

Dear Parents,

The following handbook has been developed to be an important and valuable tool for you. It has a wealth of information that can be used as a reference when questions arise. It is also essential that you understand and are aware of school needs and policies that will aid the school to run more effectively.

The handbook has been revised and updated to include all policies, regulations and procedures that pertain to you and your child. It is important that you and your child(ren) read this handbook carefully and become familiar with its contents as the school year begins. Having the handbook on-line will give the school easier access to updating the information and keep parents up to date with changes.

The school retains the right to amend the handbook when needed. Parents will receive notification through the newsletter.

I appreciate all of your support and faith in All Saints Catholic School. We are a truly blessed community. Please continue to keep us in your prayers and support us in word and deed as we begin another year. Many blessings to all of you.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Hicks".

Kathy Hicks  
Principal

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## **MISSION STATEMENT OF ALL SAINTS SCHOOL**

All Saints School is an educational ministry that is dedicated to nurturing the whole child in their spiritual growth, academic excellence and moral development. We foster a Christ-centered way of life that educates our students to be faith-filled Catholics, life long learners, and responsible community members who act as witnesses to the Gospel of Jesus Christ.

Approved June 2009

## **PHILOSOPHY STATEMENT**

All Saints Catholic School visibly manifests the commitment of the people of Our Lady of Fatima, Saint Peter and Saint Ann Parishes to provide a Catholic educational context for Christian formation of grade school aged children.

- We believe** the purpose of Catholic education is to hear the gospel message, to worship, to build and be a community of faith and to be of service to the Church and all humankind
- We believe** every person is created in the image and likeness of God
- We believe** in the unique God-given gifts and inherent self-worth of each child
- We believe** in educating the whole child based on gospel values and Catholic faith tradition
- We believe** in educating for cultural and global awareness and in educating the child to lead a life of justice
- We believe** parents have the primary responsibility for the Christian faith formation of their children
- We believe** the Catholic School is a parish ministry and provides the fullest and best opportunity to assist parents with their Christian responsibility
- We believe** in maximizing the potential of each child spiritually, morally, academically, physically and socially
- We believe** in preparing our students for life as active and responsible members of family, church and society
- We believe** our faith is a divine gift that is celebrated and nurtured by the message and person of Jesus Christ

## **STUDENT LEARNING EXPECTATIONS**

An All Saints Catholic School Graduate is:

### **A Faith Filled Catholic**

#### **Who:**

Lives as Jesus Did **F1**

Seeks a Personal Relationship with God **F2**

Serves Others **F3**

Prays and Worships in Community **F4**

Articulates the Catholic Faith **F5**

### **A Lifelong Learner**

#### **Who:**

Is a Self Directed and Independent Learner **L1**

Takes Initiative to Solve Problems **L2**

Communicates Effectively **L3**

Creates Quality Products **L4**

Demonstrates Mastery of Curriculum **L5**

Is Able to Use Technology as a Learning Tool **L6**

### **A Responsible Community Member**

#### **Who:**

Respects Self and Others **R1**

Takes Responsibility in Words and Actions **R2**

Is Committed to Justice **R3**

# **ALL SAINTS GOVERNANCE STRUCTURE**

## **ALL SAINTS BOARD OF GOVERNORS**

Our Lady of Fatima and St. Peter Parishes have jointly constituted All Saints School. The pastors of these two parishes along with the school principal form a Board the Governors that is chaired by each pastor on alternating school years. Although the two governing parishes have charged the All Saints School Advisory Council with specific areas of responsibility, certain matters are reserved for consideration by the Board of Governors. The constituted responsibility of the Board of Governors is to:

- Approve school mission, philosophy statements and school policies
- Assure that Advisory Council policies and decisions comply with universal Church teachings, diocesan school policies, state and federal laws and regulations
- Establish common criteria for families to participate in All Saints
- Establish parameters for school funding
- Hire and evaluate the school principal in collaboration with diocesan officials
- Give final approval of the school budget and other financial decisions of the school
- Manage school legal matters
- Approve amendments to the Advisory Council constitution
- Remove Advisory Council members, if necessary
- Approve purchase, transfer, disposal or alteration of school property

## **ALL SAINTS ADVISORY COUNCIL**

The All Saints Advisory Council is charged by the Board of Governors to exercise responsibility for All Saints School in the following areas:

- Advises the Board of Governors, principal, parish councils and finance committees regarding school matters coming under their jurisdiction
- Develop a mission statement and school philosophy for All Saints
- Develop and oversee long-range planning for the school
- Develop policies governing the function of All Saints
- Foster communication within the school community
- Development efforts and promotes All Saints School

Membership on the All Saints School Advisory Council is comprised of the pastor/administrator of Our Lady of Fatima, St. Peter and St. Ann Parishes, parents, parishioners and the school principal. The Committee meets monthly during the school year as needed.

The Advisory Council establishes committees and task forces and charters them to carry out its constituted responsibilities. These school committees are also advisory groups to the principal.

- Home & School Development Committee: Fosters communication and school community among All Saints parents; conducts community-building, fund-raising and parent education activities. Works with Development Director to implement annual programs and promote All Saints.
- Home and School Events/Tasks: Back to School picnic, Magazine sale, Auction, Crusade For Excellence, Spring Carnival, Scrip program, Fun Run, Parent Directory, and various other community socials determined for the year. Events are evaluated and determined on a yearly basis by the committee, parent surveys and the principal.

# **POLICIES AND REGULATIONS**

### ❖ **Acknowledgement of Gifts Policy**

As an exercise of fiscal responsibility and as an expression of gratitude, the principal shall acknowledge all gifts received by All Saints School. The acknowledgement will alert the donor of the need to comply with federal regulations governing tax-deductible charitable contributions.

### ❖ **Endorsement of Non-school Related Business**

All Saints School will not permit students to participate as a school representative in the promotion of outside or non-school related businesses.

All Saints School students may not use school time to procure funds for non-school related activities.

All Saints School will establish, consistent with diocesan policy, a process to solicit products or services as deemed necessary by the school. All Saints School will not endorse a product or private business.

### ❖ **Advertisement of Private Business Policy**

All Saints School will not distribute any promotional materials the school has not approved.

### ❖ **Age of Admission**

In compliance with Spokane Catholic Diocese and Washington state policies, students shall be admitted to All Saints Catholic School if by August 31<sup>st</sup> of the year of admission they have reached five years of age for Kindergarten and six years of age for 1<sup>st</sup> grade.

### ❖ **Attendance Policy**

Students must attend school on a regular basis and complete assignments in a timely fashion.

Students with frequent absenteeism or unsatisfied assignments may be asked to find an alternative educational setting.

### **Attendance Guidelines**

All Saints School believes that student attendance is necessary for optimal education and for maximum benefit. We strongly discourage the removal of students from school for non-health circumstances. If it is necessary to remove the student from school or there is a health reason, the following guidelines are required:

- The school must be contacted and parent, teacher and principal must be in continual dialog if a child is absent for a length of time.
- If there is a prolonged illness or there is a family trauma or crisis, parents will be required to provide a tutor and students will be expected to be working on missed assignments.
- Family vacation when parents determine children must accompany family (students must obtain all work prior to departure and all tests and work must be taken and turned in directly upon the student's return).
- Students absent from a class may be required to complete assignments in lieu of a "participation" grade.
- Parents must make arrangements for their child during any absence. In a long-term absence, the school may require that a tutor be hired by the parents to help the child keep up with work. If absences occur near the end of the quarter, an incomplete may be given and the student will have a maximum of two weeks to make up the work. Communication must take place between

parent, administrators and teachers and be kept informed of the child's progress. A set plan must be in place for a return to school.

If appropriate, teachers may modify assignments for long-term illnesses. Students, nonetheless, must have the basic understanding of the missed content area. Parents are responsible to obtain homework from school.

In the case of short-term illnesses (less than a week), it is up to the teacher's discretion to allow make-up time for missed work. The make-up regulation will be discussed with students at the beginning of the year. Students are responsible for obtaining homework missed during their absence.

If attendance severely hinders the child academically, he/she will be required to continue his/her course work during the summer.

### **Attendance Days**

All Saints School follows the number of teacher-student contact days determined by the diocese and meets the 1000 hours a year state guideline for student instruction.

### **Absences/Tardiness**

Please call the school when your child/children will be absent. Not only will this save the school secretary from calling you to be sure the student is in fact safely at home, it will also allow us to know if the child has a communicable disease – vital information for us at the school!

It is also important that when your child returns to school, he/she brings a signed note from you or a guardian (even if you called previously) stating the reason for the absence. Diocesan Regulation (Number 5113) mandates this action, and such letters of excuse are to be kept for the duration of the year.

Students are asked to check out at the office and wait there until parents arrive and sign them out if students leave school during the day.

Students that are absent during the day will not be able to participate in school activities (including sports) the day they are absent.

No child may leave school premises at any time for any purpose without written authorization of a parent and the approval of the principal. Such authorization is to be presented to the homeroom teacher who will forward it to the office. The student is to wait in the office and meet their parent or authorized adult there. Parents are asked to sign out their child when they leave the building.

A pupil is considered tardy if he/she is not present in the classroom when the 8:45 a.m. bell sounds. A written excuse from a parent stating the reason for tardiness is required. Students are to report to the office before going to their classroom. Tardiness may result in the student's having to make up class time missed.

The only exception to the above paragraph is when, for whatever reason, a bus is late in arriving. In such circumstances, pupils aboard the bus are not considered tardy, a note is not required and students may proceed directly to their classroom. In such circumstances, the school is notified that the bus will be delayed and the teachers are informed.

## ❖ **Child Abuse and Neglect Policy**

All professional school personnel having reasonable cause to believe that a child has suffered abuse or neglect shall report such incident pursuant to and in compliance with Diocesan policy and RCW 26.44.030(l).

## ❖ **Class Size Policy**

Classroom size and teacher-student ration shall be determined in light of budgetary needs after the school's annual formal registration process. Decisions in this regard shall balance excellence in education with the realities of budgetary constraints.

- 1) The principal shall establish a minimum number of students per grade that must be met before the grade can be divided into two classes.
- 2) The principal shall establish a maximum number of students per classroom at each grade level.
- 3) Depending on the age and educational needs of the children, a part-time teacher or part-time teacher's aide may need to be hired to maintain an educationally effective teacher-student ratio.

## ❖ **Class Size Regulation**

- 1) The maximum number of students at All Saints School shall be as follows:
  - 28 students per classroom in grades K through 4
  - 30 students per classroom in grades 5 through 8
  - Changes in class size may occur if there are exceptional circumstances approved by the principal and pastors
- 2) When the number of students exceeds the maximum enrollment by one, a waiting list for the affected class will be established. A non-refundable deposit will be required. The waiting list priority will follow the school's registration priority.
- 3) A minimum of 32 students per grade must be met before the grade can be divided into two classes. In the event that the enrollment in grades K through 8 is within three students of the maximum allowed, the principal will determine the need for an aide.
- 4) Class size decisions will be made by August 15 with projections as early as April 1.
- 5) Teacher aides will assist teachers with instructional needs according to their job description in the classroom.

