



All Saints Academy

**PARENT/ STUDENT
Handbook**

**All Saints Academy
295 North Clinton Street
Breese, IL 62230**

MISSION STATEMENT

All Saints Academy provides a Catholic and quality academic education to families of St. Augustine, St. Anthony, St. Dominic Parishes, to families of neighboring parishes, and to others who desire such an education. The spiritual, mental, physical, and social development of each child is the core of All Saints Academy. This school encourages students to gain a deeper understanding of church tenets, Christian and family attitudes, and their relationship with God, nature, and all humanity.

PHILOSOPHY

Catholic Education is the expression of the mission entrusted by Jesus to the Church. All Saints Academy's response to the mission is three-fold:

- **RELIGIOUS STATEMENT**

All Saints Academy shall provide an environment where Christ gives meaning and dignity to human life. As individual members of the school community, we share a Christian vision. Our vision is to take the principles of the gospel and make them our educational standards, internal motivation, and final goal.

- **EDUCATIONAL STATEMENT**

All Saints Academy strives to make the faith of our students alive, conscious, and active through the light of instruction. Instruction in religious truth and values is an integral part of the school curriculum. Through our curriculum we shall instill in our students a spirit of confidence and a desire to impact the community in which they will live and serve. We take responsibility to be creative in the face of this challenge.

- **SOCIAL STATEMENT**

All Saints Academy encourages each student to grow as a responsible member of the family and to recognize the family as the basic social unit. We encourage each student to accept the worth and dignity of all people. We shall create the widest opportunity for students to gain experience in daily living in a faith community and to develop commitment and skill in serving others.

ADMINISTRATIVE ORGANIZATIONS

ADMINISTRATION

All Saints Academy is a Roman Catholic School within the Diocese of Belleville, Illinois and responsible to the Ordinary of the Diocese. The Director of Education is his representative in the administration of the Catholic schools. The Catholic school is structured to encourage a spirit of cooperation and a state of shared responsibility. Within the school, specific roles are prescribed for the pastor, principal, assistant principal, and faculty.

PASTOR

The Pastor of St. Dominic Parish, as the primary spiritual leader of the parish, has the responsibility for fostering, guiding, and coordinating the educational ministry. This, then, would include those matters within the school, which affect worship, the Ministry of the Word, and the spiritual welfare of the students.

PRINCIPAL

The principal is the administrator of the school and executive officer of the Board of Education. The principal is responsible for implementing policies established and approved by the Diocese.

FACULTY

The faculty is directly responsible to the principal.

SCHOOL BOARD OF EDUCATION

The School Board of Education is a consultative board. Under the Board's Constitution, 6 members are from St. Dominic Parish, 4 from St. Augustine Parish and 2 from St. Anthony Parish. The Pastor, Deacon, Principal, and 1 person from St. Mary's Parish in Carlyle serve as ex-officio members of the Board.

School Board meetings are held the third Wednesday of the month at 7:00 pm in the school multi-purpose room. All School Board meetings, except Executive Sessions, are open to all interested parties.

PARENTS

Parents are an extension of the school staff as they work in cooperation with the school. A partnership should exist that promotes educational opportunities for all students.

SCHOOL POLICIES AND REGULATIONS

ADMISSION POLICIES

AGE OF ADMISSION (Diocesan Policy 5111)

A child may be admitted into Kindergarten **if** he/she has reached the age of five on or before September 1st. A child may be admitted into grade one **if** he/she has reached the age of six on or before September 1st. The date of birth must be verified by a birth certificate or by a baptismal certificate at the time of registration.

NON – DISCRIMINATION STATEMENT (Diocesan Policy - 5111.1)

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs and athletic and other school-administered programs.

REGISTRATION

The All Saints Academy School Board establishes the registration dates yearly in early spring. The purpose for early registration is to aid in planning for the following year. It is very important to register within the time designated so the school has the necessary data to know how many teachers and what supplies will be needed. Regular registration fee is \$25.00 per student, and will be deducted from the book fee.

There is a \$25.00 late registration fee for any parent of a student who has attended the previous year, but did not register before the deadline. The late fee will not be deducted from the book or registration fees.

At the time of registration, kindergarten students must present a copy of the child's birth certificate as verification of age, a copy of the baptismal certificate, (unless child has been baptized at St. Dominic, St. Augustine or St. Anthony's Church) and a copy of the child's Social Security Card.

PRE-SCHOOL REGISTRATION

At the time of registration, pre-school requires a copy of the child's birth certificate, \$30.00 registration fee, and \$20.00 for snacks and supplies used throughout the entire school year. All pre-school students will be given a student health form at the time of registration. This form is to be completed over the summer and brought to school before the first day of student attendance.

STUDENT TRANSFER TO ALL SAINTS ACADEMY

When a student transfers into All Saints Academy from another school, the school office will request records for any new students entering All Saints Academy at the time of registration, the parent will sign a release form in order for the records to be transferred.

Any new transfer student, except kindergarten, is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in All Saints Academy. The School Board will be kept informed by the principal of any problems or situations and the actions taken. All students at the 7th and 8th grade level are accepted conditionally and shall remain on probation for the entire school year.

If the child is transferring from a school outside of Illinois, we also require a school physical within one month of entering All Saints Academy.

A student is ineligible to play sports for one school year if they transfer in 7th or 8th grade. Students must transfer at the beginning of the 6th grade to avoid the penalty. **(SIJHSAA by-laws: Section 2, Article 5)**

STUDENT TRANSFER FROM ALL SAINTS ACADEMY

When a student transfers to another school, that school must request student's records in writing. No records will be given to the students; they will be mailed to the new school provided there are no outstanding financial obligations to the school or parish.

SCHOOL ATTENDANCE

State law requires Illinois schools to be in session 176 days a year. In addition, regular school attendance helps children develop to their fullest potential both spiritually, academically, and socially. All Saints Academy places great emphasis upon prompt and regular attendance because it promotes learning and develops responsibility. Parents are asked to aid the school in teaching promptness and regularity. For this reason, parents and guardians are discouraged from removing their children from school for vacations and other activities.

