

All Saints Academy

Policy Handbook



2022-2023

This Policy Handbook contains established policies and procedures for the 2022-2023 school year. Since it is not possible for a 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/guardians 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.

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Policies of All Saints Academy

Archdiocese of St. Louis

Archdiocesan Vision Statement

Catholic elementary schools in the Archdiocese of St. Louis reflect a visible faith community. Rooted in the teachings of Jesus, these schools are enriched by Catholic tradition and lived Gospel values and are enhanced by the celebration of liturgy, sacrament, and prayer. They further the children's knowledge and practice of their faith and guide them to serve others through the use of their gifts and talents. They foster a safe and secure environment in which the children can grow.

Catholic elementary schools are child-centered and are committed to providing strong academic and developmental programs which enable children to meet the challenges of living in an ever changing racially and culturally diverse world. The faculty and staff of these schools are faith-filled, dedicated, knowledgeable and competent in their professions, and strive to meet the individual needs of the children. These schools are sensitive to family issues and encourage parents/guardians to fulfill their role as the first educators of their children.

Witness Statement for Those Who Serve in Catholic Education

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church, to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (*GDC*). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ's witnesses to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life" (*Evangelii Nuntiandi*). Some in Catholic education -- religion teachers, PSR catechists, educational and catechetical leaders -- are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of St. Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior. All who serve in Catholic education should:

1. believe in God;
2. support belief in Jesus Christ;
3. engage in prayer;
4. respect ecclesiastical authority;
5. possess a basic knowledge of the Catholic Church;
6. not take a public position contrary to the Catholic Church;
7. demonstrate a public life consistent with the teachings of the Catholic Church;
8. practice respect and reverence for others and prudence with regard to confidential information related to work;
9. if Catholic, have not publicly rejected the Catholic Church;
10. be active members of the Catholic Church, or their own Church if not Catholic;
11. practice exemplary stewardship and ethical behavior with regard to Church property and funds.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*.

Witness Statement for Those Seeking to Enroll Their Children in a Catholic School or Parish School of Religion

One of the many blessings of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of the faith. Parents carry out this responsibility by creating a home life full of love, forgiveness, respect and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the Sacrament of Baptism, parents receive the following call from God to evangelize their children:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training her (him) in the practice of the faith. It will be your duty to bring her (him) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ease of faith. May you be also the best of teachers, bearing witness to the faith by what you say or do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish schools of religious education programs are in partnership with the family in proclaiming and being witness to the life and teachings of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children. This partnership works best when parents respect the beliefs of the Church and live lives in a manner that reflects these beliefs. If parents reject the beliefs of the Church or live lives in conflict with these teachings, catechizing young people becomes very difficult.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and example, the first and best teacher of my children in the faith. Practically, this means I will:

- Understand that the authentic teachings of Jesus as taught by the Catholic Church will be part of my child's education and formation;
- To the best of my ability respect the teachings of the Church and help my children respect the Church and its teachings;

- Regularly participate in the Sunday Eucharist with my family (if not Catholic, support my children's participation in the Church of Baptism), include prayer in my daily life and form my children in faith;
- Commit to speak frequently with my children about God and to include prayer in our daily home life;
- Participate in and cooperate with the School or Parish School of Religion in programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children;
- Support the moral and social doctrine of the Catholic Church to ensure consistency between home and school;
- Teach my children by word and example to have a love and concern for the needs of the poor;
- Meet my financial responsibilities in supporting the Catholic school or Parish School of Religion;
- Practice stewardship in support of the school and parish.

Witness Statement: Called to be Catholic for Students who attend Catholic Schools and Parish Schools of Religion

Please refer to Appendix 1

All Saints Academy

Mission

All Saints Academy challenges every child to achieve academic excellence and acquire skills for a lifetime of learning rooted in Catholic Tradition. Guided by the Gospel of Jesus, we develop the mind, body, and spirit of students to lead and serve in a diverse community.

Philosophy

“Let the little children come to me, and do not prevent them for the kingdom of heaven belongs to such as these.” (Matthew 19:14)

Catholic education at All Saints Academy is an expression of the teaching and the ministry of Jesus Christ, organized to promote human development in accordance with the Gospel. We recognize parents/guardians as the primary educators of their children and affirm our partnership with our parents/guardians and families and encourage them to become actively involved in the educational process. We foster growth in all individuals and social dimensions: spiritual, moral, intellectual, emotional, physical and aesthetic, through a ministry embracing a message of faith, taught and lived in a diverse community and reaching out to serve others.

Governance

All Saints Academy is a partnership school that is governed by St. Ferdinand Parish, St. Norbert Parish, St. Rose Philippine Parish and the Archdiocese of St. Louis through the Office of Catholic Education and Formation. The Office of Catholic Education and Formation serves as the chief administrator of the school, through the North County Regional Director of Catholic Elementary Schools, and provides oversight of daily operations to ensure quality religious education and academic programs as well as fiscal responsibility. The pastors of St. Ferdinand, St. Norbert, and St. Rose Philippine Duchesne parishes are charged with the spiritual and sacramental life of the school. The pastors also serve on the Members Board, along with the North County Regional Director of Catholic Elementary Schools, and work with and provide oversight for the Board of Directors of All Saints Academy. The Board of Directors consists of individuals chosen by the pastors and approved by the archbishop. The Board of Directors is charged with responsibilities such as strategic planning, budgeting, and policy setting. The principal of the school reports directly to the North County Regional Director of Catholic Elementary Schools.

Admissions

Policy of Non-Discrimination

All Saints Academy will admit students of any race, religion, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school. All Saints Academy will not discriminate on the basis of race, religion, color, national origin, or ethnic origin in admission policies, scholarships, athletic, and other school-administered programs.

Requirements for Admission or Students Transferring In.

The following items are needed to register a child at All Saints Academy:

- A completed Enrollment Form
- Payment of Application Fee
- A completed Tuition Payment Agreement Form (completed with Business Manager)
- A copy of the child's State Birth Certificate
- A copy of the child's Baptismal Certificate (if the child is Catholic)
- A copy of the child's Social Security Card
- A copy of the child's Immunization Record
- A copy of a recent report card (if the child is transferring from another school)
- A completed Request for Student Records Form (if the child is transferring from another school). A review of the child's transcript is part of the application process and is a determining factor for acceptance.
- Verification of custody arrangements in cases in which the parents of the student are divorced. A copy of the portion of the divorce decree, which verifies custody arrangements, and a parenting plan must be provided.
- All potential students must complete an academic assessment in reading and math as part of the admissions process.
- All potential Kindergarten students will complete the Developmental Indicators for the Assessment of Learning (Dial 4). A child must be five years of age before August 1 to be admitted to Kindergarten.
- A child entering first grade must be six years of age on or before August 1 for admittance.

Re-Enrollment of Current Students

All current students in good standing will be re-enrolled for the next school year once their Re-Enrollment Application is completed and submitted with the application fee. **Re-Enrollment packets will be held if tuition and/or aftercare is in arrears.** After a specified annual date, current students that have not re-enrolled may lose their space in the grade to newly enrolling students.

Waiting List

In the event that a grade reaches its maximum number of enrolled students a waiting list will be established for any later applications. If openings become available, those students

on the waiting list who have completed the school's application process will be accepted. Priority on the waiting list will be given to families from sponsoring parishes.

Arrival and Dismissal Times

School begins at **7:50 a.m.** and ends at **3:00 p.m.** for the St. Rose Philippine Duchesne Campus and **7:50 a.m.** and **3:00p.m.** for the St. Norbert Campus. School begins at **7:35 a.m.** and ends at **2:45 p.m.** for the St. Ferdinand Campus. Arrival and dismissal procedures are listed in the school site procedures section of this handbook.

Attendance

Absence

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities (e.g.; field trips, enrichment, and remedial programs, annual Pro Life March in Washington, DC, etc.).

A student who is not present for one half of any portion of a morning or afternoon session is marked absent for one half day. A student who is not present for the majority of both sessions is marked absent for one day. A student not present for less than two hours during a school day is marked as "absent less than two hours."

A student who must be excused for medical, dental, funeral, or other reasons during school hours is considered absent. For these types of absences a written notice should be sent to the school in advance by a parent/guardian stating the time, length, and reasons for absence. An absence of this nature is an excused absence.

Parents/guardians are required to contact the school office when a student is absent. The teachers will be informed of reasons for student absences.

In the event of numerous absences, the principal will contact the parent/guardian and schedule a conference to correct the situation. Chronic or excessive absences without substantial cause can be a factor in determining a student's continued enrollment in the school.

Tardiness

Tardiness is unacceptable. For excessive tardiness, the principal will contact the parent/guardian and schedule a conference to correct the situation.

A student arriving at school after **7:50 a.m.** at the St. Rose Philippine Duchesne Campus is tardy. A student arriving at the St. Norbert Campus after **7:50** is tardy. A student arriving at school after **7:35 a.m.** at the St. Ferdinand Campus is tardy. All tardy students must report to the school office for a slip admitting them to class. The teacher keeps the tardy slips on file.

Where the validity of an excuse is questioned, the principal may investigate the situation. Excuses are kept on file in the school office until the end of the school year. A student who is absent for two hours or less in either the morning or afternoon is marked accordingly on the attendance and report card.

Truancy

A student is truant if he/she is absent from school for a day or a portion of the day without the knowledge and/or consent of the parent/guardian. Truancy is a serious offense. If a student is truant, the parents/guardians will have a conference with the principal, and the student will be placed on probationary enrollment status. Repeated truancy will result in the student being withdrawn from All Saints Academy.

Release of Students from School

Early release of a student prior to the close of the school day is strongly discouraged. When it is necessary for a student to leave school prior to the close of the school day, the request must be made in writing by the parent/guardian stating the reason for early release from school. The written request needs to be sent to the school office. Teachers will be informed of such situations in a timely manner. If the student gives the written request to the teacher, the teacher needs to send the written request to the school office. The school office will inform the teacher when the parent/guardian arrives at school and the teacher will send the student to the school office.

In some cases, a parent/guardian contacts the office and indicates an emergency has occurred that necessitates picking up the student prior to dismissal. The school office will inform the teacher of such situations.

In the event of numerous early dismissals, the principal will contact the parent/guardian and schedule a conference to correct the situation. Chronic or excessive early dismissals without substantial cause can be a factor in determining a student's continued enrollment in the school.

