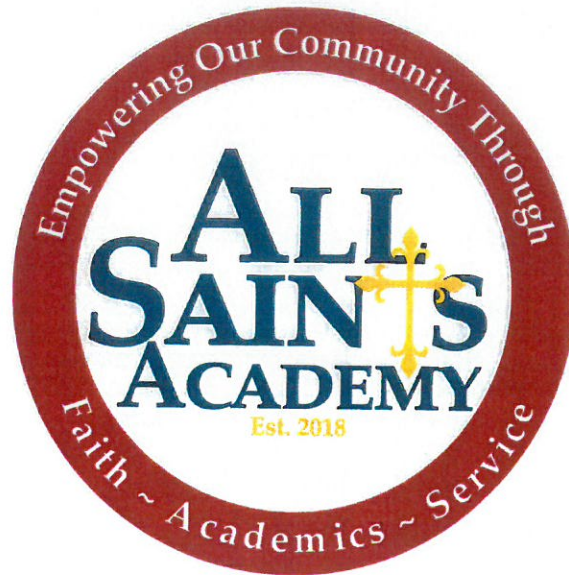


Family Handbook:
Procedures
2023-2024



<http://www.allsaintsacademystl.org/>

Dr. Adrienne Govero, Director
Fr. Peter Faimega, Pastor
Mr. Owen Dabek, Principal
Mrs. Joanne Hoormann, Principal

All Saints Academy – Saint Norbert

16475 New Halls Ferry Road
Florissant, Mo. 63031
(314) 839-0948 phone

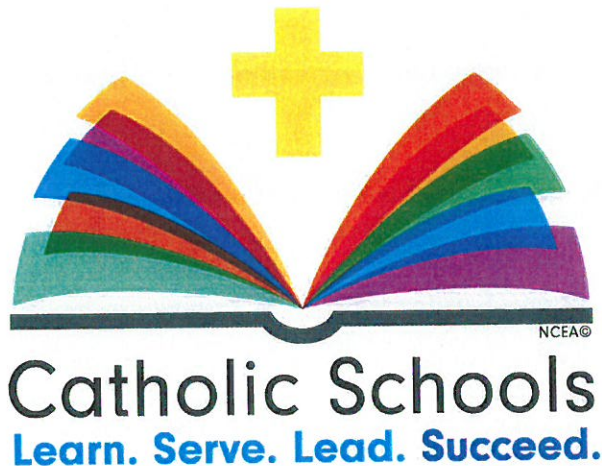
<http://www.allsaintsacademystl.org/>

Catholic Education:
Continuing the Work of the Lord

...Go therefore, and make disciples of all nations.
Teach them to observe the commands I gave you.

And know I am with you always,
Yes, to the end of time.

Matthew 29: 19 - 20



SCHOOL FACULTY AND STAFF
FOR THE 2022-2023 SCHOOL YEAR

Pastor	Rev. Peter Faimaga
Deacon	Rev. Mr. William Twellman
Director	Dr. Adrienne Govero
Principal	Mr. Owen Dabek
Principal	Mrs. Joanne Hoormann
School Secretary	Donna Daniels
Learning Consultant	Debbie Tesson
Business Manager	Mrs. Karen Mueller
Pre-K-4	Carrie Vaughan
Pre-K Aide-4	Rachel Humphrey
Pre-K-3	Mrs. Dawn Hale
Pre-K Aide-3	
Kindergarten	Laura Ernst
First Grade	Jane Lake
Second Grade	Jenny Fite
Third Grade	Teri Humphrey
Fourth Grade	Margaret Davidson
Fifth Grade	Dr. Virginia Walker
Sixth Grade	Anne Belden
Seventh Grade	Mark Smith
Eighth Grade	Alex Pontus
Art	
Computer Teacher	Joseph Murphy
Music	Neeva Riley
Physical Education	Chris DeClue
Spanish	Andrea Ingram
Librarian	Rebecca Garrett
Cafeteria Supervisor	Sandy Cambron

Nurse	Carlina Stuckey-Parchmon
Business Manager	Karen Mueller
CRE	Angela Garcia
After School Care Director	Alexus Jones
After School Care Assistants	Tahle Hughes
Maintenance/Custodial	Tom Peters

Archdiocesan Policy

This student/parent handbook contains established policies and procedures for the 2022-2023 school year. Since it is not possible for the Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Arrival and Dismissal Times/Procedures

Arrival Time/Procedure

ALL CARS SHOULD ENTER FROM NEW HALLS FERRY ROAD USING THE CHURCH ENTRANCE. Cars should pull up around the building, toward the field, forming a line. Cars should not stop before the car in front of them comes to a complete stop. Starting at 7:20 a.m. students may come into the gym. Classes begin at 7:50 a.m. (See Arrival map)

Regular Dismissal Time/Procedure

Dismissal time is 2:55 p.m. for Pre-K and 3:00pm for K- 8th. ALL CARS SHOULD ENTER BY THE FIELD.