TARDY AND ABSENCE POLICY (Diocesan Policy 5113)

It is the policy of the Diocese of Belleville that the following guidelines be used when a student is tardy or absent:

1. When a student arrives at school late but within 30 minutes of the beginning of the school day, the student will be considered tardy
2. When a student arrives at school after 30 minutes of the start of the school day, the student will be considered as ½ day absent
3. When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent

ALL SAINTS ACADEMY TARDY AND ABSENCE PROCEDURE

- A parent must call when a child will be out for the day due to illness, a funeral or being out of town
- When the child returns to school, he must bring a written note from the parent explaining the reason for the absence
- Students who participate in or attend extra-curricular events sponsored by the school must be in attendance no later than 11:00 a.m. on the day of the activity or event
- Students who are in school must remain until the end of the school day in order to be able to participate or attend extra-curricular events that day
- Children should be kept home from school when they are not well enough to actively participate in the school day, both for their sake and the sake of other children in the school
- Students returning to school after an illness should be free of flu symptoms, fever, and have taken prescribed medication for a minimum of 24 hours
- If the school office personnel call to request that you pick up your child because of sickness or Injury, we would expect the family to make whatever arrangements necessary to pick up the child in a timely manner

- When a teacher notices excessive tardiness and/or absences, the parents will receive a call from the principal. If there is no valid excuse, the district truant officer will be notified
- If a student is tardy or leaves before the end of the school day, the student will not be eligible for perfect attendance

ATTENDANCE AND EXCUSES (Diocesan Policy 5113)

Each teacher is responsible for keeping an accurate record of the pupil's daily attendance. The absences shall be accurately recorded on the record form prescribed by the secondary school or the Office of Education for the elementary schools. The elementary school attendance forms are supplied by the Office of Education. These records of attendance are to be part of the individual pupil's file.

Students who are excused for medical reasons during school hours, either for doctor or dental appointments, should have a written notice stating the time of the appointment. When a student has a written excuse for medical reasons it is still counted as an absence.

No principal or teacher shall permit a student to leave the school before the time for dismissal without a written request from the parent or guardian. The request should state the reason for dismissal. Students should never be sent home for homework or books or sent on errands during school hours.

ACADEMIC POLICIES

EDUCATIONAL PROGRAM

All Saints Academy meets the educational standards as prescribed by the Illinois State Board of Education and the Belleville Diocesan Board of Education, and is recognized and accredited by these agencies. The educational program at All Saints Academy provides an academic environment intended:

- To enhance a student's self-confidence, self-respect, respect of others, and their environment.
- To develop the child intellectually using methods and materials appropriate to the child's ability and maturity
- To help students understand what the Catholic religion means in today's world
- To incorporate religious considerations and values in all aspects of the total program
- To enable students to meet academic success by maintaining high academic expectations
- To provide needed assistance by participating in programs sponsored by the public school district, such as special assistance in reading, speech therapy and classes for the learning disabled
- To enhance the spiritual, mental, and physical life of the student through special programs such as band, art contests, spelling bees, science, and history fairs, special projects designated by teachers, essay contests, poster contests, academic competitions, such as scholar bowl and math team, jump-a-thon, math-a-thon, participation in liturgical programs, annual Christmas/Spring programs, the Evening of Fine Arts, and athletics: basketball, volleyball, track, and cheerleading

The goal of All Saints Academy's total program is to produce well-rounded individuals capable of educating themselves throughout their lifetime, of continuing their education in high school, college, or trade school, of changing as the times and world require, of understanding their place and interconnectedness with nature and all humanity, of being able to get and maintain employment when they reach adulthood, of understanding the spiritual dimensions of a fulfilled life through an awareness of Jesus Christ and His principles which guide all of God's children.

SACRAMENTAL PROGRAM

First Penance and First Eucharist are experienced in the second grade. Confirmation occurs in eighth grade. The teachers in the respective grades work with the pastors to make sure the children are prepared to receive these sacraments. They determine the actual particulars pertaining to the ceremonies.

SPANISH

To be eligible for taking Spanish in the seventh and eighth grade, students must have principal/teacher recommendations, a 93% or above in Reading and English, score above grade level on Standardized Test, and be willing to make a two year commitment.

HONORS MATH

To be eligible for honors math in seventh and eighth grade, students must have principal/teacher recommendations, a 93% or above in Math, score above grade level on Standardized Test and placement test.

COMPUTERS

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign the *Authorization* and the *Internet Code of Conduct*. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this *Authorization*.

Disciplinary actions - Misuse of the Internet or computers will result in the following consequences:

- 1st time - use of computers temporarily revoked
- 2nd time - Detention
- 3rd time - Suspension
- 4th time - use of computers permanently revoked

*All consequences will come with an office referral

MUSIC

General Music is taught to all Pre-K through 5th grade students.

BAND

A student may join the Beginning Band in grades fourth through eighth. Beginning band rehearsals are held before school. Students will move up to Concert Band when they have completed the prescribed lessons determined by the band director. Concert band rehearsals, lessons, and sectionals are held during the school day. The Band director will provide rehearsal times for the Beginning and Concert band students. **All parents who have a child in the band program are automatically members of the Music Booster Club.**

CHORUS

All junior high students may join the chorus; rehearsals are held twice a week. It is a voluntary group, and the chorus participates in all concerts and contests. The Band director will provide rehearsal times for the chorus students. **All parents who have a child in chorus are automatically members of the Music Booster Club.**

TEXTBOOKS AND MATERIALS

All textbooks are provided by the school and must be covered at all times. Students are given a list of materials they are expected to have in class at each grade level. The student is responsible for having these materials at school at all times.

