone, cable knee high socks or opaque tights
- PreK-K ONLY Navy or red polo dress with monogrammed crest

#### 5th – 8th

- Navy pleated slacks
- Navy flat front slacks
- Navy cuffed walking shorts
- Required under garment or shirt to foster modesty
- Red or white jersey knit shirt – short sleeved or long sleeved
- Red or white turtleneck shirt
- ASCS monogrammed red crest sweatshirt (HSA)
- ASCS monogrammed blue sweatshirt (HSA)
- White or Navy crew socks covering ankle bone, cable knee high socks or opaque tights

### BOY'S UNIFORM

Dress Uniform: Dress uniform must be worn to all liturgies and designated special occasions during the school year.

#### PK – 8th

- Navy blue dress pants
- Navy blue pleated walking shorts (weather permitting)
- Navy or black belt
- White button down collar dress shirt
- Tie (PK – 5: plaid; 6 – 8: Navy with red) properly fitted
- Red or navy cardigan V-neck sweater
- Red or navy V-neck pullover sweater
- White crew socks covering the ankle bone, black or navy dress socks
- 8<sup>th</sup> Only, option to monogram red or navy V-neck pullover sweater with ASCS/class year. Navy V-neck sweater vest with ASCS/class year monogram.

### **Boy's Uniform Shoes**

- All Grades: White Athletic shoe.
- Grades PK-5- Brown Jumping Jack. They may choose the lace or Velcro option.
- Grades Prek--8-Sperry Billfish Boat Shoe. They will need to bring sneakers for gym class.

### **Boy's Uniform Options**

The following options are available for boys on non-liturgical school days:

#### **PK – 8th**

- Red or white jersey knit shirt long sleeve or short sleeve
- Red turtle neck shirt PreK - 8
- White turtle neck shirt 5 – 8
- ASCS crest monogrammed crewneck sweatshirt
- ASCS monogrammed blue sweatshirt (HSA)
- White crew socks covering ankle bone, black or navy dress socks

### **SPIRIT DAY WEAR**

The third Wednesday of each month is Spirit Day. Students may wear any ASCS spirit t-shirt or sweatshirt with blue jeans, blue jean walking shorts (no cut-offs), uniform pants, uniform walking shorts, skirts, or culottes and tennis shoes. Eighth graders may wear boots. Some spirit wear is available through the school/parent organizations.

### **VOLUNTEERS**

All volunteers who interact with children must be safe environment cleared and the red security badge must be worn in the building or when students are present.

## WRITTEN WORK

Grades PK-4 must write in pencil.

Grade 5 transitions from pencil to ink.

Grades 6-8 must write in pen except for math or as specifically directed. Royal blue or black ink is required.

PK students begin to learn the process of printing and letter/number formation.

Grades PK-1-2 students write in manuscript.

Grades 3 students will transition to cursive.

Grades 4-5 students in these grades still have formal lessons in cursive.

Grades 6-8 must use cursive for all assignments. Teachers may require student #'s in the upper right margin.

Writing in complete sentences, with correct grammar, punctuation, and spelling are expectations for all students (based upon the assignment). It is expected for students in all levels to turn in NEAT and well written papers.

Students in grades K-8 are expected to follow the MLA standard for heading papers:

**First Name Last Name**

**Teacher's Last Name**

**Grade and Subject**

**Due Date (Day Month Year)**

**All typed assignments should follow MLA format using**

- Times New Roman font
- 12-point font
- Double Space
- 1 inch margins

## YEARBOOK

A school yearbook is available each year. These books are by special order only. Every student's picture is taken in the fall and will be in the yearbook.

## TECHNOLOGY

All Saints Catholic School is committed to providing an environment for academic excellence for our students, integrating all of the basic elements of education with a continual emphasis on emerging technologies. We are proud to offer all students access to our school's technology networks. Access to these network services is given to students who agree to act in a considerate and responsible manner. This access is a privilege – not a right. All students will complete an

## Acceptable Use Policy (AUP)

### Internet/Social Media Issues

The use of technology can have a positive impact on the educational process. Components of technology can also have negative or potentially dangerous side effects. It is impossible to list every potential negative area associated with internet use and/or the popularity of social media websites. The following list is considered only as a sampling of issues.

Violations of the policies and procedures of All Saints Catholic School concerning the use of technology and networks are very serious and will have appropriate consequences.

The inappropriate handling of equipment or the inappropriate posting of information relating to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, My Space, or You Tube, will result in disciplinary action.