Release from School Due to Illness

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file in the office. Parents/guardians are responsible for providing transportation for the student to leave.

The principal or the administrative assistant has the responsibility to send home any student who shows signs of carrying a communicable disease. The student may be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

Dual Enrollment

Dual enrollment is a method of providing courses and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

Before and Aftercare Programs

Before Care supervision is available for students from 6:30 a.m. until the start of the school day. Aftercare supervision is available for students from school dismissal until 6:00 p.m.

Registration and Fees:

1. There is a \$30.00 per family registration fee. This must be paid at the time of registration. This fee is non-refundable.
2. Before Care – 6:30 – 7:20 a.m.
 - a. \$4.00 per day, one child
 - b. \$5.00 per day, two or more children
3. After Care – 3:00 – 6:00 p.m.
 - a. 3:00 – 4:30 - \$6.00 per child
 - b. 3:00 – 5:30 - \$8.00 per child
 - c. 3:00 – 6:00 - \$9.00 per child
4. Before and After Care fees will be added to the family's incidental billing FACTS account.

Aftercare Late Fees

All students must be picked up by 6:00 p.m. Families will be charged \$1.00 per minute, per child after 6:00 p.m. and late fees will be added to the monthly aftercare statement.

Repeated offenses of late pick up will result in a conference with the principal and potential dismissal from the aftercare program. After the third offense, families will not be able to participate in the After Care program.

Before and Aftercare Payments

Before and Aftercare fees will be paid through FACTS Tuition Management. Invoices will be sent via FACTS to families on a weekly basis reflecting the charges from the previous week. Families will have 10 days in which to remit payment for invoices rendered. Before and Aftercare statements will be reviewed monthly by the Business Manager. Families who have fees that are over 30 days past due will not be permitted to participate in the program(s) nor will students receive a paper copy of the report card or have access to view student report cards online.

Cafeteria

Cafeteria Program

Food Service Consultants will provide the meal program for All Saints Academy. Lunches for the 2022-23 school year will be \$4.50. Families that are \$25.00 or more behind in payment at the end of each month will receive notice that they will be required to bring a lunch to school until the lunch account is brought current.

The school cafeteria serves lunch daily beginning the first full day of school. Students may bring their lunch to school if they desire. Soda, gum, and beverages in glass containers are not allowed.

Cell Phone Usage by Students

Students are not allowed to use cell phones during the school day. If a situation necessitates that a student have a cell phone at school, the phone must be on silent or turned off. Parents/Guardians are to communicate with students via the school phone.

If a student is found to be using his/her phone during school hours it will be confiscated and placed in the school office. Parents/Guardians must make arrangements to pick up the phone from the principal at a mutually agreeable time.

Classroom Interruptions

Classes are not to be disturbed at any time during the school day. Homework, lunches, books, etc. will be delivered to students by the school office staff. Parents/Guardians should leave all such items to be delivered in the school office.

Communication between Parents/Guardians and Teachers

Teachers will keep parents/guardians informed of student academic and behavioral progress. Teachers communicate with parents/guardians through the use of formal and informal conferences, report cards, progress reports, written notes, letters, phone calls, and emails using their school issued email address.

When problems or concerns arise, the first communication should be between the teacher and the parents/guardians. Concerns typically are resolved through conferences with teachers and parents/guardians working together for the advantage of the student. When it is difficult to reach an agreement after attempting to discuss the problem or concern with those involved, the principal should be advised, at which point the principal will schedule a conference with the parents/guardians and teacher.

Conduct

Students in Catholic schools are expected to exhibit Christian behavior consistent with their age and maturity level.

Serious Disciplinary Consequences

The administration may determine specific reasons for administering serious disciplinary consequences of a student. The following conduct may lead to serious disciplinary consequences:

- an individual infraction of a major school rule;
- disrespect of authority;
- repeated truancy;
- repeated infractions of school rules;
- disruption of the learning environment;
- theft, vandalism, and/or destruction of school property or the personal property of students, staff, or others;
- harassment, threats, or physical acts against others;
- out-of-school conduct which seriously detracts from the reputation of the school.

Suspension

Suspension is the removal of a student from all classes for a specified period of time. A student who offends seriously in the area of discipline, respect, behavior, and cooperation, or who continually provokes minor disturbances is liable to be suspended. The decision to use suspension, in or out of school, as a disciplinary action is made by the principal.

If students are placed on suspension the following procedures should be followed:

- A notice of the suspension is orally conveyed to the parents/guardians as soon as possible;
- A written statement to the parents/guardians follows the oral notice. This statement outlines the reasons for the suspension, the length of time of the suspension, the process for and conditions of the student's return to school, and the procedure for the student making up class work.
- The written statement should be signed by the parents/guardians indicating that they understand and accept the terms of the suspension. The original signed statement is kept on file at the school, and a copy is given to the family.

Probation

Probation is the continued enrollment of a student, but with specified conditions.

If a student is placed on probation, the parents/guardians and student will be informed in writing. This communication will indicate: the reason for the probation; the period of time of

the probation; the conditions of the probation; and when or under what circumstances the probation will be reviewed, continued, or ended.

All Saints Academy will request that the parents/guardians and student sign a statement indicating that they understand and accept the terms and conditions of the probation.

The following behaviors may lead to probation:

- multiple infractions of school rules;
- an individual infraction of a major school rule;
- a single suspension for an infraction of a major school rule;
- multiple suspensions for infractions of school rules.

At the specified time for review, probation may be continued or terminated, based on an evaluation of the student's conduct during the probation. Any time during the period of probation, any major infraction of a school rule or series of minor infractions may result in *withdrawal for cause*.

Withdrawal for Cause

Withdrawal for cause is the permanent end of enrollment of a student from a school. Ordinarily a student will not be subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both student and parents/guardians. A student may also be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

The decision of withdrawal for cause is made at the local level by the principal with approval of the North County Regional Director of Catholic Elementary Schools. This decision will only be considered when *withdrawal for cause* is appropriate to reflect the serious nature of the conduct, and must be undertaken with the utmost Christian charity, caution and prudence.

When considering the decision regarding a *withdrawal for cause*, the principal needs to realize the potential effect if the parents/guardians seek to enroll the student in a public school. Under certain circumstances, Missouri's "Safe Schools Act" may prevent a public school from enrolling a student who has been permanently removed from another school as a disciplinary action.

The following serious conduct may lead to *Withdrawal for Cause*:

- engaging in public behavior or taking a public position contrary to Church teachings;
- membership in organizations which espouse positions contrary to Christian values;
- serious violations of the Archdiocesan Violence Policy;
- possession of a weapon;
- assault, with or without a weapon;
- possession or distribution of controlled substances;

- serious acts of harassment;
- inappropriate conduct of a sexual nature.

Specific Conduct Policies

Dress and Grooming

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Any dress or wearing of insignia which conveys the image of gang membership, supports beliefs of hate groups, makes sexual innuendos, or promotes drugs, alcohol, or tobacco is inappropriate for school and should not be allowed.

Drug, Alcohol, and Substance Abuse

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

Therefore, the possession, use, or transfer of un-prescribed or illegal drugs, or the use, possession of, or being under the influence of alcohol on the school premises or at school sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause from school. In addition, civil authorities may become involved.

Harassment

All Saints Academy will maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

All Saints Academy will investigate every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know.

If, after investigation, the administration determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken.

Internet and Electronic Communications and Conduct

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "Inappropriate Electronic Conduct"). Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

Please refer to *Appendix 2: Internet and Electronic Communications Acceptable Use Policy*.

Search and Seizure

School officials with sufficient reasons to do so may search a student's locker or desk. Lockers, desks, etc. are school property provided to students for their use and are subject to search by school officials.

A student's jacket, purse, backpack, and the like are personal property which may be searched upon reasonable grounds to justify the search. Reasonable grounds to search exist when the school has knowledge of specific and describable conduct leading a reasonable person to believe the student has engaged in prohibited conduct. If reasonable grounds exist, school officials can request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal, or if the school remains convinced of the reasonable grounds for a search of the student's personal property, the school official may conduct a reasonable search notwithstanding the student's refusal.

Tobacco

Tobacco use on school property is prohibited.

Violence Policy

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, any form of violence will not be tolerated at All Saints Academy.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted.

All reported or observed instances of violence and threatened or actual violence must be addressed by the school administration in a timely, serious, and appropriate manner. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending on the severity of the incident.

Students and parents/guardians should report concerns regarding potential acts of violence to the principal or teacher. Teachers must report pertinent concerns and/or pertinent information regarding specific concerns to the school principal immediately.

In the event a threat of violence is made by a student, the following steps will be taken:

- The child will be immediately removed from any contact with the school community. The child will be detained in the school office under the supervision of the principal or designated teacher in charge.
- North County Regional Director of Catholic Elementary Schools will be contacted immediately.
- The parents/guardians of the child will be contacted and informed of the situation. The parents/guardians will be requested to report to the school immediately to remove their child from the school premises. The parents/guardians will be informed that the police will be notified of the incident. In the event the parents/guardians do not comply with the request to come and get their child, or if the parents/guardians cannot be contacted, both the Florissant Department and the Division of Family Services will be contacted to remove the child from the school premises.

The Florissant Police Department and the St. Louis County Police Departments will be informed of the threat of violence. The principal and faculty will cooperate fully with any investigation the police may conduct and follow the recommendations of the police. Such recommendations may include, but not be limited to:

- the school filing a police report;
- the school filing formal charges; and/or
- the arrest and detention of the student.

The individual who may have been the target of the violent threat (a child and his or her parents/guardians, a faculty member, a staff member, etc.) will be informed of the threat and the actions taken to deal with the threat. Counseling or other needed support will be provided to assist the individual(s) in coping with the threat.

The school community will be informed of the threatened violence if necessary. The decision to inform the school community will be made by the North County Regional Director of Catholic Elementary Schools and other appropriate Archdiocesan officials.

A child who threatens violence must remain off school premises until a mental health professional certifies in writing that the child is not a threat to himself/herself and to others. All Saints Academy reserves the right to request a "second opinion" evaluation/assessment by a mental health professional with which the school is affiliated (e.g.; St. Louis Counseling, West County Psychological). Such information will be shared with and reviewed by the principal and the North County Regional Director of Catholic Elementary Schools, and other appropriate Archdiocesan officials.

