

# All Saints Catholic School



Family Handbook  
2009-2010

# PREFACE

This Family Handbook has been compiled in accordance with the guidelines of the Catholic Education Office, Diocese of Dallas. Its purpose is to provide a convenient reference to the policies, procedures, and practices of All Saints Catholic School, Dallas, Texas. It must be emphasized that the rules and regulations are not ends in themselves, but means to an end, that of preparing the child for what s/he must be and do in order to attain the sublime purpose for which s/he was created.

At your child's Baptism the following was prayed: "God is the giver of all life, human and divine. May God bless the father of this child. He and his wife will be the first teachers of their child in the ways of faith. May they also be the best teachers, bearing witness to the faith by what they say and do." All Saints Catholic School will fulfill its educative mission for your child to the degree that this prayer is made real in your lives. Ultimately, you, the parents, will transmit the faith to your child (ren).

We welcome you to All Saints Catholic School and look forward to partnering with you in the spiritual and educational formation of your child.

Rev. Thomas Cloherty  
Pastor

Marie A. Pishko  
Principal

# TABLE OF CONTENTS

PREFACE.....	1
TABLE OF CONTENTS.....	2
MISSION STATEMENT .....	3
PHILOSOPHY .....	3
PARENTAL WITNESS STATEMENT .....	5
ADMINISTRATION.....	6
ADMINISTRATION, FACULTY AND STAFF .....	6
ACCREDITATION.....	7
ADMISSION/RE-ENROLLMENT.....	7
ARRIVAL/DISMISSAL POLICIES .....	9
ATHLETICS.....	10
ATTENDANCE.....	11
CLASSROOM LEARNING ENVIRONMENT.....	13
COMMUNICATIONS .....	15
CONFERENCES—Family-Teacher.....	16
COURTESY .....	16
CURRICULUM .....	17
CO-CURRICULAR ENRICHMENT ACTIVITIES .....	19
CURRICULUM NIGHT AND OPEN HOUSE.....	20
CUSTODY .....	20
DAILY SCHEDULE – (subject to change).....	20
DISCIPLINE.....	20
ELECTRONIC DEVICES/CELLPHONES .....	21
EMERGENCY SCHOOL CLOSINGS.....	22
EVALUATION/REPORT CARDS/PROGRESS REPORTS .....	22
FAMILY VOLUNTEERS .....	23
GRADUATION .....	23
HEALTH/ IMMUNIZATIONS/ MEDICATIONS/FIRST AID.....	24
HOMEWORK.....	28
HOME & SCHOOL ASSOCIATION .....	29
LEARNING DIFFERENCES .....	30
LIBRARY MEDIA CENTER.....	30
LUNCH PROGRAM.....	31
NEW STUDENTS .....	31
PLAYGROUND .....	31
PROMOTION/RETENTION.....	32
PHOTO/PUBLICATION, VIDEO, INTERNET CONSENT & RELEASE .....	32
RECESS .....	33
RELIGIOUS/FAITH FORMATION .....	33
SAFETY .....	34
SCHOOL ADVISORY COUNCIL (SAC) .....	35
SCHOOL DIRECTORY.....	35
SCHOOL PICTURES .....	36
STUDENT SERVICE HOURS.....	36
TECHNOLOGY – CODE OF ETHICS.....	36
TEXTBOOKS/BACKPACKS .....	37
TRANSFERS.....	37
TUITION PAYMENT POLICY .....	37
UNIFORM DRESS CODE.....	38
VOLUNTEERS .....	42
YEARBOOK .....	42
SPIRIT INFORMATION .....	43
ALL SAINTS MORNING PRAYER .....	44
CARPOOL DROP OFF PROCEDURES .....	45
ASCS CARPOOL MAP.....	46

**Appendix:**

- I. BEHAVIOR CODE MANUAL (BC)
- II. ATHLETIC POLICIES AND PROCEDURES MANUAL (AP)

## **MISSION STATEMENT**

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

All Saints Catholic School is committed to nurturing each child's spiritual, intellectual, social, moral, emotional and physical development. All children are encouraged to utilize their God-given gifts in an atmosphere that challenges them to strive for and attain their unique potential.

### **Development of Philosophy**

As a Catholic School, All Saints shares in the Church's mission of spreading the Good News to everyone. Christ's instruction to His apostles, "Go therefore, and make disciples of all nations," has the same profound meaning for all whom are a part of All Saints School. All Saints acquaints the students with the full scope of Catholic doctrine, spirit and tradition. All Saints prepares the students to proclaim the Lord's message and to translate this proclamation into action in their daily lives.

As a Catholic School, All Saints provides space, time, materials and direction that will allow students to explore and deepen their understanding of the basic concepts, beliefs and values underlying their faith and culture. Together with the parents, the faculty at All Saints helps the students in all ways of growth: academic, physical, social, emotional, spiritual and moral. Sensitive to the learning styles and capabilities of each student, this Catholic School places each student in an atmosphere of Christian freedom and charity that allows the student to develop a pattern of learning and growth that helps them recognize and develop their own talents. All Saints strives to instill in its students a joy of learning and positive sense of self-worth.

## **PHILOSOPHY**

All Saints Catholic School, as an integral ministry of All Saints Catholic Church and its commitment to Catholic Education, is founded upon the teachings of the Catholic faith and the four-fold mission of the Catholic Church—**service, message, worship and community**. As Christ beckons each of his followers to informally and formally teach the tenets of the Faith, the school passes the Catholic faith to our children in their daily academic environment. All Saints Catholic School provides a formal Catholic education to support parents in their role as primary educators of their children. By integrating our Catholic faith into

the daily learning process, the school builds the foundation for life-long learning and Christian service. All Saints Catholic School is the visible reality of a parish community committed to a Catholic education for each child that involves the home, school, parish and civic community.

All Saints Catholic School exists to teach children to live the Catholic faith and make good moral decisions based on Christ's teachings. Faculty and staff live as models of the Word of God present among us and nurture each child's unique God-given gifts. To develop a way of life that follows in Jesus' footsteps, children participate in projects of Christian service and endeavor to give the best of themselves to their families, their school and their community.

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

### **Statement of Goals:**

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

## **PARENTAL WITNESS STATEMENT**

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

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

1. to participate consistently and actively in the Sunday Eucharist.
2. to speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home.
3. to participate and cooperate, as our Catholic School requests, in the religious education and especially the sacramental preparation of my children.
4. to accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
5. to teach my children by word and example to have a love and concern for the needs of others, especially the poor.
6. to do my fair share in financially supporting the Catholic School.
7. to volunteer my time, talent, and expertise.

### **My parental responsibilities are:**

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

## ADMINISTRATION

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

**All Saints School Advisory Council:** The School Advisory Council (SAC) acts in an advisory capacity to the Pastor. It formulates and evaluates policies for the parochial school. It works to provide the atmosphere that will enable the school to reach its goals.

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

## ADMINISTRATION, FACULTY AND STAFF

Pastor	Rev. Thomas Cloherty
Principal	TBA
Assistant Principal	TBA
Administrative Assistant/Bookkeeper	Laura Olson
Admissions	Mary Reiter
Receptionist	Liz Ridling
After School Care Director	Andrea LaGreca
Facilities	Anthony Gamble
Nurse m-t-w	Abigail Tett
Nurse th-f	Marie Miles
Kindergarten	Reesa Hirsch
Kindergarten	Mary Tanner
Grade 1	Sherry Draper
Grade 1	Jaclyn Roman
Grade 2	Joan Simler
Grade 2	Karen Beacham
Grade 3	Pam Wessling
Grade 3	Ellen Hollister
Grade 4	Carol Cannon
Grade 4	Nancy Howard
Grade 5	Becky Bristow
Grade 5	Claire Dodge
Grade 6, MS Language Arts	Mike Stern
Grade 6, MS Social Studies.	Jennifer Meyer
Grade 7, MS Science	Henrietta Furton
Grade 7, MS Language Arts	Jane Wegmann
Grade 8, MS Math	Diane Bacic
Grade 8, Religion	Joanne Tesoriero
Art m-t	DeeAnn McNeil
Art w-th	Susan Rowden
Band	Michael Medrick
Learning Adventures/Resource Rm	Linda Swanson

Library  
Liturgy  
Music K-4  
Orchestra  
PE  
PE/Technology Instruction  
Spanish  
Teacher Aide (K)  
Director Technology/Tech Instruction

Cathy Herbst  
Marty Koss  
Christy Vickery  
Shana Druffner  
Andy Chupka  
Pam Fox  
Vanina Saltzman  
Stephanie Schmidt  
Ray Jaksa

## ACCREDITATION

All Saints Catholic School received full accreditation status by the Texas Catholic Conference Education Department (TCCED) in May, 2005. Our school maintains accreditation status through TCCED in compliance with their scheduled accreditation cycle and requirements. ASCS was chosen as a 2006 Blue Ribbon School in honor of outstanding student achievement and recognition as a national model of academic success.

## ADMISSION/RE-ENROLLMENT

### 1. Age Requirements

Children entering kindergarten must be 5 years old by September 1st; those entering Grade One must be 6 years old by September 1st.

### 2. Admission Documents

The following documents are required for permanent record folder:

A Birth certificate	Immunization Record
Baptismal Certificate	Report Cards/School Transcripts
Teacher Evaluation	Standardized Test Results
Parish Verification	Student's Social Security Number

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

### 3. Physical Exam Records

- All students entering Kindergarten, fourth, and seventh grades must have a current physical exam report in their health file.
- All students participating in the Dallas Parochial League (DPL) must have a current physical exam report in their health file.
- All students must be immunized against diseases as required by the State of Texas.

### 4. Admission Policies for New Students

- All Saints does not discriminate on basis of race, sex, national origin, age (must meet legal requirements) or disability (if disabled person can function in the school environment).
- Students admission will be offered in the following order pending fulfillment of other admission requirements:
  - Siblings of currently enrolled students in good standing whose family has been registered in All Saints parish

2. Siblings of currently enrolled students in good standing
3. Students of Contributing/Active All Saints Parishioners whose child is transferring from another Catholic school
4. Students of Contributing/Active All Saints Parishioners whose child is transferring from the public school
5. Students from Catholic Partnering Parishes (parishes that do not have their own school)
6. Catholic, non-parish status, in a Catholic School
7. Catholic, non-parish status and not in Catholic school
8. Non-Catholic Students

The term **Parishioner** refers to Catholic families officially registered in the Parish (for at least one year unless they have recently relocated from out of town) and who have fulfilled the parish stewardship contribution of a minimum of \$500.00 per calendar year. (Calendar year here refers to January 1 through December 31). All deadlines for admission packets must be met.

- c. Parents must agree to accept the decision of the Principal concerning the placement of their child in a class. New primary and transfer students from other schools will be required to take certain tests to assist in determining appropriate class placement.
  - d. If the student has had previous placement in a learning center or other kinds of special education background, the route for placement into All Saints will first be through assessment by the staff of All Saints. Final acceptance and placement is made contingent upon receipt of full academic records.
  - e. All students are accepted on a probationary status for three months allowing the school officials to determine whether the school can meet the needs of the student.
  - f. All Saints does not automatically accept transfer students into the middle school grades. After August, no middle school students will be accepted unless the family has moved into All Saints Parish from out of the Dallas Metroplex. Acceptance into the middle school program is based upon the results of student testing and past academic history, a personal letter stating why he/she wishes to attend ASCS, and an interview with the Principal.
  - g. A non-refundable tuition deposit of \$850 per child must be paid at the time of registration.
5. **General Admission Requirements for All Students**
- a. All families enrolled in the school are required to give forty hours of service to the school. This service may be documented through the Home and School Association or through Parish Service. Fulfillment of the service requirement is necessary for re-enrollment
  - b. All enrolled families are required to participate in some fashion with the main fund raiser for the school.
  - c. Students must agree to **comply** with all school regulations and to **conduct** themselves in a manner that is conducive to learning.
  - d. Parents must illustrate an interest in the education of their child(ren) by cooperating with the Principal and faculty in the psychological, emotional, social, spiritual, and academic development of their child(ren). The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the

- school administration reserves the right to require withdrawal of a student if the administration determines that the partnership is irretrievably broken
- e. Parents and students must also understand and be open to the purpose of Catholic Schools and participate in all its activities. While academic excellence and a disciplined formation will always be desired goals, the understanding of Catholic tradition and growth of faith are central to this Catholic School.
  - f. Parents and students will sign a **Handbook Agreement Form** indicating that they have read and agree to be governed by **all** the policies stated in this Handbook. Return of this form is a condition of attendance.
6. **Annual Re-Enrollment Procedure**
- a. Re-Enrollment for the new school year is held each year beginning in January. **All** children must be re-enrolled annually.
  - b. Dates and times for re-enrollment will be published in the Parish Sunday Bulletin, posted on the website and on the School Calendar.
  - c. At the time of re-enrollment, **all tuition, fees, and pledge must be current and volunteer hours will be verified. The “pledge” refers to the Capital Campaign Pledge of \$3000 used to reduce the school building debt.**
  - d. Students must have displayed successful academic growth and appropriate behavior. Summer school, tutorial programs, or specific behavior modification procedures may be stipulated and re-enrollment will be contingent upon this agreement.
  - e. Should there be any impediment hindering re-enrollment, parents will be notified.
  - f. A non-refundable tuition deposit of \$850 must be paid by the dates specified in the re-enrollment packet.
  - g. All deadlines for re-enrollment must be met.