SCHOOL DAY - TIME ALLOTMENT (Diocesan Policy 6112.1)

A school day shall be comprised of not less than five clock hours of actual classroom teaching per day. The morning, noon, and afternoon intermissions and time spent in attending liturgical celebrations are not to be included in the five hours of classroom teaching.

SCHOOL HOURS

All Saints Academy is in session from 7:45 a.m. to 2:55 p.m. Students should arrive no earlier than 7:30 a.m. since supervision is unavailable prior to that time. Children left unsupervised are a serious liability problem for the school. Students who arrive before 7:30 a.m. must report to the school office.

SCHOOL DAY SCHEDULE

School begins at 7:45 a.m. The classrooms open for the students at 7:30 a.m. Teachers are in the classrooms at that time. All students are to be in their homerooms by 7:45 a.m. or they will be considered tardy. If the bus arrives late, the child will be excused.

- 7:45 a.m. School begins
- 8:00 a.m. Mass is on Wednesday and Friday for the Primary
Mass is on Tuesday and Friday for Elementary and Jr. High
- 11:00 a.m. Lunch for Primary and Elementary students
- 11:45 a.m. Lunch for Jr. High students
- 2:55 p.m. Dismissal for all students

In the event of an All-School Mass, the primary students will be dropped off at the St. Dominic Parish Center by 7:45 a.m. After the liturgy, they will either walk back to the Primary building or be transported by Mater Dei buses.

STUDENT RECORDS (Diocesan Policy 5125)

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

HOMEWORK (Diocesan Policy 6154)

The purpose of assigning homework for pupils in our Catholic schools shall be to re-enforce what has already been taught in the classrooms. Homework shall not be used to introduce new material to the students, nor shall it ever be used merely to keep the students busy. Homework shall never be assigned as a punishment. It is recommended that student class work that is to be done at home be reasonably assigned within the following timeline for the average student:

Primary Grades - 30 minutes

Intermediate Grades - 45 minutes

Upper Grades - 90 minutes

MAKE-UP WORK

K – 8th grade students who are absent because of illness have two (2) days for every one (1) day absent to make-up their homework. Students who go on vacation during the school year will not be given their assignments in advance. They will receive their assignments upon their return to class and will have two (2) days for every one (1) day to make up missing assignments. Teachers in K-4 will keep track of the work and remind the child of what was missed. In grades 5-8 the student will be responsible to ask the teacher for the work. This is part of maturing and learning to be responsible for one's own work.

CHEATING

Students caught cheating will be disciplined according to grade level.

REPORT CARDS AND GRADING SYSTEM

Report cards and mid-term progress reports are issued four times per year. These reports are designed to keep the parents abreast of their child's progress or difficulties as the year goes along. Parents are expected to contact teachers if they have concerns. The comments and behavior marks are as important as the grade.

K through 2nd grades

- E=Excellent, S+=Satisfactory Plus, S= Satisfactory, NI=Needs Improvement, and U=Unsatisfactory in all subjects

3rd and 4th grades

- Letter grades in all core subjects
- S=Satisfactory and U=Unsatisfactory are given in art, music, computers, physical education, and penmanship
- Letter grade for band students

5th grade

- Letter grade in all core subjects, physical education, and band
- S=Satisfactory and U=Unsatisfactory are given in art, music, computers, and penmanship

6th through 8th grades

- Numerical grades in all core subjects
- Letter grades for physical education, computers, and band
- S=Satisfactory and U=Unsatisfactory are given in art, and penmanship

HONOR ROLL

- Honor Roll is computed only for grades six, seven and eight.
- High Honors: 98% - 100% in all core subjects with no grade lower than 78% and no U's.
- Honors: 93% - 97% in all core subjects with no grade lower than 78% and no U's

TESTING (Diocesan Policy 6162.5)

Admission Testing

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

RETENTION/ACCELERATION (Diocesan policy 5123)

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

Retention/Acceleration

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- The teacher shall inform the principal when he/she is considering retention or acceleration of a student. The teacher should give reasons for this consideration.
- If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.

- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
- Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation process stated above.

EARLY DISMISSAL

The calendar lists the dates of early dismissal (usually at 11:30 a.m. or 1:00 p.m.) These days are used for teacher professional development as part of the effort to improve instruction for your students. Please see the school calendar for additional information.

RELEASE TIME – STUDENTS (Diocesan Policy 6113)

Principals and teachers are cautioned not to permit or cause a pupil to leave the custody of the school for whatever reason during school hours, except in the company of the parent/s or upon a request signed by the parent/s. Such requests should be kept on file and dated.

SCHOOL DAY – DISMISSAL (Diocesan Policy 6112)

Every school shall have a policy regarding early dismissal particularly due to inclement weather. Whenever a school desires to dismiss early, for reasons other than an emergency or inclement weather and it is not scheduled in the school calendar, permission must be obtained from the Office of Education. When early dismissal can be anticipated, the principal shall inform the parents in sufficient time to permit them to provide the necessary arrangements for the care of their children.

SCHOOL CANCELLATIONS

For information about school closings due to bad weather, listen to radio stations KMOX (1120), KXOK (630) and WILY (1210) and WCXO (96.7FM) or watch your local T.V. stations. All Saints Academy will NOT be announced. We are included under Clinton County Schools.

All activities scheduled for a day when school has been canceled are also canceled. If school needs to close for any reason other than weather, a phone system in each classroom will be put into effect.

DISASTER PREPAREDNESS

To assure the safety of each student in the event of a fire, tornado, or other potentially hazardous situations, drills are held periodically during the school year to familiarize students with emergency procedures. Each classroom is equipped with an emergency bag containing short-term emergency supplies as well as class lists and emergency numbers. In addition, a weather radio is on 24 hours a day to monitor the local weather conditions.

DRESS CODE

All Saints Academy takes great pride in its students and expects the students to wear the uniform in compliance with the dress code at all times. It is the parent's responsibility to see that their child comes to school conforming to the dress code for that day. The following rules and regulations govern student appearance.