The creation of false identities related to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, My Space, or You Tube, will result in expulsion.

The inappropriate posting of information, gossip, or slander relating to the school, students, or school personnel on outside Internet sites such as, but not limited to: Facebook, You Tube, or by way of whole school, grade level, or individual class by parents, will result in the immediate dismissal of those parents' child(ren).

### Equipment Responsibility

Equipment includes computer/monitor, keyboard, mouse, cables, printer, flash drives mouse pads, scanners, cameras, and video equipment and all other technological equipment the student will have access to.

- All equipment shall be treated with respect.
- No food or drink is permitted when students are utilizing technology.
- Equipment should be handled safely and should never be moved, plugged, unplugged, or otherwise adjusted except by teacher or lab administrator.
- Keyboards must be used carefully; hard tapping or hitting of the keys will break the keyboard. Keyboards must be on tables only, not in laps.
- Any use of flash drives must be approved by teacher or lab administrator, and checked to make sure they are free of any viruses.

Certain equipment is restricted to teacher and lab administrator use only:

- File servers
- Teacher workstations (which are clearly marked)
- Televisions and other presentation units

### Personal Responsibility

- A student will work only at his/her assigned computer, unless asked by the teacher or lab administrator to change computers

- A student is responsible for all equipment at his/her assigned computer. A student will immediately report anything missing, moved or unusual to the teacher or lab administrator.
- All computer work must be the student's own. It is unacceptable and unethical to use school computers to turn in someone else's work.
- It is unacceptable to utilize the network or Internet to plagiarize or violate copyright laws. All work must be completed by the student in his/her own words.
- All computer work must be consistent with school standards for appropriate content. A student's use of technology shall not contain or access materials that is profane or obscene, that advocates illegal acts that advocates harassment, violence, or discrimination toward other people.
- Permission of the network administrator must be obtained to download any software from the Internet or to load other programs on the computer.

### File Security

**Passwords are strictly confidential.**

- A student shall NOT give his or her user identification to anyone else.
- A student shall NOT attempt to get or use another's password.
- A student shall NOT ever work in another's folder or file.

### Consequences of Violation of Technology Code of Ethics

Consequences of violation of Technology Code of Ethics are:

1<sup>st</sup> Offense: Verbal warning, Demerit, Parents Notified

2<sup>nd</sup> Offense: In School Suspension for one day

3<sup>rd</sup> Offense: Out of School Suspension for up to 3 days

### Chromebook Policy

The Bring Your Own Device (BYOD) must be a Chromebook and can be purchased anywhere in the marketplace given the following requirements.

	Minimum	Recommended
Processor	Intel Celeron 2955U 1.4Ghz	Intel Celeron 3205U 1.5Ghz
RAM	4GB	4GB
Storage (SSD)	16GB	16GB
Screen	Any	11.6"

Broadband	Not Allowed	Not Allowed
Protection Plan	Any	3yr Accidental Damage with Battery Replacement

Just as with school purchased devices, BYOD devices purchased on your own will be required to be enrolled into the All Saints Google Domain and be managed by the school's policies. These devices will be required to have Chromebook Management License installed before it can be used on campus. This \$30 license must be pre-ordered from the school. The license will be installed by the school during the first week of school next year. At that time, the device will be refreshed and checked for minimum requirements.

No broadband enabled or capable BYOD devices will be allowed.

Technical support or warranty claims for BYOD devices will be managed by the student/family. ASCS highly recommends that extended warranty/accidental damage coverage is purchased. So far this year we have had about 25% of our devices needing to be returned for accidental damage service.

## TELECOMMUNICATIONS USE AGREEMENT

### Telecommunications Use Agreement

Adapted from NCEA's publication from the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending All Saints Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school.
2. I recognize that copyright laws protect software; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CDs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Faculty using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use social networking sites for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Faculty may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The faculty is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the

cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a faculty member. The system administrators will deem what is inappropriate use, and their decision is final. The administration of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above may be cause for termination.

### ACCEPTABLE USE POLICY: ALL SAINTS CATHOLIC SCHOOL—GRADES PK-8

Please read this document carefully. It details the terms by which students are permitted access to the All Saints School computer system, including, but not limited to the Internet and the World Wide Web. Access is a privilege, not a right. It is provided as a tool for your education, and the School reserves the right to (a) establish usage rules; (b) log and monitor usage; (c) delete any saved information; (d) limit, suspend, or terminate access at any time for any reason; and (e) report suspicious or illegal activities to the proper authorities. Each student is responsible for his or her own on-line activities, and the School is not liable for improper use. Failure to abide by any of these guidelines may result in disciplinary action, including but not limited to the suspension or termination of access privileges.