## **ARRIVAL/DISMISSAL POLICIES**

Students dropped off at school before 7:30am must go to Eagles Before Care. Families are to use the carpool lines as indicated at the start of the year for morning student drop off; unless a special circumstance dictates otherwise. For security reasons, all building doors are locked at all times. Please notify the office if you have a special circumstance that will require our attention or assistance.

Students are dismissed at 3:00pm. Families are to use the carpool lines to pick up their child(ren). Only families/drivers having a special circumstance may park and pick up students. They will need to enter the building through the front main entrance doors and wait in the office for student. The office will need to be notified by 1:30 pm of the circumstances requiring special pick-up. If a carpool last name is different than a child's last name, please notify the child's teacher in writing.

To ensure the safety of all concerned, we will release your child(ren) ONLY to those persons listed on your family “Authorization for Release/Pick-up” form. We appreciate your cooperation and support. Students being picked up from the office, during the school day must be signed out in the office by an authorized adult. Adults picking up students must park in designated parking spaces, not the fire lane, when signing students out.

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

A student will automatically be placed in Eagles After School Care (with applicable fees charged) at 3:15 pm if they have not been picked up by an authorized person at dismissal. No unsupervised students are allowed to remain on campus after 3:15 pm.

## ATHLETICS

We are pleased to offer an athletic program in conjunction with the Dallas Parochial League (DPL). All students and coaches participating in ASCS athletic teams will review the ASCS Athletic Policy and Procedures manual in Appendix II at the end of the handbook. Signature of the ASCS Handbook agreement Form denotes that the student(s) and parent(s) have received and accepted the terms and conditions of ASCS Athletic Policy and Procedures.

### **Academics and Eligibility for Extracurricular activity for grades 5-8**

In order to try out or remain eligible for a team or extra- curricular activity, a student must be passing each subject area with at least a 70% ; maintain an overall 76% (C) average in all subject areas, with no more than one "D" and no "F's"; and maintain at least an "S" average in conduct. Failure to comply with any of these criteria will result in a student being placed on academic probation until grades meet the grading criteria as evidenced on the next grading cycle (progress report or report card). The student will have 2 weeks to show satisfactory progress in raising all grades and unsatisfactory conduct marks. This means that after the initial two week grade check review, the student will submit weekly (Wednesday) grade check forms to the assistant principal to verify that his or her grades meet the criteria for eligibility. The form will be obtained by the student from the student's homeroom teacher on Tuesday of each week and the student will turn it in to the assistant principal by Wednesday of each week by the end of the lunch period. As long as the grades meet the criteria, the student is eligible to participate that week. If the student fails to get the form filled out or return it to the assistant principal on Wednesday at the end of lunch, they will be ineligible to participate in any extracurricular activity, practice, performance, or competition until the next week the student submits a grade check form or until the probation period ends.

### **Attendance and Eligibility**

Students must be in attendance at school between the hours of 11:00am and 3:00pm to be considered eligible to practice or participate in extracurricular activities for that day. If the activity falls on a day school is not in session, the previous day's attendance is viewed for eligibility. It is the parent and student's responsibility to be aware of and adhere to the above mentioned eligibility policy.

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

unsportsmanlike conduct. Inappropriate behavior by coaches, student athletes, parents or spectators may result in suspension from future athletic contests.

The use of the name 'All Saints' or 'All Saints Eagles' is permitted by only those teams participating in the All Saints Catholic School or Diocesan sanctioned leagues or events. Student athletes must be an enrolled student in a Diocesan Catholic School to participate in All Saints Catholic School teams. The school administration strongly encourages and promotes school spirit, however, the school cannot govern or accept responsibility for All Saints or All Saints Eagles identified teams that participate in non-diocesan organizations. Therefore, teams participating in these non-diocesan organizations (i.e. YMCA, PSA, PBA etc.) are not allowed to use the All Saints or All Saints Eagles school/team names. All ASCS teams are to be known as the 'All Saints Eagles'. All teams must play under the school's blue, red and white colors. All Teams will use the EAGLE as their mascot.

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

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

### **ASCS Eagles Booster Club Mission Statement**

The mission of the ASCS Eagles Booster Club is to provide loyal support to the school's athletic and extracurricular programs with our time, talents and resources. We make every effort to operate with open communication, active participation, cooperation, and above all, the Christian values of our Catholic faith.

This is joint endeavor among parents, school administration, Athletic Director, ASCS Eagles Booster Club members, coaches, and club sponsors for the benefit of the children and school.

## **ATTENDANCE**

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

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

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

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

Except as provided by Texas Education Code 25.092, a student may not be given credit for a class unless the student is in attendance for at least **90 percent** of the days class is offered. (Education Code 25.092) **A student missing 18 days or more may be prevented from being promoted.** Parents of any student missing more than 10% (18

days) of school sessions must meet with the Director of Catholic Schools to request a waiver of the attendance regulations.

A **parent/guardian commits an offense** of thwarting compulsory attendance under Education Code Sec. 25.093. if, after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or parts of days within a 6-month period or 3 or more days or parts of days within a 4-week period from school (tardies are considered parts of days). An offense under this section is a Class C misdemeanor punishable by a fine not to exceed \$500. (Education Code 25.093/Family Code 51.03(b)(2)/Penal Code 12.23) Five tardies after 7:45 am, regardless of reasons, will count as one day of absence. Leaving early will also be counted in this attendance tracking, especially if a child exhibits a questionable or excessive attendance pattern.

A "**failure to attend school**" offense may be filed against any juvenile under Education Code 25.094/Family Code 54.021. and on a finding that the child has engaged in truant conduct, a justice or municipal court may order: **1)** the child to attend GED preparatory classes; **2)** the child to attend a special program that the court determines to be in the best interest of the child, including an alcohol/drug abuse program; **3)** the child and the parent/guardian to attend classes for students at risk of dropping out of school; **4)** the child to complete reasonable community service; **5)** the child's driver's license be suspended; **6)** the child to attend school without unexcused absences; and, **7)** the child to attend tutorials. (Family Code 51.03(b)(2) & 54.021(d)/Education Code 25.094.)

Absences such as vacations and trips (except those excused in advance by the principal for unusual circumstances), babysitting, working (including modeling), and non school-sponsored athletic events and programs **shall be considered unexcused**. Full credit is given per teacher guidelines for work missed due to an unexcused absence.

When a student is absent the parent must inform the school office, by phone call or email, before 8:00 AM on each day of the absence, stating the reason for the absence. This call or email is the parent/guardian's responsibility. Calls made by students are not acceptable. If the office is not properly notified, the parent will be contacted to check on the student. If a student absence is due to illness, check return to school guidelines under the Health/First Aid/Medication section of the handbook. When a child returns to school, after any absence, the parent must supply a note which explains the reason for the absence.

Please see the Homework section of this handbook for the make-up work policy

A child not exempt from compulsory attendance laws **may be excused for temporary absence**, resulting from any unusual cause acceptable to the Superintendent, the principal or the teacher of the school in which the student is enrolled. The temporary absence may be the result of, but not limited to: **1)** personal sickness; **2)** family emergency; **3)** religious holy day; **4)** documented juvenile court proceeding; **5)** Board-approved extracurricular activity; or **6)** approved college visitation. (Education Code 25.087) These occurrences must be approved by the principal at least two days in advance of the absence,

**When a student's absence for personal illness exceeds seven (7) consecutive days**, the principal may require a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school (the

school nurse is available to verify an illness the day of the absence). If the student has established a questionable pattern of absences, the principal may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

Unless specifically exempt, an enrolled student identified as likely not to be promoted to the next grade level, must attend an extended year program or required tutorial classes approved by the principal.

**Doctor/Dental Appointments:** Parents should try to arrange all appointments on non-school days or after the 3:00 PM dismissal so that students will not miss their classes and be held back in their scholastic achievement. Medical and dental appointments are excused absences. A note from the doctor/dentist must be provided upon the student's return to school for the absence to be considered excused. If a doctor/dentist is not visited, a parental note stating the reason for early dismissal or late arrival is required for excused absences. The office provides a multi-purpose notepad for the convenience of the parent. The student must be signed in and out of the school office by a **parent/guardian**. Person picking up a student must park in designated parking spaces, not in the fire lane.

Students who arrive after 10:00 AM or leave before 1:00 PM are considered absent for one half day.

**Personal absences:** Advance class work or assignments may be provided, at the teacher's discretion prior to a planned absence. The student will have the same number of days as missed to complete the makeup work, unless otherwise specified by the teacher (see makeup policy under homework section).

**Tardies:** School start time is 7:45am. Any student arriving after 7:45am is considered tardy. If a student arrives after 7:45 parents are to accompany their child into the office for a tardy slip. Five tardies, after 7:45am, regardless of the reason will constitute one day of absence. Tardiness counts against the Perfect Attendance record.

Excessive absences and tardiness by students will result in a letter to the parents to inform them of the excess and to require a conference to address the action to be taken to correct this problem (refer to Level 1 offenses in the Behavior Code book). Please review and note the truancy policy found in the appendix.

## **CLASSROOM LEARNING ENVIRONMENT**

Our school promotes a safe, nurturing and positive learning environment in the classrooms and throughout the school campus.

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

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

**Birthday Celebrations:** As a special treat, parents may bring birthday dessert treats to be distributed at lunchtime for an entire class. **You are required to check with the nurse before bringing any treat for a class due to the number of food allergies among students.** Only cookies or ice cream cups are allowed (no cupcakes). No fast food items may be distributed at school.

If your family is planning a birthday celebration for your child, ***please do not distribute invitations*** or follow up thank-you notes on school grounds. No part of a scheduled party should enter the school environment (e.g. favors, T-shirts, group departures from our school). You may, however, pass out invitations if all students in that homeroom are invited.

**Field Trips:** Participation in activities that are cultural and educational is encouraged. All activities, including resource persons, field trips, corporate school activities, should be directly related to the curriculum. Final approval of all field trip plans rest with the Principal and/or Pastor. Parents serving in supervisory capacity on a field trip may not to bring their pre-school children.

Field trips are privileges afforded to students, not absolute rights. Students can be denied participation if they fail to meet the academic standard of "C" or better in the subject area addressed or if behavior choices have resulted in 3 conduct slips or a suspension. **This can include the 8th grade class trip.**

A field trip permission form completed and signed by the parents is required of everyone participating in the activity and must be presented before the activity takes place.

Whenever possible, bus transportation by an insured carrier will be provided. If there are not a sufficient number of students attending an off-campus event to warrant a bus, a private passenger vehicle may be used. If a private vehicle must be used the following criteria are the policy of the All Saints School Advisory Committee:

1. Drivers must have a valid, non-probationary driver's license and no physical disability that would impair the ability to drive safely.
2. All drivers, chaperones and volunteers must have a cleared driver's license check done through the parish Safe Environment Office for all field trips.

3. The vehicle should have a valid registration and meet state safety requirements.
4. The vehicle must be insured for minimum limits of \$100,000/per person, \$300,000/per occurrence. Copy of insurance card or policy *denoting limits of liability* will be required of all drivers.
5. Drivers should be experienced drivers and demonstrate the maturity necessary to provide safety for those they are transporting.
6. The number of riders must not exceed the rated capacity for the vehicle and seat belts available and worn for each passenger. All passengers must wear seatbelts.

## COMMUNICATIONS

Effective communication is essential in establishing and maintaining a partnership relationship in the educational process. While we encourage and promote open communications, please understand that a staff member's primary on-duty responsibility is to be responsive to the students. ASCS offers the following methods to support ongoing communication with our families.

Class notes are posted on the ASCS website or parent web each Monday. The newsletter, Sainly Notes, is emailed to each family every Wednesday. Please read the information carefully.

**E-mail:** Each staff member at ASCS has an assigned e-mail address. Staff members check e-mails at least twice during the school day. We encourage families to utilize e-mail for general communications or inquiries. Normally there will not be time during school hours to reply to the e-mail, but each staff member will attempt to reply at the earliest opportunity within 24 hours.

**Telephone calls:** If you wish to contact a staff member, you may leave a voice mail message for the staff member by calling the general office number. Normally there will not be time during school hours to return the call, but each staff member will attempt to return a call at the earliest opportunity within 24 hours. No teacher or child will be called from class for a telephone call. Important messages will be given to a child during the school day, but changes in after school social plans, scouting or athletic events do not constitute an emergency. Please do not ask us to interrupt the classroom for such matters. The office telephone is for school business only. The students are allowed to use the telephone only for forgotten eyeglasses or medication, not for forgotten supplies/assignments, social plans or lunches.

We strongly discourage the practice of students bringing personal cell phones to school. Student cell phones must be turned off and kept out of sight in the student's book bag (see Electronic Devices/Cell Phones).

**Issues/Concerns:** In keeping with church principles of subsidiary, problems should be solved at the lowest level whenever possible. Thus, should you have a concern or issue; we encourage you to go directly to the person/staff member related to the concern for discussion. Only after such attempts have failed, should administrators be contacted. All discussions of a concern or issue should be done through scheduled appointments. We ask our students to use the 'Peace Table' to solve their individual differences, so please be a good role model in building positive school, family and community relations

by incorporating appropriate, respectful problem solving strategies and lines of communication. Please do not call administration until you have spoken with a teacher regarding your concern.