## ❖ **FUNDRAISING EVENTS AND GUIDELINES**

### **Fundraisers at All Saints**

The quality education and programs that are offered at All Saints are due to the commitment of our parents, parishioners, grandparents and other community members. It is with their help that we are able to offer a true Fair Share program. By combining our parish subsidies with our fundraising monies, we are able to make up the difference between our financial pledges and the budget expenses. We don't like to ask for small amounts so parents do not pay for textbooks, field trips and activities as they occur. Instead, we ask that you participate as best you can in the major fundraisers that are listed below:

**Magazine Sale:** This student-driven event takes place in the Spring and is designed to sell new subscriptions and gather subscription renewals from friends and families. Students are asked not to engage in any door-to-door solicitation. Magazines can also be order throughout the year through our website.

**Auction:** This major fundraiser for our school takes place in November. This is a great community event that includes dinner, raffle and a silent and live auction.

**Crusade for Excellence:** The Crusade is All Saints School's annual appeal that includes a direct mail campaign, speakers and a phone-a-thon. Money from this appeal goes toward the general operating budget of the school which supports a just salary for our teachers, student resources and our Fair Share program.

**Fun Run:** This fun-filled event takes place in the fall. Students work to receive pledges from family and friends for their participation. Students are asked not to engage in any door-to-door solicitation.

**Spring Carnival:** This Spring social is an annual event. Food and games are organized for students, friends and families.

### Ongoing Fundraising Programs:

**SCRIP:** This year-round fundraiser is designed to help All Saints School raise money through selling of local and national chain gift certificates. The school purchases them at a discount and sells them at face value to parents. Scrip is also available online at [www.allsaintsspokane.org](http://www.allsaintsspokane.org).

**Family Feast:** Throughout the year, All Saints hosts a Family Feast at local restaurants. Parents are asked to invite their friends and families and All Saints receives a portion of the sales.

**Box Tops, Campbell's Soup Labels:** These are collected year-round and turned in for money and supplies.

**Cookie Dough Sale:** Cookie dough from Otis Spunkmeyer, along with various holiday items, is available in the fall and spring.

**Recycling Program:** All Saints' fourth graders are collect newspapers and plastic bags for recycling. Bins are available at the Primary Building. The Middle Building recycles paper for the Larch community.

### ❖ **Collection of Funds/Gifts Policy**

For the equitable and fair treatment of those involved and to limit the number of school fund-raisers, the collection of funds or other gifts by individuals or groups (students or parents) for the benefit of staff members, students or school needs/activities shall be approved, regulated and monitored by the principal in light of good school order and shall be congruent with the school's approved annual development/fund-raising plan. Students are asked not to solicit funds for non-school related events during school time.  
**Approved 4/94**

### **Collection of Funds/Gifts/Fundraising Regulations**

- 1) School organizations/groups will discuss all fundraising or solicitation activity plans with the principal prior to planning the event.
- 2) School organizations shall create a written outline of all of their planned fundraisers for the year to be added to the master calendar.
- 3) All organizations raising funds must receive permission from the principal before each fundraiser or solicitation.
- 4) Fundraisers must be scheduled and monitored by the principal to prevent concurrent fundraisers and time-intensive fundraisers, both of which detract from the general academic climate.

- 5) All monies raised need to be deposited immediately in school accounts. The business secretary will keep track of all such funds. All monies must be collected/counted on school grounds at the school function. All monies must be immediately given to school personnel after an event.
- 6) All groups must report to the principal on a regular basis concerning fund-raising efforts. The Development Director reports all Home and School/Development activities to the Advisory Council and principal.
- 7) Year-end financial statements of fundraising efforts must be reported to the principal/Advisory Council.

### ❖ **Corporal Punishment**

Corporal punishment is not permitted as a disciplinary consequence in the schools of the Diocese of Spokane.

### ❖ **Cumulative Records Files Policy**

All Saints School shall maintain a current cumulative record on each student.

#### **Cumulative Record Files Regulation**

- 1) All students files are confidential and are available only to parents/guardians, teachers, administrators and secretarial staff.
- 2) Student files will contain academic progress reports, special testing information, and general student information and immunization records. Behavior notices and related information will not be kept in the cumulative record files.
- 3) Student files may be released only with a written request from the school that student will be attending. (A copy of the file will be sent to the school.)
- 4) Student files may not be hand-transported by the parent/guardian.
- 5) The majority of the files will be hand-delivered to local schools. If a file is mailed, copies of the file will remain in the office for three months to insure that the original files have reached their destination.
- 6) All original records of pertinent information specified by the Diocese will be kept on file indefinitely by the school.
- 7) Files are not to leave the office area during the time the student is at All Saints.
- 8) Specific forms particular to All Saints, such as report cards, will be held until financial commitment for the year is satisfied.
- 9) This school abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## ❖ Discipline Philosophy

### Philosophy of Choice

Choice and decision-making are as ultimately and intimately related to the process of valuing as much as the process of valuing is ultimately and intimately related to feelings of self-concept and self-worth. Before choices and decisions can be made which enhance the Kingdom of God, the individual's values must reflect not only that person's inner beliefs, but they must also mirror gospel values as well.

The children must therefore become aware not only of who they are as a unique human people with special God-given gifts and talents, but they must also become aware of who they are as members of the larger group – in their family, school and global communities. Moreover, the children must be able to perceive their potential and inherent goodness. The students must be convinced that they have something to give, otherwise they will not be able to contribute to the community and make it grow. Self-image and self-worth are essential components to good valuing and decision-making processes. The Human Sexuality Program in use at our school addresses this important component of choice and decision-making. It does this by providing experience of self-concept in individual and community settings.

Once children are able to assimilate their goodness and uniqueness of self with who they are in the context of community, the process of valuing may take place. It is crucial to note that we, as educators, are involved with the process of valuing.

Teaching the process of valuing is what we are all about. In teaching the process of valuing, we give our students the necessary skills needed to make and internalize values, decisions and choices. The students become more deeply human and responsible.

As Christian educators, we do not teach just any valuing process – we specifically teach a process true to Christian values as preserved and promoted in the Catholic faith. Our focus is with the person and the message of Jesus. He is our model through which our whole valuing process has meaning and direction.

### What is the process of valuing?

Valuing is that process whereby individuals come to live out in their lives that which is considered to be of value. The process has three distinct, yet inseparable, dimensions.

**The first dimension is the cognitive dimension – that of conscious reflection upon a value. This dimension has three important questions to consider:**

1) *Am I making my own choice?*

Too often in today's world, decisions are made which are contrary to what an individual believes. A choice is made not because it may be the best choice, but rather because "everyone else" makes that choice. Our children must grow up to be able to make their own individual decisions upon what they value – hopefully Gospel values.

2) *Am I making the best choice?*

This is also crucial. In making choices and decisions we must also consider alternatives. This requires creative thinking and it is a process that has been too often overlooked. Hand-in-hand with this second question is the third question.

3) *What are the consequences of my choice?*

Any of the alternatives being considered must be weighed against the consequences of the choice. Any choice based upon Christian values must reflect the greater good of the community. The consequences of that choice must not be favorable for the individual only, without regard for others.

**We now come to the next dimension of valuing – the affective domain. In other words, what does my heart feel about my choice? Two questions need to be asked.**

1) *Do I like my choice?*

Any decisions we make, we make because we like the choice. Therefore, an even more important question follows which puts it into the context of the Gospel values:

2) *Is my choice loving?*

If my choice is for the common good, if it builds up the Kingdom, then it must be acted upon. If not, we need to re-examine that choice.

A value is worth nothing if it remains in the head and the heart. It must be acted upon. In this third dimension, which is called the “hand” dimension, our choices are carried out.

**The first thing to examine here is the following:**

1) *Am I acting out my choice?*

Having used head and heart to determine a course of action, is there a follow-through? If not, the process is not complete and one needs to reevaluate all of the other answers to the above questions. If actions follow choices, then ask:

2) *Do I always act out this choice in the same way?*

Again, a “no” answer requires the process to begin again, because that value has not been internalized. For a value to really be a value, it needs to be acted upon with consistency. And upon what do we base that consistency? We base it upon Gospel values. Throughout the entire process whereby we make choices through reconciling our head, heart and hand, Jesus must be our guiding light. He is our model, upon which we act. Any other guiding force cannot be as freeing and truth-filled.

This then is the process of valuing. This is what we teachers at All Saints are committed to sharing. It is a long process, a trying process, but a rewarding process. We are developing children who can make their own choices consistent with the Gospel of Jesus. We are developing children who are responsible. Above all, we are training children in the spirit and discipleship of Jesus.

## ❖ Discipline Formation at All Saints Catholic School: An understanding of the discipline process and general guidelines

The basic premise of discipline at All Saints is to help our children be respectful, loving and responsible human beings. We want our children to live the Gospel and act as Jesus would. Children need to be responsible and accountable for their actions. We want them to understand their choices, learn from their choices and make more loving choices as they continue their journey in becoming young Christian adults.

Discipline at All Saints is a formation process for our students. We work with all students who are struggling in the hopes that they can learn to make appropriate choices. Discipline is never meant to be punitive. Consequences are to be as logical, consistent and appropriate to the situation as possible. Know that much time and energy is put into working with students and parents as we work through difficult times when students struggle.

When a situation is brought to the teachers' or administration's attention, know that it is addressed immediately. Students are brought through a process of understanding their actions, understanding what the school's expectations are, and receiving logical consequences. Parent involvement depends on the severity of the situation or if a situation persists. The school spends much time in trying to understand every issue, working with all students involved and, in many situations, bringing students together to solve their differences.

Sometimes parents want us to discuss or share other children's situations and consequences. Know that this is something that we cannot do. We must respect the rights of all of our children. Think of it in this way, would you want us to talk about your child to someone else? Parents need to trust that the situation has been dealt with in an appropriate manner.

We try to be as consistent as we can when working with children but understand that discipline is not black and white. Situations may appear the same but are not. The difficult part of discipline is that many times we are not aware of a problem or that the issue continues to exist. Many times students simply do not come forward for various reasons. We cannot deal with a concern if we are not aware of it or that the issue continues to exist. We encourage students to come forward so we can help them. Teachers will work with students on how to come forward so they feel comfortable to do so if there is a concern.