You are to be on the main parking lot (the lot between the rectory and the school) by 2:55 p.m. with your car facing the rectory. Approximately 8 rows of cars are formed, facing the rectory, in the main area of the parking lot. Cars should park directly behind each other. Cars parked in spaces on the west side of the main lot should park facing the rectory or back into perimeter spaces. Cars should NOT be parked in the area near the gym. (See Dismissal map)

Once the barricades are placed at 2:55 p.m. no other cars may enter the main lot. Cars behind the barricades should form two lines facing the main lot. No students will be released to cars behind the barricades. When all students are safely in cars on the main lot, you will be given the signal to depart, one row at a time. Please move out of the lot by way of Woodpath or New Halls Ferry Rd. (by the Church). Once the first several rows have been dismissed, those cars parked behind the barriers will be invited to pull into the spaces that were recently vacated. Once these cars are safely parked, students will be released to them. Cars behind the barricade should not circumvent the procedure by turning around and going out the entrance by the field. This creates a dangerous traffic jam.

If your schedule demands that your child in grades Pre-K – 8 depart before 3:00 p.m. on any given day, please call the office or send a note to the office to make other arrangements. Students **must** be signed out from the office by a parent or person on file with the school.

Students who have not been picked up by 3:15 p.m. will be sent to the AfterCare Program. Parents will be responsible for fees incurred. An adult must come into the school to pick up their child(ren).

*Parking off campus to pick up your child is **highly discouraged**. No students will be allowed to walk off campus to reach their ride. Do not park on the side of church as a way to circumvent the dismissal procedure.*

The purpose of this arrival/dismissal procedures is to keep everyone safe.

Pre-K-8th Half Day Dismissal Procedure

ALL CARS SHOULD ENTER BY THE FIELD. Follow the normal procedure for regular dismissal. Preschool will be dismissed at 10:55am and the rest of the school will be dismissed at 11:00am.

Walkers and bike riders will be dismissed after the cars have exited the lot. All students who walk or ride a bike off school property must have a permission form on file in the office.

Parents are asked to be prompt when picking up students after school and to inform anyone else who may be transporting their child(ren) of the arrival/dismissal procedures. Parents should immediately proceed with their child(ren) to their car.

SUPERVISION~SAFETY

Arrival and Dismissal

Students may arrive at school at 7:20 a.m. and enter the gym. During that time students will be supervised. The students are directed to sit or stand in certain areas with their class. Students are permitted to talk at this time but are expected to behave in a manner consistent with appropriate school conduct.

Students with Special Circumstances are dismissed prior to 2:55 p.m. All other students, except walkers/bike riders are dismissed at 3:00 p.m. Members of the faculty and staff are present during dismissal to direct the students safely to their cars. Walkers/bike riders are dismissed after the cars have exited the lot. Please see the detailed instructions for arrival and dismissal on the back of this handbook.

Classroom Supervision

A teacher/assistant will always be present to supervise the children in the classroom. Rules for classroom behavior are posted in every classroom to maintain discipline and a Christian environment at all times. If a student is disrespectful, unfair, or harmful to another student disciplinary action will be taken.

Indoor and Outdoor Recess

Faculty members will be present with the students at all times during indoor and outdoor recess times. The children are instructed to follow rules of safety and fair play during recess time and their conduct is closely monitored.

Visitors/Volunteers

In order to ensure the best possible learning environment as well as the safety and effective supervision of the children visitors/volunteers are asked to comply with the following procedures when on the school campus during school hours. (7:20 a.m. – 3:00 p.m.)

- Report directly to the office and sign in stating your purpose and destination.
- A visitor/volunteer badge must be worn at all times

Access to the School Building

All doors to the school will be locked while school is in progress. Parents or other visitors may go to the courtyard door (#9), identify themselves through a security speaker, and then the secretary will open the door for them.

Crisis Management Plan

The school has devised a plan to secure the classrooms and the entire building in case of any crisis. The teachers and staff have written instructions that are periodically reviewed to maintain a safe and secure environment under all circumstances. Throughout the year students are instructed in emergency procedure for fire, severe weather, and intruder alert. In the event of an emergency that causes the building to become unsafe, it may become necessary to move students to a predetermined evacuation site. At that time, reunification procedures will go into effect and you will be notified by Fast Direct.

CONDUCT

Discipline

Discipline is an essential ingredient in the life of Christians. Discipline is loving, structured guidance. Discipline, for the child, is the practice of the virtues of obedience, self-control, charity and thoughtfulness of others. The school strives to help the students realize their God-given uniqueness and to accept personal responsibility for their actions. The school also encourages the students to appreciate their own gifts, to respect other person's gifts and to value service to others. Students are expected to make good choices and follow all rules of the school and to take responsibility for their choices by accepting the consequences for failure to do so.