Since our focus is on the students during the school day, please do not try to conference with teachers or administrators during drop-off/pick-up times and before or after school *without an appointment.*

**The diocesan policy states these steps for resolution of parent/guardian grievance:**

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

1. The parent/guardian will first go to the one with whom the difficulty exists and make an effort to resolve the difference.
2. If resolution is unsuccessful, the grievant will then go to the principal and make the grievance known.
3. If resolution is unsuccessful, the grievant will have the principal set up an appointment for the grievant with the Director of Schools. The meeting will be set within five working days of contact with the Director. The opinion of the Director of Schools is final

**Confidentiality**

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

**CONFERENCES—Family-Teacher**

Parents/guardians are required to attend one formal Family-Teacher Conference each year. Failure to attend the conference may result in the suspension of the child. Family-Teacher Conferences are held at the end of the first quarter and third quarter, which is held only by request from either party and at any other necessary time by making an appointment.

Parents/guardians may feel free at any time to e-mail the teacher, fill out a Conference Request Form, or call the school office to request a conference with a teacher. The teacher will contact the parent/guardian to set a date and time for the conference via e-mail, Conference Request Form, or telephone call. **Teachers and Principal should never be called at home.**

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

**COURTESY**

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

**In the Chapel:** Reverence and respect are to be shown at all times.

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

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

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

Good manners, courtesy and respect for all are expected at all times.

## **CURRICULUM**

All Saints Catholic School follows the Diocese of Dallas Curriculum Guide. This guide aligns the Diocesan objectives with the Texas Essential Knowledge and Skills Elements, TCCED and provides a common base for curriculum formation. You may access the diocesan curriculum policies at the diocese web site [www.cathdal.org](http://www.cathdal.org). The curriculum includes religion, reading, English (including spelling, vocabulary, writing, and handwriting), mathematics, social studies, science, Spanish, art, music, physical education, and technology.

**Religion:** Religion is paramount in our curriculum. In addition to daily religion class, students participate in many Religious Formation Activities described in detail in this handbook. Religious values are integrated in all subject areas. In accordance with Diocesan guidelines, students in grades 4 - 8 are presented with Gods Own Making a Family Life program annually.

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

**Primary Grades K through 2:** These grades involve self-contained classroom teaching. Specialized teachers instruct music, physical education, art and Spanish classes.

**Intermediate Grades 3 through 5:** These grades involve self-contained classroom teaching. Specialized teachers instruct music, physical education, art and Spanish classes.

**Middle School Grades 6 through 8:** Our departmental system enables the students to receive quality instruction in all basic areas. While a child is assigned to a specific homeroom, several teachers will teach him/her during the day.

**Music:** A specialized music teacher conducts weekly music classes for grades K – 4. All students **are required** to participate in two music concerts during the year as part of their performance grade.

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

**Orchestra:** Students in grades 5 - 8 not involved in Band may elect to participate in our Strings program. Strings members will be responsible to complete weekly practice schedules and participate in scheduled concerts. An additional fee is charged for band. Parents are responsible for providing the required instruments to participate in the orchestra program.

**Art:** Instruction in visual arts is provided by a specialized teacher to grades K - 4. Our visual arts curriculum focuses on creative exploration/expression using various art elements and mediums. The art program also fosters an appreciation of both Master artists and peer student art work. Students in grade 5 may choose to enroll in Art if they are not enrolled in Band or Orchestra. For students in grades 6-8 art is offered as a 12 week fine arts class for students who are not enrolled in band or orchestra.

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

**Spanish:** Grades K-5 receives formal Spanish instruction from a specialized teacher. Spanish is offered as a fine arts credit for students in grades 6 – 8 who do not select band or orchestra.

**Electives:** Students in grade 5 have the opportunity to enroll for a full year in Band, Orchestra, or Art. Students in Grades 6-8 have the opportunity to enroll in full year classes or a block of electives in which the classes rotate each quarter. Full year classes include: Band and Orchestra (for students in grades 6-8), and Yearbook (for 7<sup>th</sup> and 8<sup>th</sup> graders, by application). The block electives include: Art, Spanish, Aerobics, Multi-Media Presentations and Drama.

**Learning Adventures:** This enrichment program for grades 1-5 is designed to challenge and extend learning for students through the building of critical thinking skills. To be admitted to the program students must meet eligibility criteria which follows the diocesan Jr. Decats guidelines. Students in grades 6-8 who meet Sr. Decats eligibility criteria may have an opportunity to participate in Gifted Conferences as they are appropriate and available.

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

**Instructional Technology:** This course offering required twice weekly for students in grades 4-8. There is offered, as a 9 week fine arts class, special technology sessions for students who are not enrolled in band or orchestra. Some instructional technology instruction will be held for students in K-3 and training for teachers will be provided to enable them to transfer skills to students. .

### **POSITIVE ACTION AND WISE SKILLS**

Positive Action and Wise Skills are school programs built around a self-concept curriculum taught regularly by the classroom teacher. The concepts and skills students learn are practiced throughout the school day and at home. Positive Action involves everyone at school, and it touches every facet of school activity—from the classroom to the lunch line. Positive Action addresses skills for social, and character development. Wise skills make the connection to choices, decision making, "hero's" (saints and others) and by incorporating reading, vocabulary and literature that enable a student to see the results of choices and actions. Both programs are considered guidance programs.

### **WRITTEN WORK**

A special effort should be made by all students on all levels to turn in NEAT and well written papers. The heading to be used on all papers is as follows:

**NAME: (First, Last)**  
**SUBJECT/GRADE:**  
**DATE:**

**TITLE/ PAGE NUMBER:**

Grades 1-4 may write in pencil.

Grades 5-8 must write in pen except for math or as specifically directed. Royal blue or black ink is required.

Teachers may require student #'s in the upper right margin.

### **CO-CURRICULAR ENRICHMENT ACTIVITIES**

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

Accelerated Reader	Athletics Program	Band
Geography Bee	Junior Beta Club	Robotics
Speech League	Spelling Bee	Student Cantors
Student Council	Student Lectors	City of the Future
Orchestra	Cheerleaders	SMU Gifted and Talented
Catholic Youth Club (6,7,8)	Intermediate Catholic Youth Club (4,5)	

Due to food allergies, students desiring a snack at any after school activity must bring it from home. No snacks may be brought and given to students attending the activity.

## **CURRICULUM NIGHT AND OPEN HOUSE**

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

Open House is held the Sunday before school starts. This offers parents and students the opportunity to visit the classrooms and meet teachers. If parents want to observe in classrooms at any other time, permission must first be obtained from the Principal.

## **CUSTODY**

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

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

## **DAILY SCHEDULE – (subject to change)**

Grades K through 8

7:15-7:30 am	Eagles Before School Care Provided
7:30-7:45 am Arrival	Student supervision begins at 7:30 AM
7:45	Assembly, prayer, announcements, attendance
8:00	Morning classes begin
10:15	Mass Schedule: Friday's All School Mass and Holy Days of Obligation)
11:15 -1:15 PM	Lunch/Recreation ( <i>Time subject to change</i> )
3:00	Dismissal—students not picked up by 3:15 PM will be signed in to the After School Care Program – additional daily After School Care Program fees will apply. The After School Care fee will also apply to students not picked up on time from extra-curricular activities and meetings, including sports practice.

## **DISCIPLINE**

Discipline is derived from the root word "disciple" which means learner. Discipline is an essential aspect of Christian development. Therefore, practice in self-discipline is a necessary part of life. Students and parents must understand that one of their first obligations in a Catholic school is to respect the dignity of the school community.

The student is an All Saints student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

We expect children, as learners, to obey school and classroom rules, to respect faculty, staff, and classmates, and to cooperate in maintaining a positive learning atmosphere. Flowing from these expectations, All Saints is a **Fight-Free** School with a "**hands-off**" and "**no put down**" policy. The "Peace Table" in each classroom is a place for students to solve differences in a mutually respectful manner.

Students who violate another student's rights or disregard their own responsibilities, i.e. failure to complete work on time, will be subject to disciplinary action by a reminder/reprimand or a conduct slip for repeated minor violations of school and/or classroom rules, and possible suspension or expulsion from school for more serious infractions. The administration retains the right to make exceptions in cases in which mitigating circumstances call for a different response than what the policy suggests.

A detailed list of the discipline code infractions and consequences is given to students and parents at the beginning of the school year in the Student Behavior Code handbook.

### **No Rescue Policy**

Recognizing our responsibility as parents and educators to aid our children to become self-reliant young people who understand that their efforts and actions have consequences, ASCS has adopted a No Rescue Policy. The purpose of the following policy is to help our students to take responsibility for their own behavior and assignments and to learn to work cooperatively and respectfully with their teachers and their parents.

- Affirm the students as children and young people who are capable of dressing according to school uniform codes, doing their own homework, dealing with forgotten homework, supplies and lunches on their own while making it clear that they will not be rescued when they don't accept their responsibilities in the above areas.
- The teachers will work with the students in both their successes and "near successes" so that they can learn from them, and parents should support the efforts of the teachers to ensure effective growth toward self-discipline.
- Both teachers and parents are expected to dialogue with the students in ways that will help them understand any disciplinary consequences and what they can do to ensure a better outcome in the future.

## **ELECTRONIC DEVICES/CELLPHONES**

ASCS recognizes that cell phones and electronic devices are a valuable tool for communication between students and parents; however these devices are disruptive to the school day and poses potential legal issues for students. We strongly discourage the practice of students bringing personal cell phones to school. The student's cell phone must be turned off and kept out of sight in the student's book bag.

Students are not to have any electronic devices at school. This includes, but is not limited to toys, games, CD players, radios/recorders, Ipods, MP3 players, or other equipment that has potential to be disruptive to the educational process. Visible or audible items will be confiscated from the students by school personnel and only returned to the parents by a school administrator. Possession of these items at school is considered a Level 1 Behavior Offence.

Certain devices such as PDAs, hand held computers, cameras and laptops may be allowed if the classroom teacher grants permission.

The school is not responsible for lost or stolen electronic devices/cell phones.

## **EMERGENCY SCHOOL CLOSINGS**

**Inclement Weather:** When it becomes necessary to close or delay the start of school because of inclement weather conditions, All Saints will follow the announcements of the Plano Independent School District (PISD). Listen to KRLD radio, check the school website or watch local television stations for announcements of PISD closings/late openings of schools and/or 'All Saints Dallas'. If possible, we will use the school wide email system.

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

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

## **EVALUATION/REPORT CARDS/PROGRESS REPORTS**

**Parent Web:** Parents have internet access to student daily assignments, attendance and progress by logging on to the parent web at [www.RenWeb.com](http://www.RenWeb.com). The school ID is **allst-tx**. Parents will need the email address the school has on record. A password is generated by RenWeb after the parent's first log-in.

**Report Cards:** Report cards are issued every nine weeks. Grades are based on written work, projects, participation in class, performance and test results. Student's work is evaluated in terms of individual capacities and progress toward defined goals. No progress reports or report cards will be issued to students whose families owe tuition, library, after school care or other fees.

## Diocesan Grading Scale

Kindergarten:        **M**= has met objective; **P**= acceptable progress;  
                              **I**= Improvement/needs practice

Grades 1-8:            Reported in numerical value

94-100	A
85- 93	B
76-84	C
70-75	D
69- below	F

Report cards in grades K – 8 are emailed directly to the parents to the primary email address designated on admission forms.

**Conduct Grades:** Conduct grades reflect a child's behavior during class, during class changes, in the halls, and indicate his/her general attitude toward the maintenance of an orderly learning environment and respect for himself/herself and the rights of others. If a child requires a more than average amount of correction during a grading period, the conduct mark will express this fact. Sixth through eighth grade general conduct grades reflect overall student cooperation inside and outside of each specific class and are in part determined by the number of conduct referrals.

**Interim Progress Reports:** In order to keep parents informed of their child's progress, interim progress reports will be emailed to the parents of students grades K – 8 during the fifth week of each quarter. Additional copies of progress reports may be obtained from the school office by prepaying a \$1.00 charge per copy.

## **FAMILY VOLUNTEERS**

Our school children benefit from the work of family volunteers. Some of these opportunities are aides, office help, cafeteria help, lunchroom/playground monitors, morning drop-off monitors and room parents. Each All Saints family is required to serve our school with at least **40 volunteer hours** each year. Annual attendance and clearance through a parish Safe Environment Training is required for all volunteers. All Volunteer positions require a criminal background check. Failure to complete volunteer hours may result in non-reenrollment or the assessment of a fee equal to required family donations for the Auction. Parents are asked to track their hours on the parent's site in the Renweb system.

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

## **GRADUATION**

All Saints will recognize this traditional hallmark for our children with a liturgical celebration. A \$65 fee for 8th grade student expenses, including the end of year class

trip is payable before the end of the first semester. Students will not be permitted to participate in the graduation activities including the class trip and graduation ceremonies if the fees are not paid. A planning meeting will be held in the fall for parents of 8<sup>th</sup> and 7<sup>th</sup> graders to plan and organize the food and decorations.

## **HEALTH/ IMMUNIZATIONS/ MEDICATIONS/FIRST AID**

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

Beginning in 2009-2010 school year the requirements are:

### **Kindergarten**

- Varicella Vaccine-two doses of varicella vaccine, with the 1st dose on or after the 1st birthday (validation of disease accepted on separate form)
- Hepatitis A-two doses of Hepatitis A with the first dose on or after the 1st birthday
- MMR Vaccine-two doses of MMR vaccine with the 1st dose received on or after the 1st birthday

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

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

### **8th Grade students (for 2009-2010)**

- Students who have not already received the booster for tetanus/diphtheria/pertussis vaccine are required one booster dose of the vaccine when 10 years have passed since the last dose of a tetanus-diphtheria-containing vaccine.