GIRLS' UNIFORMS: K-8

Pants must be navy trouser-style pants and shorts with flat or pleated front

- Jumpers, skorts, culottes, and skirts will be uniform plaid or solid navy and no shorter than 3" above the knee
- Shirts white or navy traditional polo-style with a collar and long or short sleeves with or without designated ASA logo
- Solid white or navy turtlenecks (not mock)
- Solid white or navy dress shirt/blouse style
- Shirts must be tucked in at all times
- White or navy sweatshirts without hoods, waist-length with or without ASA logo only (hoods are not acceptable on any top)
- Sweaters in solid navy or white that are waist length
- Shirts may be worn with a plain white short-sleeved T-shirt underneath
- Socks shall be white or navy crew length, bobby sock style or solid white or navy tights or knee-highs
- Tennis shoes or leather/oxford styled shoes that do not leave black marks
- No open toe shoes, heels, clogs, or sandals
- **Solid** brown, black or navy belts must be worn on pants and shorts that have belt loops by students in grades 3-8
- May wear only one pair of button style earrings (No dangling earrings are allowed)
- Wristwatches are acceptable, however, no other jewelry is allowed
- Hair must be neat and clean and kept off the face
- No extreme hairdos or color
- NO MAKEUP
- No artificial nails or dark nail polish will be accepted
- No coats are to be worn in the classrooms during the school day
- Shorts may be worn April 1 –October 31

BOYS' UNIFORMS – K - 8

- Pants must be navy trouser-style pants and shorts with flat or pleated front.
- Shirts white or navy traditional polo-style with a collar and long or short sleeves with or without designated ASA logo
- Solid white or navy turtlenecks (not mock)
- Solid white or navy dress shirt/blouse style
- Shirts must be tucked in at all times
- White or navy sweatshirts without hoods, waist-length with or without ASA logo only
- Sweaters in solid navy or white that are waist length (hoods are not acceptable on any top)
- Shirts may be worn with a plain white short-sleeved T-shirt underneath
- Socks shall be white or navy crew length, bobby sock style
- Tennis shoes or leather/oxford styled shoes that do not leave black marks
- No open toe shoes, heels, clogs, or sandals
- **Solid** brown, black or navy belts must be worn on pants and shorts that have belt loops by students in grades 3-8
- Boys may not wear earrings
- Wristwatches are acceptable, however, no other jewelry is allowed.
- Boys' hair may be no longer than the eyebrows, no longer than the middle of the ear, and may not touch shirt collar for boys
- No extreme hairdos or color
- No coats are to be worn in the classrooms during the school day
- Shorts may be worn April 1 –October 31

P.E. DRESS REQUIREMENTS

- **Students in grades K-4** must wear tennis shoes with socks
- **Students in grades 5-8** must wear tennis shoes with socks, navy shorts no shorter than 3" above the knee and plain white shirts. P.E. shirts may be purchased at the office.

DRESS CODE VIOLATIONS POLICY

- Warning form will be given to students who are not in dress code
- Student may change into clothing that school has provided
- Parent/guardian may bring a change of clothes to school
- Parent/guardian may pick up student to change
- After three violations a detention will be served by the students

SPIRIT DAYS

Spirit Shirts may be worn on designated days. Students may wear:

- Designated Spirit Shirt with school pants or skirts
- Shirts of the school colors with no other logo with school pants or skirts

JEAN DAYS

Jeans may be worn on designated days.

- Jeans which are sized to fit the body of the student
- Jeans may not be worn below the waistline
- Jeans may not to be cut, torn, or worn out

HEALTH POLICIES

HEALTH AND SAFETY

All Saints Academy reserves the right to prevent any child not in compliance with the health regulations from attending school until such compliance is met.

HEALTH FORMS

All kindergarten students will be given Student Health and Dental Forms at the time of registration. All children must also receive an eye examination before they enter kindergarten starting in the 2008-09 school year.

These forms are to be completed over the summer and brought to school the first day of student attendance. Physical, dental, and eye examinations are prescribed by the Department of Public Health and are required of all pupils prior to or upon their entrance into kindergarten or the first grade, and upon entrance into the sixth grade and ninth grade, and irrespective of grade, immediately prior to entrance into school if such pupil has not previously been examined according to Illinois law.

Prior to entering kindergarten or first grade, every pupil shall be immunized. (**Illinois School Code, Section 27-8**)

Health, dental and eye examination forms for first grade students who attended public school kindergarten will be sent from the public school. All students must meet the regulations and immunization requirements set forth by the State of Illinois.

EMERGENCY FORMS

During the first week, the Emergency Medical Authorization Form is to be returned to school. The purpose of this form is to make it possible for parents to authorize the provisions of emergency treatment when parents cannot be reached and to provide the school with alternate numbers in case of illness. These forms are requested every year and are kept on file and used in the event of the child's illness or any other type of emergency.

It is imperative that parents/guardians sign the emergency forms.

EMERGENCY FORMS (CONTINUED)

If parents move or have their phone number changed during the course of the year, please notify the office of the change so that the emergency form can be updated.

If parents go out of town, the phone number of guardians must be given to the school office.

INSURANCE (Diocesan Policy 5143)

A parent and/or guardian shall enroll their child/children in either the student insurance plan offered through the school or the parent and/or guardian shall sign a waiver form stating that their child/children is/are already enrolled in a comprehensive accident and/or health insurance plan. The waiver form shall also state that the parent and/or guardian will not hold the school responsible for any medical expenses incurred while their child/children is/are involved in any school-sponsored activity. (A sample/waiver form may be obtained from the Office of Education.)

Any student whose parent and/or guardian refuses to provide insurance or sign a waiver form shall not be admitted to the school. If a family is not able to afford insurance, the school shall assist the parent in enrolling the student/s in a student insurance plan offered through the school.