Parents are asked to come to the school when a problem exists or if a problem persists. Please do not talk to others about issues that should involve only your family and the school. Talking with others can and does create negativity, false assumptions and can actually make the situation worse or create other issues. Gossiping is never appropriate. All students need the chance to start again and never be labeled. That is our Christian responsibility and our commitment to building our faith community, not tearing it down with negativity. It is not appropriate for parents to talk to a student in a disciplinary fashion when something has happened between their child and that student. Let the school be responsible to work with that student and his/her parents.

Volunteering is an important part of your involvement in the school. Working with the children gives you an opportunity to help with school programs and help our children. When you volunteer in the classroom or with the children, we also ask you to be respectful of children's rights and keep in confidence any situations that you may be privy to during your duties. If there is any issue of disrespect or any other concern while you are volunteering, please go to the teacher or to one of our administrators.

The school works very hard to try to be as proactive as we can in forming our children in their discipline. A school-wide process on how to deal with conflict was developed in 2003 called Stop, Talk and Solve. The goal of this process is to help students work with others, deal with conflict and learn when and how to go to an adult for help

Safe Environment programs are in place as well to help students learn how to make good choices, to work with others in difficult situations, learn skills to deal with teasing and bullying, and how to deal with

conflict. The primary grades use the NCEA program, Faith, Family and Friends as well as Second Step. Third through fifth grade use Steps to Respect and fifth through eighth grade use A Peaceable School. Our mentoring program provides our middle building students with leadership skills as well as working with others and dealing with conflict. Our seventh and eighth graders facilitate this program with our fifth grade students as they enter into the Middle Building. Our Religion, Personal Safety and retreat programs all provide learning opportunities for our children. And finally, all parents who volunteer must participate in a Code of Conduct training that reviews child abuse awareness and keeping our children safe.

School-wide student surveys are completed on a regular basis to gain perspective of student challenges, how students are doing at school and how our programs have helped our students.

We ask all parents to be supportive of our disciplinary efforts at school and work together with us in helping all of our children be successful and happy at school.

### ❖ **Student Responsibilities**

All Saints School strives to teach our children to live as Christ, to build a community of faith and to be responsible to that community. To guide our children, we ask them to strive to live the Gospel and to achieve the School's Student Learning Expectations.

### ❖ **Discipline Policy and Regulation**

#### **Overview**

In its call to build a Christian community, All Saints School works to awaken an awareness in each child of his/her own self-worth and unique giftedness as well as to see the worth and giftedness of others. This is accomplished by fostering both a Christ-centered way of life and a sense of community. Self-discipline and individual responsibility are vital means to this end and help to uphold a standard of conduct, which ensures the Christian and academic atmosphere of the school. Disciplinary procedures are present to encourage self-discipline, safeguard the rights of all and foster responsible and conscious decisions and choices by each student.

The term "discipline" comes from the word "disciple" meaning "one who learns". It is a process of learning. Discipline is viewed not as a negative punishment, but as a means to change behavior that does not uphold the standards of Christian conduct. Thus, the student needs to realize both what they have done and whom they have affected and then be involved in the solution process. Consequences for errant behaviors are created to give back service to that school community from which something was taken.

#### **Policy**

Learning appropriate behaviors is accomplished during a discipline process set by the teachers and administration of the school. It is the role of the teacher to facilitate the process with a spirit of compassion and Christian love. All teachers have a set of standards and expectations in their individual classes. It is the responsibility of each student to know those standards and expectations and the consequences of inappropriate behavior. The Administration supports and aids in discipline at appropriate times during the process.

#### **Regulations**

In the absence of the principal, the vice principal will assume all of the duties of discipline. The decision for expulsion is reserved to the principal alone and shall not be delegated. Depending on the severity of the behavior, any level of discipline may be utilized at any time.

Teachers and administration will set forth investigations as they see fit depending on the seriousness of the situation. Parents will be contacted depending on the level and seriousness of the situation. Students may be asked to stay at home or be suspended from school during an investigation depending on the seriousness of the situation. The school will involve the pastors and diocesan superintendent

depending on the severity of the situation. Since the school is a mandatory reporter by law, CPS or law enforcement will be contacted if appropriate.

- Level 1: All discipline procedures start within the classroom. The student receives a verbal warning from the teacher and suggestions of behavior modification. If necessary, consequences will also be imposed.
- Level 2: Teacher discipline action: if the inappropriate behavior persists, the teacher will notify parents/guardians by phone and/or written messages. The student will receive consequences within the classroom as outlined in the teacher's classroom discipline policy. The principal is notified and will receive a copy of the discipline notice.
- Level 3: Citation: If inappropriate behavior continues, parents/guardians will be notified. The principal or vice-principal will give a citation. The principal/Vice principal will interview with the student and community service will be given. This or further infractions may warrant suspension. Counseling may be required to assist the student. A behavior plan may be developed at this time.
- Level 4: 1-2 day suspension: Parents/guardians notified, parents/guardians conference held to outline further courses of intervention, behavioral plan developed, pastor notified. Suspended students will be sent home or serve their suspension at school at the discretion of the principal. Students that are suspended will not be able to participate in school activities (including sports) and other extracurricular programs until they return to school.
- Level 5: 3 or more day suspension: Parents/guardians notified, parents/guardians conference during which time behavioral contract reviewed. Pastor notified. Re-admission upon counseling with the terms and conditions as deemed necessary by the principal. Students that are suspended will not be able to participate in school activities (including sports) and other extracurricular programs until they return to school.
- Level 6: Long term suspension/expulsion: Parents/guardian notified. Pastor notified. Re-admission upon counseling with the terms and conditions as deemed necessary by the principal. Students that are suspended will not be able to participate in school activities (including sports) and other extracurricular programs until they return to school.

Consequences for inappropriate behavior will be determined by the teacher and/or principal. Students may be suspended or removed from school activities or extracurricular activities due to inappropriate behavior.

Disciplinary action may take place for listed behaviors as well as any other inappropriate conduct.

If a student is removed from a class for disciplinary actions or suspended, test, homework, missed or assigned, are required to be make up but no credit will be given.

The following behaviors are viewed as serious enough to require principal intervention at some point. However, everyone involved should understand that while some are more serious than others, in all cases there are circumstances that can alter the apparent seriousness of an act. It is the teacher and principal together who need to investigate these serious situations, but it is the role of the principal to carry out more severe consequences (including suspension or expulsion) when necessary.

1. Disrespect for faculty, staff, supervisors and/or fellow students.
2. Foul or improper language. (Including racial or sexual comments/gestures)
3. Improper contact between students (physical and verbal).
4. Truancy.
5. Continual defiance of authority.

6. Any other behavior that would result in an adverse effect upon the moral and physical climate of the school and the Christian attitude of the other students.

The following behaviors will warrant the immediate attention of the principal. A disciplinary slip (discipline notice or citation) will be given and the parents/guardians notified. These behaviors may warrant immediate suspension or expulsion.

1. Fighting: a physical or verbal attack upon a school employee, volunteer or fellow student. (Including racial or sexual harassment)
2. Threats of violence toward students and/or staff.
3. Continued defiance and disrespect of school authorities, fellow students and/or school rules.
4. Vandalism, defacing or destruction of property.
5. Serious and/or repeated theft.
6. Smoking or chewing tobacco. Possession, use of transmission, distribution of, or being under the influence of alcoholic beverages, inhalants, stimulants and other substances intended to alter mood.
7. Possession and/or use of a weapon.
8. Possession and/or use of explosives.
9. Arson.
10. Endangering the moral and physical safety of others.
11. Possession or distribution of pornographic materials.
12. Sustained misconduct, which interrupts the learning environment.

**Grounds for suspension/expulsion include but are not limited to the above infractions.**

Parent cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes, impedes or is not cooperative with the teaching/learning/discipline process, the school may require parents to withdraw their children and sever the relationship with the school.

### **❖ Food Allergies and Treats Regulation**

Many students with a peanut/tree nut allergy or specific food allergy childcare plan may not be given any outside food at school. Outside food is any food, candy or snack brought into the classroom by someone other than the parent. (The only exception is if the parent is present and gives the food to his/her own child.)

All parents that have children with nut/food allergies must provide all snacks for their child. Parents may provide their teacher with a bag of acceptable snacks for their child to have at class parties or when other students bring birthday treats. (i.e. Kids Care Retreat, or a field trip). Teachers need to notify parents at the beginning of the year to provide snacks and when snacks are getting low.

The school cannot accept the liability to read labels and/or make decisions on ingredients in food purchased or homemade. The risk is too high for the child.

Teachers will notify parents of food related classroom activities prior to the day that the activity will occur.

### **Hot Lunch**

The school will provide a monthly calendar of hot lunch choices provided by District 81. An asterisk \* next to a food item denotes that the food product may be manufactured in a facility that also manufactures products containing peanuts and other tree nuts.

**On asterisk \* days**, students with nut/food allergies are **not able** to order hot lunch. Parents need to send a cold lunch that day. **Students will not be given hot lunch if the lunch provided by the District that day has an asterisk next to any food item.**

**On non-asterisk days**, students with nut/food allergies **may take** hot lunch. On these days a permission note must be sent **each** day the child orders hot lunch indicating that the hot lunch from the district is acceptable. Parents must provide a **dated, signed note** saying their child may receive hot lunch from the District that day. If the student does not provide a note, the parent will be called for a cold lunch.

Lunch parents are to be aware of any food allergy a child in the classroom may have and be trained in the steps listed in the child care plan.

### ❖ **Graduation Activities**

It is the responsibility of the school staff and Board of Governors to decide which and what kind of activities related to graduation will take place under school sponsorship and during school time.

In that decision-making, we are guided by the Gospel, our responsibilities for the school and parish communities, the U.S. Bishop's Code of Conduct (Charter of Responsibility), diocesan policies, insurance requirements, financial demands and restraints and the appropriateness of the activity.

Activities taking place off-campus after school hours nor sponsored by All Saints School or approved by the Administration and the Board of Governors cannot be given permission, supervision or insurance coverage by All Saints School.

### **Local Graduation/8<sup>th</sup> grade activities Regulations**

School sponsored graduation/8<sup>th</sup> grade activities shall follow all applicable Diocesan and All Saints School policies. All activities are designed to build community and are not to be an excessive financial demand to parents or the school. At the beginning of the year, the principal and eighth grade teachers begin planning for graduation/activities and fundraising for these events. Any fundraising associated with these activities is to follow all applicable Diocesan and All Saints School policies and procedures. The principal shall be solely responsible for authorizing any school sponsored graduation activity.

### **Diocesan Graduation Policy**

Graduation ceremonies and activities shall be simple and appropriate for the age group involved.

Eighth grade graduates may be excused from the last contact day of school. Graduation exercises and activities shall not entail undue expenses for parents.