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

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

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

- ◆ **Prescription medication:** must be in its original container and labeled by a licensed pharmacist as follows:

- Student's name
  - Physician/Dentist name
  - Date
  - Name of medication
  - Dosage and route of administration
  - Timing and duration of administration
- ◆ **Non-prescription medications** will only be administered to a student when accompanied by written prescription from a licensed physician/dentist with instructions for correct dosage and timing. All non-prescription medication must also be in its original container and be labeled with the students name.
  - ◆ **No stock medication will be kept in the clinic for student use.**
  - ◆ No medication will be accepted that is brought to school in baggies, envelopes or plain plastic containers. **Medication will not be accepted from students.** Medications must be delivered to the clinic and picked up from the clinic by student's parent.
  - ◆ Students may not keep medication in his or her possession during the day. The only exception is for students that use inhalers. See below under section on **Asthma medication.**
  - ◆ All medications not picked up at the end of the school year will be destroyed. Medications will not be kept from year to year.
  - ◆ If your child has a life threatening or potentially life threatening illness or allergy, it is your responsibility to notify the child's teacher and school nurse and provide all emergency medications for your child which includes but is not limited to inhalers, nebulized treatments, EpiPen, Glucagon, Insulin, etc. These medications must also be labeled according to the same criteria as above and be prescribed by a licensed physician.
  - ◆ The **Nurse Practice Act of Texas** requires "...clarification of any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious, or contraindicated by consulting with the appropriate licensed practitioner." Therefore, the nurse has the right to refuse to administer any medication (prescription, non-prescription or homeopathic) to any child if in their best clinical judgment they believe that doing so would be unsafe for the student. The nurse will contact the student's parent/guardian and prescribing physician/dentist if necessary.

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

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

- ◆ The parent has not requested that the nurse administer the student's medication; and
- ◆ The school receives annual written authorization from the student's physician for the student to self administer their inhaler; and
- ◆ The inhaler is properly labeled for that student; and

- ◆ The school nurse assesses the student's knowledge and skill to safely possess and administer his/her inhaler in a school setting and enters a plan into the student's health record as such.

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

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

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

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

**Food Allergies:** With life threatening food allergies on the rise, All Saints Catholic School has decided to put this policy into place to protect those students that have life threatening allergies to foods. These food allergies can cause severe, systemic and

potentially fatal allergic reactions called anaphylaxis in allergic students. The most common food allergy among our students is peanut/tree nut allergy.

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

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

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

- ◆ **Lunches**: Our Café manager and staff will be notified that we have students in our school that are allergic to nuts and will agree not to serve unsafe foods that could cause an allergic reaction in our students (i.e. peanut butter sandwiches, cookies and other foods that contain or were processed in the presence of nuts and their oils)
- ◆ **Shared item**: In the event that a shared snack must be sent to school for class parties or projects, please be sure to read all labels and provide only commercially prepared nut free products. The items provided must:
  1. Contain no peanuts and/or tree nuts and their oils.
  2. Contain no traces of peanuts and/ or tree nuts and their oils.
  3. Are manufactured in a facility or on equipment that processes peanuts and/or tree nuts and their oils.
  4. Be provided in the original, unopened container.
- ◆ **Personal Snacks**: If necessary, the parent of the allergic student will be responsible for providing a safe snack for their child to prevent them from having an allergic reaction.

**First Aid:** At the beginning of each school year all parents must fill out an Emergency Form. It must be notarized and returned before the first day of school.

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

## **EMERGENCY READINESS AND RESPONSE:**

All Saints follows the Texas Catholic Conference Education Department guidelines.

**First Aid:** First-aid is always administered for two primary reasons. The first concern is to recognize and provide immediate basic support for serious life-threatening illnesses

or injury. The second is to prevent infection and further illness. First-aid is intended to make sure the student is safe and as comfortable as possible until professional medical care can be obtained.

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

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

### Special Emergency Forms

- ◆ ACCIDENT REPORT. An accident report must be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. This includes school personnel, students and visitors.
- ◆ ANIMAL BITE REPORT. An animal bite report must be completed with one copy kept on file in the school and given to victim or parent (if student). All bites must be reported to the Local animal Control Agency.
- ◆ HEAD INJURY INFORMATION SHEET. A head injury sheet must be give to a parent after any incident-involving trauma to the head or neck of a student, no matter how minor the injury may seem. Documentation in the injury and illness log that the form has been given to the parent is recommended.
- ◆ MEDICATION INCIDENT REPORT. A form providing for written documentation and follow-up when an incident involving a medication error has occurred. (This form is to be kept in a file separate from the permanent student academic or health records.)
- ◆ STUDENT EXPOSURE INCIDENT FORM. A student exposure to bloodborne pathogens must be documented and reported to the parent/guardian.

## HOMEWORK

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

Kindergarten	15 minutes (2 <sup>nd</sup> semester only)
Grades 1 & 2	20 to 30 minutes
Grade 3	30 to 45 minutes
Grade 4	30 to 60 minutes
Grades 5	60 to 75 minutes
Grades 6, 7 & 8	90 to 120 minutes

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

### **Make-up Policy**

When a student misses school due to illness the following policy will apply regarding making up homework and missed class work. The **student** will be responsible for obtaining his/her missed work assignments from the teacher on the day s/he returns to class, or parents may request missed work on second consecutive day of absence due to illness. It is the student's responsibility to complete the work and submit to the assigning teacher. The student will have the same number of days as missed to complete the work, unless specified otherwise by the teacher. That is, if the student was absent 3 days, s/he will have 3 days after the return to school to complete the work. Due dates for long term projects are not extended due to absences. Make up tests must be scheduled with the individual teacher according to the teacher's availability either before, during or after school. Credit for work missed at the end of a grading period may possibly be applied to the next grading period. Any student who is absent 10 days or more in a grading period, for whatever reason, may not qualify to receive grades.

Parents/Guardians may check parents web (RenWeb) to monitor for missing assignments. Teachers will notify parents if missing homework assignments are excessive.

### **Homework Policy (Grades 3-8)**

It is our desire to **encourage your child** to keep track of his or her own personal responsibilities and learn to complete work and meet deadlines. These are skills all students are expected to master. Teachers work diligently to help your child master the necessary skills to become a responsible learner. Therefore, students in grades 3-8 will not receive grade credit for homework that is turned in late. Late work is recorded as zero in the grade book. Students who are absent on the due date will have the number of days they are absent to turn in the late work or make up tests. Each teacher will drop the lowest homework grade for each subject at the end of each quarter. Assignments that count as project or test grades may be accepted one day late with a deduction of points for lateness at the discretion of the teacher.

## **HOME & SCHOOL ASSOCIATION**

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

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

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

**Fundraising:** Every parent is a part of this committee. The main event is the Auction, which is held in the spring. All families are expected to be members of one of the auction committees. It is suggested that each family give or solicit \$250 worth of goods or services for the auction.

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

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

**Programs:** Organizes programs for the meetings.

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

**Volunteers:** Coordinates/provides family volunteers for aides, office help, cafeteria help, lunchroom/playground monitors, and morning drop-off monitors. All volunteers who interact with children must be safe environment cleared and the red security badge must be worn in the building or when students are present.

## **LEARNING DIFFERENCES**

Flowing from our school philosophy that each student is unique in God's plan and possesses individual gifts and talents, we respect individual differences. We explore different ways to help the students learn and retain new and/or difficult information and skills. The teachers will initiate the referral process in order to facilitate satisfactory student development. Parents will be included in the process. We will notify the parents if we do not have the resources to meet the child's need.

## **LIBRARY MEDIA CENTER**

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

## LUNCH PROGRAM

All Saints has a hot lunch program. Students may bring their lunch daily or purchase it at school through the lunch program.

Any student forgetting his/her lunch may purchase a lunch if the student has money in a lunch account. Parents will be notified if a lunch will need to be provided from home. *Students are not permitted to bring carbonated drinks.* **Lunches brought from restaurants are not permitted.**

Families are welcome to join their child(ren) for lunch any time. Lunches brought from restaurants are not permitted. If you wish to join your child for a hot lunch, please call the school by 9:00am that morning so you may be included in the lunch count.

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

## NEW STUDENTS

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

## PLAYGROUND

During recess periods the playground is under the supervision of staff. Students should always be in the play areas they are assigned. Students may never leave the school grounds during the lunch or recess period.

To ensure the safety of our students, once outside for recess, no student can return to the building until the entire class comes in with the teacher—this includes restroom visits. Emergency need for restroom and nurse are at teacher discretion. Students should use the restroom before their lunch period. At recess and at dismissal, the students walk in and out of the building quietly and orderly.

No equipment other than school issue will be permitted at school for recess use. All other equipment will be confiscated. The safety of the entire playground is to be considered at all times.

Balls may not be kicked or thrown against any building or fence. Should a playground ball be accidentally kicked out of the play area, the student responsible must inform the Playground Supervisor immediately.

If someone should get hurt during recess, a student should inform the Playground Supervisor at once.

## **PROMOTION/RETENTION**

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

1. A passing grade in **major subjects** (math, English, reading, science, social studies, and religion) as indicated on the final report card.
2. Failure in one of the major subjects for the year will require summer school or tutoring in that subject as a condition of promotion.
3. Failure in 2 or more major subjects will be grounds for retention based on evaluation by the Principal and department/grade teacher. (See Annual Reenrollment section of this handbook)
4. Documentation of satisfactory completion of summer school or a tutoring report is required before the student will be admitted in the fall. Parents will provide the school with evidence of successful completion of summer school or tutoring.
5. Attendance of at least 90% of days school is in session (per Attendance Policy).

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

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

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

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

- The photo, video or student statements may be used in subsequent years;
- Consent and release have been given without coercion or duress;
- All rights are waived to inspect and approve the finished product or copy that may be used in connection with an image that the Diocese has taken of your child(ren), or the use to which it may be applied.
- No compensation will be made for these uses, and that the Diocese and/or ALL SAINTS CATHOLIC SCHOOL exclusively own all rights to the images and recordings.
- Signature of the ASCS Handbook Agreement Form is binding upon heirs and/or future legal representatives;
- Signature of the ASCS Handbook Agreement Form releases THE CATHOLIC DIOCESE OF DALLAS and/or ALL SAINTS CATHOLIC SCHOOL, its successors, employees, and agents from any and all claims for compensation, damages or rights to monies arising out of the use by THE CATHOLIC DIOCESE OF DALLAS and/or ALL SAINTS CATHOLIC SCHOOL or any other parties to whom such videos, images or other media has been distributed.
- If the student and/or parent/guardian wish to rescind this agreement, they may do

so with written notice to the school office prior to publication and or production of materials.

**Agreement Release Statement:** Signature of the ASCS Handbook Agreement Forms gives to THE CATHOLIC DIOCESE OF DALLAS and/or ALL SAINTS CATHOLIC SCHOOL, its legal representatives, successor, and all persons or corporations acting with their permission, unrestricted permission to videotape, copyright and/or use, and/or publish photographic portraits or pictures of your child(ren) and the negatives, transparencies, prints, or digital information pertaining to them, in still, single, multiple, moving or video format or in which your child(ren) may be included in whole or in part, or composite, or distorted in form or reproductions thereof, in color or otherwise, made through any or otherwise make reproductions of images and to make recordings of your child(ren)'s voice for the purposes of creating videos and other media used in the development for THE CATHOLIC DIOCESE OF DALLAS and /or ALL SAINTS CATHOLIC SCHOOL. Signature of the ASCS Handbook Agreement Form further acknowledges that such videos and other media may be distributed to third parties upon the term and at the sole discretion of THE CATHOLIC DIOCESE OF DALLAS and /or ALL SAINTS CATHOLIC SCHOOL in any and all media and manner.

## RECESS

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

## RELIGIOUS/FAITH FORMATION

In carrying out the Philosophy of All Saints Catholic School as stated previously in the handbook, the faculty strives to form committed Christians by means of a planned program in catechetical and liturgy. To this end, the parents are **required** to attend the scheduled parent meetings at All Saints Church prior to the reception of a Sacrament by their child. The ASCS community encourages all our families to participate in weekly Sunday masses and regular reception of the sacraments together. During the school year, the faculty and students participate in the following Religious Formation Activities:

- a. Attendance at Mass as community
- b. Daily religious instruction
- c. Sacrament of Reconciliation each semester
- d. Preparation for and reception of the Sacrament of Reconciliation in Grade 2
- e. Preparation for and reception of the Sacrament of Holy Eucharist in Grade 2
- f. Preparation for and reception of the Sacrament of Confirmation in Grade 8
- g. Stations of the Cross weekly during Lent
- h. Special sacrifices and prayers for the Missions
- i. Experiences of various forms of prayer, such as the Rosary, spontaneous prayers, reflections, etc.
- j. Participation in service projects in school, parish and community
- k. Opportunity for students to be servers, lectors, and cantors at Mass

- I. Each class will host Masses during the year

The following prayers **or** religious facts are taught at these grades:

Kindergarten	The Sign of the Cross, Grace
Grade One	Our Father, Hail Mary, Glory Be
Grade Two	Formula for Confession and Act of Contrition
Grade Three	Apostles' Creed
Grade Four	The Ten Commandments
Grade Five	Precepts of the Church
Grade Six	Mysteries of the Rosary
Grade Seven	Eight Beatitudes
Grade Eight	Spiritual and Corporal Works of Mercy

Other prayers or facts are taught as required at various grade levels by the Diocese Curriculum Guide Objectives.