Discipline is an essential aspect of Christian development. Effective discipline requires the cooperation and active participation of all students, parents, and faculty members.

Students are expected to exhibit Christian behavior consistent with their age and maturity level. The majority of students take pride in their school and themselves and are willing to conform to school rules. These children should be recognized for their efforts.

Purpose

1. to provide a favorable climate for learning
2. to teach and train the child in self-control and right habits
3. to provide a guideline for students and a framework of consequences of choice

Positive Behavior Support System (PBSS)

Positive Behavior Support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve life style results for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

The seven major components of an effective school-wide system are:

- a. An agreed upon and common approach to discipline.
- a. A positive statement of purpose.
- b. A small number of positively stated expectations for all students and staff.
- c. Procedures for teaching these expectations to students.
- d. A continuum of procedures for encouraging displays and maintenance of these Expectations.
- e. A continuum of procedures for discouraging rule-violating behavior.
- f. Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis.

Major Components as Implemented at the St. Norbert Campus

- a. All faculty and staff are in agreement.
- b. The purpose of school-wide PBSS is to establish a climate in which appropriate behavior is the norm.
- c. Be respectful, be honest, be obedient, be responsible, be loving, be positive.
- d. Classroom activities and monthly assemblies.
- e. Restorative Practices
- f. Care Team.
- g. Discipline Report, Behavior Chart and Card System.

Student Code of Christian Conduct

Students will ...

- be in proper uniform daily.
- be prompt and regular in attendance.
- be prepared with all the necessary materials for class.
- respect all persons in authority.
- respect their peers.
- maintain appropriate speech, dress and cleanliness.
- assume responsibility for the care of school and personal property.
- meet classroom expectations of behavior and performance: cooperative behavior and assignments neat, complete and on time.
- be responsible for completing make-up work due to absence.
- act in accordance with school policies.
- never leave the school grounds without permission.
- follow the school rules for food and drink.
- accept the consequences for the choices they make.
- demonstrate the Code of Christian Conduct to the outside community.

Additional Expectations

Students may not chew gum on school premises during school hours, nor may they eat food or candy during classes, exchange of classes, or restroom breaks. Food may only be eaten during morning/afternoon recess or in the gym during lunchtime unless special permission is given.

Students may not bring play toys to school without permission from the teacher. Students may also not bring electronic devices such as, but not limited to, iPods, cell phones, messaging devices, hand-held computers, smart watches, and other digital imaging devices without permission of the teacher. All devices taken from students will be held by the teacher or turned into the office. Confiscated objects will only be returned to parents in person.

Care Team

A CARE TEAM is a school based team working to make positive changes in the lives of the students. The Team: Cares about both the individual and the system; Assesses by gathering information, discussion and planning; Responds by following through with interventions; Evaluates the interventions' effectiveness and determines if there is a need to reassess. The CARE TEAM established for the St. Norbert campus consists of a core team, which includes the principal, learning consultant, teachers representing different grade levels and special academic areas, and a clinical psychologist from St. Louis Counseling. All of the teachers participate in the program. The core team meets monthly after an initial monthly meeting with all the teachers and the learning consultant. Any at-risk student is eligible for review by the team. At the initial meeting the teachers will discuss observed academic, social or emotional issues they have noticed with their students. The learning consultant along with the teachers will develop interventions that will help the student with their particular problem. If the student does not respond to the interventions in place, the child will be referred to the core team for further help. The core team will decide on further action to assist the child. Parents will be informed about the concerns regarding their child, interventions attempted, successes accomplished, and work the parents can engage in with their child at home in order to make the child the most successful student he/she can be.

Discipline Code (Grades K-8)

While teachers handle many behaviors within the confines of the classroom, when behavior issues are not resolved are severe in nature, the teacher or staff member may issue a conduct referral. Students displaying repetitive disruptive or disrespectful behaviors will receive a major or minor conduct referral. Minor conduct referrals cumulate quarterly per student, not per class or teacher, and each student will start over each quarter. Major conduct referrals cumulate yearly and each student will start over at the beginning of a new school year. A copy of all conduct referrals will be sent to the principal where they will be monitored. The explanation of the conduct referral type is below.

Minor Conduct Referrals are subject to but not limited to: Talking out in class, at church, or while transitioning in the halls; disruptive behaviors that impede on self or peer learning or on teacher instruction; lack of cooperation in following class, cafeteria, or school wide rules; any action a teacher or staff member feels a minor referral is warranted

Major Conduct Referrals are subject to but not limited to: Intentional touching of another student with intent to or appearance of harm or in retaliation of; derogatory use of language; disrespect towards a peer, teacher, or faculty member; any serious action a teacher or staff member feels a major referral is warranted.