The decision as to whether the child is reinstated as a student at All Saints Academy will be made by the principal in consultation with the Director of North County Catholic Elementary Schools and other appropriate Archdiocesan officials.

For the health and safety of all members of our school community, All Saints Academy reserves the right to withdraw children who threaten violence at our school.

Discipline Code (Grades K-3)

Rules/Consequences will be drafted by students with teacher input and help; the younger the student, the more input by the teacher. Rules/Consequences will be typed and sent home to be signed by parent(s) and student. Parent(s) will have to return a signed copy indicating that the rules and consequences were read, discussed, and agreed to by both parent(s) and student. This will be kept on file by the classroom teacher.

1. First Infraction: A verbal warning by the teacher to the student
2. Second Infraction: A second verbal warning by the teacher and an age appropriate consequence.
3. Third Infraction: A written communication (in triplicate – one copy to parent(s), one to principal and a copy to the teacher for the student file). This form will indicate the infraction, the consequence, and a section for the parent(s) and student to sign and return. Students will write how to change his/her behavior for the better.
 - If a student receives a second written reprimand (two in a quarter), a conference with the parent(s), student, and teacher will be held.
 - If a student receives a third written reprimand (three in a quarter), a conference with the parent(s), student, teacher, and principal will be held.

- If after meeting with the principal an additional written reprimand is received, the parent(s), student, teacher, and principal will discuss further disciplinary action, such as, but not limited to, the following: in-school suspension, out-of-school suspension, or Withdrawal for Cause.

Discipline Code (Grades 4-8)

Detention rules apply to Grades 4-8.

1. Detention is held one day each week (Wednesdays) from 2:55-3:25pm in the presiding teacher's classroom.
2. Fourth and Fifth Grades: A written notice will be sent home to parent(s)/guardian(s) when a detention is earned by a student. This notice must be signed by the parent/guardian and returned to the teacher. The student may also be required to call his/her parent(s)/guardian(s) to notify them of the detention.
3. Sixth through Eighth Grades: The detention will be communicated to the parents via FastDirect within 24 hours of earning the detention, and a detention notice will be sent home from the office the Friday prior to the detention being served.

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;
- store personal electronic devices in school office during school hours, unless used as part of 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;
- 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.

Copyrighted Materials

All Catholic schools of the Archdiocese of St. Louis should adhere to the current copyright laws governing printed material, videotape, computer software, music, multimedia presentations and Internet websites and resources.

No unauthorized copies of copyrighted materials in any form should be made or used on equipment owned by or borrowed or leased from a school. No school staff, students, or others should use any form of unauthorized copies of copyright materials for any purpose within the school's instructional programs. "Fair use" of copyrighted materials is allowed for specific instructional purposes within the limits of the "fair use" limitations.

Extracurricular Activities

All school sponsored extracurricular activities that occur outside of school hours must be approved by the principal. These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation 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. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

Field Trips

Class visits to places of religious, cultural or educational significance give enrichment to the lessons of the classroom. Age appropriate outdoor educational activities and programs that are effectively integrated into the curriculum are fitting experiences for elementary school students. Field trips that include potentially dangerous activities for students, such as water events and ski trips, as well as long trips to distant locations and multi-day overnight trips (camp excluded), are prohibited.

Supervision for Field Trips

For grades PreK through second grade: One adult per five students.

For third grade through eighth grade: One adult per ten students.

Parent/Guardian Permission for Student Field Trip Participation

The written consent of parents/guardians on a Field Trip Permission Form must be obtained for every child participating in a field trip. A Field Trip Permission Form must inform parents/guardians of the following:

- name, location, educational goals, location, and date(s) of the event;
- cost to the student, if any;
- method of transportation to be used;
- name of moderator supervising the activity;
- parent/guardian's responsibility;
- emergency contact information.

No student may participate in a field trip unless a Field Trip Permission Form is signed by the student's parent/guardian for the specific event has been received by the school (*Appendix 3 – Field Trip Permission Form*).

Permission received by phone, fax, or e-mail should not be accepted in place of the original signed form. The emergency information that accompanies the teacher/supervisor should include: emergency procedures, emergency contact names and telephone numbers, medication, and instruction for administering medications.

Transportation

Whenever possible, the school will use bus transportation by an insured carrier for all field trips.

In the event that private passenger vehicles are used, the following rules apply:

- drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- the vehicle should have a valid registration and meet state safety requirements;
- the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
- drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
- every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system;*
- adults are not permitted to smoke in the vehicle.

Teachers are required to give the administrative assistant a list of parents/guardians who will drive on the field trip as well as a copy of each parent's/guardian's driver's license and insurance card.

*Children younger than four years, regardless of weight, are required to use an appropriate child passenger restraint system. Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are four but less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system for booster seats appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by vehicle safety belt or booster seat appropriate for the child (RS Mo Section 307.179).

All Saints Academy

Tuition information 2022-2023

Financial Policies

Prior to final acceptance to All Saints Academy for the 2022-2023 school year, all currently enrolled families from St. Ferdinand, St. Norbert, and St. Rose Philippine Duchesne Campuses, as well as those from any other Catholic parish, need to have their 2021-2022 family accounts up to date (tuition, cafeteria, before care/aftercare, etc.) in addition to their 2022-2023 application fee paid in full.

New families transferring from non-Catholic schools need to have their 2022-2023 application fees paid in full as well as a completed and approved application on file.

Registration Fee

The registration fee for the 2022-2023 school year is \$75.00 per student for current families.

After Friday, February 11th, registration fees for current families will be \$100.00 per child. (Board of Directors –December 2022)

The registration fee is due upon application. The registration fee does not guarantee acceptance to the school and will only be refunded if the school does not accept the student/students. There are no additional enrollment fees other than the registration fee.

Tuition Rates for Kindergarten – 8th grade students

- **Parishioner Rate**

Parishioners are defined as registered Catholic families in St. Ferdinand, St. Norbert, St. Rose Philippine Duchesne, St. Martin DePorres, St. Sabina, St. Angela Merici and Most Holy Name of Jesus Parishes.

One Child	\$ 5,626
Two Children	\$ 7,561
Three Children	\$ 9,002

- **Non-parishioner Rate**

Non-parishioner is defined as Catholic families who are registered parishioners in a parish other than the parishes in the Parishioner Rate category as well as families who are not of the Catholic faith.

One child	\$ 6,414
Two Children	\$ 8,664
Three Children	\$ 10,914

(This is a 2% increase-Board of Directors December 2021)

Tuition Assistance for Kindergarten – 8th grade students

The Archdiocese of St. Louis provides tuition assistance through the following programs:

- Alive in Christ Scholarships (Today and Tomorrow Educational Foundation)
- Beyond Sunday Scholarships (Roman Catholic Foundation)
- Catholic Family Tuition Assistance (Office of Catholic Education and Formation)

A common application is used for these tuition assistance opportunities. Please visit www.ttef-stl.org for additional information pertaining to the tuition assistance programs and to complete an on-line common application.

All families must first apply for tuition assistance through the Archdiocese before any parish-level tuition assistance will be considered. Parish level tuition assistance applications will be available from the Business Manager after Archdiocesan grants have been awarded.

Tuition Rates for Preschool Program

Our preschool program offers families a choice of options for educating their children. The tuition amounts are per child, based upon the number of attendance days, and are the same for parishioner and non-parishioner families. The preschool application fee is \$75.00 per child.

5 Full Days	\$ 5,065	5 Half Days	\$ 2,816
3 Full Days	\$ 3,373	3 Half Days	\$ 1,966
2 Full Days	\$ 2,249	2 Half Days	\$ 1,124

(This is a 2% increase-Board of Directors December 2021)

Tuition Payments

All tuition payments are made through FACTS, a tuition management company. Through FACTS, each family will have an established tuition account and select a payment option from the three choices below that best suits the family.

Tuition payment options through FACTS:

1. Annual Tuition Payment: Single tuition payment made in full by July 15, 2022 will receive a 2% discount. There is a \$20 FACTS fee for this plan.

2. Semester Tuition Payment: Two tuition payments equal to one half of the annual charges with the first payment due by July 15, 2022 and the second due in full by January 13, 2023. There is a \$20 FACTS fee for this plan.
3. Monthly or Bi-Monthly Tuition Payments: Monthly or bi-monthly tuition payments beginning in July 2022: Payments are processed through FACTS Tuition Management Company. Payments can be made via automatic withdrawal with a valid bank account (ACH) or credit card and may be made over a 10 or 11 month period. Tuition accounts must be paid in full by May 31st unless only child is in 8th grade. Tuition accounts for only 8th grade students must be paid in full prior to graduation. Late registrations will result in fewer monthly payments, but higher payment amounts. There is a \$50 fee payable to FACTS for this service. Suggested payment dates: 5th, 10th, 20th, or 25th. Other payment dates can be arranged with the Business Manager. Payment date and frequency will be chosen by the family as they enroll in FACTS. If a family needs to change a payment due date, they must contact the business manager 10 or more business days prior to the scheduled payment.

Special Note: In situations where parents are divorced, separated, or unmarried, families can arrange split tuition payment arrangements with each parent having their own FACTS account. Each parent will have to complete a Tuition Payment Option form.

Late Enrollments – Families who enroll or re-enroll after August 10th will be asked to make their first payment at the time of registration.

Past Due Tuition

Tuition is past due when a family tuition account is not paid by the established due date. For a family with split tuition payments, if either account holder's tuition account is past due, the entire family tuition account is considered past due.

Families with tuition arrears of 30 days will experience a loss of enrollment status if alternate arrangements have not been made with the Business Manager. It is the responsibility of the families to contact the business manager as soon as the family tuition account becomes past due.

If tuition is one month or more delinquent at the end of each quarter of the school year, parents will not receive a paper copy of the report card or have access to view student report cards online. (Board of Directors, February 2019)

Withdrawing from School

Families who transfer from the All Saints Academy before the conclusion of the school year are responsible for tuition payments for all full months attended (enrollment for at least five school days in a month will count as a full month). The tuition plan period is based on a 10 month school year (August to May).

Families who have paid in full at the start of the school year will be refunded for all full months not attended. All other fees are neither refundable nor prorated.