## **SAFETY**

### **Safe Environment**

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

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

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

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

### Parental Responsibility for Child Safety:

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

- d. Be aware of, support and reinforce the emergency procedure information your child receives at school.

Fire Drills:

- a. Adequate instructions are given to the faculty regarding procedures.
- b. Students are instructed to evacuate in an orderly manner and to remain calm in order to avoid panic.
- c. Fire protection procedures are posted in every classroom.
- d. Fire drills are conducted at intervals according to regulations.

Tornado Drills:

- a. Adequate instructions are given to the faculty regarding procedures.
- b. Students are instructed how to evacuate the classrooms and go to a place of shelter.
- c. Tornado drills are conducted at intervals according to requirements.

Lock Down Drills:

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

## **SCHOOL ADVISORY COUNCIL (SAC)**

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

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

The Advisory Council remains open at all times to parent comments, opinions and questions pertaining to school policies. If you wish to address any comment or ask any questions of a Council member, please feel free to call any member or attend monthly meetings that are held on the fourth Thursday of the month. Check the Wednesday school wide communication, website calendar or Church Bulletin for meeting dates.

## **SCHOOL DIRECTORY**

All Saints Catholic School Directory is an effective and necessary tool to support school and/or parish-related communications. Each school year an updated directory containing addresses, phone numbers, and e-mails will be available to all registered school families. This is funded through your Home and School Association dues.

## SCHOOL PICTURES

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

## STUDENT SERVICE HOURS

We believe that service is an integral part of living out our Catholic faith. We have service opportunities throughout the year for all grade levels. In preparation for Confirmation, we require students in grades 7 and 8 participate fully in three separate ministries per the parish sacramental preparation guidelines

## TECHNOLOGY – CODE OF ETHICS

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

**Equipment Responsibility:** Equipment includes computer/monitor, keyboard, mouse, cables, printer, flash drives mouse pads, scanners, cameras and video equipment and all other technological equipment the student will have access to. All equipment shall be treated with respect.

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

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

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

## PERSONAL RESPONSIBILITY

- A student will work only at his/her assigned computer, unless asked by the teacher or lab administrator to change computers
- A student is responsible for all equipment at his/her assigned computer. A student will **immediately** report anything missing, moved or unusual to the teacher or lab administrator.
- All computer work must be the student's own. It is unacceptable and unethical to use school computers to turn in someone else's work.

- It is unacceptable to utilize the network or Internet to plagiarize or violate copyright laws. All work must be completed by the student in his/her own words.
- All computer work must be consistent with school standards for appropriate content. A student's use of technology shall not contain or access materials that is profane or obscene, that advocates illegal acts that advocates harassment, violence or discrimination toward other people.
- Permission of the network administrator must be obtained to download any software from the Internet or to load other programs on the computer.
- The All Saints Catholic School Student Behavior Code applies when working around any technology equipment.

## **FILE SECURITY**

### **Passwords are strictly confidential.**

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

## **CONSEQUENCES OF VIOLATION OF TECHNOLOGY CODE OF ETHICS**

Consequences of violation of Technology Code of Ethics are detailed in the Behavior Manual Code section of this handbook.

## **TEXTBOOKS/BACKPACKS**

All students are required to have a school bag or backpack that fits in the locker; to protect their textbooks, papers, notebooks, etc. Rolling backpacks are not permitted except with written prescription from a doctor. For middle school students all backpacks must fit in the locker.

Students who lose or damage books will be required to pay either a fee or the cost of the book. All hardcover textbooks **must be covered with a sturdy book cover** at all times.

## **TRANSFERS**

When a student transfers to a public school or a Catholic school outside the Diocese, a copy of his/her cumulative record is sent upon receipt of a signed parent request from the receiving school. We will provide additional copies of cumulative records for a fee of \$2.00 each. No records will be sent to another school until **all** fees (lunch account, library fines, textbook fines, etc.) and/or tuition due has been paid.

## **TUITION PAYMENT POLICY**

Tuition payments may be paid:

### **TUITION PAYMENT OPTIONS**

- Full cash/check payment due on or before April 20 to receive a \$100 tuition discount per child.
- Full cash/check payment on or before June 1, (no discount if not paid on or before April 20,).

- Bank draft for 10 months beginning July. Registration with FACTS is required by May 1, FACTS charges a \$41 processing fee. There is no draft fee assessed by the school.
- Bank draft for 2 semi-annual payments in July and December. Registration with FACTS is required by May 1, a \$15 processing fee. There is no draft fee assessed by the school.

### **TUITION AND FEES COMMITMENT**

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

#### Tuition Delinquencies

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

### **UNIFORM DRESS CODE**

Our school uniform helps to identify the student as a member of the All Saints Community. Parker Uniform is the official supplier of ASCS school uniform. Shoes are available through School Shoes Unlimited in the Parker Uniform stores and online. The online address is: [www.parkersu.com](http://www.parkersu.com).

**Neatness, cleanliness, and modesty** are admirable virtues and we expect our students to strive to acquire them. Every **student** and **parent** is expected to abide by our guidelines at all times. General points to be considered are:

1. It is the parent's responsibility to check student for complete and/or proper uniform before dropping them off at school.
2. Students not complying with the dress code will contact their parents to have them bring the proper clothing to school. Conduct referrals will be issued should a pattern of non-compliance develop. (See Dress Code Violations is Behavior Code)
3. It is expected that all students be in a complete, appropriately worn uniform daily beginning on the first day of school.
4. The dress code applies to arrival and departure from school, unless the student is engaged in special school activities, authorized by the Principal, which demand a change of clothes.
5. All clothing should be of proper fit, clean and neat at all times.
6. Hair length/style/color must be appropriate. No out of the ordinary hair cuts or hair colors will be tolerated. Hair length needs to be maintained

- by a neat cut. Boys' hair should be above the collar line in the back, above the top of the ear on the sides, and above the eyebrows in front. Girls' hair should not obstruct their vision.
7. If any student must be out of uniform for any reason, a note from the parent must be presented to the student's homeroom teacher or office before school on that day to obtain a uniform pass for the day.
  8. No dress code can possibly cover all eventualities or possibilities. The Principal will ultimately decide what is acceptable and what is not acceptable.

## General Uniform Code for All Students

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

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

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

Shirts: Shirts must be tucked into skirts, pants, or shorts at all times except for the box bottom,  $\frac{3}{4}$  length sleeve blouses. Only the top shirt button may be unbuttoned. All shirts must be clean and wrinkle-free. White uniform shirts/blouses must be ironed. No shirts may have decorations, such as logos or monogramming. **All red shirts** (knit golf shirts and turtlenecks) and all sweaters/polar fleece vests must be purchased through Parker Uniforms. Undershirts must be plain white without writing/graphics.

Shoes: Shoes may be solid white (girls) or solid black (boys) athletic style shoes. Students in grades K-1 may wear Velcro closures if they do not yet know how to tie. Students in grades 2-8 must wear shoes that fit the foot, have laces that will remain tied and are maintained, clean and polished. PE does require an athletic type shoe.

Socks: Socks must be worn with the shoes. Socks must cover the ankle bone. "No see em's" sport tennis socks are not allowed. **Solid** color navy blue or white socks are required for all boys. Girls have the option of wearing **solid** blue or white: socks, cable knee socks or opaque tights.

Shorts: Whenever shorts are worn they must be the navy blue uniform shorts. Shorts are optional for PE class. Shorts may be worn year round. Short length must be just above or at the knee for boys and girls.

Skirt, culotte and jumpers: All skirt, culotte and jumper lengths must be **at the knee when kneeling down**. All girls need to wear shorts under their jumpers and skirts.

Sweaters /Sweatshirts/Polar Fleece Vests: Students have several options for their consideration and comfort: Navy blue or red sweater (crewneck, cardigan, or vest); navy polar fleece vest (Parker Uniform), or All Saints crest monogrammed sweatshirt.

## **GIRL'S UNIFORM**

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

- K – 4:** Red-navy plaid knee length drop waist or empire waist jumper  
White Peter Pan uniform blouse  
Navy modesty shorts  
White socks covering ankle bone, cable knee high socks or opaque tights  
Red or Navy Cardigan V-neck sweater  
Red or Navy V-neck pullover sweater  
All White Athletic Shoe
- K-1** White Velcro closure or Navy and white Jumping Jack or Keds saddle shoe
  - 2-4** Navy and white Jumping Jack or Keds saddle shoe **or** all white athletic shoe.
- 5 – 8:** Red/navy plaid knee length skirt  
White oxford uniform blouse or box bottom white blouse must be tucked in when worn with a vest  
Red/navy plaid uniform vest  
Navy modesty shorts  
White: socks covering ankle bone, cable knee high socks or opaque tights  
All White Athletic Shoe or navy and white Jumping Jack or Keds saddle shoe  
Red or Navy Cardigan V-neck sweater  
Red or Navy V-neck pullover sweater
- 8<sup>th</sup> Only option to monogram red or navy pullover v-neck sweaters with ASCS/class year. Navy V-neck sweater vest with ASCS/class year monogram.

**Girl's Uniform Options:** The following options are available for girls on non-liturgical school days:

- K – 4** Navy pleated slacks  
Navy flat front slacks  
Navy cuffed walking shorts  
Navy Culotte split skirt, knee length  
Plaid Culotte split skirt, knee length  
Red or white jersey knit shirt – short sleeved or long sleeved  
Red or white turtleneck shirt  
Polar fleece vest with monogram  
ASCS crest monogrammed red crew neck sweatshirt (HSA)  
White or Navy socks covering ankle bone, cable knee high socks or opaque tights  
White Athletic Shoe

- 5 – 8** Navy pleated slacks  
 Navy flat front slacks  
 Navy cuffed walking shorts  
 ¾ Sleeve white box bottom blouse (this does not need to be tucked in except when worn with vest)  
 Required under garment or shirt to foster modesty whenever vest is not worn  
 Red or white jersey knit shirt – short sleeved or long sleeved  
 Red or white turtleneck shirt  
 Polar fleece vest with crest monogram  
 ASCS monogrammed red crest sweatshirt (HSA)  
 White or Navy crew socks covering ankle bone, cable knee high socks or opaque tights  
 White Athletic Shoe

## **BOY’S UNIFORM**

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

- K – 8:** Navy blue dress pants  
 Navy blue pleated walking shorts (weather permitting)  
 Navy belt  
 White button down collar dress shirt  
 Tie (K – 4: plaid; 5 – 8: Navy with red) properly fitted  
 Red or navy cardigan V neck sweater  
 Red or navy v-neck pullover sweater  
 White crew socks covering the ankle bone or navy dress socks  
 Solid black athletic shoe

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

**Boy’s Uniform Options:** The following options are available for boys on non-liturgical school days:

- K – 8:** Red or white jersey knit shirt long sleeve or short sleeve  
 Red turtle neck shirt                      K - 8  
 White turtle neck shirt                      5 – 8  
 Navy polar fleece vest with crest monogram  
 ASCS crest monogrammed crewneck sweatshirt  
 White crew socks covering ankle bone or navy dress socks  
 Solid black athletic shoe

## **SPIRIT DAY WEAR**

The third Wednesday of each month is Spirit Day. Students may wear any ASCS spirit t-shirt or sweatshirt with uniform pants, uniform walking shorts, skirts or culottes. Some spirit wear is available through the school/parent organizations.

**UNIFORM PASS DAY GUIDELINES** – Uniform passes may only be used on Wednesdays unless Wednesday is a Mass day. Birthday uniform passes may be used anytime except on dress uniform days. The following guidelines must be met on ‘free dress’ uniform pass days:

1. Students must wear school appropriate clothing and footwear.
2. For safety reasons no sandals, high heels, Mary Jane or backless type shoes or boots are allowed
3. Only school uniform shorts are acceptable—other shorts are not.
4. T-shirts or sweatshirts without demeaning sayings/graphics are acceptable. Rock band/movie/video game T-shirts, tank tops and spaghetti strap shirts are not acceptable.
5. Jeans are acceptable without tears, holes or printing. No ‘low ride’ jeans/pants are permitted.
6. All skirts, culottes and dresses must be at or below the knee.
7. No bare midriffs permitted.
8. Clothing should be of proper fit (no oversized or tight fitting attire permitted)
9. No hats/bandanas

## **VOLUNTEERS**

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

## **YEARBOOK**

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

# **SPIRIT INFORMATION**

School Song: "On Eagles Wings"

School Anthem: "When the Saints Go Marching In"

School Colors: Red and Blue

School Mascot: Eagle

School Emblem: Praiser

## **ALL SAINTS MORNING PRAYER**

Heavenly Father,

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

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

Like Jesus, I will try today to treat everyone  
I meet with dignity and respect.

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

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

I ask this in Jesus' name.