### ❖ **Medication Policy and Regulation**

Oral medication may be dispensed at school when the following requirements are met:

1. A Medication Request Form must be completed for each student receiving any kind of prescription or nonprescription medication at school. A request must be signed by the child's parent/guardian and by a physician or dentist, must be current and must be valid for a period not to exceed one school year. Forms are available from each building.
2. Any medication required for 15 or more consecutive school days must be accompanied by current written instructions from a physician or dentist for dispensing the medication.
3. All medication must be supplied and delivered to the school by the parent/guardian.
4. All medication must be in a properly labeled container.

5. Prescription medication must be in a container labeled by a physician, dentist or pharmacist and brought to school by the child's parent or guardian. The label shall include the student's name, physician or dentist's name, name of medication, dosage and the time of day to be taken.
6. Non-prescription medication must be brought to school in its original container and kept in the office. A medication form must be filled out and on file in the office.
7. Medication will be dispensed only by personnel designated as the First Aid Team (principals, vice-principals, secretaries, extended care personnel). A medication record shall be maintained for any student receiving medication at school. Students are not allowed to carry any medication at school with the exceptions of inhalers.
8. Each building will provide the means for safekeeping and secure storage for all medication. If special conditions are required to maintain the quality of the medication, the school will adhere to the instructions of the physician/dentist/pharmacist.
9. No medications requiring injection shall be administered by school personnel except in extreme circumstances, determined by the physician and parent/guardian.
10. Medications are to be picked up by the parent/guardian when no longer required or at the end of the school year. Any unclaimed medication will be destroyed.

### ❖ **Non-Discrimination Policy**

All Saints School adheres to the Non-Discrimination Policy 5110.1 of the School Policies and Administration Regulation, Catholic Board of Education, Diocese of Spokane, 1980.

All Saints School welcomes students of any race, color, sex, national and ethnic origin to participate in its educational program, and the privileges and activities available to students. It is understood that enrollees and their parents agree to the philosophy, goals, policies and regulations of All Saints School.

### **PRESCHOOL REGISTRATION PRIORITY POLICY**

The priority categories for registration and waiting lists will be as follows:

- 1<sup>st</sup> Any child currently attending All Saints Catholic School Preschool
- 2<sup>nd</sup> Siblings of a child currently enrolled at All Saints Catholic School who is a member of one of our parishes
- 3<sup>rd</sup> Siblings of a child currently enrolled at All Saints Catholic School who is a member of an out-of-parish family
- 4<sup>th</sup> A child of a registered and active family of St. Peter's, Our Lady of Fatima or St. Ann's whose sibling previously graduated from All Saints
- 5<sup>th</sup> A child of a registered and active family of St. Peter's, Our Lady of Fatima or St. Ann's
- 6<sup>th</sup> A child of a registered and active family of another Catholic parish within the Diocese of Spokane
- 7<sup>th</sup> A child of a registered and active family of another Catholic parish outside the Diocese of Spokane
- 8<sup>th</sup> All others.

The deadline to guarantee your child priority listing at All Saints Catholic Preschool for the fall term will be March 31<sup>st</sup>. All children in a given category will be pooled together until that date when the children will be assigned priority in accordance with the above system. If there is a waiting list in any category, a lottery will be done to select the students who will be enrolled.

All registrations after March 31<sup>st</sup> will be accepted on a first-come, first-serve basis.

## **K-8 REGISTRATION PRIORITY POLICY**

- 1) The Class Size Regulations will be used to determine number of students in each class. The maximum number of Students at All Saints shall be as follows:
  - 28 students per classroom in grades K through 4
  - 30 students per classroom in grades 5 through 8

The principal and pastors will approve any exceptions.

- 2) When the number of students exceeds the maximum enrollment, a waiting list for the affected class(es) will be established. A deposit will be required by all students on the waiting list. This deposit will be refundable in the event the school is unable to place the student.
- 3) The priority categories for registration and waiting lists will be as follows:
  - A. Any child currently attending All Saints Catholic School from K-7<sup>th</sup> grade.
  - B. Siblings of a child currently enrolled at All Saints Catholic School and whose family is a registered and active family at St. Peter's, Our Lady of Fatima or St. Ann's.
  - C. Siblings of a child currently enrolled at All Saints Catholic School who is a member of an out of parish family.
  - D. A child of a registered active family of St. Peter's, Our Lady of Fatima or St. Ann's whose sibling previously graduated from All Saints.
  - E. Children having attended All Saints' Preschool for a full year.
  - F. A child of a registered and active family of St. Peter's, Our Lady of Fatima or St. Ann's.
  - G. A child of a registered and active family of another Catholic parish within the Diocese of Spokane.
  - H. A child of a registered and active family of another Catholic parish outside the Diocese of Spokane.
  - I. All others.

The deadline to guarantee your child priority listing at All Saints Catholic School for the fall term will be the March date denoted in the registration materials. All children in a given category will be pooled together until that date when the children will be assigned priority in accordance with the above system. If there is a waiting list at any category, a lottery will be done to select the students who will be enrolled.

All registration after the March date specified in the registration materials will be accepted on a first-come-first-serve basis.

\*An out of parish family is any family that is not registered and active family of St. Peter's, Our Lady of Fatima or St. Ann's. This includes families who are registered or active families of another Catholic parish. Note: priority levels within the definition of out of parish family have been created in F and G above.

## **❖ SCRIP Policy**

1. Profit from \$scrip sales are tracked per family during the school year.
2. The tracking period for tuition credit ends in February of each year so profit credit can be applied towards the following school year's registration.
3. Once a family has made a profit of \$100 (the school's initial profit), the remaining profit is split in half, one half going back to the school and the other half credited to the parents' financial pledge.

4. Parents may apply their profit to their next year's financial pledge or donate their profit back to the school.
5. Profit is transferable only from the school's \$scrip account to the school's tuition account. If a family leaves All Saints School, all monies remain with the school. The only exception is a family that has no students left at All Saints and wishes to transfer its allotted half to Gonzaga Preparatory School.

### ❖ Student Placement Policy

The "chemistry" or make-up of a class is an important factor for a successful school year. Classes are to be as balanced as much as possible in relation to a variety of factors. Students shall be placed in class grouping by their current teachers. The grouping of students is then placed with a teacher for the next year by the principal.

Class size, gender balance, social and academic concerns shall be factors in student placement. Placement of students with teachers is at the discretion of the principal.

**Recognizing the gifts that all our teachers bring and the opportunity for our students to have a variety of learning experiences, parents are asked not to request a specific teacher but are asked to communicate any concerns or students' needs to aid the principal in student placement. A written letter expressing these concerns is requested to accompany the registration packet.**

### ❖ Student Transfer Policy

A transfer student is acceptable for participation in the All Saints School program only if an investigation of the previous school situation and an interview by the principal both with the student and his/her parents or guardians provides reasonable assurance that All Saints School will be a satisfactory learning environment for the student.

Prospective transfer students from other Catholic schools must have financial commitments satisfied from the previous school year before they are accepted at All Saints. Parents must remain in good standing at the previous school.

All Saints School will not accept a transfer student who has been expelled or suspended from another school unless mitigating circumstances exist to the satisfaction of the principal.

The first six weeks of a transfer student's participation in the All Saints School program shall be considered a probationary period. **Approved 6/93**

### ❖ Student Transfer Regulation

1. The parent or guardian must provide permission for the principal to investigate the student's previous school situation.
2. The principal shall make personal contact with authorities at the previous school/parish.
3. The principal shall interview the student and his/her parents or guardians, exploring the reasons for the transfer and discussing the implications of All Saints School philosophy, programs and expectations.
4. Students leaving All Saints School are required to return all texts and resources provided by the school. Lost or damaged materials must be replaced before a report card is given. Pre-paid financial pledges shall be reimbursed on a pro-rated basis. **Approved 6/93**

## ❖ Uniform Dress Code Policy

Students at All Saints School will wear uniforms and follow a dress code. **Approved 2/95**

## ❖ *Uniform Regulation– Effective September 2009*

At All Saints School, we are committed to having a dress code that is consistent, measurable and therefore enforceable at all grade levels. The regulation is designed to be affordable and non-materialistic.

Our rationale for a dress code includes the following points:

- To keep with Catholic schools heritage and identity
- To teach responsibility and discipline to the students
- To be representatives to the community
- To instill a sense of pride
- To learn that dressing appropriately is a life skill

**All wearing apparel must be of comparable color, fabric and style to those that can be purchased at the Uniform House.** Non-embroidered uniform pieces such as shirts, pants and shorts are also available online at [www.allsaintsspokane.org](http://www.allsaintsspokane.org) under uniforms. **Clothing must be in good repair at all times (no holes, tears or frayed edges).**

**PANTS:** Pants need to be plain black, cotton, twill or cords, **straight legs**, appropriate length, and appropriately sized. Elastic or non-elastic waists are both appropriate. **Pants need to be replaced when they have faded and lost their uniform color.**

**Pants that are not uniform:** Beginning September 2009, **navy** pants as well as pants that have rivets, additional or horizontal seams (yoke) on the back, decals or designs, contrast colored stitching, flared or boot legs, sit on the hips, slits in the bottom hem, hems that drag on the floor, are higher than the ankle, are cargo or carpenter pants, are knit or stretch pants, are jeans or jean material.

**SHORTS:** Shorts are to be black **walking** shorts comparable to those at the Uniform House. Short season begins after spring break and ends October 15<sup>th</sup>. The length needs to be no longer than the back knee crease and no shorter than **three** inches above the knee.. No cargo or carpenter shorts. **Shorts worn on free dress days during short season need to follow the same length standards.**

**BELTS:** If belts are worn, they need to be **simple, plain, solid leather or cloth belts in black or brown.** They are to be sized appropriately and not a point of distraction.

**SKIRTS/JUMPERS/SKORTS:** Columbia plaid uniform skirts may be worn at the Middle Building and in the third and fourth grade. Jumpers are worn at the Primary Building only. Jumper, skirt and skort length needs to be no shorter than **three** inches above the back crease of the knee. Any shorts worn under the skirt must be hidden. Jumpers, skirts and skorts may **only be purchased** from the Spokane Uniform House. Skorts can be worn year round.

**SHIRTS:** Solid white turtleneck, knit polo shirt, collared shirt or blouse with Peter Pan collar. No crew necks or pockets. Shirts are to be sized appropriately and not layered. Shirts are to be tucked in. No decals, logos, pictures or emblems. Uniform shirts must be worn under the sweater and/or sweatshirt. Any T-shirts with logos worn under the uniform shirt should not be visible.

**SWEATERS/SWEATSHIRTS/VESTS:** Black v-neck or cardigan uniform sweater/vest or black/royal school sweatshirt. Only uniform shirts are to be worn under sweatshirts. **Sweaters, vests, and sweatshirts must be purchased from the Spokane Uniform House. These items are to be worn as a shirt and not as an accessory (i.e. Around the waist etc.).** Coats, non-uniform sweatshirts, sweaters or vests are

not to be worn in class. A fleece ¼ zip black sweatshirt is available from the Uniform House for **7<sup>th</sup> and 8<sup>th</sup> graders only**.