Consequences for each referral type are as follows:

Minor Conduct Referral (Cumulates Quarterly):

1. Warning-Referral form is filled out and emailed to the parent/guardian
2. 30 Minute Detention-Referral form is filled out and emailed to parent/guardian; 30 minute detention is served
3. Two 30 Minute Detentions- Referral form is filled out and emailed to parent/guardian; student is sent to meet with the principal; student calls parent/guardian; Two 30 minute detentions are served
4. Move to Major Conduct Referral Cycle Steps for 4 or more minor referrals in a quarter

Major Conduct Referral (Cumulates Yearly):

1. Step 1: 30 Minute Detention- Referral form is filled out and emailed to parent/guardian; student is sent to meet with the principal; student calls parent/guardian; plan is developed to change behavior; 30 minute detention is served

2. Step 2: Two 30 Minute Detentions- Referral form is filled out and emailed to parent/guardian; student is sent to meet with the principal; student calls parent/guardian; review and revise plan in place to change behavior; two 30 minute detentions are served
3. Step 3: In-school Suspension- Referral form is filled out and emailed to parent/guardian; dates of in-school suspension determined; parents will be informed by phone and conference set up; conference will be held prior to student returning to classroom
4. Step 4: Out-of-school suspension- Referral form is filled out; dates of out-of-school suspension determined and letter emailed to parent/guardian; parents will be informed by phone and conference set up; conference will be held prior to student returning to classroom
5. Step 5: Withdrawal for Cause- Referral form is filled out and emailed to parent/guardian; parents will be informed by phone and conference set up; the student will be removed from the school immediately and parental withdrawal or school withdrawal for cause will be determined.

Detentions will be required to be served for grades 4th-8th. An alternative classroom consequence instead of detention may be issued for grades K-3rd. All detentions will be served on the day and time determined by each campus, and detention notices will be sent home with the student and via email.

All students, staff, and faculty are God's children and all deserve the rights and respect associated with our loving God. All share in the responsibility of lifting each other up and to regard each other as our brother/sister in God's family. All Saints Academy is a sacred and holy place where we are about the building of God's kingdom here.

None of us are perfect people. At times our shortcomings get in the way of learning. It is expected that students will respond positively to their teacher's recommendations for improvement. These are opportunities to grow and mature as Christians. If these simple interventions do not get results in terms of appropriate Christian behavior, the student will work with his/her teachers and administration in ways to improve.

At All Saints Academy there is no place for fighting, threats, disrespect, sexual misconduct, nor bullying. These acts tear down the kingdom of God. Because of the seriousness of these acts, there will be immediate consequences. If the offense is repeated, it is clear that the student does not belong or wants to belong to All Saints Academy. An alternative will be pursued with parents/guardians and administration.

Expectations

- dress according to the All Saints Academy uniform policy;
- refrain from disruptive behaviors that take time away from classroom instruction;

- keep hands and feet to one's self and refrain from "play fighting;"
- use appropriate language and speak kindly to others;
- eat food in cafeteria and designated areas and leave gum and treats at home;
- come prepared for class having completed all homework and with necessary supplies;
- follow school procedures (e.g. walking in halls, bathroom usage, etc.)

Unacceptable Behaviors include, but are not limited to:

- fighting or the appearance of fighting;
- weapons or anything intended to be used as a weapon;
- vandalism of school property;
- bullying;
- leaving supervised area;
- sexual misconduct;
- possession of alcohol, tobacco, or drugs;
- inappropriate language directed towards any member of the school community.

Out-of-Uniform Consequences

- 1st Notice: Out-of-Uniform Notice is given-Warning
- 2nd Notice: Out-of-Uniform Notice is given-30 minute detention
- 3rd: 3 or more violation in a quarter: Move to the Major Referral Process starting on step one

It is impossible to list or categorize all types of disciplinary violations. Therefore, the Administration reserves the right to discipline as the case so determines. Disciplinary actions may vary depending upon the severity of the infraction.

Detention

Detentions will be served from 7:00-7:30 am on Wednesday following the assignment of the detention. Detention will be supervised by school personnel.

Suspension is the removal of a student from all classes for a specified period of time. Suspensions will be warranted in more serious offenses at the discretion of the school administration. Students who are suspended from school may forfeit special events and/or field trip privileges.

Probation is the continued enrollment of a student, but with specified conditions. Probation is a final consideration if all other means have failed to correct the problem. The purpose is to afford the child an opportunity to improve the behavior in question. The student's behavior during the probationary period will have direct bearing on continued attendance at All Saints Academy – St. Norbert School.

Withdrawal for Cause is the permanent end of enrollment of a student from a school. Withdrawal for Cause is the most serious means of addressing a discipline problem. If a child's behavior presents a serious threat to the physical, spiritual, or moral well-being of fellow students, the child may be withdrawn for cause.