Amen

# CARPOOL DROP OFF PROCEDURES

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

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

## **A to K—BACK drop off/pick-off**

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

## **L to Z—FRONT drop off/pick-up**

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

## **All Families – Important information**

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

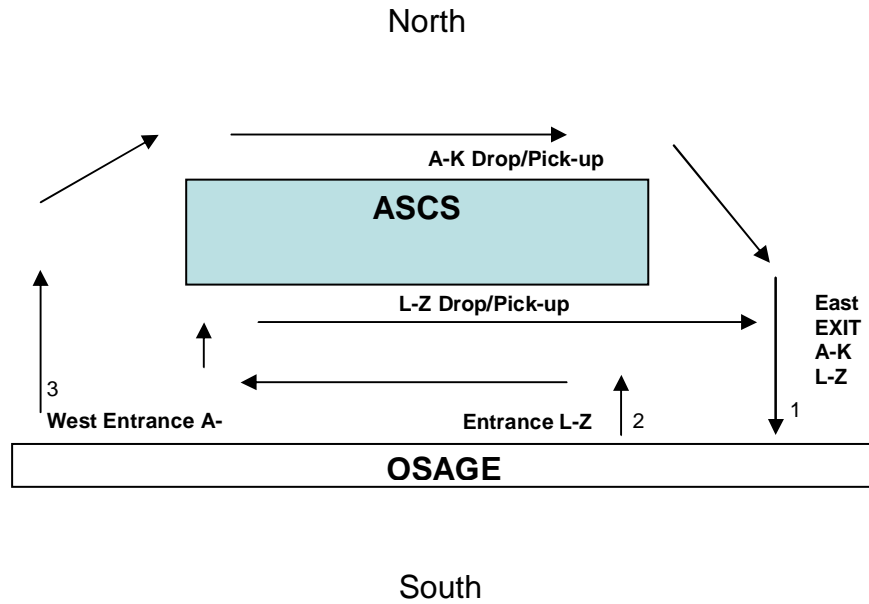
## **Carpools**

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

## **Bad Weather**

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

# ASCS CARPOOL MAP



# All Saints Catholic School

## Appendix I



## Behavior Code Manual 2009-2010

## Table of Contents

<b>INTRODUCTION</b> .....	<b>2</b>
GENERAL NOTE .....	2
<b>DEFINITIONS</b> .....	<b>3</b>
<b>LEVEL I OFFENSES</b> .....	<b>5</b>
ACADEMIC GROWTH.....	5
DRESS CODE VIOLATIONS .....	5
INAPPROPRIATE OBJECTS.....	5
SCUFFLING .....	6
TARDINESS TO SCHOOL .....	6
<b>LEVEL II OFFENSES</b> .....	<b>6</b>
INAPPROPRIATE BEHAVIOR .....	6
ACADEMIC DISHONESTY .....	7
TECHNOLOY—CODE OF ETHICS.....	7
TRUANCY .....	7
AGGRAVATED OR PHYSICAL ABUSE OR ASSAULT OF STAFF MEMBER/STUDENT.....	8
FIGHTING.....	8
VANDLISM.....	8
WEAPONS: Possession And/or Use.....	8
DISRESPECT/DEMEANING BEHAVIOR .....	9
DRUGS, TOBACCO, ALCOHOL: Possession And/Or Use .....	9
INSUBORDINATION/DEFIANCE OF AUTHORITY .....	9
OBSCENITY .....	9
STEALING .....	10

## **INTRODUCTION**

Discipline is derived from the root word "disciple" which means learner, or 'to grasp or take instruction'. Discipline is an essential aspect of Christian development; therefore practice in self-discipline becomes a necessary part of life. To a Catholic educator, the term means *the ability to listen to the voice of another, to understand the message, and to act upon it appropriately and in freedom, without external constraint.*

The quality of discipline in the school is a blend of values and attitudes of everyone concerned; this encompasses students, parents, teachers, staff and community. We believe that discipline and academic achievement are closely related. We appreciate the fact that discipline, order and cooperation are essential for people to meet, learn and work together effectively. All individuals involved in the school must share the responsibility for creating and supporting a positive and orderly environment. The goal of our disciplinary practices is to help students develop reasoning, self discipline and respect for others.

The United States Conference of Catholic Bishops states: *"All people are created in the image and likeness of God...People do not lose their dignity because of disability, poverty, age, gender, lack of success or race...We believe that every person is precious and more important than things."* *"In the Catholic school's educational project there is no separation between the time for learning and the time for formation, between acquiring notions and growing in wisdom."* Gospel attitudes are an intrinsic part of the educational environment.

To promote a Gospel mindset and social responsibility in students, the child is taught to use gospel values through "What Would Jesus Do?" problem solving for all behavior choices. We expect children as learners, to obey school rules, to respect faculty, staff and classmates, and to cooperate in maintaining a learning atmosphere. Flowing from these expectations, All Saints Catholic School is a FIGHT-FREE SCHOOL with "HANDS-OFF" and "NO PUT DOWNS" policies.

Students, who violate another student's rights or disregard their own responsibilities by making inappropriate choices, will experience logical consequences. Consequences hold the student responsible for their choices, allow them to develop and own a personal code of behavior and permit them to learn from experiences that are personal, i.e., hunger, tiredness tardiness. Consequences teach reality of the social order which is personally related to their choices, behaviors and misbehaviors.

Parents will be notified by an email, phone call, personal note or conduct referral form of choices made by their child that require consequences.

## **GENERAL NOTE**

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

## DEFINITIONS

**SCHOOL STAFF:** For this code staff includes teachers, administrators, volunteers, substitutes, secretaries, custodians, cafeteria workers and parents working in the building.

**REMINDER:** A verbal/written (for uniform or assignment infractions) reminder given to the students that their behavior choice is inappropriate and if continued will have consequences as listed in this code.

**REPRIMAND:** A verbal reminder of the inappropriate choice of behavior and a consequence of time out, loss of privilege, or other consequence as determined by action.

**CONDUCT REFERRAL :** The conduct referral system is the parent communication format for student choices that need redirection to help the student develop moral reasoning, self discipline and/or respect for others. The conduct referral will be emailed to parent via RENWEB by any adult supervisor or faculty. Copies are emailed to the child's homeroom teacher and the principal. It is vital that parents check their emails daily during the school year, as this is how important communication will take place.

- Three conduct referrals will require a conference with the parents, teacher and possibly the student, to determine a course of action to end the behaviors.
- Six conduct referrals require a second parent conference with the principal, teacher and possibly the student and will result in more serious action decided upon at the time of the second conference.
- Seven conduct referrals in grades 3-8 will mean automatic in-school suspension for the offense and possible expulsion depending on the nature of the offense. Age appropriate consequences will be decided upon for students in grade K-2.

**IN-SCHOOL SUSPENSION:** The student is deprived the privilege of attending regular classes, participating or attending any extracurricular activities or school sponsored functions, such as a field trip, for the determined number of days. S/he is expected to attend school, report to the Principal's office, complete assignments, and behave appropriately. S/he will be given compulsory work that must be completed during the day, and possibly homework to do at night. The grades for this work will be counted, but the percentages will only be recorded as 80% of the grade earned on each assignment.

The administration will determine the in-school suspension of a student and the length of time that the in-school suspension is to last. At that time the parents will be notified at a conference or by phone if a conference is not possible.

### **Out of School Suspension**

The student is deprived the privilege of attending school, extra curricular activities or school sponsored functions such as field trips, concerts, practices, etc for the determined number of days. Upon return to school the student will meet with the

principal. The student is expected to complete all work missed during out-of-school suspension, however no credit will be given for work missed while the student is suspended. The student is counted absent for the duration of the suspension.

The administration will determine the out-of-school suspension and the length of time the suspension is to last. At the time of the decision the parent will be notified at a conference.

**EXPULSION:** Any student, who repeatedly fails to cooperate with school officials and repeatedly disobeys school policies, will be asked to withdraw from All Saints Catholic School.

The Principal will have the final say in the expulsion of a student. The parents will be notified at a conference.

**FIGHT FREE:** A fight-free school is a school where students seek solutions in difficult situations and everyday problems other than physical violence to solve problems. Problem solving skills are taught in Religion, through the Guidance Program, Peace Table and the "What Would Jesus Do?" code of behavior. All fighting requires a conference with the principal to discuss and discover what other choices the student had to prevent the incident.

**HANDS-OFF POLICY:** All students are required to keep their hands, feet and bodies to themselves. Frequently, unnecessary shoving, pushing or jostling could lead to a fight. All persons have the right not to be touched by another person without their consent.

**NO PUT-DOWNS:** A threat free environment requires that students and staff have the right to attend school and work in an environment free from bullying, threatening, intimidating, harassing or inappropriate word, act or deed.

- **Harassment:** When one person makes repeated verbal or physical contact with another person who does not want these contacts. Failure to respect the dignity of another person, demeaning behavior.
- **Bullying:** A type of harassment that involves some sort of force whether overt or subtle. Exclusion is widely considered a form of bullying.

**LEVEL I OFFENSES:** Level One Offenses, are behaviors that interfere with the academic environment and show a need on the part of the student to develop self-discipline. These offenses are defined on the following pages.

**LEVEL II OFFENSES:** Level Two Offenses, are more serious behaviors than Level I and are unacceptable in the school environment as they violate the respect of others as required by our gospel values. The record of the behaviors will become part of the students' permanent record. These offenses are defined on the following pages.

## LEVEL I OFFENSES

**ACADEMIC GROWTH:** Academic growth and the development of good habits and skills is the responsibility of both the students and teacher. The following are areas which inhibit the growth of a student to their full potential and are deemed serious enough to warrant action before such behaviors become habit. Classroom behaviors such as the following will have consequences:

- Not turning in completed assignments.
- Not being prepared for class—includes not having necessary supplies—pencils, paper, workbooks, textbook, etc., as a regular pattern for that student.
- Consistent tardiness to class.
- Failure to use designated class time or study hall to complete assigned work.
- Failure to use technology that has been assigned as an aid to the student's learning needs

**First and Second Offense:** Parent/student notified through email or phone call.

**All Other Offenses:** Conduct referral issued and notice emailed to parent; parent/student/teacher conference to discuss solutions to the problem. Non-compliance may result in dismissal of student.

**DRESS CODE VIOLATIONS:** (without a parent's note):

**First Offenders:** Parent notified with written uniform notice reminder that identifies the violation. (If a student is totally out of uniform without a note or uniform pass, the parent will be called to bring the change of clothing)

**Second Offense:** Conduct referral, parent contacted to bring required item or change of clothing.

**Third Offense and All Others:** Conduct referral, parent contacted to bring proper uniform or change of clothing before student may attend class, class work will be done in the office until uniform arrives. Conference will be held with parent and student to resolve situation. Student may be expelled if compliance is not forthcoming.

**INAPPROPRIATE OBJECTS:** Possession of toys, radios, skateboards, tape recorders, CD players, mp3 players, I pods, dolls, stuffed animals, magazines, hand held computer games or organizers, playground type balls--soccer, basketball, tennis balls--or equipment, etc. without permission of teacher/principal. If a cell phone is visible or rings during school it will be deemed an inappropriate object.

**First Offense:** Item confiscated and parent contacted by teacher. Parent can collect the item from an administrator.

**Second Offense:** Item confiscated, conduct referral issued by the teacher. Parent can collect the item from an administrator.

**Third Offense and All Others:** Item confiscated, conduct referral issued; after third slip, automatic suspension-length to be determined.

**SCUFFLING:** Minor physical contact such as shoving, pushing, or jostling which could lead to a fight.

**First Offense:** Reprimand

**Second Offense:** Parent notified via conduct referral.

**Third Offense:** Conduct referral, loss of recess--assigned cafeteria duty.

**All Others:** Parent contacted, conference required, suspension-length to be determined by the Principal.

**TARDINESS TO SCHOOL:** Any student arriving after 7:45 a.m. is considered tardy. Any student arriving after 7:45 must be accompanied by a parent to the office for a tardy slip.

Please note that All Saints Catholic School follows the laws governing the compulsory attendance in Texas school which states a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days class is offered. A student that has missed 3 or more days or parts of days within a 4-week period from school (*tardies are considered parts of days*) is subject to this law. Five tardies, regardless of reason, will count as one day of absence for calculating 90% attendance for promotion decisions.

## LEVEL II OFFENSES

**INAPPROPRIATE BEHAVIOR:** Intentional acts, behaviors, or conduct in the classroom, in the school building, upon school grounds, or at a school activity which interfere with an orderly and/or safe environment.

- Disruptive or excessive talking in the classroom, halls, bathrooms, lunch room, on the playground, while in line, at dismissal, etc.
- Throwing objects.
- Chewing gum.
- Buying from or selling any item to another student without permission in writing from the Principal.
- Disrupting class or any behavior that the staff feels would impede the learning process including not following classroom established rules and/or not reporting to assigned classroom.
- Conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

**First Offense:** Parent contacted, student reprimand

**Second Offense and Third Offense:** Parent notified via conduct referral; loss of extra-curricular activities (such as Student Council or Athletics)

**All Others:** Parent notified via conduct referral, conference required; Probation the length and restrictions of which will be determined by the administration if behavior does not improve, expulsion may result.

**ACADEMIC DISHONESTY:** Cheating, plagiarism, giving, receiving/stealing answers to homework or tests, and academic dishonesty in any form cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation and report it to the Principal. All work must be completed in student's own unique words.

**First Offense and All Others:** Depending upon the circumstances, the penalty can range from a conduct referral with parent conference; loss of grade value; loss of extra-curricular activities (such as Student Council or Athletics); in-school suspension; probation the length and restrictions of which will be determined by the administration. If behavior does not improve expulsion may result.

**TECHNOLOGY—CODE OF ETHICS :** Violation of the policies and procedures of All Saints Catholic School concerning the use of technology and networks, the handling of equipment or the inappropriate posting of information relating to the school, students or school personnel on outside Internet sites such as, but not limited to, Facebook, MySpace or Utube, will result in disciplinary action.