Before and After Care Programs

Before and Aftercare fees will be paid through FACTS Tuition Management. Invoices will be sent via FACTS to families on a weekly basis reflecting the charges from the previous week. Families will have 10 days in which to remit payment for invoices rendered. Before and Aftercare statements will be reviewed monthly by the Business Manager. Families who have fees that are over 30 days past due will not be permitted to participate in the program(s) nor will students receive a paper copy of the report card or have access to view student report cards online .

Special Note on Parent/Guardian Financial Obligations to the school:

In addition to the previously stated conditions, the following steps will be taken in the event a family account is past due:

- student test scores will be withheld;
- test scores and transcripts will not be forwarded to any other school;
- families will not be permitted to enroll next year;
- Eighth Grade students will not be permitted to participate in any ceremonies.

Payment in full must be made for all financial obligations to the school before the day of graduation. Within 10 days prior to graduation, the school has the right to require a specific method of payment. If a student at the time of graduation has a balance due to his/her account, participation in graduation activities, the certificate of graduation, report card, and cumulative record will not be issued until the account has been settled.

Students may not begin the school year if there is an outstanding balance from the previous school year.

Parents/Guardians should be aware of the expense in operating a school and in providing their children with a quality, Catholic education. Families need to accept the financial responsibility that Catholic education involves as outlined in this policy.

In situations where there are unforeseen financial difficulties in the family, it is the parents'/guardians' obligation to notify the Business Manager immediately. A financial review committee will work with willing families in developing a fair and equitable solution in meeting their responsibilities to the school.

Health

Health Documents

As a part of the registration process, appropriate medical information will be collected on each student and maintained in the school office. All students will have a:

- completed emergency form;
- registration form indicating special needs;
- immunization records.

Some students will have an action/care plan and/or medication administration form. School health records will be maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. The exception is when health care is delivered as a part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

Physical Examination of Students

All Saints Academy follows the policies of the St. Louis County Health Department pertaining to physical examination of students: Students must have a complete physical examination upon entrance to kindergarten, third grade and sixth grade. All new students, at any grade level, should have a physical examination if they have not had a physical in the past 12 months.

Administration of Medication

The only individuals authorized to administer medications are those properly trained through the School Partnership Nurse program. All medications, prescription and non-prescription, must have both a written doctor's order and the written permission of the parent/guardian in order for the student to receive the medication at school. This includes Tylenol, Ibuprofen, Motrin, aspirin, and the like. All medication is distributed in the school office.

Archdiocesan Policy on Administration of Medication

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication during the school day, the following must be in place:

- the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (*Appendix 4 - Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
- written consent of the parent/guardian for school personnel to administer the medication (*Appendix 5 - Parental Consent for Medication Administration to their Child*);
- the medication in the original container; and
- proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of life saving medication when properly registered with the school. Lifesaving medication should be kept in a secure place, but not locked. The only individuals authorized to

administer medication are those properly trained through the School Partnership Nurse Program. Proper written documentation must be kept on every dose given to a student.

Students with Significant Medical Conditions

A student enrolled in a Catholic school who has a significant or potentially life threatening medical condition may require special consideration. Schools should take steps to obtain the information necessary to understand the condition, its manifestations in the school setting, and any specific adjustments or plans for an emergency response which may be necessary in order to provide the student with a healthy and safe environment.

All Saints Academy will obtain information about the condition from the student's physician. Current medical privacy laws require that parents/guardians authorize the release of information from the physician or other health professional. Once received, the principal will review the information in light of the school setting, determine what adjustments the school may need to make, and assess the school's capacity to provide those adjustments. If the school is able to provide the student with the necessary adjustments, it will use this information to establish a plan of action.

General Health Practices

To prevent the spread of disease, the following precautions should be taken:

- food at classroom parties and other functions in schools will be limited to commercially prepared, individually packaged items;
- food prepared at home will not be brought into the classroom for sharing;
- distribution and handling of food will be limited to teachers and staff;
- students and teachers should practice careful hand washing, especially after using the bathroom and before eating and handling food.

Identification of Possessions

All articles of clothing (especially sweatshirts and sweaters), back-packs, notebooks, folders, lunch boxes, and other personal items should be clearly marked with the student's name.

Media and the School

Members of the media should be on school property only as invited guests, and will not be allowed to interview students on matters unrelated to the purpose for which they were invited. Only those students with expressed, written permission of their parents/guardians will be interviewed or photographed by the media or have their photograph used in school related marketing materials

(Appendix 6 – Authorization Form for a Student Involved in Media/Marketing Materials).

Parent/Guardian Involvement

All Saints Academy Parent Association

All Saints Academy Parent Association is designed to strengthen the relationship between home and school by providing our parents/guardians a means to gather, share information, and work together on school-related projects.

Volunteering at School

Parents/guardians wishing to volunteer at school must complete the following requirements mandated by the Prevent and Protect Program prior to being able to volunteer:

For more information, refer to the Prevent and Protect section of this handbook.

Religion Program

All students are instructed in the Catholic faith on a daily basis. This instruction includes daily religion classes, daily prayer, weekly Masses, and classes with the pastors/deacons of St. Ferdinand, St. Norbert and St. Rose Philippine Duchesne parishes.

School Masses

The entire student body will participate in the liturgy. Students should be reminded to genuflect, to maintain a respectful posture while approaching the altar, and to actively participate by listening, praying, and singing.

School Daily Prayers

Every class will participate in prayers said in the classroom prior to the start of each class, lunch, and prior to dismissal. Students at all three campuses recite the All Saints Academy prayer.

First Reconciliation and First Communion

First Reconciliation and First Communion for second graders will occur in each parish.

Confirmation

Confirmation for eighth grade students will occur in each parish. St. Rose Philippine Duchesne, St. Norbert, and St. Ferdinand campuses have Confirmation in the spring.

Safe Environment

The Archdiocese of St. Louis is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of the Archdiocese of St. Louis. All employees, volunteers, religious, priests and deacons working in the schools, parishes and agencies of the Archdiocese of St. Louis are required to support this Policy and to comply with the Procedures developed to implement the Policy.

Prevent and Protect STL

- The Archdiocese of St. Louis has developed a new system for safe environment compliance called Prevent and Protect STL. Everyone ministering to minors and vulnerable adults (clergy, employees, and volunteers) in the Archdiocese are required and asked to register in the new system. For those who have already attended a Protecting God's children workshop, your previous training date will transfer to the new system. In addition to attending a live Protecting God's children workshop, all clergy, volunteers and employees will register for an updated background screening, view two new online training modules on abuse reporting and the Code of Ethical Conduct. Please go to www.preventandprotectstl.org to register. If you are a new volunteer please contact the school secretary or building principal.
- All children in archdiocesan educational programs are encouraged to participate in a Safe Touch Program. Safe Touch Programs are educational programs that teach children how to protect themselves from being sexually abused. Age appropriate programs are being implemented throughout the archdiocese.

Safety Drills

Fire Drills are conducted monthly throughout the school year. The school fire drill procedure is in accord with the requirement set forth by the Florissant Fire Department to ensure a safe and orderly evacuation of the school building.

Tornado Drills are conducted on the first Monday of each month in the fall and spring in conjunction with the area-wide test of the Tornado Warning System. Lockdown Drills and Earthquake Drills are conducted periodically throughout the school year.

See Appendix for each individual school's Emergency Preparedness Document.

Service Credit Policy

The All Saints Academy Board of Directors is committed to working together with families in this partnership to promote faith formation and student learning. Encouragement to participate in your child's education is a prime concern for the Board of Directors. Research has shown that the more parents actively participate in school related activities the more likely that students will have higher grades and test scores. The more comprehensive and well planned the partnership between school and home, the higher the student achievement. We, as a Catholic school, are called to serve one another. Because of that, the All Saints Academy Board of Directors have established the following policy:

“All families K-8 attending All Saints Academy must complete 10 credits of volunteer service per family during the school year.”

- The time for families to complete their service requirements **starts April 1st of the previous school year and ends on March 31st of the current school year.**
- Service requirements must be completed by immediate adult members (ages 18 and older) of the family. Grandparents may assist in acquiring service credits.
- Families that do not fulfill the required service credits must pay **\$25.00 per service hour** in addition to any other school fees. This amount will be automatically deducted from their FACTS account in the month of May. No registration of a student will be deemed complete until the service credit fee has been paid.
- Families can track their earned service credits via Fast Direct. Service credits are updated on the 15th of each month for the previous month's activity. If service credits are missing, please contact the lead person for the particular event.

Service Credit Opportunities – There are numerous opportunities throughout the school year to earn service credits.

Service Credit Opportunities will vary per campus. Typical service opportunities may include volunteering for:

- Parish Festivals
- Parish Garages Sales or other large-scale parish fund raisers.
- Homeroom Parents opportunities, parties etc.
- School talent or other shows, plays, recitals, field trips and other school day events.
- Assisting in lunch or recess duties.
- Active member of the Parent Association.

A list of qualifying events will be announced at registration and opportunities for signups will be provided throughout the year.

REMINDER: Any service credit opportunity that involves working with or near All Saints Academy school children requires that the person providing the service is following the Archdiocesan Safe Environment Program. This includes having completed “Protecting God’s Children” (PGC), reading and signing the Code of Ethical Conduct, and obtaining a background check.

Requests for New and Additional Opportunities

Additional opportunities (fundraisers, events, etc.) may arise throughout the school year that may qualify for service credit. Families will be notified of the newly approved opportunities in a timely fashion, to sign up for service.

Excluded Opportunities

Services that will **not** fulfill a service credit requirement are as follows:

- Athletic Association officer duties, coaching and parent requirements (i.e., serving as sports coordinator or working concession stand duty)
- Providing treats for students' birthdays or half birthdays
- Participation in Scouts and related activities or events.
- Participation in or service for individual classroom fundraisers.
- Volunteering for events outside of your child's school campus.
- Making donations to classroom parties.

Tracking Your Service Credits: When you do give of your time, talents or treasures, complete the following steps to ensure you receive credit for your services:

- Sign the group event form, which will be submitted by the chairperson of the event, or
- Complete an individual event form and submit it to the school office.

Only one of the steps above is to be completed for an event. If a Group event form is available that is the only form to be completed.