**HATS:** Hats are not to be worn inside any school/parish building.

**SOCKS:** Simple colors: white, dark green, royal blue or black crew or knee socks or footed tights must be worn. Leggings are not allowed. Nylons allowed for 7<sup>th</sup> and 8<sup>th</sup> grade girls only. **Socks must be clearly visible above the shoe.**

**SHOES:** Appropriate school shoes should be worn for school. **Shoes are to be closed heel and toe for safety.** Socks must be worn with shoes. Lace shoes must be tied. Cleats are not allowed.

**FACIAL MAKE-UP:** It is not encouraged, but if worn it must be lightly and tastefully applied. This choice is reserved for the 7<sup>th</sup> and 8<sup>th</sup> grade girls only. **Body, face, and hair glitter is not to be worn. Visible body tattoos (stick-on, etc.) are not to be worn.**

**JEWELRY:** Jewelry should be worn in good taste and should not be distracting, excessive, inconsistent with our Christian values or inappropriate for school. **Post earrings and small earrings are acceptable and are to be worn in the lobes of the ears only. Large heavy jewelry or numerous accessories are not appropriate for school.** Jewelry must be removed during Physical Education class.

**HAIR:** Hair must be clean and out of student's eyes. Dying of hair is not encouraged. If hair is dyed it must be a natural hair color. Hairstyle should be in good taste, appropriate for school, and not a point of distraction. **Emblems, logos, or symbols shaved into the hair are not allowed.**

**THEME DAYS:** Students may wear clothes that fit the theme (uniform pants may be required in addition to theme dress). These days are not free dress days, and, if students choose not to participate, they must wear their uniform. If a student has lost free dress they must wear their uniform on these days.

**SCOUTS/CAMPFIRE:** When students have their "Scout/Campfire" days, they may wear their shirts with uniform pants.

**Game Days:** Students who are playing on a school team may check with the administration to wear their game jerseys with their uniform pants on a game day or the Friday before a weekend game.

**FREE DRESS DAYS:** It is our intent that appropriate school attire be worn on free dress days. No holes, tears, or frayed edges are allowed. Shirts must have sleeves. Any clothing or accessories must be consistent with our Christian values and appropriate for school. **Halter tops, tank tops, spaghetti straps, sleeveless shirts, bare midriff, tight-fitting T-shirts are not appropriate. Shorts are not to be longer than the back knee crease and no shorter than three inches above the back knee crease.** No baggy/saggy pants or underwear visible at any time.

**CONSEQUENCES:** If students are not in uniform or wearing their uniform correctly there will be consequences including loss of free dress, a phone call to parents to bring a change of clothing, and the borrowing of a uniform from the uniform exchange.

#### **UNIFORM EXCHANGE:**

Used uniforms may be brought to the uniform exchange for other students' use.

#### **❖ Visitor Policy**

All Saints School appreciates and welcomes visitors. We encourage parents to work with staff and help out at school. To have optimal teaching time, however, the classrooms need to experience as few interruptions as possible. We ask parents to follow these guidelines:

- Parents or visitors entering the school building are asked to check in at the office.
- Parents are asked to leave messages and items for their child(ren) at the office. Messages, lunches, etc. will be given to the child's teacher by the secretary.
- Parents are to pick up their child(ren) leaving for an appointment, going home sick, etc. in the office. The secretaries and teachers will make sure the children have what they need to go home. Children need to wait in the office for their parents.
- Parents wishing to meet teachers are asked to set up times to visit with teachers before or after school. Between classes and lunch do not offer parents and teachers appropriate time or attention for conferences unless an agreed upon time has been set up by the teacher and parent.
- Parents are always welcome to help out at school and in particular the classroom depending on the teacher's needs. Parents that have a special interest that might lend himself or herself to a project or lesson are encouraged to share their talent with the teacher. All parents must participate in the Code of Conduct training and update their understanding of the Code on a yearly basis in order to volunteer in activities with students.
- If parents would like to observe their child's class (please note this is different than helping), please contact the teacher for the best time. Classroom observations give parents the opportunity to learn about their child's classes and what the child is learning.
- The principal reserves the discretion to prohibit or limit visits if the nature, timing or frequency of visitation may hinder the educational atmosphere of the classroom. These visits are to be consistent with school policies.
- Student visitors from other local schools may enter school grounds for the sole purpose of considering All Saints as a possible educational alternative, not for social reasons.
- All Saints visitors must be approved of by the principal.

### ❖ **Weapon Policy/Regulation (Diocesan)**

In order to promote a safe learning environment, the Catholic Schools in the Diocese of Spokane prohibit the possession, use or involvement of any weapon on school property or at a school activity. Any violation of this policy by a student constitutes grounds for suspension or expulsion.

Weapons are defined as any instrument used with the intent to threaten or cause harm to another including weapons as defined in RCW 9.41.250 and RCW 9.41.280.

## **FAIR SHARE PROGRAM**

All Saints School offers to all active Catholic families in our three parishes the Fair Share Program. This program allows a parish family to individually determine what they can honestly commit toward the actual cost of educating their child(ren) at All Saints. Volunteerism and participation in fundraisers are an integral and important part of the Fair Share Program.

### **Satisfaction of Financial Commitments**

Our Lady of Fatima, St. Peter and St. Ann parishes are committed to their financial support of All Saint's School ministry to the extent their means allow. In addition to the financial support of school ministry provided by these parishes, the expenses of this ministry must be carried in a significant way by those families who enroll their children at All Saints. (This expense is also met through the Annual Crusade for Excellence, school auction and other fundraisers).

1. Parishioner families qualifying for "eligible" status as determined by the Board of Governors thereby qualify for participating in Fair Share process for determining school financial commitments.
2. Other families are expected to meet the full cost-per-student expenses for the education of their children.

3. As part of its budgeting process, the cost-per-student is established by the school. This figure is used as the basis for soliciting payment from parents for participation in All Saints School ministry.
4. Parents registering their children at All Saints will be required to sign a Financial Commitment, which indicates the extent of their financial responsibility for the education of their children. Parents are legally and morally obligated for the full satisfaction of this commitment.
5. Financial Commitments must be paid according to a particular payment plan specified on the commitment form.
6. Families entering All Saints School after the beginning of the school year must begin their financial commitment at the next monthly transaction date. Payments will be pro-rated according to the remaining school calendar and the payment plan selected.
7. In the event of withdrawal, pre-paid monies shall be reimbursed on a pro-rated basis.
8. Non-compliance with a payment plan may result in dismissal from the school. Parents will be notified in writing. Financial Commitments shall still be considered a legally and morally binding obligation. Report cards and/or diplomas will be withheld until financial payment is received.
9. Registration for the new school year cannot be completed until full satisfaction has been made of the parent(s)/guardian(s) financial agreement for any previous year. Registration is not final until a pastor has signed the Financial Commitment Form.
10. Parents who are two (2) months in arrears will be required to go on automatic tuition deduction via their bank or credit card withdrawals.

### **Payment Procedure**

1. All new school families beginning in the 1998-99 school year were put on electronic transfer for financial payments. (Only families enrolled before this time were allowed to choose between paying by check or switching to electronic transfer.)
2. Payment is due according to the particular payment plan parents have committed to for the year.
3. Payment is to be made to **All Saints School** if paying by check. It should be clear on the check, or by attachment, to which family the payment should be applied or for what program the payment is being made.
4. To avoid confusion with School Financial payments, payment of transportation or other school expenses must be made by a separate check and be clearly labeled as to its purpose. Bus and band payments are to be made at the middle building.
5. Unless notification is made to the parish office, accounts 15 days overdue shall be considered delinquent.
  - a) Parents will be notified in writing regarding the delinquency of the account.
  - b) The parent is responsible for initiating discussion with the principal concerning the reasons for delinquency and establishing a written plan of action for payment of the delinquent account.

### **Parish Fair Share Expectations**

The students of All Saints School and their families are the beneficiaries of more than 40 years of parish commitment to Catholic education providing facilities, annual financial allocations, and spiritual support. At the same time St. Ann, St. Peter and Our Lady of Fatima Parishes have enjoyed participating in this ministry and benefiting from the prayer and ministry of school families.

The generosity of both school parents and past and present parishioners of St. Ann, St. Peter and Our Lady of Fatima Parishes make Fair Share possible in a common bond of faith and action.

FAIR SHARE is a privilege given those Catholic families who

- Are registered in St. Ann, St. Peter or Our Lady of Fatima Parishes
- Participate regularly in Sunday Eucharist in their registered parish
- Participate with their children in their parish's sacramental preparation

- Support their parish by:
  - a) regular Sunday contributions
  - b) giving their time and talents in parish activities and ministries

### **All Saints School Expectations for Parents**

The parishes that provide support All Saints School believe that a successful Catholic school education requires cooperation between school, home and parish. A family's total participation at each student level is necessary for the wholesome development of the child, as well as for the development of the Catholic way of life.

The parents of children who attend All Saints School rightly expect that the parishes will provide facilities, professional staff, books and materials and an atmosphere conducive both to Christian formation and to learning. Correspondingly, pastors, school personnel and parishioners rightly expect that all mothers, fathers and guardians of children will participate in the education of their children.

Thus, parents and guardians of the children who attend All Saints are expected to participate as outlined below.

- Parents and children are all expected to contribute their time and talent to school activities
- Parents and guardians will attend school meetings to understand programs, curriculum and activities at the school.
- Families of All Saints School students will participate in all school fundraising activities
- Parents and children agree to follow established and published structures and processes for resolving difficulties, misunderstandings, conflicts or grievances with students, teachers, principal or pastors
- All students and their families agree to follow the rules, regulations and expectations published in the Student Handbook
- Family's home life will respect and promote the values of Catholic education by speaking and acting in support of school and parish personnel
- Using at home the same fundamental principles of discipline and conflict resolution that are exercised at All Saints School
- Manifesting and exercising a sense of responsibility for the welfare of others

## **GENERAL SCHOOL INFORMATION**

### **Accidents and Illness**

Incidents of an accident or injury to a student while at school or while at a school-related events shall be reported immediately to the principal. The child shall be given appropriate first aid and the parent/guardian shall be notified depending on the severity of the incident. In the case of a serious accident, the parent will be contacted immediately and if applicable a 911 call will be made. A staff member will accompany a child if he/she is brought to a medical facility, asking the parents to meet them there. A current emergency information form signed by a parent or legal guardian shall be on file for each enrolled student. This form must be updated on a yearly basis. A written accident report shall be kept in the permanent record file for any student suffering an injury at school or school-related event.