**First Offense:** Student will lose computer privileges/Internet access. Length of privilege suspension will be determined by the administrator/teacher; loss of extra-curricular activities (such as Student Council and Athletics). Restitution for damages will apply.

**Second Offense:** A student will be removed from class and recommended for in-school suspension. Restitution for damages will apply. Probation the length and restrictions of which will be determined by the administration. If behavior does not improve, expulsion may result.

**Third Offense:** Expulsion may be considered flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used ASCS Internet access to violate the law or to compromise another computer network. Restitution for damages will apply.

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

**First Offense:** Parent contacted; conduct referral issued; authorities notified loss of extra-curricular activities (such as Student Council and Athletics).

**Second and All Other Offenses:** Parent contacted; conduct referral; in-school suspension--length to be determined by administration. Authorities will be notified.

## **AGGRAVATED OR PHYSICAL ABUSE OR ASSAULT OF STAFF**

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

**First Offense and All Others:** EXPULSION. Police will be called and a report filed.

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

**First Offense:** Parent contacted via conduct referral; Principal to determine length of in-school suspension of 1 - 3 days; loss of extra-curricular activities (such as Student Council and Athletics for the semester).

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

**VANDALISM:** The willful or malicious destruction or defacement of any property whether school property or individual private property. Vandalism includes, but is not limited to, breaking windows, writing on walls, destroying rest room fixtures, or the defacement of any portion of the interior or exterior of school property, including furnishings and equipment. This includes vandalism while on field trips.

**First Offense:** Parent Conference; restitution for damages; loss of extra-curricular activities (such as Student Council and athletics); conduct referral, suspension and/or probation the length and restrictions of which will be determined by the administration. If behavior does not improve expulsion may result, depending on the degree of vandalism. Police will be called and a report filed depending on the value of damage or loss.

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

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

**First Offense and All Others:** Parent contacted; conduct referral; weapon confiscated 10 day suspension with with loss of extra-curricular activities, or possible EXPULSION. Police will be called in all cases when a gun is involved and in all cases when a weapon is used or attempted to be used.

**DISRESPECT/DEMEANING BEHAVIOR: “NO PUT DOWN” POLICY** Insult or defiance, including but not limited to derogatory names, obscene or insulting remarks, false statements that defame another’s character, gestures, or written statements or verbal abuse of any adult or student on school premises or during school-sponsored activities.

**First Offense:** Parent contacted via conduct referral, Principal to determine length of in-school suspension, 1-3 days; loss of extra-curricular activities (such as Student Council and Athletics).

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

**DRUGS, TOBACCO, ALCOHOL: Possession And/Or Use:** The possession and use of illicit drugs, tobacco, and the unlawful possession and use of alcohol is wrong and harmful. The school provides age appropriate and developmentally based drug and alcohol programs for students through the Positive Action, Family Life and Red Ribbon/Respect Life week programs. These programs address the legal, social and health consequences of drug, tobacco, and alcohol use. This policy applies to after school programs, school grounds, field trips or at any school event whether at school or another location. It is a very serious infraction to bring, buy, possess, use, transmit, or be under the influence of any drugs, narcotics, alcohol, or tobacco at any school activity.

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

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

**INSUBORDINATION/DEFIANCE OF AUTHORITY:** The failure to comply with reasonable requests from a staff member, adult supervisor.

**First Offense:** Conduct referral

**Second Offense and All Others:** Conduct referral, parent conference, loss of extra-curricular activities. Probation the length and restrictions of which will be determined by the administration. If behavior does not improve, expulsion may result.

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

**First Offense:** Parent contacted via a conduct referral; written apology required; possible suspension depending on circumstances.

**Second Offense and All Others:** Parent contacted via a conduct referral and suspension--length to be determined by the Principal; written apology required; loss of

extra-curricular activities (such as Student Council or Athletics) If behavior does not improve, expulsion may result.

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

**First Offense:** Parents contacted via conduct referral; restitution or return of the item(s). Suspension—length to be determined by the Principal depending on circumstances and value of item.

**Second Offense and All Others:** Parent contacted via conduct referral; restitution or return of the item and a ten day suspension or EXPULSION. Police will be called if the amount/value exceeds \$50.00.

# All Saints Catholic School

## Appendix II



## Athletic Policies and Procedures 2009-2010

# ASCS Athletic Policy and Procedures Manual

## Athletic Mission Statement of All Saints Catholic School

**We at All Saints Catholic School will always work at:**

“Guiding students through sports with a focus on always maintaining a healthy mind, body and competitive spirit.”

## Athletic Philosophy

The fundamental philosophy of the ASCS Athletic Department is to develop the talents of young men and women through competitive amateur athletics while maintaining a strong sense of Christian principles and good sportsmanship. The All Saints Catholic School Athletic Program is a Christ-centered program open to school students enrolled in the fifth through eighth grades at All Saints Catholic School and exists for the sole benefit of the children and/or students who participate. All students have the opportunity to participate, focusing on team unity, sportsmanship, skills' development and fun.

The goal of the athletics program is to develop the whole athlete. It is the goal of this program to assist in developing bodies, minds and spiritual beings into strong and contributing members of our society and our Church. Our program teaches our athletes to strive for personal bests and to maximize their contribution and sense of commitment to their team. Teaching the importance of winning vs.losing and how to handle either outcome are secondary goals.

The athletic department of ASCS is a vital, contributing part of the total educational system. The rules of the classroom regarding success, desire, integrity and perseverance are applicable during competition. Students who participate in athletics need to have a sense of personal accomplishment, fun and the satisfaction one feels in contributing to a team effort.

## Use of School Name

The All Saints athletic teams that participate in the Dallas Parochial League are school sponsored. That means any other team such as the YMCA teams, Chamber teams, Spring Valley League, PSA and etc. are **not** school sponsored and are not permitted to use the school name. This also means you cannot go out and buy uniforms with the school name on them.

This is in the Family handbook on page FH 10 and 11.

## Dallas Parochial League

All Saints Catholic School participates in the athletic organization serving the Catholic schools in the Diocese of Dallas (principally those in the metropolitan area). This organization, the Dallas Parochial League, hereafter DPL, sets policy and acts as an overall coordinator for the various sporting competitions it offers. DPL's philosophy and policies are summarized in the following quotation and subsequent paragraphs. In that All Saints is a member school of DPL, it will be the objective of the Athletic Director and the Principle to structure and manage the athletic program at All Saints under this same philosophy and policies.

“An athletic contest is a classroom away from school. The same rules are applicable to success, desire, integrity and perseverance. These are ingredients that are needed in a commitment to excellence philosophy.”

The athletic department of a parochial school system should be a vital, contributing part of the

total education system. It should be a working laboratory, where skills of being a team should be experienced. It is not a “minor league” for college or professional athletics, but rather an educational arm for helping to develop our students into the best citizens of our community that they can be.

The most important purpose or goal of the athletic department should be to develop young men and women, through competitive athletics, to develop their bodies, minds and spiritual beings into strong, contributing members of the society and Church in which we live. We can do this only if we teach these young men and women to give their best and not be concerned solely with winning and losing.

The object of this league shall be to provide athletic programs with the emphasis on Christian principles and good sportsmanship at the amateur level... to organize and govern competition between teams representing schools of the organization. The league shall exercise such control as is necessary to ensure the safe, healthful, and moral development of the players of the member schools.

### ***DPL’s Emphasis on Athletics for Students, grades 5 through 8***

All Saints aligns itself with DPL’s policy regarding the objective or focus of athletic teams. This focus varies depending upon grade level. In general, for all athletic teams comprised of 5th and 6th grade students, the emphasis will be placed on individual and team skills’ development. Participation will be encouraged for all who want to play. For all athletic teams comprised of 7th and 8th grade students, participation and skills’ development will continue to be emphasized. Additionally, the 7th and 8th grade students will experience the formation of a “competitive” team structure for each sport.

### ***Sports Offered by the DPL***

#### ***Fall:***

Cheerleading, Cross Country, Drill Team, Football, Volleyball, and a Swim Meet

#### ***Winter:***

Boy’s and Girl’s Basketball

#### ***Spring:***

Baseball, Softball and Track & Field, Swim Meet

Soccer and Golf Tournaments

### **Athletic Director**

The Athletic Director serves as the link between the DPL and All Saints Catholic School and assumes the day-to-day responsibility of managing the athletic program. The Athletic Director coordinates closely with the Principal on all athletic events and ensures that the athletic program effectively meets the needs of the student body and reflects the intent of the Athletic Philosophy as set forth in page 1 of this manual.

The responsibilities of the Athletic Director are as follows:

1. Work directly and in close communication with the principal in coordinating the athletic program for students in grades 5-8, those grades involved in the Dallas Parochial League (DPL).
2. Represent the best interest of the school in the Dallas Parochial League and attend all DPL conferences.
3. Supply the DPL with all rosters, entry fees and other requested information in a timely

manner.

4. Collect or review background, qualifications and other relevant information collected from coaching candidates; work with Principal through coach selection process.
5. Work closely with each coach in communicating information regarding practice and game schedules, gymnasium availability, certification and /or coach's clinics, student(s) affected by athletic probation, uniform distribution and return, etc.
6. Act as a liaison between parents and faculty on matters concerning athletic probation; intercede when complaints surface pertaining to a volunteer coach; be open and receptive to suggestions and requests from student athletes, parents and faculty regarding athletic program.
7. Assure that appropriate personnel are on hand for activities requiring use of the school's gymnasium (scorekeepers, clean-up, security, etc.).
8. Intervene in matters involving undesirable behavior displayed by either an athlete, a coach or parents during scheduled practices, scrimmages or games.

## **Student**

### ***Student Responsibilities***

In terms of participation in the athletic program, all students will be strongly encouraged to participate in the athletic program at All Saints. Students will be informed of the registration period for an in-season sport. Should there be a sufficient number of students that sign up for each sport, tryouts will determine which students are placed on the Division I and Division II teams, both of which are at varsity level. For all sports except volleyball & basketball, students interested in playing on the 5th and 6th grade teams will play at the "junior varsity" level, where more emphasis will be placed on individual skills' development. In volleyball and basketball, at the 6th grade level, there will be both a Division I and Division II team, for which tryouts may be necessary, depending upon enrollment.

For those students playing at the varsity level, detailed explanations of the skills to be evaluated during tryouts, as well as other pertinent information regarding the tryout process, have been prepared for basketball and volleyball.

As part of the registration process, parents will be requested to sign the registration and athletic waiver forms in addition to attending a required meeting with the coaches. All athletes must have an up-to-date physical on file.

Students participating in the athletic program for any of the DPL sports will receive a team uniform for which they will be held responsible. The Athletic Director will distribute the uniforms to the individual team coaches or players. The student will then return all of the same items, in good condition, at the conclusion of the season. Cost for the restoration or replacement of any uniform items lost or damaged will be the responsibility of the student athlete and his/her parents.

If any student athlete prematurely leaves a team because of scheduling conflicts due to a club/select team or sport not sponsored by DPL or decides to quit due to lack of interest, this student will forfeit the opportunity to play that DPL sport in the following season. In the case of 8th grade students who sign up to participate in any of the DPL sports, they are strongly encouraged to "play out" the season and thereby set an example to the younger students. However, should an 8th grade student decide to quit football, for example, such action may jeopardize this student's participation in future sports, such as basketball, at All Saints. If there are other circumstances which influence or force a student to quit, the Athletic Director will

consider such circumstances and determine how(or if) the policy will be enforced.

### ***Standards of Behavior for Student Athletes***

Students wishing to participate in the athletic program at All Saints will be expected to conduct themselves in a positive and respectful manner. Any student exhibiting negative behavior, deemed detrimental to the team, will be removed from play during the specific sporting event at which the behavior was observed, as decided by the coach, or suspended from future team participation, as determined by the Athletic Director. Negative behavior includes use of profanity and/or use of offensive words or gestures, or any outright aggressive act directed toward fellow teammates, coach or coaches, the opponent, game officials or parents.

Good sportsmanship is the key to a good, strong athletic program. Participating students are expected to develop good sportsmanship skills and exhibit them during all practices and games.

Additionally, student athletes are expected:

- To demonstrate a very high regard for all property, whether it be uniforms, or sports equipment. In terms of the latter, no littering, vandalism, graffiti, or misuse of property or facilities will be permitted.
- To behave like guests when practicing or playing any sporting event at opposing school. Adhere to the Sportsmanship Code for Players in the DPL Handbook.

### ***Tryout Process***

The tryout process pertains primarily to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. Upon signing up, students when possible will be given the option to tryout for a Division I team. These tryouts are totally optional and if a student wishes not to participate in the tryout, he/she will be placed on the Division II, or Division III team. Students who tryout and are not selected for a Division I team, will be placed on the Division II or III team. Students who miss the tryout date due to schedule conflicts or out-of-town travel will be placed on a team based on the recommendation of the Athletic Director. Provisions will be made for those students who miss the tryout due to documented illness or injury. Under these circumstances, the affected student(s) will be evaluated at one or two practice sessions and subsequently placed on a team, based on the recommendation of the coaches and the Athletic Director.

All tryouts will be run and conducted by outside experienced coaches selected by the Athletic Director. It should be noted that all tryouts are closed to parents and other non-participants. Additionally, when participating in a tryout, students are asked to refrain from wearing any school/school or club team apparel. Depending upon the number of students who sign up to participate in a sport, the Athletic Director will determine whether to hold a tryout. If there are not a sufficient number of players to fill two team rosters, all players who signed up will be placed on a single Division I or II team based on their athletic ability. There is no limit to the number of Division I, Division II or Division III teams that a school may present to the league. All divisions are designed to focus on developmental skill and knowledge of the sport. However, Division I places more emphasis on competition.