PHYSICAL EXAMS AND IMMUNIZATION (Diocesan Policy 5141.3)

All students attending a Catholic school in the Diocese of Belleville are required to be in compliance with the law of the State of Illinois (105 ILCS 5/27-8.1) in regard to health examinations and immunizations.

Exemptions from the immunizations and health examinations on religious grounds are not accepted for students in a Catholic school in the diocese because the Catholic Church holds no position in opposition to immunizations. Therefore, all students who attend the Catholic school must be immunized regardless of religious affiliation.

An exemption may be granted on the basis of medical reasons if verified by a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) in written documentation. This is to be sent to the Office of Education for approval prior to the full acceptance of the student in the school.

IMMUNIZATION

All children must comply with the Illinois Immunization requirements. Pre-school, kindergarten, and sixth grade students must have a complete physical prior to entering school.

Dental exams are required in kindergarten, second, and sixth grades. Physical exams are required in kindergarten and sixth grade.

Physical exams are required each school year for anyone playing sports. Please send the forms to school prior to or on the opening day, to indicate that the examinations have been given.

COMMUNICABLE DISEASES AND ILLNESS

The following indicates rules for school attendance if a child has the following communicable diseases/illnesses:

- **Flu:** Must be free of flu symptoms
- **Fever:** Must be excluded from school until clear of fever for a twenty-four hour period
- **Conjunctivitis (Pink Eye):** May attend school twenty-four hours after first application /dose of anti-biotic
- **Chicken Pox:** May not attend school until 6 days following the eruption of the first crop of vesicle.
- **Head Lice:** Treated and checked before entry to school. Proof of treatment must be brought after a forty-eight hour waiting period
- **Impetigo:** Must be excluded from school until sores are completely healed
- **Measles:** May not attend school until rash has disappeared
- **Whooping Cough:** Must be excluded from school three weeks from onset of cough

ILLNESS DURING SCHOOL DAY

If a student becomes ill during the school day, they will be sent to the office. The parents will be contacted if necessary due to fever, vomiting, or other signs of serious illness. If they cannot be reached, the person named on the emergency sheet will be called.

NOTIFICATION OF CONTAGIOUS DISEASE

- If a child has been exposed to a contagious disease parents **MUST** notify the school within 24 hours
- If a child has been exposed to a contagious disease at school, parents will be notified
- Keep any ill child at home so that they may recover, and the danger of infecting others is limited
- Child **MUST** be free of a fever for a twenty-four hour period before returning to school

EARLY RELEASE (Diocesan Policy 5113)

If possible, doctor and dental appointments should be made outside of school hours. When this is not possible, a student must have a written note stating the time, date, reason, and driver. For safety reasons they must be checked out of the office by the responsible adult and then returned to the office to be checked back in to school after the appointment.

When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered absent. If the student is gone for more than one hour, the student will be considered as 1/2 day absent.

MEDICATION

In keeping with state and federal laws, no school personnel, salaried or volunteer, are permitted to administer first aid or dispense medication to any student. For first aid, the wound may be cleansed. If the child needs more attention, the parents will be notified. Only emergency first aid measures will be administered and parents will be notified of the action(s) taken. All **prescription or over the counter medication** to be taken by a student must be accompanied by a doctor's signed order giving explicit instructions and permission for the student to administer the medicine. **MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND MARKED WITH THE STUDENT'S NAME** and will be kept in the school office and administered under a teacher or other staff person's supervision. In an attempt to serve you, it is requested that you inform the office in writing of any specific physical problem such as hearing, sight, speech, allergy, or respiratory problems that your child may have.

EMERGENCY TREATMENT

If in our opinion the injury or illness is serious, the school will first attempt to contact the parents/guardians. If they are not available, the school will attempt to contact the doctor listed on the Emergency Medical Procedure Card. (Emergency medical attention will be obtained for all injuries.) These cards are updated annually. It is of the utmost importance that the information on these cards is complete (phone numbers, etc.) and then signed by both parents/guardians. Emergency Medical Card information is confidential material.

ASTHMA MEDICATION POLICY

Asthma is a chronic inflammatory disease of the lungs that may be characterized by persistent cough, wheezing, shortness of breath, and tightness of the chest. Students can self-administer asthma medication as necessary with approval of the administration based on a written request by parent or guardian and completion of necessary forms. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year based upon the fulfillment of a written request and completion of forms.

A student with asthma may possess and use asthma medication while at school or a school-sponsored activity while under the supervision of school personnel or before or after normal school activities on school property. District employees are to incur no liability, except willful and wanton conduct, as a result of any injury arising from the self-administration of asthma medication by the student.

VISION AND HEARING SCREENING

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

Pre-school, Kindergarten, Second, and Eighth grades are required to receive the vision and hearing tests, while First and Third grades receive only the hearing test. If your child is under the care of a physician for the above, a written signed note by the parent is needed for the file. Also, new students in grades other than the above are required to take these tests.

If information of a medical nature changes, All Saints Academy appreciates knowing, since this information is important to the health and well-being of the child. Parents/Guardians are asked to notify the principal by the first day of school attendance of any health problems that a student may have so that teachers may be aware of any such situations.

EXTRA – CURRICULAR ACTIVITIES

*If you would like a copy of Diocesan Policy 6145.2 regarding activities with requirements for participation, please request a copy from the office.

ATHLETICS

All Saints Academy follows the directives and guidelines of the Diocesan Office of Education in all athletic matters. Parents receive an athletic handbook that contain these guidelines. If a player falls behind in academics, the parents, principal, teachers, and the student are expected to work together to rectify the problem.

INELIGIBLE PLAYER

A student is ineligible to play sports for one school year if they transfer in 7th or 8th grade. Students must transfer at the beginning of the 6th grade to avoid the penalty. **(SIJHSAA by-laws: Section 2, Article 5.)**

SPECTATORS AT ACTIVITIES

All ASA spectators are expected to remember the rules of good sportsmanship and to act accordingly. The rules of the gym prevail.