### **Birthdays and Parties**

Birthdays are a special time for children. You **may** send a treat on this day. Please check the number of children present so that **all** the children receive a treat. **To prevent exclusion of some children, birthday party invitations are not to be distributed at school.**

**Please do not bring gifts to school for parties that will be held after school hours. Sleeping bags, luggage bags, etc. are not appropriate to bring for an after-school function. Please bring your child and his or her belongings to the other student's home that is hosting the party so as not to offend and hurt fellow students and parents. Your sensitivity to this is VERY MUCH appreciated.**

Each month birthdays will be recognized at each building. Class parties may be held on occasions as decided by the faculty. Room mothers may contact you as to what to send. Money is not to be asked for by staff or room mothers for food or gifts.

## **Communication**

Since parents are the primary educators of their children, contact between parents and principal/teachers is highly encouraged. If there are questions or concerns about a classroom situation, please contact the TEACHER. If the concern remains, please consult the principal who is the teacher's immediate supervisor. If there is a policy/regulation or a school-wide concern, please contact the PRINCIPAL. If you have brought your concerns to the appropriate parties and to the principal and do not believe that the concerns have been addressed, you may refer your concerns to the pastors. Concerns are to be presented in writing to the chairman of the Board of Governors. (Chairman position alternates every year). Successful Christian formation of children is both your goal and ours. We can find ways of achieving that together.

## **Phone Calls**

School matters need to be dealt with through appropriate channels and at appropriate times. Because of their duties, teachers are difficult to contact during the teaching day. If you wish to speak to a teacher, please leave a message or a return call request with the building secretary. Please do not call teachers, vice-principal or principal at home regarding school matters. They and their families need time together without interruption.

## **Cell Phones**

For the good order of school and to minimize distractions, cell phones are not allowed on school grounds, during the school day and during pick up and drop off. If your child needs a phone for an after school event, the cell phone must be kept in the office until your child leaves for the day.

## **Correspondence**

Printed information from school will be sent home weekly on Thursdays (occasionally on Tuesdays). Important school information including a calendar of events for the upcoming week, special events and special notes will be included. All Saints School's newsletter will publish only education and school information that is pertinent to parents. You can also receive the latest information online at [www.allsaintsspokane.org](http://www.allsaintsspokane.org). Parents can find calendars, event listings, forms and publications.

Fundraising efforts of school-sponsored groups will be published in the school newsletters. Flyers promoting activities of school sponsored or parish-sponsored groups may be distributed through the school.

Flyers promoting community activities and events will be distributed at the discretion of the principal.

During the final week of the month, a calendar of events for the upcoming month is included.

School-related groups and organizations may include information with the parent newsletter or be sent home separately (with the principal's approval), provided the material is submitted to the school in writing by Monday afternoon. If you have information for the monthly calendar, please phone it in no later than the 20<sup>th</sup> of each month. For inclusion, material must be focused on school or educational issues.

The school will be transitioning to paperless communication during the 2009-2010 school year.

## **ALL SAINTS SCHOOL CRISIS PLAN**

### **1. SOUND: FIRE BELL – EVACUATE BUILDING**

#### **TEACHERS**

- Evacuate building, turn off lights, close doors and windows
- Bring students to designated areas, checking nearby bathroom for students
- Using attendance book, take roll
- Bring cell phones if you have one

#### **STUDENTS**

- Evacuate building, following teacher's instructions
- Remain calm and quiet, listening to teachers

#### **OFFICE**

- Call 9-1-1
- Evacuate building
- Bring phone tree
- Call any areas that may not hear bell – P.E., Music, Kindergarten rooms
- Bring cell phone/cordless phone
- Inform Parish Office
- Inform Custodian
- Notify Parishes of Evacuation

If we must evacuate area, students will go to designated evacuation sites. Call First!

**Primary – Lincoln Heights School**

3322 E. 22<sup>nd</sup> Ave. 354-3300

or

**Franklin Grade School**

2627 East 17<sup>th</sup> 354-2620

**Middle – Harvard Park Retirement Residence**

1616 E. 30<sup>th</sup> 747-2703

or

**Temple Beth Shalom**

1322 East 30<sup>th</sup> 747-3304

Rabbi Jacob cell 991-5812/Sherry Ingle 869-9406

### **2. Sound: Long Class Bell – School Lockdown – Students remain in building**

#### **TEACHERS**

- Lock and shut classroom doors. Turn off lights
- Close blinds (primary outside doors are to be locked during the normal school day, inside doors are to be locked but kept ajar)
- Take attendance
- Instruct students where to sit and what to do

#### **STUDENTS**

- Remain in classroom (if in a hallway – go to the nearest classroom).
- Students are to sit under windows until instructed otherwise (Kindergarten behind bookshelves, middle building P.E. students in gym hallway, music students in area behind altar).
- Students can be reading silently.
- Students' backs to windows, tuck legs and head down if they hear shouting or any other loud noises.

- If the danger is in the hallways/entryway of the school, students should be behind bookshelves on the carpet in the classroom.
- If students are outside at recess or P.E. during a lockdown, they need to proceed to the gym or to the school building following teacher directions.

COMING BACK INTO SCHOOL BUILDINGS FOR A LOCKDOWN

**Primary recess** – 2<sup>nd</sup> and 4<sup>th</sup> use **main** stairs

K, 1<sup>st</sup> and 3<sup>rd</sup> use **side** stairs

**Middle recess** -- 7<sup>th</sup> and 8<sup>th</sup> use **east** entrance

5<sup>th</sup> and 6<sup>th</sup> use **south** entrance

(P.E. return to Gym or homeroom; **Music** return to music classroom or homeroom)

**OFFICE**

- Ring Long Class Bell
- Lock main entrances and place security bars in place if applicable
- Call any areas that may not hear bell – P.E., Music, Kindergarten rooms
- Call 9-1-1 if necessary
- Notify parishes of lockdown. St. Peter's will lock down new building from the computer.
- Notify custodians.
- Shut off classroom bells
- Keep students/teachers informed of lockdown status by intercom
- Begin phone tree if students need to go home. Use radio if there is no electricity.

If a classroom teacher notices a potential crisis, they are to notify the office through the intercom for directions. The office would then ask teacher to initiate the bell system if they are closer to the alarm. If a teacher is unable to reach the office, they are to initiate the bell system closest to their room.

**3. Sound: Normal Class Bell – All Clear**

**Daily Schedule**

Preschool has both a morning and afternoon session depending on the child's age. Schedules will be given out in the summer mailing.

The main school buildings open their doors at 8:40 A.M. for Kindergarten through eighth grade students. Class begins promptly at 8:45 A.M. Do not send students earlier than 8:30 A.M. as there is no outdoor supervision at that time.

There is an afternoon lunch and recess time at both buildings. Primary building children will also have a morning recess. School is dismissed at 3:15 P.M. each day, except for half days, when it is dismissed at 12:15 P.M.

Shuttle buses are in operation on a daily basis, including the last day of school. Shuttle students need to arrive at 8:25 to catch the 8:30 bus.

Except for Extended Care attendance, sports or other prearranged activities, students are not to remain after school for any length of time. If sports practice does not begin immediately after school, students must go home and return for practice. There is no supervision for these students until scheduled practice time.

If students at the primary building come before 8:40 A.M. or are not picked up by 3:30 P.M., they will be sent to Extended Care. A fee will be assessed to supervise the children.

### **Emergency Closures**

Should school ever close due to winter weather or an emergency situation the school's emergency communication system will alert parents. TV stations will also be notified of weather related closures. We will follow District 81's lead only on **initial** closures. If District #81 begins at a later time for whatever reason, we will still open at our regular time.

**AM STATIONS**  
KXLY

**FM STATIONS**  
KXLY  
KREM

If All Saints School needs to close in case of non weather emergencies (i.e. power outages, water main break etc.) the school emergency communication system will be activated to contact parents.

### **Field Trips/School Activities**

All field trips and school activities are decided by the school staff and the principal, and are curriculum-based and support the mission and philosophy of the school. Field trips and activities are not to create an undue financial burden on the parent or the school. The principal has final approval of all field trips and school activities. Parents will be notified about field trips in advance and given a permission slip to sign. Children who do not have a permission slip will not be allowed to go to the activity and will remain at school with assigned work to do. (Bus trips between our school buildings will not require a permission slip). Students may be denied participation if they fail to meet academic or behavioral requirements. You may be asked to drive – take only as many children as you have safety belts. No side trips (example, for refreshments) are permitted! If you are asked to drive, you will be required to show proof of insurance (preferably at the \$100,000/\$300,000 liability level) and a copy of your driver's license.

Due to liability issues, the school is not able to facilitate carpooling for after school events.

### **Gum**

Students are not allowed to chew gum at school, on school grounds or on the bus.

### **Health and Wellness**

#### **When your child is sick:**

Parents are requested to keep home any child who appears to be ill the morning of school. Children who come to school ill are unable to actively participate in the school's daily programs; they also expose other children to their illness, and are at risk for being exposed to other diseases when their resistance is low.

When a child is recovering from an illness and he or she chooses to attend school, then in exceptional cases and with a signed note from the child's primary health care provider, that child will be allowed to remain in the classroom during recess/PE while the rest of the class is on the playground.

Cleanliness is an important factor for maintaining good health. It is important to teach your child good hand-washing skills, especially when they are sick, and to teach them how to use tissues to cover a sneeze or a cough. Children are to come to school neat and clean.

**If your child becomes sick at school:**

If a child becomes ill during the day, the office staff will notify the parents/guardians to determine if and when the child will leave school that day. The parents must provide the school with an emergency telephone number that can be used to reach the parents if they cannot be reached at home.

On the advice of health experts, the school requires that children with any of the following symptoms should not come to school. Any child who develops any of the following symptoms while at school will be asked to go home.

1. **Fever** of 100° F axillary (underarm) or higher.
2. Active **vomiting**, or vomiting that has occurred, on two or more occasions, within a 24-hour period before attending school.
3. Active **diarrhea**, or diarrhea of three or more watery stools within a 24-hour period of attending school, or if the child has a bloody stool.
4. Any **rash** with open sores that drain fluid, such as in **Chickenpox**. Children recovering from chickenpox will not be allowed back at school until all the sores are completely scabbed over.
5. Children/staff with **open oozing sores**, other than chickenpox, will not be allowed at the school unless the sores can be properly covered with a bandage or by clothing. If they cannot be covered then the child/staff must wait until the sores are completely healed. In some cases, children/staff may require antibiotic treatment, after 24 hours have passed from starting antibiotic treatment the child/staff will be allowed to return to school. School staff members with open sores on their hands must be able to cover sores with gloves.
6. **Eye discharge or pinkeye**. Children/staff members with eye discharge or pinkeye will be allowed back at school after seeking a medical diagnosis to rule out any bacterial infection. They must return with a note from their primary health care provider stating that they are not contagious or they may return after 24 hours of antibiotic treatment.
7. **Fatigue/malaise/unusual irritability**. It is suggested that a child showing unusual fatigue or irritability that prevents the child from being a part of regular activities should remain at home.
8. **Earache accompanied by a fever**.
9. **Sore throat accompanied by a fever**.
10. **Infection that requires antibiotic treatment**. A child who has an infection that requires antibiotic treatment should remain at home for the first 24 hours on the antibiotic; after 24 hours the child may then return to school.
11. **Flu symptoms or medical diagnosis of the flu**. The school asks that children who show signs of the flu – fever (usually above 38°C) chills, muscle aches and pain, severe headache, weakness and tiredness, loss of appetite, sore throat, cough, and chest pain – stay at home until symptoms resolve in order to avoid spreading the flu to other classmates and to the teachers. A note from the child's primary health care provider may be requested during the flu season for a child to return to school.
12. **Nits, lice or scabies**. Children will be allowed back at school after appropriate treatment has been used and when there are no nits present. Parents must have office staff check for nits before children

can return to class. If school staff has concerns about a child's ability to return to school, the school reserves the right to request a note from the child's health care provider stating that he or she is no longer contagious.