- Students and their parents/guardians must adhere to the following guidelines:
- School computers are to be used for educational purposes only, and may not be used by students for e-mail, free surfing, games, chat rooms, file sharing, instant messaging or uploading/downloading executable files.
- Students should use sound ethical judgment while using School computers, and may not access or view inappropriate sites or materials, including but not limited to those that are pornographic, obscene, vulgar, harassing, or illegal.
- Sharing of student numbers, screen names, passwords, or other log in information compromises the security of the system and is forbidden. Students are responsible for protecting their own information and may not use information belonging to others.
- Students may not reveal personal information about themselves or others on-line or via the internet, including their names, ages, addresses or telephone numbers.
- Students may not use any School online accounts (blogs, wikis, etc.) for posting any type of derogatory or inflammatory comments, nor may they create any non-class related links to other sites.
- Students are forbidden to use School computers to purchase any services or products, and may not incur any expenses on-line. Unauthorized expenses will be the responsibility of the student and/or parents or guardians.
- Plagiarism is unacceptable. Material obtained on-line may also be subject to copyright laws, and students are responsible for not using or distributing such material in a way that infringes the author's rights.

- Students should report immediately any harassing, illegal, suspicious, or non-courteous behavior to a School official.
- Students may not harm, modify, or destroy School computers or any hardware, software, or other property related to the School's computer system.
- Students must immediately report any security problems to a School official and should not demonstrate the problem to others.

This copy is for your reference. A separate Acceptable Use Policy will be given to each family to be signed and returned. Students will not be permitted to have access to computers or other forms of technology until it is signed and returned.

## DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM

### OVERVIEW

Catholic schools within The Roman Catholic Diocese of Dallas (the "Diocese") are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies, which apply to the same subject matter thereof.

### EXPULSION

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate.

### GROUNDS FOR EXPULSION

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of behavior that will generally result in expulsion include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy;
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may

negatively impact the school's reputation in the community.

### PROCEDURE FOR EXPULSION

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- a) When practical, the pastor of a parochial elementary school and the president of a diocesan high school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- b) When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- c) The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In high schools, the president should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- d) The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan high schools, the president should be consulted.

### TUITION AND FEES

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

### PARENTAL ACCESS TO STUDENT RECORDS

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as the judge signs

it.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation

with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including requesting the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc....) with a supporting business records affidavit to both parents and their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## **REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT**

### **Reports to Law Enforcement**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular contact with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

### Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

### PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior, which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

## REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.**

## AUTHORIZATION OF CONSENT TO TREAT A MINOR

I/We, the Parents listed below, are the \_\_\_ parent(s)/ \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care, which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This

authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

## ENROLLMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student’s best interest. I/we understand that School is a Roman Catholic School and that Student’s education and the expectations for Student’s behavior and the conduct of Student’s family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School’s student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally binding contract. As a result, I/we understand that Student’s continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student’s family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School’s sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student’s enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student’s educational records. I/we understand that it is not School’s responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School’s right to recover attorneys’ fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or

medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## SPIRIT INFORMATION

School Song: “On Eagles Wings”

School Anthem: “When the Saints Go Marching In”

School Colors: Red and Blue

School Mascot: Eagle

School Emblem: Praiser

## ALL SAINTS MORNING PRAYER

Heavenly Father,

I praise you and thank You for your great love  
and I lift up this day for your blessing!

With your help, I will live today as a  
responsible, generous, and honest person.

Like Jesus, I will try today to treat everyone

I meet with dignity and respect.

With Jesus’ spirit alive in me, I will witness my  
love by thinking of others first and myself last.

Help me today Father, to put into action  
what I have said in words.

I ask this in Jesus’ name.

Amen

## CARPOOL DROP OFF PROCEDURES

The following is the procedures for morning drop-off and afternoon pick-up process.

Families whose last name begins with **A—K** will drop off and pick-up their children in the **back** of the school. Families with last name starting **L—Z** will drop off pick-up their children in the **front** of the school.