- Stay off the court at all times
- **Absolutely** No soda in the gym
- Once in the gym the students **MUST** stay there
- At away games, no one is **EVER** to leave the campus for any reason
- No jeering, booing, or hissing the opponents at any time

Students in **Grades K-4 are not allowed** to attend games without adult supervision. Fifth grade students and older may attend on their own. Parents will be notified if the behavior is not satisfactory.

DISMISSAL/TRANSPORTATION

LEAVING THE SCHOOL GROUNDS

No student is **EVER** to leave the school grounds during the school day unless a parent or guardian is there to sign them out. There will be no exceptions.

CLOSED CAMPUS

After arriving on school grounds, students may not leave campus without written permission from a parent.

DISMISSAL

The final bell rings at 2:55 in all three buildings. Transportation should be provided by that time. Children are to walk out of the school in an orderly fashion.

Primary building:

- **One teacher** on bus duty
- **Other teachers** are there to supervise the students

DISMISSAL (CONTINUED)

Elementary/Junior High buildings

- **Two junior high teachers** are on crosswalk duty. These teachers will monitor the safety of the children as they prepare to leave the campus. No child is to cross the street anywhere except where indicated by the crossing guards or teachers on duty.
- **One elementary teacher** is on bus duty until the last bus leaves

It is necessary for parents to see that the children are all picked up or provided for by that time the last bus arrives.

TRANSPORTATION

AUTOMOBILES

Automobiles are to exercise extreme caution when driving near school.

Parking is not permitted between the hours of 2:30 and 3:30 P.M.

- South side of North 3rd Street between the Jr. High and Elementary buildings
- Corner of Clinton to the front entrance sidewalk of the Junior High Building
- Never double-park.
- Obey all traffic rules, including, **NOT PASSING BUSES** that are dropping off or picking up students
- **NEVER DRIVE** between cones

BUS

Bus service providers:

- Mater Dei Catholic High School
- Breese Public Schools

BICYCLES AND SKATEBOARDS

- Bike is to be secured (locked) in the bike rack until dismissal
- Bicycle owners must assume full responsibility for any damage incurred
- Bikes should be walked until a student leaves the school grounds
- No bicycle pleasure riding on the premises will be permitted at any time
- Violators will not be permitted to bring bicycles on school property
- Skateboards are never allowed on school property

WALKERS

- Must cross at designated places
- When leaving school, walkers are to stay on the sidewalk, far away from traffic as possible
- Instructions from the teachers and crossing guards must be obeyed

A signed note from a parent **must** be sent to school when the transportation plan has changed for a particular day. If the teacher does not know the individual picking up your child, they will be asked to show identification.

Children will not be permitted to travel home on a different bus or with a different family without a signed note from a parent.

BUS INFRACTIONS

Buses will pick up the children at roughly the same time each day. Children should be in their bus line waiting before the bus gets there so they can board quickly and safely. While on the bus, they are to obey all bus rules. No child is to consume any food or drink while riding the bus. The drivers will write up any infraction of the rules and see that the Principal gets a copy.

- First offense: Principal will take disciplinary action
- Second offense: Suspension from the bus
- Third offense: Indicates to all concerned that the child does not value the privilege of riding the bus; therefore, the privilege will be completely suspended for the remainder of the school year.

TRANSPORTATION REIMBURSEMENT

The state reimburses families for money spent in transporting students to and from school (driving and bus transportation). If your child rides a Mater Dei bus, this reimbursement needs to be turned over to Mater Dei High School. The claim forms are available in the office by March. Parents are to fill out these forms during school hours.

AFTER SCHOOL PROGRAM

The after school program operates on school days from school dismissal to 5:30 pm. This program provides professional care, supervision, recreation, and enrichment activities for our students in Preschool through eighth grade. This program operates on an additional cost basis. For more information on this program please call the school office.

BEHAVIORAL EXPECTATIONS FOR STUDENTS

Students at All Saints Academy are expected to be in control of themselves at all times, to be responsible for their own behavior, to be kind, and to be courteous and respectful of all people and property.

CLASSROOM

- Students are to obey the class rules
- Respect the teacher
- Listen to and follow teacher directions
- Respect students
- Respect property of others
- Treat others the way you would like to be treated
- Follow ASA Bill of Rights
- Be in your seat and ready to work when the bell rings
- Bring all needed supplies and books to class
- Keep your hands, feet and objects to yourself
- No cursing, rude gestures, cruel teasing, or put-downs
- Follow the dress code

ALL SAINTS BILL OF RIGHTS

- I have the right to be treated with kindness; this means that no one will laugh at me, tease me, or insult me
- I have a right to be myself; this means that no one will treat me unfairly because I am fat, or thin, fast or slow, boy or girls
- I have a right to be safe; this means that no one will threaten me, bully me, push me, or destroy my property
- I have a right to be heard; this means that no one will yell or shout, and my opinions will be considered in any plans we make
- I have a right to learn about myself; this means that I will be free to express my feelings and opinions without being interrupted or criticized

All SAINTS ACADEMY SCHOOL PLEDGE

I am important.
I am a child of God.
I am proud of myself.
I am proud of my school.

I am in charge of my learning.
I am in charge of my behavior.

I will respect others and their
rights to be safe and to learn.

Today I will rise to the Challenge and strive to achieve
respect and responsibility
while loving God and others.

LUNCHROOM

- Restaurant manners are expected

PLAYGROUND

- Students are to make an effort to include all the children in their games and sports
- Practice good sportsmanship as they play
- Respect and obey playground supervisors
- Follow the playground procedures and rules

If a student habitually has trouble with these simple rules, the teacher will contact the parents. Consequences may include strikes, detention, in or out of school suspensions, or expulsion.

Suspended students will not participate or attend any school activity, home or away. If the student's behavior includes serious disrespect for authority, continual fracturing of the rules, or anything else of a serious nature, parents will be notified immediately and the Principal will call a meeting of the Executive Committee of the School Board to discuss the child's future at ASA.