### ***Practice***

***Regarding practice times:*** All DPL teams have first priority regarding use of the gym. Varsity teams will generally have two (2) 1-1/2 hour practices per week-full gym. Junior Varsity teams

will receive two (2) 1-hour practices on one-half of the gym. Practice schedules and times may vary depending on the number of teams needing use of the gym and availability.

If multiple practice times exist for a team the coaches will determine which practice is mandatory. While it is preferable that all student athletes attend all practices playing time can be affected for missing mandatory practices for an un-excused reason (example my other team had practice, I wanted to go to my friends party)

### ***Academic Eligibility for Participation in Athletics***

Students participating in DPL activities are required to maintain a grade no less than 70 (C) in each subject area and to achieve no less than a satisfactory rating in areas concerning conduct, effort, or self-discipline (hereafter, the minimum standards).

In order to try out or remain eligible for a team or extra- curricular activity, a student must be passing each subject area with at least a 70% ; maintain an overall 76% (C) average in all subject areas, with no more than one "D" and no "F's"; and maintain at least an "S" average in conduct. Failure to comply with any of these criteria will result in a student being placed on ineligible probation until grades meet the grading criteria as evidenced on the next grading cycle (progress report or report card). The student will have 2 weeks to show satisfactory progress in raising all grades and unsatisfactory conduct marks. This means that after the initial two week grade check review, the student will submit weekly (Wednesday) grade check forms to the assistant principal to verify that his or her grades meet the criteria for eligibility. The form will be obtained from the child's homeroom teacher on Tuesday of each week and will be turned in to the assistant principal by Wednesday of each week by the end of the lunch period. As long as the grades meet the criteria, the student is eligible to participate that week. If the student fails to get the forms filled out or return them to the assistant principal by Wednesday, they will be ineligible to participate in any extracurricular activity, practice, or competition until the next week the student submits a grade check form or until the probation period ends.

During the Athletic Probation period, it will be the responsibility of the Athletic Director to communicate with affected students and their coaches. It will be the responsibility of the Assistant Principal to communicate with the student's parents.

### ***Attendance and Eligibility***

Students must be in attendance at school between the hours of 11:00am and 3:00pm to be considered eligible to practice or participate in extracurricular activities for that day. If the activity falls on a day school is not in session, the previous day's attendance is viewed for eligibility.

It is the parent and student's responsibility to be aware of and adhere to the above mentioned eligibility policy.

## **Coaches**

### ***Coaching Philosophy***

The coach bears the greatest direct responsibility for sportsmanship. His/her influence upon the attitudes and behaviors of the players and spectators is unequalled. A Christian manner of speech and action is expected of all coaches. It is essential that all coaches subscribe to the values of sportsmanship and teach its principles through word and deed. Coaches who are selected to represent All Saints Catholic School must reflect the school's philosophy and

policies in making athletics fit into the general school program. To simplify, this means that coaches are to be respectful of the students and must strive to approach practices and game situations focusing on the positive. They should be fair and have an unprejudiced relationship with all team members for every child needs to experience success. Coaches should expect all members to act in a cohesive team manner. They have the right to expect the athletes to attend every practice.

It is required that coaches have a meeting early with parents to emphasize the Athletic Program philosophy, rules, policies and regulations listed in this handbook. All coaches are expected to abide by the following *guidelines*:

- ◆ Always set a good example for others to follow  
Promotes an atmosphere of positive reinforcement and supportive spirit among teammates
- ◆ Teach and model Christian values
- ◆ Instruct the players in their sportsmanship responsibilities
- ◆ Discipline those students/athletes who display unsportsmanlike conduct  
Makes all necessary arrangements for game day such as notifying players of game time and place,  
securing scorekeepers and other support.
- ◆ Be a gracious host to opponents – treat them like guests
- ◆ Respect the officials' judgment and interpretation of the rules
- ◆ Publicly shake hands with officials and opposing coach before and after the contest.
- ◆ Meets with team members after each game, win or lose, for wrap-up.
- ◆ Coaches are discouraged from transporting athletes to and from contests and practices.
- ◆ If a practice is not held at the scheduled time, the canceling coach must inform the Athletic Director at least two hours in advance of the scheduled time. This courtesy will enable the Director to notify the appropriate people to make sure the facility is secure for close out.

### ***Relationship with Student Athletes***

1. Knows and appreciates each athlete as an individual and recognizes each individual's contribution to the team effort
2. Uses positive and supportive language; engages in constructive criticism only.
3. Promotes an athlete's self-esteem and self-discipline

### ***Coaching and Volunteers***

The Athletic Director will coordinate the coach selection process. All coaching applicants are required to submit information, in the form of an application, to the Athletic Director for review. It will be the responsibility of the Athletic Director to make the final decisions regarding all coaching selections.

Any parent wishing to volunteer for a coaching position is encouraged to do so. Prior to each seasonal sport, volunteer sign-up sheets will be posted, allowing all who wish to be considered to apply. A copy of the volunteer coach's application is available in the School office. If there is more than one applicant for a coaching position, the Athletic Director will make the final decision on who will coach the team. No coaches are guaranteed yearly positions. The Athletic Director will evaluate coaches each season.

In Varsity-level sports, a non-parent coach is preferred over a parent-coach. When selected, each head coach, as well as assistants, will be required to complete a criminal background check, screening test, Safety Environment Training Course and sign the All Saints Coach's Guidelines. They will also be asked to attend any prerequisite training or certification programs as recommended by the Athletic Director or the DPL. Any volunteer with an established or

prior criminal record will not be permitted to coach at All Saints Catholic School or in the DPL.

Coaches will be subject to immediate removal for violation of any of the All Saints Coaches' Guidelines or DPL rules governing coaches or at the sole discretion of the Athletic Director for behavior unbecoming of a coach or inconsistent with student athlete development.

Assistant coaches may be selected by the approved head coach, with final approval from the Athletic Director. Assistant coaches will be subject to the same qualification criteria, behavior standards, removal procedures and criminal background check requirements. All coaches for All Saints Catholic School must be at least 18 years of age.

### ***Safe Environment Policy***

The Diocesan Safe Environment Program states:

“As Christian adults, we have a moral and legal responsibility and are entrusted by God with the spiritual, emotional and physical well being of minors and vulnerable adults as they participate in activities within or sponsored by our Diocese. It is our responsibility and commitment to provide an environment which is safe and nurturing.”

“In order to achieve the above, the diocese has a Safe Environment Program that implements training, screening, background checks and other procedures that are designed to reduce the risk of sexual abuse of children and vulnerable adults. Every parish, school and Diocesan agency has the program and each is responsible for program implementation and continuation.”

For the safety of the student athletes, all coaches and volunteers at ASCS must successfully complete the Diocese of Dallas Safe Environment Program Procedures. The Athletic Director will communicate and provide all the necessary requirements and forms to coaching/volunteer staff.

- ❑ It is mandatory that at all times there be **two (2) adults** present when practicing in the gym or field. Coaches must arrange supervision with the parents if an assistant coach is not present.
- ❑ All head coaches must be 18 years of age and must be approved by the Athletic Director. Paid staff members and volunteers are under the supervision of the Principal and the Athletic Director.
- ❑ Coaches are discouraged from transporting athletes to and from contests and practices.

### ***Professional Behavior***

1. Reflects the same standards of behavior that are required of student athletes (see Student, Standards of Behavior for Student Athletes) during practices, scrimmages or scheduled events.
2. Provides timely and constructive feedback to student athletes.
3. Strives for self-improvement through participation in certification and training programs.
4. Shall not openly question a referee's judgment, honesty or integrity and shall refrain from any misconduct constituting Referee Abuse (see definition at the end of this section). Referees are symbols of fair play, integrity and sportsmanship.
5. Shall accept the results of each game, encouraging each child to be gracious in victory and turning defeat into a positive experience by working toward improvement.
6. Supports the philosophies of the school and adheres to the policies of All Saints Catholic School.

Note: The term "*Referee Abuse*" means abusive or derogatory conduct of any nature whatsoever directed against a referee including, but not limited to, threats, remarks that carry an implied threat of physical harm, intentional physical contact with a referee, such as grabbing his/her uniform or arm, poking or vandalism directed at the person or property of a referee, the throwing of any object at a referee, and the like.

## **Medical Emergency Procedure**

The Emergency Medical Procedure covering all Dallas Parochial League activities in which All Saints Catholic School students participate is the step-by-step process described below. This process will go into effect in the event of an illness or injury involving a student athlete while on the campus of All Saints Catholic Community.

Some examples of common emergencies that may occur are: Diabetic reaction, severe asthmatic attack, nausea, vomiting, laceration or trauma.

It should always be understood that the health and safety of the athlete is the preeminent concern in the event of a medical emergency. Every effort should be made to contact the legal guardian of the athlete as soon as possible to direct the medical care of the individual. If the legal guardian is unavailable, it is the responsibility of the Athletic Director, if present, or coach of the affected athlete to make reasonable decisions regarding treatment.

In the event of a medical emergency, the procedure is as follows:

1. Contact the athlete's legal guardian.
2. Institute simple first aid such as bandage minor cuts, ice and elevate bruises and strains.
3. Arrange for Emergency Medical Treatment by calling the Plano Fire Department Medical Emergency number \*911\*
4. Contact the Athletic Director (214-217-3328) and the Principal (214-217-3300) and leave messages for both individuals.

## **Gym rules**

Following is a list of gym rules that must be followed when using the gymnasium.

- ◆ Absolutely no food or drinks other than water are allowed in the gym.
- ◆ All coaches are responsible for making sure that the gym is picked up after their practice. No leftover jackets, clothes, balls, etc. The coach should always be the last to leave.
- ◆ There is to be no unsupervised children allowed in the gym.
- ◆ If you are the last practice or group of the day, please make sure to turn off all lights and that all doors are closed before you leave.
- ◆ There is to be no playing on the mats or on the referee's platform for volleyball.
- ◆ Children should not be left unattended.
- ◆ We discourage siblings at practices. Student athletes and coaches must be able to remain focused and disciplined to the practice session.
- ◆ Please make sure that all players are wearing the proper footwear.
- ◆ The possession or use of any alcohol, illicit drugs, tobacco products of any kind is prohibited.
- ◆ Athletic equipment is used only in appropriate designated spaces. Use of equipment in the hallways is prohibited.

- ◆ Coaches should check the condition of the gym/field before the previous coach turns it over to them. If the area has not been left in good condition, then the entering coach should ask the previous coach to rectify the situation.
- ◆ Student athletes and parents should take all personal possessions with them before departing.
- ◆ Failure to follow any of these rules will result in loss of gym privileges.

### **FAQ's (Frequently Asked Questions)**

Q: Can a 4th grader play in the DPL?

A: No. The DPL is designed for 5th through 8th grades only.

Q: Are there tryouts and for what sports?

A: Yes. Tryouts could be conducted for volleyball and basketball, grades 6th through 8th. Other varsity sports may apply based on the number of students going out for that particular sport.

**There are no CUTS!!!**

Q: Who is in charge of running the tryouts?

A: It is the responsibility of the Athletic Director to bring in outside coaches to conduct and oversee the tryout process. If the coaches have a concern regarding a player they may consult the Athletic Director for their recommendation.

Q: Can a non-parent coach an All Saints team?

A: Yes. We are very blessed to have such great parent-volunteer coaches; however, at the Varsity levels we prefer to have a non-parent coach, if qualified.

Q: Where do we get team uniforms?

A: The Athletic Director will distribute uniforms to all players / coaches. Uniforms must be returned when the season ends or at the direction of the Athletic Director. A fee will be assessed if uniforms are not turned in.

Q: Are there playing time requirements?

A: Yes, for 5th and 6th grade levels there is a minimum time amount. However, it is encouraged that all players have the opportunity to participate in all games.

Q: Can a team get bumped from a practice?

A: Yes. In the unlikely event that a DPL game must be scheduled during a practice time, or if there is a school program in the gym, practice would be cancelled.

Q: Who do I talk to if I have a problem with a coach?

A: First, contact the Athletic Director and make him/her aware of the situation. The Athletic Director will discuss the situation with the coach in order to resolve any conflicts or problems. If resolution isn't timely, the Principal will be informed by the Athletic Director of the situation.

Q: If I coached last year, do I automatically coach the next year?

A: No. Based on volunteers and coaches evaluations, it will be the Athletic Directors responsibility to choose the coach that will best fulfill the needs of the student athletes.

Q: If a student declines a tryout and then changes their mind are they allowed to participate in the tryout process.

A: Yes, A student may attend the tryout, no student will be left out.

## **A Final Note from the Athletic Director**

We, at All Saints Catholic School, are very blessed to have a wonderful school and a growing program. We need to take full responsibility for all our actions and represent our school and parish in the best way that we can. I also feel that it is extremely important for parents and students to understand the value of commitment. When a student signs up for a DPL sport, I ask that they give 100% of their time and effort to that sport. It is not fair to coaches and your teammates if you cannot devote time to your team. I would ask that all student athletes be at every practice and show up at every game on time. If students and parents are not willing to make this commitment to their team, they should re-evaluate their sport priorities. By not committing fully to your team, you are failing to be a member of the team, and letting your teammates and coaches down. If you have already committed to play another sport or on another team outside the DPL, and wish to participate on a DPL team, please ensure that you make the DPL your priority.