Stewardship Incentive Program

Each family who completes their 10 required service credits will have their name put into a drawing at the end of the school year. For each additional 10 credits earned, another chance with your family's name will be placed in a drawing. The names of five families from each campus will then be drawn to win a \$250.00 voucher to be applied to the tuition for next school year. Only one voucher per family will be allowed.

Snow Days and Severe Inclement Weather

In the event that school will be canceled due to inclement weather, media stations Channels 2 (FOX), 4 (KMOV), and 5 (KSDK) will carry these announcements. Families also will receive a School Messenger phone call. Families will also receive a message through Fast Direct.

If necessary, a late start schedule may be used. Late start is a two hour delay in the opening of school in the morning with no morning care.

Once the school day is in session, school will not be canceled due to inclement weather. Parents/guardians may pick up students earlier than the regular dismissal time on inclement weather days.

A specified number of snow days are included in the school calendar. Please note, however, if the snow days are not used, the school year is not shortened for students or staff. If more than two snow days are used, the school calendar will be adjusted to recapture lost instructional time.

Student Progress and Assessment

Grade Classification

The normal progression through elementary school is nine years with a student being classified in grades first through grade eight in successive years. Kindergarten has their own assessment tool.

Grading Scale

Grades 1 and 2

O	Outstanding performance
VG	Above average performance
S	Average performance
N	Below average performance
U	Unsatisfactory performance

Grades 3 – 8

A+	98-100	B+	90-92	C+	83-84	D+	75-76	F	69 and below
A	95-97	B	87-90	C	79-82	D	72-74		
A-	93-94	B-	85-86	C-	77-81	D-	70-71		

Homework

Homework is an integral part of the school curriculum. It is given to students to reinforce what has been presented in class; to provide discovery of new ideas; to stimulate independent investigations; to develop in-depth knowledge through long-range projects; and to provide for the exploration of additional sources of information

Homework is assigned on a daily basis, with the possible exception of weekends. Parents/Guardians will be informed by teachers of homework procedures and expectations at the beginning of each school year.

It is necessary that all homework and classroom assignments be completed on time. Failure to complete homework and habitually late or incomplete assignments will result in lower academic grades and parent/guardian-teacher conferences.

The approximate time that should be devoted daily to homework is provided in this guide:

Grades 1 and 2	15 to 20 minutes
Grade 3	30 to 45 minutes
Grade 4	30 to 60 minutes
Grades 5-8	30 to 90 minutes

Please realize that this time will vary according to the nature of the assignment and the ability of the student. Parents are requested to see that their children complete their homework and bring it to school. Students will not be allowed to call home for forgotten work.

Report Cards

The purpose of report cards is to inform parents/guardians of their child's academic and behavioral progress. All students, with the exception of Kindergarten, will receive a report card every quarter (approximately ten weeks). Preschool report cards will be given at the end of the first semester. The final report card is mailed once it is verified parents/guardians have met all financial commitments.

Parent/Guardian-Teacher Conferences

Mandatory Parent/Guardian-Teacher Conferences are held once a year:

- October - release of the first quarter report card.
- March/April - release of the third quarter report card. If there is a concern, parents or teachers may request a conference.

Parent/Guardian-Teacher Conferences are also held throughout the school year at the request of either the parent/guardian or the teacher. Parents/Guardians are required to attend conferences requested by the teacher, the principal or the school counselor.

When reporting academic difficulties, the following procedures must be followed:

- The teacher should collect sufficient evidence of students' deficiencies regarding test scores, assignments, class participation, etc.
- The teacher must keep the school administration informed of students who are doing unsatisfactory work.
- No later than the middle of the grading period, parents/guardians of students who are doing unsatisfactory work must be informed. If students' performance declines after midterm, parents/guardians must be notified at the earliest opportunity.
- Homeroom teachers and/or advisors, the learning consultant, and the principal must be kept aware of the students' academic difficulties throughout the year in a timely manner.
- Parents are encouraged to regularly view their child's academic progress on Fast Direct.

Promotion

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level.

To graduate from eighth grade at All Saints Academy, a student must have successfully completed all academic and religious requirements; maintained a satisfactory attendance record; and demonstrated satisfactory conduct. Parents/Guardians must have completed all financial obligations.

Retention

Students may be retained in the current grade level if they have not mastered the concepts and skills sufficiently to be successful at the next grade level. Students may be

retained if an individual student fails 2 or more subjects for the year or attendance rate falls below 75%.

Standardized Testing

Standardized testing for an elementary school student in the Archdiocese of St. Louis consists of the following:

- The Developmental Indicators for the Assessment of Learning (DIAL 4) Test is administered to children who are applying for kindergarten prior to acceptance.
- The Iowa Assessment is administered to students in grades three through eight in late September of each school year. Results are discussed with parents/guardians during parent/guardian-teacher conferences.

Student Cumulative Records

The school maintains a cumulative academic and health record for each student, including results on standardized testing. Parents/Guardians have the right to inspect and review the official active file of their children. This is accomplished by making an appointment with the principal.

There will be no release of student records to other schools, institutions, agencies, or individuals without the prior written consent of a parent/guardian or the former student if age eighteen years or older. Records are not released to parents/guardians or students but are transferred directly from the school to the institution designated to receive them. It also is essential for parents/guardians to be current with tuition payments for records to be sent.

Student discipline information is not part of the student's cumulative or permanent record file, and as such, is not included when parents/guardians authorize information to be provided to another school or agency. Making this information available to any person or institution must only be done with the specific written consent of the student's parent/guardian. This applies to both written and/or oral information.

Special Parent Situations and Access to Student Information

In the event that parents are separated, or divorced with joint custody of the student, or divorced with the non-custodial parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court of the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court of the child's custodial parent.

A non-custodial parent who has been denied visitation rights is not entitled access to his or her child's records/information. A non-custodial parent who has restricted or supervised visitation rights resulting from a finding of domestic violence or abuse may receive records and reports that do not include the address of the custodial parent or the child.

Students with Special Needs

Catholic schools should attempt to address the special learning needs of students to the greatest possible extent within the parameters of the school's financial and human resources. To do less than can be done in this regard is to be exclusive in a faith that is called to be universal. It is important that schools fairly evaluate both students' special needs and their own capabilities of addressing those needs. The goal of all efforts to address students' special learning needs should be successful mastery of the regular curriculum in the regular setting.

Federal legislation prohibits schools from excluding otherwise qualified students who have disabilities, solely on the basis of their disability, if, with minor adjustments, the school could provide that student with an appropriate education. In the event that a school cannot meet a particular student's special learning needs with minor adjustments*, the school should assist the family in finding appropriate alternatives so that the student's needs are ultimately met.

(The term "adjustments" is used rather than "accommodations" or "modifications" throughout the policies related to special needs. The laws that apply to non-public schools use the term "adjustments", whereas the laws that apply to public schools use the terms "accommodations" and "modifications". Therefore, the term "adjustments" is preferred terminology for changes made to curriculum, instruction, and/or assessment for the purpose of addressing a student's special needs.)

Schools should obtain current diagnostic evaluations and authorization to exchange information with specialists and agencies, in order to make informed decisions about admitting students with special needs and providing them with appropriate adjustments during their term of enrollment. These evaluations and related documents should be part of a student's cumulative record.

Textbooks

- If a textbook or workbook is damaged or lost, a new one must be purchased at the school office. **Each child must have his/her own books.** Replacement books will be issued when the lost book is paid for.
- Students should not write in their textbooks. At the end of each school year, books will be checked for damage. Students will be charged a fee for damages.
- Textbooks should be covered throughout the school year.

Uniforms

Students are expected to dress and present an appearance consistent with standards of good taste and appropriate for school and school events. Further, students are expected to wear the proper uniform to school at all times. No changes or alterations are allowed. All teachers will check student uniforms each morning as part of the daily routine. Students not in proper uniform are sent to the school office and the parent/guardian is contacted to bring a change of clothing.

All Saints Academy Uniforms

Girls Uniform

- Jumper (Grades K-4) Available only at Fischer's of Florissant
- Skirt (Grades 5-8) Available at Fischer's in Florissant. Skirt length must be no shorter than 3 inches above the knee. No rolling of skirts at the waistband.
- Shirts – White, button-down blouse with a collar, long or short sleeve. White, red or gray polo type shirts – long or short sleeve. White long or short sleeve turtleneck or mock turtleneck
- Pants/Shorts – Navy long pants or shorts, no cargo pants. Shorts may be worn all year.
- Belt – A belt must be worn with any pants or shorts that have belt loops.
- Sweaters – Navy, gray or red cardigan, crew neck or v-neck
- Sweatshirts – Navy, gray or red – no hoods
- Socks – White, black, navy, red or gray socks may be worn as long as they are matching and are easily visible
- Leggings – Solid White, black, navy, red or gray leggings may be worn under jumper or skirt.
- Shoes – Tennis shoes or rubber soled shoes. No sandals, high tops, flip-flops, slide-ons or boots may be worn. No roller shoes, neon shoes or shoes that light up may be worn. No neon shoestrings. No open-toed or open-heeled shoes are allowed.
- Jewelry – Only wristwatches and a single/double pair of pierced earrings with posts are acceptable. For safety reasons, no dangling or hoop earrings are allowed. Only necklaces with religious charms may be worn outside the shirt. Body piercing and tattoos are not allowed.
- Cosmetics – Only clear nail polish may be worn. No facial cosmetics are acceptable.
- Hair – must be neat and a natural hair color. No hair coloring or colored extensions are allowed.

Boys Uniform

- Pants/Shorts – Navy pants or shorts, no cargo pants. Shorts may be worn all year.
- Belt – a belt must be worn with any pants or shorts that have loops.
- Shirts – White, red or gray polo type shirts – white long or short sleeve turtleneck or mock turtleneck. White button shirts with a collar may be worn.

- Sweaters – Navy, gray or red cardigan, crew neck or v-neck
- Sweatshirts – Navy, gray or red – no hoods
- Socks – White, black, navy, red or gray may be worn as long as they are matching and easily visible.
- Shoes – Tennis shoes or rubber soled shoes. No sandals, high tops, flip flops, slide-ons or boots may be worn. No roller shoes, neon shoes or shoes that light up may be worn. No neon shoestrings. No open-toed or open-heeled shoes may be worn.
- Jewelry – Only wristwatches are acceptable. Only necklaces with religious charms may be worn outside the shirt. A single/double pair of pierced earrings with posts are acceptable. For safety reasons, no dangling or hoop earrings are allowed. Body piercing and tattoos are not allowed.
-
- Hair – must be neat and a natural hair color. No hair coloring or colored extensions are allowed.