13. **Excessive coughing.** A child that unable to participate or concentrate due to excessive coughing and that is not controlled by medication may be sent home.

14. **Nasal Drainage.** A child who has nasal drainage that is copious and discolored and that is not controlled by medication may be sent home.

The school reserves the right to review all health care issues, in a case-by-case basis, to determine when a child can remain in school or when a child can return to school after an illness.

### **Hand Washing**

Hand washing is the single best way to reduce or stop the spread of bacteria (germs) that cause illnesses. The children will be taught to wash their hands thoroughly with soap and water:

- Before the child eats
- Before participating in food activities
- After personal toileting
- After contact with body fluids such as mucous, blood, saliva or urine
- After out door play

### **Department of Health:**

The following illnesses are reported to the local and state Health Department by physicians. Call your local Health Department for information when a child or staff member has contracted any of these illnesses:

- ◆ Acquired Immune Deficiency Syndrome (AIDS)
- ◆ Campylobacteriosis (Campy)
- ◆ Diphtheria
- ◆ E. Coli 0157: H 7
- ◆ Giardiasis
- ◆ Hemophilus Influenza Type B (HIB)
- ◆ Hepatitis
- ◆ Kawasaki Syndrome
- ◆ Listeriosis
- ◆ Meningitis
- ◆ Meningoccal
- ◆ Mumps
- ◆ Pertusis (Whooping Cough)
- ◆ Poliomyelitis (Polio)
- ◆ Reyes Syndrome
- ◆ Rheumatic Fever
- ◆ Rubeola (10-day measles)
- ◆ Salmonellosis
- ◆ Shigellosis
- ◆ Tetanus
- ◆ Tuberculosis (TB)
- ◆ Typhoid Fever

◆ Yersiniosis

The school staff will also contact our local health department whenever we have questions or concerns about other illnesses.

The school staff will notify parents by classroom of any communicable disease outbreaks in our school.

**Child Care Health Plan:**

Parents must fill out a Child Care Plan for any child with an existing medical condition. This plan is kept on file at the school office and will be used as a reference for the care of the child. Parents are responsible letting the school know of any changes that must be added to the child's care plan.

**Immunizations:**

Washington State Law prohibits any child from entering school without a complete Immunization Record. An Immunization Record must be on file at the school office for each child before they attend school. It is the parent's responsibility to notify the school any time your child is immunized. Please help keep these records up to date.

To protect all children in our school, to protect our staff, and to meet state health requirements, we accept only children who are fully immunized, for their age. The school office keeps on file a Certificate of Immunization Record for each child to show the department of health that we are in compliance with licensing standards.

**Non-immunized child:**

A child can be accepted into school without being fully immunized when the parents provides a signed statement detailing why their child is not fully immunized. This statement must say why the parents oppose their child being immunized, such as religious, philosophical or personal reasons. If a parent feels that an immunization is medically unsafe or unnecessary for their child, they must have the child's health care provider describe the medical reason why it is not safe and provide the school with a signed statement advising against the immunization.

Children who are not immunized will not be accepted into school during a disease outbreak for the disease in which they are not immunized. This is for the non-immunized child's protection and to reduce the spread of disease. Examples include but are not limited to a measles or mumps outbreak.

A detailed Preschool and Extended Health plans are available for parent review.

The school's above Health Plan is reviewed yearly by a registered nurse.

**Inservice Days**

Inservice days are full days scheduled throughout the year. The teachers meet for curriculum, school planning and professional growth. This time is allowed by diocesan policy to provide an extended quality time for staff and school planning.

**Library Usage**

Your child has been visiting the school library and will soon begin bringing home books from the library. Your child has started to learn how to select and use library materials. We have discussed responsible use of library materials and correct treatment of books.

In order to make this a successful year and enjoyable experience for both of you, you can help your child in the following ways:

- Encourage your child to share the books with you.
- Read together.
- Know your child's scheduled days for library visits and prepare for them. Look forward to this special weekly occasion.
- Remind your child to return books on time. Check the due date or mark the library day on a calendar.
- Have a special place to keep library books. Keep them away from possible damage by younger children or animals.
- If a book is accidentally damaged, do not attempt to repair it at home.

If for any reason you should not want your child to check out books for home use, please inform us in writing.

Please be aware that All Saints Regulations state that current replacement cost for books that are lost or damaged beyond reasonable repair will be charged and payment is expected during the same calendar year. Final report cards/Diplomas will not be distributed until payment is received.

### **Public Library Usage**

At times students may leave the school grounds for a scheduled, supervised event and use the public library across the street from the middle building at 3324 South Perry Street. Students must have a school permission slip signed by the parent on file to go to the library after school.

### **Lunch**

All Saints School participates in a government hot lunch program. The local public school district is contracted to provide hot lunch and milk on a daily basis when our school is in session. Milk is included in this program or can be bought separately from hot lunch. Parents are asked to purchase lunches in advance. Free and reduced hot lunch is available to parents who are eligible. Parents will receive pertinent information in the summer mailing.

Students bring sack lunches if they do not participate in the hot lunch program.

### **Money**

If money is to be sent to school for any reason it must be in an envelope marked with the name of the child, amount of money, and its purpose. Students should not bring any large sums of money to school that are not used for school purposes.

### **Parent Teacher Communication (Academic Reports and Conferences)**

Communication between home and school is essential in the development of good relationships in the school community. Staff members welcome questions of clarification or the sharing of information about the way in which a student is responding to the school environment.

To assist in these communications, official academic reports are sent out quarterly. Parent conferences are held twice a year. At other times, teachers and parents share the responsibility for arranging conferences when either academic progress or total personal growth warrants a meeting. Any parent who wishes a conference with a particular teacher at any time may do so either by written requests to the teacher or calling the school office for an appointment.

At both buildings our form of reporting strives to be consistent with our philosophy of children and of learning. If there are concerns, consult your child's teacher.

### **Property/ Financial Responsibility**

Report cards/diplomas will be withheld until financial resolution takes place. All unpaid school fines, arrears, un-returned uniforms, keys etc. need to be resolved before the end of the year.

### **Personal Property**

Children are asked not to bring jewelry, toys, Gameboys, money, Walkmans, i-pods radios, cell phones, skateboards, rollerblades, etc. to school. Personal property may be taken from the child and parents contacted if used inappropriately or not put away.

The school is not responsible for lost items. Any lost and found articles (including clothes and lunch boxes) are kept in the offices at the Middle and Primary Building. The volume of lost material makes it necessary on a regular basis to send it to either the uniform exchange or bring to a donation center. Help your child to be responsible for his/her property. PLEASE LABEL YOUR CHILD'S BELONGINGS!

### **Physical Education Excuses**

Any excuse from participation in the school's physical education program must be in writing from a doctor stating the length of time the student is excused and the reason. The written excuse must be brought to the school and given to the Physical Education instructor.

### **School Property**

Students will respect the property of the school, of the parish, of their fellow students, and that of the community. Students/parents are responsible for damage.

### **Safety**

#### **1. Bicycles**

If a child rides a bicycle to school, he/she is to secure the bike with a chain lock. Bikes must be walked on the school grounds for safety reasons. At the Primary Building, bikes are to be parked next to the gym. At the Middle Building racks are provided on the north side of the school.

#### **2. Street Crossing**

Our school does not have a safety patrol. Students must exercise care in crossing streets, and parents/guardians are to educate students regarding the proper procedure. As a matter of safety, we strongly advise that primary children who live west of Ray Street cross at the stoplight at 17<sup>th</sup> and Ray. Middle Building children are advised to cross Perry in a safe and prudent manner. Crossing Perry at the stoplight at 29<sup>th</sup> is recommended.

#### **3. Emergency Drills**

Emergency drills are conducted during the year, except in inclement weather.

#### **4. Winter**

Winter holds special dangers to the safety of our children. No throwing of snow is allowed on school grounds for any reasons. Children are not allowed to break icicles on trees or buildings. During winter,

children need to be dressed appropriately for cold weather. Children will have outdoor recess unless weather is extreme.

### **Standardized Testing**

Each year our third and sixth grade students are given nationally standardized tests. The feedback from these tests assists us in monitoring our programs to insure that our students are given excellent academic preparation. Each family will receive the test results with their final report card.

The school has also participated in the Washington State Assessments in the spring. This is a performance-based test. Results are given out to individual families in the fall.

Test scores are not published to the community. Standardized test scores are used by the faculty in curriculum development. These two types of tests are only seen as one part of student assessment at the school and do not drive the school's programs.

### **Telephones**

Our telephones are business phones for the use of the staff or for emergencies. Children are asked not to call home (for forgotten lunches, permission slips, homework, making social arrangements, etc.). Cell phones are not permitted at school during the school day . If children need a cell phone for an after school event, the phone must be kept in the office during the day.

### **Textbooks**

Students will be issued a set of textbooks and novels for the year depending on their grade and/or class. All textbooks need to be covered to insure a longer "life span." Students are to take care of their books over the year. Books are not to be written in and need to be handled with care. Students with damaged or lost books will be assessed a fine. Report cards and/or diploma will be held at the end of the year until payment is received.

## **FAITH FORMATION**

### **Overview**

All Saints School continually strives to broaden and deepen the religious and faith development of its students. Through liturgy and classroom learning, liturgical seasons of the church year are given meaning and focus and therefore children become ever more receptive to the voice and urging of the Spirit.

The text which follows will help to explain some of the philosophy and tradition which we at All Saints believe leads us to experience God more deeply.

### **Liturgy**

Weekly study of the Sunday liturgy helps the children have a deeper understanding of the Gospel message they hear with their families at Mass on the weekends. These weekly Masses do not substitute for Sunday mass. Parents are reminded of the need to assure regular weekend mass attendance in their home parish with their child(ren).