STUDENT PROGRESS

Academic Honor Roll

All Saints Academy at St. Norbert recognizes outstanding scholarship in grades 6th – 8th in its Honor Roll displayed at the end of each quarter. Honor Roll candidates must have an “A” or a “B” average in all subjects (does not include Specials), no minus in conduct in any class or homeroom, and no serious school infractions during the quarter. Anyone who has served a suspension during the grading period is not eligible for Honor Roll. The “A” Honor Roll is an average of core classes with no D’s or F’s and no minuses in conduct in any class. The “B” Honor Roll is an average of core classes with no D’s or F’s and no minuses in conduct in any class.

Fast Direct/ Grade Book

Grades on FastDirect will be updated frequently in order to give an accurate picture of student progress. FastDirect is the preferred method of email communication between parents and teachers. Together, parents, students and teachers work together to advance the learning of the students.

CURRICULUM

The curriculum of All Saints Academy - St. Norbert encompasses the gospel message, community, worship, service, and moral formation. The uniqueness of the All Saints Academy - St. Norbert community is taken into consideration in the curriculum planning process. The curriculum describes what students know, should be able to do, and believe, and value.

School Goals

1. Demonstrate acknowledge of and show appreciation for the Catholic faith and traditions.
2. Act in accordance with gospel values, showing respect for all of God’s creation.
3. Acknowledge and show appreciation for the contributions of diverse communities.
4. Demonstrate the ability to communicate thoughts and feelings in both written and spoken form.
5. Integrate skills necessary to effectively respond to the challenges of a technological society.
6. Apply critical thinking and reasoning skills to resolve life issues.
7. Respond responsibly to the needs of a global society.
8. Recognize the importance of organizational and study skills in the pursuit of knowledge as a life-long learner.
9. Demonstrate the ability to self-monitor and redirect behavior to reflect socially appropriate responses.

Content

Religion

One period of religion is taught daily in all the grades. These classes emphasize a sequence of a body of knowledge appropriate to grade level to help the student integrate knowledge of the Christian faith life with its practical dimensions in everyday living.

All students, including those of other faiths, are required to study the Catholic faith and the values it teaches. Religion classes, including those pertaining to the sacraments and worship, are a part of the school program for all students.

Liturgy

Students attend Mass as a class once a week and on special occasions. The teachers work with the students to prepare for the liturgy so that students learn to respond to and love the Mass. They take active parts as readers, lectors, candle bearers, servers, and cantors.

Sacramental Preparation

Students from Catholic families are prepared for the Sacrament of Reconciliation in grade two. The reception date is in November.

Special instructions for the Sacrament of Holy Eucharist begin after Reconciliation has been received. First Eucharist is received in the spring. Students in eighth grade also receive the Sacrament of Confirmation in the spring.

To help parents understand the importance of their position in the child's life, meetings are held for each sacrament: Reconciliation, Eucharist, and Confirmation. Parents are reminded of their prime role in the religious instruction of their children. All parents are expected to attend these sessions.

Missions and Service

Because we wish students to develop a global awareness of all peoples, we actively provide students with opportunities to put the principles of faith into action through mission projects and voluntary service to others.

Academic Standards

All Saints Academy – St. Norbert fulfills the Unified Archdiocesan Unified Standards for Catholic elementary schools in the Archdiocese of St. Louis. These standards were developed by educational professionals and incorporated federal and state learning objectives.

English/Language Arts

The language arts approach is meant to develop skills in reading, writing, speaking, and listening which include the study of literature, grammar, spelling and handwriting.

Mathematics

Math instruction provides students with the understanding of basic concepts, patterns, and spatial relationships. These skills and techniques prepare students to function competently in everyday life. Students are expected to be accurate and precise in computation as well as creative in problem solving.

Science

Students develop skills to enable them to understand themselves and the world in which they live. They draw content from physical, life, earth, and space sciences. Through their study the students come to reverence the earth, learn observation through simple experimentation, and to apply the scientific method in life situations.

Social Studies

The main aspects of the social studies curriculum include history, geography, economics, politics, and cultural appreciation as seen in the past, the present, and the future. Social studies brings students to a greater understanding and respect for the diversity in this nation and in the world. Through this course of study students can learn to communicate and work well with others.

Fine Arts

Fine arts include music and art. These subjects enable students to appreciate beauty, to tap possible talents and abilities within themselves, and to develop skills and techniques within the arts.

Music

Music class gives the students the fundamentals of basic music skills and an opportunity to demonstrate those skills through performance. A regular music class provides exposure to different types of music as well as appreciation for other cultures' music, dance, and instruments.

Art

Art education opens the child's mind and heart to truth, goodness, and beauty. This in turn enables the student to appreciate and respond to the beauty of God's world and the masterpieces of artists. We seek to develop perceptual awareness, visual concepts, skill techniques, various use of art media, and a knowledge of the language of art.