OFF SCHOOL GROUNDS

Students will behave away from school as they do at school. If inappropriate behavior is reported to the school, it will be handled just as if it occurred on school grounds.

A.S.A. HARASSMENT POLICY

HARASSMENT OF TEACHERS OR STUDENTS

Students will not harass anyone in any manner, verbal or nonverbal. This includes words, looks, signs, and/or acts that threaten to hurt a person's body, feelings, or things. Such actions will result in a suspension, the notification of parents and probationary status to remain in the school. Upon the second offense, the student may be asked to leave All Saints Academy. We take harassment as a serious infringement of a person's basic right to an education in a safe environment. Therefore, we will take strong and swift action when it occurs in any form, at any time, to anyone.

Responsibilities, Duties, Code of Ethics - Racial/Sexual Harassment (Diocesan Policy 4116.2)

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

Each school/PRS program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

DIOCESAN DISCIPLINE

CODE OF CATHOLIC/CHRISTIAN CONDUCT (Diocesan Policy 5131)

Code of Catholic/Christian Conduct Covering Students

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion

of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written warning, suspension from the school, and not participating in or attending parish/school activities, volunteer work, etc.

The school's due process procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example.

Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

CODE OF CONDUCT/OFF-CAMPUS MISCONDUCT (Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct.

These may include, but are not limited to, suspensions, expulsions, and removal from participation in extracurricular activities as determined by the principal. Examples of off-campus misconduct subject to this policy, but are not limited to the following: (SEE NEXT PAGE)

- Alcohol use
- Hazing

- Arson
- Burglary
- Drug possession or inappropriate sharing/sales
- Illegal drug and substance
- Inappropriate/illegal sharing of prescription medicine
- Fighting
- Illegal firearm possession
- Illegal activity
- Inappropriate internet usage on/off campus
- Physical or sexual harassment
- Psychological or emotional harassment
- Robbery
- Sexual assaults
- Threats of violence
- Violent offenses

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

Suspension from School

A student may be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor or pastor/superintendent along with a full written statement of the reasons for the suspension. No student will be sent home on suspension unless the parents have been reached and expect the child home early. At the elementary level, a conference between the parents, principal and pastor or pastor/superintendent will precede the student's return to class. At the high school level, a conference between the parents and principal should precede the student's return to class.

Expulsion from School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

- 1) The student will be suspended for a period not to exceed ten school days.
- 2) The parent(s) or guardian(s) shall be immediately informed in writing of the Suspension and that expulsion is being considered.
- 3) The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish

council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.

- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

Discipline Code – Rationale (Diocesan Policy 5144)

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress. All students go through these stages and express characteristics appropriate for their age. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrator and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn and grow, the student will need to view the school as a basically kind, friendly and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible and have a strong reliable conscience. Teaching students self-control can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity.

Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love and firmness: a firmness that will steadily bring the student toward self-discipline.

True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions and learn from the consequences of those decisions.

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustrations and irresponsibility. Teachers should be helpful to their students guiding them forward in a supportive spirit.

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Positive Action:

1. When a teacher's words are not succeeding, they need to accompany their words with helpful action. (This is not the same as having students pay for their misbehavior.)
2. Actions should be taken with an eye to helping students understand better the importance of limits and rules.
3. Teacher action is helpful when:
 - It is taken in a supportive spirit.
 - It is as closely connected as possible with the misbehavior so the student can learn from it.
 - It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.

a. Discussion:

1. Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if student refuses to cooperate.

b. Temporarily withdraw or alter a privilege:

1. A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.

c. A teacher may need to remove a student from a situation in which he/she is misbehaving:

1. A teacher may have the student take "time out" away from the other students within or outside the classroom or area where the class is located. A student should never be placed outside a teacher's or supervisor's range of vision.

d. A student may need to be detained after school:

1. This action should be taken rarely and with the prior approval of parents.
2. The time spent after school should be used to academically benefit the student.

Extreme Action:

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

SUSPENSION AND EXPULSION (Diocesan Policy 5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all other possible solutions.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

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- 3) The principal shall meet with the pastor or pastor/superintendent to review the merits of the expulsion.
- 4) When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor or pastor/superintendent, before an expulsion can be implemented.
- 5) Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
- 6) In the event of an expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

Confidentiality

All parties involved in determining a suspension or expulsion of a student shall keep all information confidential.

***Administration is the final recourse in all-disciplinary actions.**

STUDENT CONDUCT AND SAFETY

ALCOHOL USE/DRUG ABUSE BY STUDENTS (Diocesan Policy 5114.1)

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This excludes the use of medications as ordered by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

WEAPONS (Diocesan Policy #5224)

Students are forbidden to bring to school, school grounds, school property or other areas the school is responsible for student behavior, any item that is ordinarily or generally considered a weapon. A weapon is any instrument capable of inflicting bodily harm. Weapons may be, but are not limited to the following: firearms, ammunition, sling shots, any type of knife (including pocket knives), mace, pepper mace, matches, lighters, razors, metal knuckles, clubs, fireworks, and look-a-like weapons (including toy weapons). The consequence for such an infraction will be as follows: an immediate 1 to 3 days out of school suspension or possible expulsion

Any infraction of the weapons policy will also be reported to the police (**Diocesan Policy #5142**).

Also, the school reserves the right to recover any damages that may prevail from the parents and/or guardians of any minor, or from any person who has initiated or taken part in such acts.

THREAT OF VIOLENCE (Diocesan Policy 5142.1)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school. The local police will be promptly notified of the threat.

ORGANIZATIONS

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

All parents of ASA students are members of the Parents and Teachers, better known as P.A.T. This organization meets four times a year in a joint meeting with the music boosters and athletic boosters. These organizations sponsor fundraisers during the year in which every family is expected to participate. The funds raised through these activities help support school programs.