PE UNIFORM

- For the 2021-2022 school year, the PE uniform is the All Saints Academy uniform only: red, white, or gray logo short-sleeve t-shirt and navy logo shorts or sweatpants. These items are available at Fisher's Sporting. PE uniforms are worn all day on days that students have PE.

Although no policy can cover all issues, we expect the students of All Saints Academy and their parents/guardians to exhibit good judgment. It is understood the administration and faculty will monitor what is acceptable attire and appearance for the students of All Saints Academy.

"Dress Down" Days

On occasion, the students are awarded with a "dress down" day (out of uniform). On these days, students are to come to school in clothing that gives a neat, clean appearance. No jeans with cut-outs in the legs are allowed.

- "Dress Down Shirts" and Tops
Students may not wear tank tops, mesh or net tops, tops with bare midriffs, or similar tops. T-shirts with inappropriate language or graphics are not allowed.
- "Dress Down" Pants
Oversized or baggy pants, cargo pants, or tight pants are not allowed.
- "Dress Down" Shorts
Shorts must be an appropriate length. "Short shorts" and mini-skirts are not allowed.

All dress code rules are subject to interpretation by the faculty and staff. The principal has final say on all dress code violations.

Weapons Prohibition

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapons on the premises of All Saints Academy is strictly prohibited. This prohibition expressly included those persons licensed to carry concealed firearms.



***WITNESS STATEMENT: CALLED TO BE
CATHOLIC***
***For students who attend Catholic Schools
and Parish Schools of Religion***

Guidelines for application

The witness statements for students who attend Catholic Schools and Parish Schools of Religion are intended to help strengthen the Catholic Identity of these programs, in conjunction with the witness statements for parents/guardians and for educators. They call forth and celebrate the emerging Catholic identity of the students, leading to growth in awareness and commitment. They could be adapted and incorporated into the life of the Catholic school and PSR in a variety of ways. Following are some suggestions:

1. Age appropriate education should precede the implementation of the witness statements, explaining the beliefs/promises and their implications. This includes all teachers, not just religion teachers.
2. Each school/parish school of religion may supplement the witness statements for their particular situation, or have students personalize them with additional promises. When adapted for non-Catholic students, the fullness of the Catholic witness statement for Catholic students should not be compromised.
3. Children of each age level could proclaim the witness statements at Morning Prayer or at special all school Eucharistic celebrations, such as the patronal feast of the parish/school, vocation week, Thanksgiving, Catholic Schools Week, etc.
4. The witness statements could be linked to the school/PSR theme for the year and posters of the witness statements could be printed and hung in classrooms and/or hallways.
5. Copies of the witness statements could be given to each student to keep, and short versions could be printed for students to wear or carry on cards, buttons or bookmarks.
6. The witness statements could be explained at parent meetings, included in the student/parent handbook, and posted on the school/parish website.
7. An option could be to have students and parents sign the student witness statement.



***WITNESS STATEMENT: CALLED TO BE
CATHOLIC***

***For students who attend Catholic Schools
and Parish Schools of Religion***

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I LOVE GOD.

GOD MADE EVERYTHING GOOD.

I WILL PRAISE AND THANK GOD.

GOD MADE ME SPECIAL.

I WILL ACT AS A CHILD OF GOD.

GOD MADE ME PART OF HIS FAMILY.

I WILL BE KIND TO ALL OF GOD'S FAMILY.





***WITNESS STATEMENT: CALLED TO BE
CATHOLIC***
***For students who attend Catholic Schools
and Parish Schools of Religion***

GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERY DAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.





WITNESS STATEMENT: CALLED TO BE CATHOLIC
*For students who attend Catholic Schools
and Parish Schools of Religion*

GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD

BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD

BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE OTHERS

BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.





WITNESS STATEMENT: CALLED TO BE CATHOLIC

***For students who attend Catholic Schools
and Parish Schools of Religion***

GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME. I PROMISE TO LOVE GOD

BY:

- STUDYING ABOUT GOD—FATHER, SON, AND HOLY SPIRIT—AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME. I PROMISE TO LIVE AS A CHILD OF GOD

BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MYSELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY. I PROMISE TO LOVE

OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.



Internet and Electronic Communications Conduct/Acceptable Use Policy

Providing technology in learning promotes educational excellence by facilitating resource sharing, innovation, and communication. Access to telecommunications enables students and teachers to explore thousands of libraries, databases, and educational websites. Telecommunications, electronic information sources, and networked services can significantly alter the information landscapes for school by opening classrooms to a broader array of resources. Computers and the Internet are provided for students and teachers to conduct research and enhance learning. All Saints Academy will make every effort to protect students from any misuses or abuses during their experience with the Internet.

Access to network services will be provided only to students and teachers who agree to act in a considerate and responsible manner. In addition, students and teachers are expected to use good judgment in all their activities and to provide a positive image of All Saints Academy to others who participate in networked communication forms. Students and teachers are not permitted to access personal email, instant messaging, and social network sites, or participate in or enter into chat rooms through the use of the school technology.

Students and teachers are responsible for good behavior on school computer networks just as they are in the classroom. School rules for behavior and communication apply. To ensure a beneficial and quality experience for all, students and teachers are required to adhere to the following for acceptable use:

- Respect for the values and individuality of other students and teachers as well as for the rest of the network community.
- Respect for others by using appropriate language.
- Respect for others' privacy; this includes passwords, folders, work and files.
- Respect for the property of others, such as computers, computer systems, computer networks and copyrights.
- Respect for the time and resources available by not wasting them

All Saints Academy provides Chromebook technology to students. The Chromebooks are only used on-site at school and each student is assigned a specifically numbered Chromebook for the school year. Chromebooks are set up on the school network. Through the Google Administrator Console, the principal and teachers monitor student logon activity. The principal and teachers set specific approved apps and links. During instructional time, teachers maintain clear view of Chromebook activity and constantly monitor student screens. The principal and

teachers participate in annual professional development on the use of Chromebooks to ensure both proper educational and internet safety use by students.

The use of the computers and the Internet is a privilege, not a right, and inappropriate use of computers or the Internet will result in disciplinary action.

Students, parents/guardians, and teachers must sign an annual Computer and Internet Use Contract. This form must be completed prior to computer and Internet usage. Student and teacher use of computers and the Internet is permitted only to those with a signed Computer and Internet Use Contract on file.

Computer and Internet Use Contract

(Copied on letterhead and included in Registration and Back-to-School Packets; form must be signed and dated by both the student and parent/guardian; each teacher is required to sign this form as well).

Computer and Internet Acceptable Use Contract

I realize that the use of the computers and the Internet at All Saints Academy is a privilege, not a right. I understand that inappropriate behavior will lead to disciplinary action and the denial of this privilege. I understand that the usage of the computers and Internet is for educational purposes and I agree to the following:

- I will use the Internet for educational purposes only.
- I will use respectful, appropriate language at all times.
- In written and oral reports, I will give credit to all programs, books, articles, and data obtained from the Internet.
- I will respect the rights of copyright owners and will not reproduce any work protected by copyright.
- I will not try to gain unauthorized access to any other system.
- I will never give out personal information to anyone over the Internet.
- I will promptly report any messages or sites visited that are inappropriate or make me uncomfortable.
- I will not attempt to bypass or shut off the security measures on the computers or the school network.

When using school-issued Chromebooks, I agree to the following:

- I understand that the Chromebook assigned to me is owned by All Saints Academy and not my personal property.
- I will only use the Chromebook assigned to me and I will not remove the Chromebook from the classroom.
- I will only use the Chromebook for educational purposes directed by my teacher(s).
- I will not load any additional software on my school-issued Chromebook.
- I understand that inappropriate content on my Chromebook or deletion of any security configurations on my Chromebook will result in disciplinary action to be determined by school administration.
- I will keep the volume on my Chromebook muted at all times unless permission is obtained from the teacher to play sound or use headphones for instructional purposes.
- I understand that permission must be obtained for each assignment from my teacher(s) before a Chromebook can be used to record an individual or group. I also understand that I am not allowed to publish photographs or videos of any school or personal activities.
- I understand that my password will be set by my teacher and I will not share my password with anyone. I also understand that accessing another student's Chromebook is not allowed.
- I will not permanently alter my Chromebook physically and/or electronically.
- I understand that my Chromebook content, email, information regarding Internet usage and network communications can be reviewed at any time at the discretion of the school administration.
- I understand that All Saints Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violation of computer crime laws.

I have carefully read and agree to follow the All Saints Academy Computer and Internet Acceptable Use Contract. I understand the consequences that may result if this agreement is violated.

Student Signature	Grade	Date
Parent/Guardian Signature		Date

Field Trip Permission Form (Sample Only)

Dear Parent/Guardian:

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

Name of Event:

Destination:

Designated Supervisor of Activity:

Date and Time of Departure:

Date and Anticipated Time of Return:

Method of Transportation:

Student Cost:

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

I hereby consent to participation by my child, _____, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

(PRINT PARENT/GUARDIAN NAME)

(PARENT/GUARDIAN SIGNATURE)

DATE

Please return this entire form by _____.

Physician Consent for Medication Administration

Date: _____ Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment:

Side Effects to look for: _____

Restrictions: _____

Signature: _____

***Parental Consent for Medication Administration to their
Child***

Date: _____ School : _____

Student: _____ Grade: _____

My child is to receive _____ medication according to the
physician's directions given for _____.

This treatment will last _____.

My child has _____ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication administered to my child during the parish school of religion will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: _____

Relationship to student: _____

Physician Contact Information: _____



ARCHDIOCESE OF ST. LOUIS

Office of Communications and Planning MEDIA AUTHORIZATION
APPENDIX 6 4402.3 (Sample Only)

Introduction

For marketing and publicity purposes, there may be times when the school/parish/archdiocese wishes to use your and/or your child(ren)'s image, name, recording, or academic work in various media for marketing and/or publicity purposes. As parent, you may choose the appropriate level(s) of authorization. For your convenience, this one form covers all members of your family at the same school.

Levels of Authorization

Parish/School: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.