Physical Education

Physical education helps students develop wholesome attitudes about their bodies and its care, to learn motor skills, and to develop cooperative attitudes in sports.

Technology

Through the use of technology, students are able to efficiently and responsibly employ current and emerging technologies as tools for accessing information, communicating with others and managing data. They learn to operate hardware and utilize software and use technology to enhance learning in all curricular area.

Co-Curricular Activities

Co-curricular activities supplement the general curriculum during the school day. These activities support the school's philosophy and mission and contribute to the attainment of the goals of the curriculum. They include, but are not limited to: D.A.R.E., Geography and Spelling Bee, Junior Achievement Program, Science Fair, State Fair, Sixth Grade Camp, REAP Retreats, and Talent Show.

Probe and Galactic

Students enrolled in Probe or Galactic programs for gifted students should not be required to make up routine drill and practice work in which they have demonstrated proficiency. The teacher's responsibility is to write an assignment sheet for the child and parent(s) and send home the books/papers related to that work. The parents' responsibility is to be certain that their child understands all of the work and new concepts that were presented in class for the day. The child's responsibility is to be willing to learn from the parents what was taught during the time they were gone and to also study for tests if there are any the next day. No written work will be required of the child. Teachers, whenever possible, will avoid planning field trips and special events on the days when students attend Probe or Galactic.

INSTRUCTION

Instruction is the means by which the teacher engages the student with the curriculum. It utilizes the approaches and methodologies that the education profession considers best practices. Key elements include: involving students in inquiry and research activities, having students create their own representations of knowledge, providing groups of students with differentiated activities and appropriate choices to meet their learning needs.

Annual School Calendar

The calendar of school events is always subject to change; these changes will be noted in the newsletter, which is available on Fast Direct weekly. It is extremely important that parents read this newsletter and other items of information, which may be included in the Newsletter. Different important links are available on the Fast Direct portal; parents are encouraged to “bookmark” this website and check it regularly. Teachers also use this tool to communicate what is happening in their classrooms and may have individual calendars posted as well. It is important that parents keep their telephone numbers, etc. current on this portal in addition to notifying the secretary when changes occur. E-mail addresses can also be a useful tool for teachers and administration.

The calendar is developed in the context of the Church year. It provides a minimum of 174 days and 1044 hours of actual student instruction and an appropriate number of spiritual and professional development days. Parents will be notified of any change in the school calendar.

Celebration of the Eucharist

Individual classes plan a weekly celebration of the Eucharist for the entire school community. Additional celebrations are planned throughout the church’s liturgical year. Parents are encouraged to celebrate with the school community at the all-school liturgy on Wednesdays at 8:00 a.m. Pre-K classes attend the celebration of the Eucharist once a month.

Extracurricular Activities

All extracurricular activities (outside of school hours) must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activities and the requirements for participating must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parent/guardians permission must be obtained for students to participate in extracurricular activities.

The school invites students to participate in extracurricular activities to develop leadership skills, responsibility for personal choices, and to grow in emotional and social behavior appropriate to social living expectations. These include, but are not limited to: Band, Student Ambassadors, Student Council, Math contests, Robotics, CYC sports, and Scouting programs.

Learning Center

In an attempt to address the special learning needs of students to the greatest possible extent, the All Saints Academy - St. Norbert campus employs the use of a learning center which is staffed with a Learning Consultant.

Counseling

A counselor from St. Louis Counseling has been assigned to the All Saints Academy - St. Norbert campus and will be available to students on a weekly basis. There is no charge for this service. It is supported by a grant through St. Louis County.

OASIS

Through the OASIS Intergenerational Tutoring program senior adult volunteers and schools work together to help young children build reading skills, self-esteem, and positive attitudes toward learning. The program is designed for children in kindergarten through grade four. Students meet with the tutors once per week. Permission forms are sent to parents of those children who have the opportunity to learn from a tutor. We are always looking for volunteers to help support this program.

Communications

Students are responsible for bringing home written information pertaining to their progress and any other written communication pertaining to the school community. Weekly newsletters, along with monthly events and lunch calendars, are available on the school website at <https://fastdir.com/stnorbert>. Fast Direct is also a means to insure better communication between home and school. It is a telephone text and email broadcast system that will enable school personnel to notify all households and parents either simultaneously or individually with reminders, upcoming events, or emergency information. New families will receive an activation code at the beginning of the school year. It is very important to check Fast Direct frequently.

Impromptu Teacher Visits

Impromptu conferences with the teacher while she/he is on duty (7:20 a.m. – 3:10 p.m.) are not allowed out of respect for the students the teacher is supervising, and/or other plans they may have for the time.

If you need to leave a message for a teacher, or request a phone call or conference, please leave a message in the school office or through Fast Direct.