VOLUNTEERS

We encourage parents to volunteer in our school programs, i.e. cafeteria, playground supervision, reading to primary students, and in the classroom as needed. **All** volunteers must have the Diocesan required application form and the Child Abuse Misconduct questionnaire on file in the school office. All school volunteers must also have completed the mandatory Child Protection Training through the Diocesan Office. The training is renewed annually with a refresher course.

Helping Teachers – Volunteer Rights Responsibilities/Field Trip Rules (Diocesan policy 6162.3)

As a volunteer you have the right to:

- Be welcomed as a valued member of the community
- Be assigned to a volunteer area where you feel comfortable and confident
- The respect of our community
- Receive necessary information and orientation
- Have your questions answered clearly and promptly
- Make suggestions to the professional staff
- Volunteer as long as you and the administration agree

As a volunteer, you are responsible for:

- Arriving on time and staying for the agreed upon time
- Notifying the appropriate persons if you are going to be absent or tardy
- Performing your tasks to the best of your ability

- Understanding that the administrator values your service, but not always be able to honor your preferences for days, times and places of service
- Keeping young people under your supervision safe and appropriately occupied
- Notifying your supervisor or the administration about unsafe conditions or issues causing you concern
- Supporting the teachings of the Catholic Church and living in accordance with those teachings
- Supporting the authority of teachers, staff and administrators
- Upholding school and/or program rules
- Keeping confidential information that you have gained during your volunteer service that is private to students and/or their families
- Promptly making known the confidences of young persons that involve issues of health, life and/or safety
- **No volunteer is allowed to bring other children with them regardless of age or relationship**

Field Trip Rules for Volunteers/Chaperones

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

FIELD TRIPS (Diocesan Policy 6153)

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travels as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

No chaperone is allowed to bring other children with them regardless of age or relationship.

UNAUTHORIZED CHAPERONE

No unauthorized chaperone may accompany or show up at the site of the field trip. If an unauthorized chaperone does show up at the site, then:

- Student must be signed out
- Student will be considered absent
- Student will not be permitted to be with the ASA group at the site or on the bus

COMMUNICATION

PARENT/TEACHER (Diocesan Policy 5124)

- Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences.
- The Report of Pupil Progress shall be issued quarterly.
- Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.
- Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school; a copy of that form should be forwarded to the Office of Ed.

VENDING MACHINES

Vending machines are off limits to all students.

MONEY BROUGHT TO SCHOOL

When money is brought to school for any reason, it is to be put in an envelope identified with its purpose, child's name, and homeroom.

HOT LUNCH PROGRAM

All Saints Academy participates in the Federal Hot Lunch Program. A menu is sent home showing what will be served each day during the up-coming month.

At the beginning of the year, a letter and form to apply for free or reduced lunches is sent to all parents. When the form is returned, the principal will inform the parents whether or not they are eligible. If the family is eligible, the principal will notify the proper personnel. All information is held in confidence. Parents may call the school at any time during the school year to apply for free or reduced lunches.

STUDENT LUNCH ACCOUNTS

- Each Student has their own lunch card that is used when purchasing food or milk from the cafeteria.
- \$10.00 replacement fee is charged for a student who has lost their lunch card.
-

Parents are responsible for keeping their child's lunch account current by sending money in on a regular basis. Student lunch account reports will be sent home with students every Thursday. If a student falls below a negative balance of \$8.25, then that child will be served a PBJ lunch instead of a hot lunch until the account balance is positive again. PBJ lunches are still at a cost to the student/parent. All money should be in an envelope with the student name, class, and lunch program written on the front.

LOST AND FOUND

- Clothing with no identification will be placed in the lost and found box located by the office
- Primary students need to check with their teacher
- Clothing not claimed at the end of each quarter will be given to an area charity

TELEPHONES

The office telephone is a business phone. The school phone will only be used by students in emergencies, and the student must obtain permission from their teacher.

CELL PHONES

Cell phones brought to school **must** be kept in book bag and **turned off** during the instructional day. Their use, including text messaging and digital photography, is prohibited during the school day and school sponsored transportation. Violation will result in confiscation of the device by school officials, and will result in the following disciplinary actions:

- 1st and 2nd offense – cell phone confiscated by school official and parents required to pick up phone
- 3rd offense – cell phone confiscated by school official, detention, and parent required to pick up phone
- 4th offense – cell phone confiscated by school official, phone will not be given back until conference with parents, and student suspension
- Parents will be able to pick up their child's cell phone at the end of each school day
- If photo(s) are taken of other students, discipline action will reflect the seriousness of the infraction

VISITORS

Junior High/Elementary Buildings

- Teachers and students may not be disturbed during class
- All visitors must sign in at the school office upon arrival
- If you need to drop off something for a student in grades 3-8, the item should be left in the office. The secretary or principal will see that the materials are delivered to the designated person at a convenient time in the instructional process
- Under no circumstances may a visitor go directly to the classroom or cafeteria prior to coming to the office

Primary building

- If you need to drop off or pick up something go directly to the classroom

LUNCH/RECESS DUTY

- Primary building – report to cafeteria at 10:50
- Elementary building-report to 3rd grade classroom by 11:00
- **No volunteer is allowed to bring other children with them regardless of age or relationship (Diocesan policy 6162.3)**

LINE OF AUTHORITY

- Discuss it with the teacher involved
- If the problem is not rectified, confer with the principal
- If the problem is not rectified, the principal will call a meeting with the parents and teacher
- If the above fails, the matter may be brought to the ASA School Board
- The next step is to take the matter to the pastor
- The final step is to take the matter to the Diocesan Office of Education

WEBSITE: www.asasaints.com

The school website provides families with a variety of information about the school and activities. We post the handbook, teachers' web pages, school calendar, fundraising events, HALO and other useful information.

SIGNATURE PAGE

We have read, understand, and agree to adhere to the policies and procedures stated in All Saints Academy Parent/Student Handbook.

Student Signature

Student Signature

Student Signature

Student Signature

Parent Signature

Parent Signature

Date