____ Yes ____ No

Archdiocese of St. Louis: I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, *St. Louis Review*, *Catholic St. Louis* magazine, archdiocesan social media, newsletters published by the Office of Catholic Education and Formation, and any publication(s) by agencies administered by the Archdiocese of St. Louis.

____ Yes ____ No

Sponsoring Organizations: I grant permission to use my or my child's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including, but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.

____ Yes ____ No

Secular media outlets: I grant permission to use my or my child's image, name, recording, or academic work in secular media communications including, but not limited to, print, radio, TV and internet (Examples: *St. Louis Post-Dispatch*, KMOX radio, and KSDK-TV).

____ Yes ____ No

Family Authorization *(Please print clearly.)*

Family Name:
Phone:
Email:
School Name:
Parish Affiliation (if applicable):
Parent Name 1:
Parent Name 2:

Child(ren)'s Name(s):	Grade:

Parent/Legal
Signature: _____

Guardian

**All Saints Academy at St. Rose Philippine Duchesne
3500 Saint Catherine Street
Florissant, MO 63033
314-921-3023
Principal: Mr. Owen Dabek**

**Campus Procedures
2022-2023**

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ARRIVAL

The main school door (lobby door) is opened at 7:30 am. Students may enter at that time. All other building doors will remain locked and students may not enter by any door other than the front lobby door. Below is the arrival schedule:

- 7:30 am - 7:50 am
 - Preschool students will be greeted by the teacher in the school lobby.
 - K - 8th grade students go directly to their homerooms.
- 7:50 am
 - Tardy Bell rings. Front door is locked. Any student not inside the school building when the bell rings will be buzzed in and must go directly to the school office to obtain a tardy slip.
 - The student must give the tardy slip to the homeroom teacher upon entering the classroom.

DISMISSAL

The St. Rose Campus normal school day ends at 3:00 pm (2:50 for PK). On half days, dismissal is at 11:00 am.

- Dismissal Procedure:
 - Teachers will walk students outside with their class by the closest exit door.
 - PK-4th grade parents walk to the teacher to pick up.
 - Teachers watch 5th-8th students walk to cars.
 - At 3:10 pm (11:10 am half days), teachers will walk any remaining students to After Care.

Note: Students who are serving on patrol will dismiss after the parking lot clears.

BEFORE AND AFTER CARE

Families wishing to use the St. Rose Campus Before and After Care program must register by completing the registration form. The form will be kept by the Co-Directors as documentation of authorization for supervision by program staff and for release of students. All Saints Academy policies are in effect for students attending the Before and After Care program, including cell phone, conduct, and discipline policies. If there is a discipline issue, parents/guardians will be notified. If not corrected, parents/guardians may be asked to make other child care arrangements.

Before Care

Parents/Guardians enter school grounds at WEST drive and continue to the back of the cafeteria building. Park on the black top and enter the Before Care Room (door with awning). Students must be signed in.

- Before Care begins at 6:30 am and ends at 7:20 am.
- No breakfast or snack. Students may bring breakfast to eat at Before Care.
- Students will be walked over to the main school building by the Before Care employee on duty.

After Care

At the 3:00 pm dismissal (11:00 am half days), students who have not been picked up in afternoon pick up will be walked to Aftercare by the homeroom teacher.

- Snacks and water will be provided. Students must bring a water bottle. No outside drinks are allowed. Students must clean up before leaving snack area.
- Faculty Meetings: After Care will be available on 11:00 am dismissal days when there are faculty meetings. Students will need to bring a sack lunch. Afternoon snacks and water will be provided (water bottles required).
- Homework: Time for homework is scheduled during After Care. Students are encouraged to take advantage of this time.
- Personal toys, electronics, trading cards, etc. that are brought to school for After Care use are brought at the child's own risk. All Saints Academy - St. Rose Campus is not responsible for lost or stolen items.
- Pick Up: Students must clean up toys/activities before leaving.
 - Prompt pick up is required - no later than 6:00 pm.
 - To pick up from After Care, parents/guardians use the WEST drive and continue to the rear of the cafeteria building. Park on the blacktop and enter the door with an awning.
 - Every student must be signed out daily - NO EXCEPTIONS.
 - No student will be released to anyone other than a parent/guardian or a person whose name is on file as someone authorized by the parent/guardian for pickup.
 - If students will leave After Care to attend sports or other after-school activities, including when on-campus, the coach of the sports team or the activity leader must be on file as an authorized person for pick up. That coach/leader must sign the student out of After Care.
 - Authorized persons will be required to show valid identification for first time pick up.

BIRTHDAY TREATS

Only individually wrapped, store bought treats will be allowed to be dropped off to be shared with the student's class during the school day. Please be respectful of any food allergies in your child's particular class.

BICYCLES

- Students may ride bicycles to school. All students **MUST** wear helmets.
- Bicycles should be parked in the bicycle rack in front of the main building and secured with a lock. The school is not responsible for damaged or stolen bicycles.
- Students must walk their bikes while on school property.

COLLECTIONS

Collections of any kind may not be taken up in the classrooms without permission of the principal.

COMMUNICATION

All Saints Academy - St. Rose Campus uses various forms of communication, from school to home, and from home to school.

- **Phone/Voicemail:** The school phone is answered by a school staff or faculty member from 7:30 am until 3:20 pm, unless all lines are being used, or all staff are attending to children. The school voicemail system is in effect from 3:20 pm until 7:30 am each day, and all day on weekends. Messages may be left for the office, principal, or individual teachers. Office messages are checked frequently. Teachers are required to check voicemail once each business day. Calls will be returned within 24 business hours, or as soon as possible for absences or holidays.
- **FastDirect:** All school faculty, staff and parents/guardians have a FastDirect account.
 - Parents/guardians can contact any teacher or staff member.
 - Faculty and staff mainly utilize FastDirect to communicate with parents.
 - Faculty and staff are required to check FastDirect several times each school day. Teachers will return messages within 24 business hours, or as soon as possible due to absences or holidays.
- **Weekly Newsletters:** The school office sends weekly communication newsletters at the end of each week through FastDirect to keep parents informed about upcoming school wide events, calendar changes, dress down days, praises, needs, etc. Parents should read the weekly newsletter before the new week in order to stay informed of important information.

- Teacher FastDirect Bulletinboards/Calendars: Teachers utilize this feature to inform parents of curriculum activities and events in the classroom. In order to stay informed for your child's best educational opportunities, parents need to read these communication tools, and respond as needed to the requirements announced, questions asked, and requests made.

FASTDIRECT

All Saints Academy uses FastDirect to manage family and student information, grades, and lunch accounts, as well as parent/teacher/administration communication. (Other forms of communication are used as well--see Communication).

New parents/guardians will be issued a letter before the beginning of the school year with activation codes required to obtain family screen names and passwords. Parents/Guardians will then be able to login to Fast/Direct. The online site is: fastdir.com/strpdparish. Screen names and passwords can be changed after logging in.

Email: "FDmail"

- The principal, teachers and staff will send all information to parents through FastDirect messaging, called FDmail. This is the only method used for electronic messaging.
- Parents can adjust settings in FastDirect so that messages will be forwarded to regular email accounts. Parents/Guardians may also set up their accounts to receive FDmail as phone texts.
- Parents/Guardians will be able to send FDmail messages to teachers. However, teachers may not be able to respond until the end of the day, or within 24 hours at the latest.
 - If the message contains information that must be communicated to a student before the end of the school day, call the school office instead of sending FDmail.

Grades

Parents/Guardians are able to view their children's grades when logged in to FastDirect.

- Teacher gradebooks are available for viewing during the current quarter.
- Report Cards and Progress Reports may be viewed and printed from FastDirect.

LIBRARY/ACCELERATED READING PROGRAM

The library strives to provide appropriate books for all students and therefore relies on the recommendations from various sources, especially the Accelerated Reading Program (AR). These recommended guidelines will be followed with few, if any, exceptions:

- Lower Grade (green sticker) - PK-4th grades
- Middle Grade (yellow sticker) - 4th-8th grades
- Middle Grade Plus (orange sticker) - 6th-8th grades
- Upper Grade (red sticker) - High School.

Library/AR Program

AR is a school-wide reading comprehension program managed by the school staff. Student reading levels are assessed at the beginning of the school year and a reading “zone” is determined.

- Students read books from the library or classroom that are within their zone, and then take a comprehension test on the computer. Successful completion of the test awards students the points associated with the book.
- Teachers give each student an age-appropriate point goal to achieve within the current quarter. Upon the point goal, a student’s reading zone advances.
- AR results (goal percentages) are a part of the Reading grade for 4th-8th grade students.

LUNCH

- Students will have a lunch period followed by a recess period each full school day. Families will be notified of lunch period times for their students’ grade level.
- This year the first day for lunch service is Thursday, August 18th and will be provided by Food Service Consultants (FSC). The cafeteria manager is Ms. Marva Smith. She can be contacted through FastDirect. Food allergy information will be provided to her so that adjustments can be made to the menu whenever possible.
- Parents/Guardians wishing to have children participate in the lunch program must send in a check or money order payable to FSC to fund the family’s lunch account. PayPal may also be used by sending to fscmanager@strpdschool.org and referencing the parent/guardian’s first and last name. PayPal payments should take into account any fees PayPal charges for this service.
- Parents/guardians can check lunch account balances and activity by logging into FastDirect and clicking “Finance”. Families with negative lunch account balances may lose the privilege of using the lunch program.

- A monthly lunch menu will be included with the school newsletter, and can be viewed by clicking on Links, then “FSC Menu” while logged in to Fast Direct, or by clicking “FSC Menu” in Quick Links (right above where the screen name is entered).
- Students may choose from three main lunch options (cost: K-8 \$4.50, PK \$3.25). A carton of 1% milk, white or chocolate, is included with all full meal options.
 - The Entrée selection differs daily.
 - The Salad of the Day differs daily but is offered the same weekday of the month (i.e., one type of salad is offered every Monday, another every Tuesday, etc.). Salads are not available for PK.
- FSC offers additional items:
 - Extra Entrée: an extra helping of the main portion of the Entrée. Cost is \$1.75 added to the cost of the chosen option.
 - Treat Tuesday: a special dessert item. Cost is \$1.50.
 - Pizza Day: offered most Fridays. Pepperoni or cheese will alternate as weekly options. The cost is the same as the regular entrée or extra entrée.
 - 1% Milk only: white milk costs 15 cents, strawberry milk is 17 cents, and chocolate milk costs 19 cents.