Class Interruptions

In order to maintain an educational atmosphere during the entire school day, forgotten papers, books, lunches, etc. should be left with the secretary who will deliver them to the homeroom. The secretary will also relay notes and phone messages. Forgotten lunches must be dropped off in the office by 9:00 am to minimize classroom interruptions.

Visitors

Visitors, including parents, must be buzzed into the building through the school's main entrance (Door #9), come to the office to sign in and out when leaving. Visitors must receive a Visitor's Pass. If a student is being picked up early, such as for illness or an appointment, he/she must be signed out. Students are not allowed to open outside doors to admit anyone without permission. All doors leading to the outside are locked at all times.

ASSESSMENT

Accreditation

All Saints Academy - St. Norbert is affiliated with the Missouri Non-public School Accrediting Association. The MNSAA meets yearly to review the annual report form.

Evaluation of the Religious Education Program

The Assessment of Catholic Religious Education I and II (ACRE) is administered annually to students in fifth and eighth grades, respectively.

Archdiocesan Testing

The Iowa Assessments is required of all 4th, 6th, and 8th grade students. The Cognitive Abilities Test is required of all 4th, 6th, and 8th grade students also. In addition all students will be given the NWEA test 3x's a year.

Kindergarten Screening

Readiness screening for Kindergarten students will take place in the spring. Parents will be notified by mail of scheduled screening time.

End of Year Evaluations

Students in grades six through eight are given final exams at the end of each school year.

FEDERATION OF CATHOLIC SCHOOLS

Northeast Deanery Federation of Catholic Schools

During the 2010-2011 school year, St. Norbert parish joined other parishes to form the Federation of Catholic Schools to address the demographic and financial challenges facing our schools.

Goals of the Federation:

- to increase the viability, affordability, and accessibility of Catholic elementary schools and thereby achieve a greater degree of stability and sustainability for Catholic education in the Northeast Deanery.
- to enhance the Catholic identity, academic programs, activity programs, and special programs of the Catholic elementary schools in the Northeast Deanery.
- to establish ways and means for better capitalizing on and responding to the changing realities of increased diversity in the Northeast Deanery's population, parishes, and schools.
- to establish ways and means for achieving greater efficiency and effectiveness among the schools in the Northeast Deanery by sharing resources, programs, and local policies where desirable.

Put simply, the Federation is seeking ways to work more closely to ensure the strength of our schools well into the future. The schools representing the parishes have collaborated on professional development, academic programs, extracurricular activities and more. In addition, joint marketing and fund development efforts were begun under the direction of the new Federation Director of Advancement. Today the campuses of the Federation are: Blessed Teresa of Calcutta, St. Ann, Our Lady of Guadalupe, Sacred Heart-Florissant, St. Ferdinand, and St. Norbert.

MISCELLANEOUS INFORMATION

School Lunches

Students may choose to purchase a lunch through Food Service Consultants or bring a lunch from home. If your child forgets his/her lunch, please bring their lunch to the office. Some parents may wish to bring a "fast food" lunch for their child on special occasions. Parents may not bring in "fast food" for any other student(s).

Lost and Found

Lost and found items are kept in Room #106. The children and parents are responsible for going through the items when looking for a lost item. To reduce the amount of items lost, please mark your child's belongings with their name. Any unclaimed, unmarked items will be donated to charity throughout the year depending on the amount of items in the collection.

Birthday Treats

Children celebrating birthdays or ½ birthdays, for those born in the summer, may bring an individually, pre-packaged treat to share with their classmates and be out-of-uniform on that day (out-of-uniform guidelines must be followed). In accordance with the Wellness Program, we encourage parents to send healthy treats low in sugar. Please mark your child's name on the outside of the packaging. Only middle school students are allowed a canned beverage that will be enjoyed during the lunch period. A birthday child will not be allowed to pass out a treat if it is not individually pre-packaged. Please abide by this policy so as not to disappoint your child on their special day.

Gifts

Please do **not** send gifts such as bouquets of flowers, balloons, candy grams, etc., sent to a student at school. This is disrespectful of the other students and their families. These gifts will not be delivered to the classroom, as this would disrupt the teaching/learning process. Such items will be given to the child at dismissal if they are sent.

Party Invitations

Please do not send party invitations to school to be distributed by your child unless every child in the class is invited to the party. If even one child is not receiving an invitation, you will have to distribute the invitations outside of school time.

School Photographs

Individual school photographs are taken during the fall by Interstate Studios. Parents will be notified several days in advance. Envelopes will be sent home giving specific prices and packages that may be purchased. Students will be allowed to dress out-of-uniform, but must conform to guidelines for out-of-uniform days.