### **A to K AND ALL PREKINDERGARTEN STUDENTS—BACK drop off/pick up Enter Osage from Coit Road**

- Enter the school grounds at the third (west) driveway (past the front parking lot)
- Proceed to the cone stations
- Exit through the first (east) driveway—left to Coit or right to Frankford

### **L to Z—FRONT drop off/pick-up Enter Osage from Frankford**

- Enter the school grounds at the second (middle) driveway making the first left into the parking lot
- Proceed around to the cone stations
- Exit to the far drive, merging with the back carpool traffic to exit through the first driveway—left to Coit or right to Frankford

### **All Families – Important information**

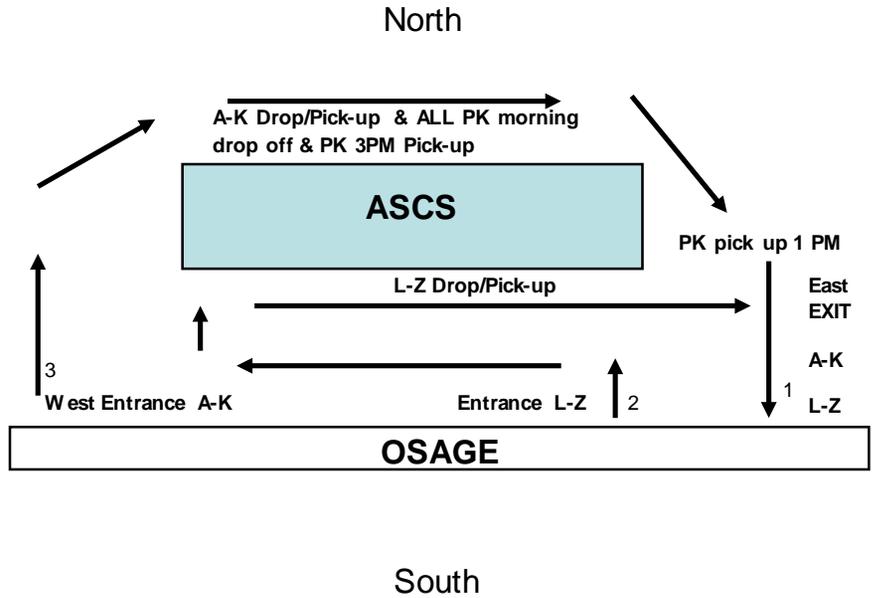
- When picking up or dropping off children pull your car as close to the car in front of you as possible and encourage your children to move quickly. We load several cars at one time.
- For younger children, please teach your child to buckle themselves up. Do not get out of your car to assist with this process. If you need more time, please pull into a parking spot.
- When you near the drop zone, please hold up a sign with your last name in 6" letters written in bold black marker. Please use the sign each day.
- Please do not let the traffic back up onto Coit Road. If you must, drive around the block and come back to the carpool line
- Do not talk on cell phones while in car pool line
- Do not pull around other cars if your car is loaded. Wait until the car in front of you begins pulling forward.
- Do not attempt to hold a conversation/conference with any teacher in the car pool line.
- Please be patient—all rules are designed with your child's safety at heart.
- No car should be left unattended in the car pool/fire lanes.

### **Carpools**

- Please have the children proceed to the station for the letter of the last name you choose for your carpool. If carpool name is different from the child's last name, please notify the teacher in writing.

**Bad Weather**

If threatening weather occurs the carpool will be shut down until weather conditions improve. The safety of our children is our primary concern.



## PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

<b>Student Name</b> <b>("Student"):</b>	
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**Athletics: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

<b>Parent(s) initials:</b>	Yes:	No:
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**Transportation to/from Athletics: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletic activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

<b>Parent(s) initials:</b>	Yes:	No:
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**Extra-curricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

<b>Parent(s) initials:</b>	Yes:	No:
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**Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

<b>Parent(s) initials:</b>	Yes:	No:
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**Video/Image Release:** I/we understand that, from time to time, photographs and video images are taken of students, individually and as a class, for use in school yearbooks, promotional and marketing materials, the school website, and similar publications. **Subject to the Release and Consideration and Indemnification terms below,** by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student, for the following purposes: individual student and class pictures; school or Diocesan promotional, marketing, or organizational publications (e.g., yearbook, school, or Diocesan publications); and for use on the school website. I authorize the School to publish such photographs, images, and video in any manner and medium, to alter the same without restriction, and to copyright the same.

<b>Parent(s) initials:</b>	Yes:	No:
<b>Student: <i>If age 18 or over, initial appropriate box to the right:</i></b>	Yes:	No:

**Release and Indemnification:**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnitee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

## ACKNOWLEDGEMENT AND AGREEMENT

***For hard copy handbooks:*** By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): \_\_\_\_\_

School Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_

Date: \_\_\_\_\_

***For online acknowledgement:*** By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.