Daily Lunch Procedure

- A lunch account will be created for every family which will be used to keep lunch balance and purchase information. The cost of all lunch items will be deducted from the family lunch account. Currency will not be accepted in the cafeteria.
- Each day that lunch will be served, the homeroom teacher will poll students to determine who will be ordering lunch items. The teacher then inputs orders in FastDirect.
- Students who did not order a lunch should have brought one from home. If students do not have a lunch and no prior arrangements have been made, they will be sent to the office to call parents/guardians. If parents/guardians cannot be reached, a lunch will be provided and charged to the family lunch account.
- The cafeteria manager will access FastDirect to obtain online order quantities for each homeroom for meal preparation. Quantities will be increased slightly for unforeseen circumstances.
- Students who bring their lunch to school may order milk when homeroom teachers poll students for lunch orders. The cost will vary from \$0.15 to \$0.19 cents per carton depending on the variety purchased.
- When students arrive in the cafeteria, those purchasing lunch items will be allowed to enter the meal service line once their lunch orders have been verified. After getting lunch and/or milk, students proceed to their tables.

- During lunch time, students may talk to table mates, but must not get up to visit other tables. Students must follow the direction of the teacher(s) on duty.
- Students will be scheduled in groups to take turns cleaning tables before exiting to recess.

MASS

K - 8th grade students attend Mass Wednesday mornings at 8:00 am in the school chapel along with members of the parish. Parents/Guardians are also welcome to attend Mass.

Students are to be respectful, prayerful, and participate in singing and other aspects of the service.

- Grades/classrooms take turns lecturing and leading prayer
- Students learn words to prayers, and sign language for some songs
- Students stand, kneel, and sit when required during Mass
- Students who are not Catholic or who are not yet prepared to receive communion will receive a blessing

Parents/Guardians should make every effort to get students to school on time to avoid disruption during Mass.

PARKING RULES

Parking Lot Entrance and Exit

During the school year everyone coming onto the school property area will use the WEST drive (next to St. Catherine's Apartments) for entering and the CHAPEL drive for exiting. See Traffic Control Pattern. See Arrival and Dismissal procedure for additional preschool information.

Morning Procedure

- Enter the WEST drive, drive along the sidewalk at the front of the school building. Pull up to the sign near the chapel.
- Do NOT double-park.
- Have the children exit from the passenger side of your vehicle. Patrol students and/or faculty will assist with opening and closing doors when necessary.
- Do not pull into the parking area
- Carefully exit on CHAPEL drive. Make sure no one is walking near the vehicle.

- If planning to visit the school office, pull in to the parking lot to park, and then carefully walk students in to the school building.

Students must NOT be allowed to walk to the school building from the parking lot without parents/guardians.

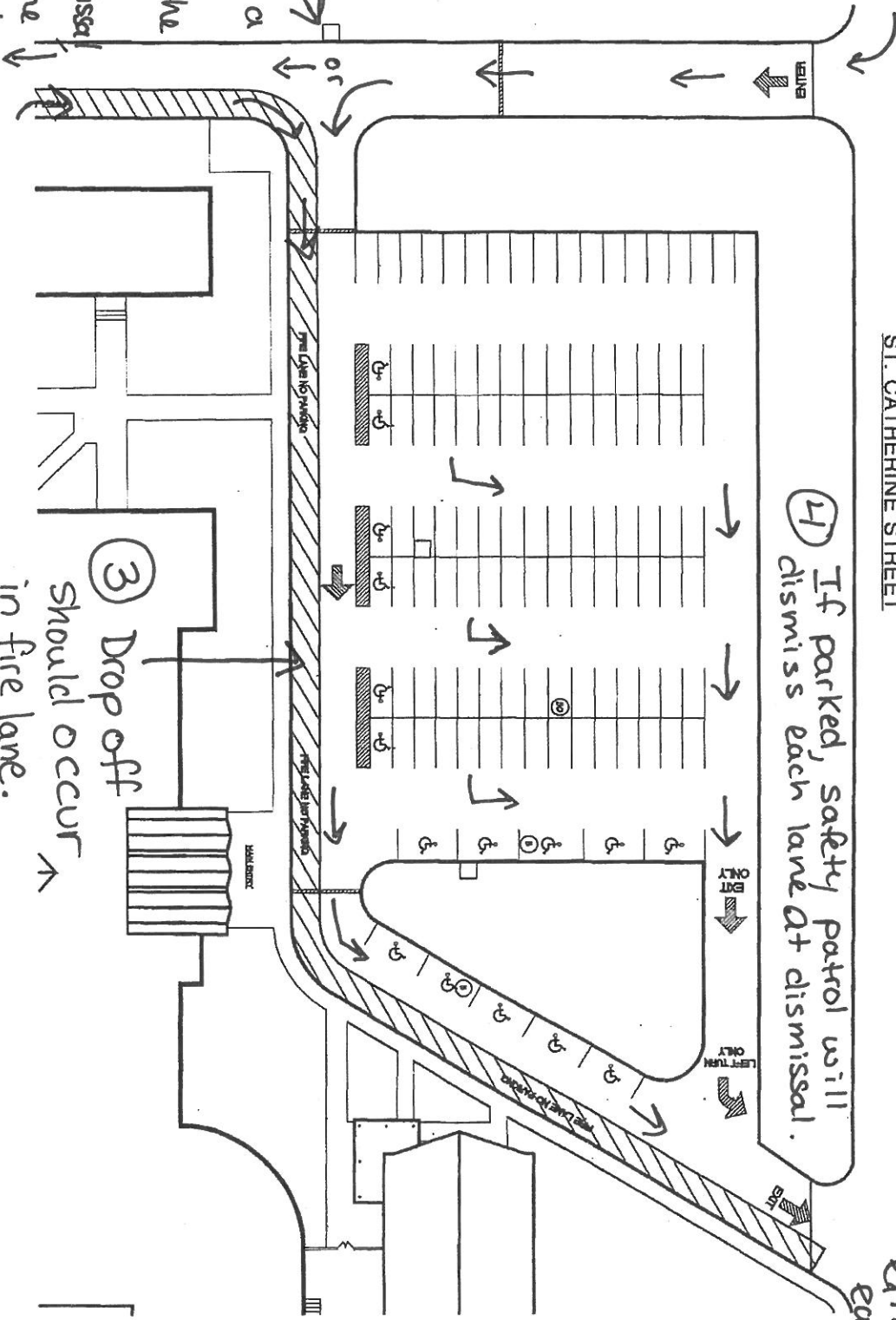
Dismissal Procedure

- Arrive on the parking lot by 2:55 pm, 10:55 am on half days (5 minutes before dismissal). Park your vehicle facing the chapel.
- Only parents/guardians with handicapped license plates or temporary passes will be allowed to park in the handicapped spaces.
- All vehicles are to remain parked; NO ONE WILL BE PERMITTED TO LEAVE THE GROUNDS UNTIL DIRECTED by the patrol students/teachers/administrator on duty.
- Once the parking lot dismissal process begins, NO students will be allowed to walk across the parking lot without being accompanied by a parent/guardian. All students not picked up will remain outside by the main lobby doors with teachers.
 - Children are not to be picked up anywhere else but in front of school. Teachers are there to see that children are getting into the right vehicles.
- At 3:10 pm (11:10 am half days) any remaining students will be walked over to Aftercare.

Children who walk or ride bicycles are to cross St. Catherine Street ONLY at the crosswalks.

ST. CATHERINE STREET

④ If parked, safety patrol will dismiss each lane at dismissal.



③ Drop off
should occur \nwarrow
in fire lane.

If you arrive for
pick up after 2:55,
please use the fire
lane. (refer to #2)

PLAYGROUND/RECESS RULES

Students will play outdoors when weather permits. Students who remain inside for health reasons must have a note from their parent/guardian. A note from a physician is required for extended stay indoors.

During inclement weather students will remain indoors.

Outdoor Recess

The following are prohibited for the outdoor play areas:

- Playing beyond designated area on field
- Rolling down hills
- Running/walking up or down slides
- Kicking balls on the blacktop
- Playing near meter box, dumpster, concrete steps, or surrounding hill
- Hanging on basketball hoops, soccer goals, or climbing on poles
- Physical contact (grabbing, pushing, hugging)
- Gymnastics
- Playing on bike racks, in vestibules, sides, and doorways of buildings
- Eating or drinking (lunch recess)

Indoor Recess

- Students must be seated in classrooms
- Students may talk quietly
- Students may play games, work puzzles, or do academic work
- Writing on chalkboard or leaving classroom is prohibited

Equipment

- Only equipment provided by the school may be used
- Balls may not be retrieved from neighboring yards
- Balls may not be thrown and/or kicked against school buildings, with the exception of playing "Wall Ball"

VISITORS

- Every person who is not an employee of All Saints Academy is considered a visitor. (Exceptions: the Regional Director of North County Catholic Schools, and the Pastor).
- Persons wishing to enter the school must ring the doorbell to be buzzed in. He or she may be asked to state the purpose of the visit before being allowed into the school building.
- Upon entering, all visitors must first stop in the school office to sign in as a visitor and obtain a visitor's badge.
- Teachers/staff will be sent a message to inform of the visitor's presence and purpose.
- Before leaving, visitors must stop in the school office to sign out and return visitor's badge.

VOLUNTEERS

Parents/Guardians and others who have completed the Archdiocesan Child Safety requirements (register and complete training in Prevent and Protect STL, attend a Protecting God's Children workshop, submit a background check, and read and sign the acknowledgement page of the Code of Ethical Conduct), at the approval of the school principal, will be able to visit the school to help in numerous capacities.

Volunteers must follow the procedures outlined in the VISITORS section of this document.

Parents/Guardians should refer to the Service Credits section of the All Saints Academy Policy Handbook.

This Procedures Manual contains established procedures and policies for the 2022-2023 school year for All Saints Academy at St. Rose Philippine Duchesne Campus. Since it is not possible for a Handbook or Manual to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the procedures in this Procedures Manual at any time as circumstances may require. When changes are made to the Procedures Manual, parents/guardians and students will be notified in writing in a timely manner and this will include a statement about when the change will take effect.