Use of Telephones by Students

In order to hold school lines for emergency and business calls we cannot allow students to use the telephone for personal calls. In an effort to build responsibility students are not permitted to call home for homework, field trip permission slips, forgotten P.E. uniforms, and other such items. If a child becomes ill or forgets a lunch, the secretary will notify the parents.

VOLUNTEER OPPORTUNITIES

During the year, there are a variety of opportunities for parents and others in the parish community, to assist in the development and continuity of the educational programs at All Saints Academy – St. Norbert. Volunteers enable the school to provide greater services to the students. With the help of the staff, volunteers will be contacted as needed throughout the school year. If a parent/guardian would like to be considered as a volunteer on a regular basis, he/she should make this known to the principal, school secretary, or teacher. The name will be put on our volunteer lists.

All volunteers must have taken the “Protecting God’s Children” workshop through the Archdiocese, must complete a state of Missouri name search and must sign an ethical conduct statement. Sign and return the Acknowledgement for Volunteer Screening Purposes (allowing rechecks every two years). Volunteers are not eligible until all have been completed. Workshop dates, times and locations can be found on the St. Louis Archdiocesan website: www.archstl.org/sep. Please begin this process immediately if you would like to volunteer at any time in the school year.

No one will be allowed to work with or chaperone the children without being in compliance. This includes volunteer drivers. Any activity, even one that occurs in public places, is considered to be school sponsored and any person wishing to attend the event must be in compliance.

UNIFORM REGULATIONS

In addition to the uniform regulations stated in the All Saints Academy Handbook, the following are additional regulations for the St. Norbert campus. We expect students to come appropriately dressed each and every day. Students in all grades should have all clothing (jumpers, pants, shirts, shorts, sweatshirts, jackets, hats, gloves, etc.) and items (such as pencil cases, school bags, lunch bags, etc.) clearly marked with their names.

Wrist bands which promote a cause sponsored by All Saints Academy or by St. Norbert Parish may be worn. Those not sponsored by either school or parish will not be permitted.

Boy Scout/Girl Scout uniforms may be worn on scout meeting days.

The administration reserves the right to determine if any “fads” detract from the learning environment. If so, students will be notified that this is not acceptable for school.

If a student is out of compliance with the uniform regulations, parents will be notified at the time of the infraction and the child may not be allowed to return to class until appropriate clothing is obtained. Continued noncompliance may result in a suspension.

Accessorizing

There are special occasions when students may accessorize their uniform. The student must wear the basic uniform (jumper, skirt, pants/shorts, shirt), but may add items that reflect the theme of the occasion.

Examples of this include:

Colored or patterned shirts worn over the uniform shirt, colored or patterned socks, finger nail polish, special occasion hats or headbands, jewelry. If you have questions, please call the school office.

Out-Of-Uniform Fashion “Outs”

Students’ attire is expected to be in a manner consistent with accepted Christian standards of good taste and decency.

- No midriff tops or bare middles showing
- No spaghetti strap shirts
- No sunglasses
- No short shorts – hem of short should touch fingertips at all points with arms extended downward
- No sagging pants
- No “yoga” pants or other tight-fitting pants
- No wearing hats in the building or wearing hoods
- No muscle shirts
- No low cut shirts
- No clothing displaying offensive language or advertising illegal products
- No pants/shorts with writing across the buttocks
- No pants with rips or frays; zipper must be in working order
- No bandanas
- No hiking boots, combat boots, clogs, flip flops, crocs, sandals without back strap
- No chains attached to pants
- No pajama bottoms or lounging wear
- No facial painting or hair coloring that is not a natural color.

No student may be out of uniform on Wednesday’s without express consent from the administration.

SPECIAL EVENTS

Family Social

Before school begins, the Parent Association hosts an evening for parents to tour the school and meet the teachers. During this event parents are given an opportunity to ask questions and drop off any classroom items. Handbooks and any paperwork, not sent home at the end of the previous school year, may also be available.

Special Collections

Approximately once a month students are involved in service oriented projects to reach out to those in need. Students are invited to contribute a small monetary donation or items.

Catholic Schools Week

Catholic Schools Week is celebrated across the nation and at All Saints Academy during the last week of January. This time has been set aside to recognize the achievements of Catholic Schools. It is a fun filled week of activities that reflect those achievements.

VIP Breakfast

In the Spring, the Parent Association hosts a mass/breakfast for each student's Very Important Person. The student sits with their VIP at mass, shares a continental breakfast, and takes them to see their classroom.

Dad's Day

Several years ago a new tradition was started when a handful of dads decided they wanted to host a lunch for the students during Catholic Schools Week. A theme is chosen and students may dress up to reflect the theme. It has since been moved to the Spring and has continued to be a huge success.

Mentoring Program

Existing school families volunteer to guide new families through the orientation process.

Uniform Exchange

Used uniforms may be sold or donated to the Uniform Exchange and made available for purchase by school families.