Every week, Eucharist or Liturgy of the Word is celebrated at both buildings (Grades 1-4 and Grades 5-8) of All Saints School. On special occasions the entire student body celebrates Eucharist and prayer services together. Parents are especially welcome to attend any liturgy throughout the school year.

Not only do students attend liturgies; they also take an active part in them. Individual classes plan the regular weekly liturgies, and at times take part in planning for all school Masses. Students actively participate in liturgical ministries: some read, others bear gifts, still others aid musically, while some lead the congregation in prayerful petitions.

Since Mass attendance is a priority, occasional school activities such as sports events may require a change in schedule.

### **Sacramental Preparation**

Because sacramental celebrations are central to the life of the Church, preparation for these sacraments shall be the responsibility of individual parishes covenanted in All Saints Schools.

The primary agent for sacramental preparation will be the parish religious education coordinator, or other person who fills that role in the parish.

It is recognized that remote sacramental preparation is a proper part of the Catholic School Curriculum.

Celebrations of sacraments will be conducted as parish celebrations with cooperative effort of the Catholic School and Religious Education students.

## **ACADEMICS**

### **Academic Admittance**

All Saints School recognizes that learning abilities vary among students. The school will make every effort to accommodate students with different learning needs; however, given the limitation of the curriculum and teacher resources, the school reserves the right to refuse admission, terminate attendance and/or place students on academic probation.

### **Academic Standards for Advancement**

In order for students to advance to the next grade level, students must show proficiency in each of their core classes: Religion, Math, Reading, English, Social Studies, and Science.

Each quarter a student's progress will be evaluated. If a student has less than a 65% average in any one of his/her core subjects (including but not limited to lack of effort and low scores), he/she will be placed on academic probation for the next quarter. (Academic probation also may be imposed at any time during the school year).

Parents and the principal will be notified by the teacher of the child's academic standing. The parents and teacher will discuss expectations, and educational options will be developed by the teacher and parent and be put into writing. The principal will be notified of the action.

Throughout this process, school personnel and parents will need to support the student's efforts and be consistent in their efforts of bringing the child up to proficiency.

If academic expectations are not met by the student at year-end, the student will be required to continue his/her education course work during the summer in order to advance to the next grade level. Verification of student's summer course work is required. Upon returning in the fall, the student will be on academic probation for the first quarter. Students must maintain academic proficiency in all core areas.

Those who fail to meet academic proficiency may be asked to seek out alternative educational options or to repeat the present grade. Those who do not meet academic proficiency will not receive a diploma at graduation until the necessary additional course work is completed.

### **Testing Special Needs**

In partnership with the school, parents must be willing to have students tested at the principal's/teacher's request. After testing results are received, different options will be discussed. Please inform the school of testing results.

Documentation of testing and recommendations will be kept on file at school. If classroom teachers are not able to adapt curriculum to the special needs of the student, parents may have to provide specialists to aid teachers by providing special learning techniques to help the student.

## **ORGANIZATIONAL SKILLS/ACADEMIC EXPECTATIONS**

### **Assignment Notebook**

#### **Grades 3-8**

Students are expected to keep a daily record of assignments given. Students are responsible for following all verbal and written directions in completing given assignments. Students in 3<sup>rd</sup> through 6<sup>th</sup> grades will be required to purchase and use the All Saints Assignment Notebook.

### **Homework and Corrected Papers**

#### **Grades K-8**

Corrected work will be handed back to students. Portfolio work will remain at school and may be viewed there.

### **Homework Guides**

Grade 1	Homework as necessary, including unfinished class work.
Grades 2-3	1 hour including unfinished class work.
Grade 4	1-1½ hours including unfinished class work.
Grades 5-6	1-1½ hours. Students may have additional homework if class work was not completed during the school day.
Grades 7-8	1½-2 hours. Students may have additional homework if class work was not completed during the school day.

If your child is spending more time than this, contact should be made with the classroom teacher.

### **Assignment Requirements**

Heading of paper will have a consistent format.

Kindergarten	1 <sup>st</sup> Name		
Grades 1-2	1 <sup>st</sup> Name and Date		
Grades 3-4	Name	Subject	
	Date	Page(s)	

Grades 5-8      Name  
                            Date  
                            Subject  
                            Page(s)

### **Spelling**

Correct spelling is important in all subject areas according to the nature of the assignments. Points may be deducted for misspelled words.

### **Grading System**

All scores are recorded as points or percentages. Pluses and minuses may be given on report cards but are not used when Grade Point Averages are calculated.

**Grade K-3:**      Explained on report card.

**Grade 4-8**      94-100 = A  
                            85-93 = B  
                            73-84 = C  
                            64-72 = D  
                            0-64 = F

### **Grade Point Averages**

Grade point averages are calculated in every class using this point scale (A = 4, B = 3, C = 2, D = 1, F = 0), without pluses and minuses. All subjects are included but weighted depending on instructional time. A 4.0 grade point average indicates A's in every class for the grading period. Students achieving between a 3.5 and 4.0 GPA are listed on the principal's list. (Exception: any student who receive an "F" in any subject cannot be on the principal's list.) Students achieving between 3.0 and 3.49 GPA are listed on the honor roll.

### **Late, Incomplete, or Below Average Work**

**Grade 1-8:** Notification of a concern will be made through calls, emails and/or notes sent home.

All students are expected to do all assignments. All work needs to be turned in on time to receive full credit.

Teachers will review all homework that is turned in and students will receive credit for work according to their grade level policy.

If a student is ill, he/she needs to be responsible to get assignments missed and to make them up according to the teacher's expectations. This may vary depending on the length of the illness.

### **Tests**

**Grades 3-8:** Tests are sent home with the student. Below average tests may require corrections and/or parents' signature. If a test is corrected, the final grade will not be higher than a C.

**Long Range Projects:** Beginning in the first grade, students will be expected to be working on long-range projects to learn the steps in organizing time and the necessary procedures in planning. Each year students will build on what was learned in this process to prepare them for more independent projects.

### **Paper Format**

**Grades K-3:** Pencil only. In grade 4, a black or blue pen (erasable) is used except for math where pencil is required.

**Grades 5-8:** Black or blue pen is required for all subjects except math. Pencil must be used for math.

**Grades 3-8:** When correcting work, a different colored pen or pencil may be used by the student. (No fat felt marking pens.)

**Grades K-2:** D'Nealian manuscript writing only. Cursive writing introduced at the 2nd grade level.

**Grade 3:** Manuscript or cursive as directed by the teacher.

**Grade 4:** Cursive writing only unless directed by the teacher.

**Grades 5-8:** Correct usage of cursive writing will be required in all major assignments. Manuscript writing should be used when labeling maps, graphs, charts, artistic works or science labs. Word processors may be used for any written assignments.

**Grades K-8:** Neatness is expected in all work and will be returned to meet expectations if necessary. Unacceptable work will affect the grade.

**Grades 3-8:** Math problems need to be organized neatly so that answers and process can be checked. Students must show work when required to receive credit for work.

**Grades 4-8:** Margins are the red line on both the left and right sides of the paper. Students need to follow writing between the margins.

### **General Curriculum**

Curriculum is developed, reviewed and evaluated on a yearly basis. National, State and Diocesan guidelines and benchmarks are incorporated into each curriculum. A five-year cycle determines the curriculum that will be studied each year.

All students are required to participate in all academic and religious programs (please note Family Life (Human Sexuality)/Personal Safety option below). All curricular programs will be reviewed at Back to School Night.

### **Religion/Family Life (Human Sexuality)**

The Catholic faith is the major focus in our school ministry. Our program is based on our faith tradition and Gospel values. We believe in the unique giftedness and inherent self-worth of each child who was created in the image and likeness of God. Religion is taught daily in every classroom as an academic subject, and other religious experiences are planned to promote affective learning. Students participate in Masses, prayer services, assemblies, services projects, and sharing their faith with others in numerous ways. Weekly Masses and prayer services are planned by individual classes and students participate in liturgical roles. Living the Gospel in today's world is the focus of our program.

Family Life/Human Sexuality is an important facet of our religion program, as students explore values and make responsible, living choices. The framework of the Catholic values of our church is the foundation of our program. Showing respect and reverence for ourselves, others, and in our relationships with others is an important part of our philosophy. The Family Life/Human Sexuality curriculum is taught throughout the year in Religion class.

Parents may choose to teach Family Life at home. Parents are asked to contact the teacher, and review the school curriculum with them to understand how it is used. Parents are asked to put in writing the desire to instruct at home instead of at school. Parents are responsible for their child during this instruction time. Teachers will notify parents who have chosen to instruct at home a week before the material is to be covered so parents can make necessary arrangements for their child during that class-time. Classroom newsletters will notify parents of the quarter, Family Life is presented to the students.

### **Reading**

Reading instruction begins with a strong phonetic base and focuses on whole language experience. Specific skills instruction occurs in a logical sequence. Students use both reading texts and trade books, both assigned and self-selected. Comprehension, reading for pleasure and reading in the content area are all vital parts of our reading program. Diagnosis and remediation of reading difficulties are done on an individual basis. Advanced readers also receive appropriate instruction. Beginning in the 4<sup>th</sup> grade, student reading texts are a year ahead of grade level.

### **Math**

All Saints' math program is planned using the recommendations of the National Council of Teachers of Mathematics, with increased emphasis on developing concepts at the concrete level by using manipulatives, before advancing to models and abstracting. Problem-solving with real work problems, reading, writing and talking about math, critical thinking, and using technological devices appropriately are key to our program. Students who are ready may take pre-algebra in 7<sup>th</sup> or 8<sup>th</sup> grade, and algebra is offered to 8<sup>th</sup> graders.

Students are placed into the pre-algebra program based on their 6<sup>th</sup> grade math grades, ITBS scores, a diagnostic end of the year test, teacher evaluation and their ability to think abstractly.

### **Language Arts**

Expectations for students focus on using writing and speaking to accurately communicate their ideas and feeling. Standard English grammar and usage are important. Writing of both fiction and expository material is taught, and correct spelling and legible handwriting contribute to these skills. A vocabulary/spelling program is taught in grades 1-8. Use of computer word processors is taught to aid in writing, editing, and revising.

### **Science**

The science program, based on national and state standards, has a carefully planned spiral of study to insure topics are introduced and reviewed at various levels. Biological, Physical, Environmental and Earth Science are covered throughout the curriculum. The science curriculum is based on inquiry, learning, and developing the ability to question, observe and research as a scientist. Hands-on experiences, projects, demonstrations and lab projects give students the opportunity to delve into concepts of individual interest and importance.

### **Social Studies**

The social studies program is focused on learning about other cultures and countries and our interrelationships. Social studies concentrate on both historical and current events. Geography helps students visualize the world and the places studied. The value of social justice and community are

stressed in our program. Primary grades study the family and the community, while middle grades study Geography, United States and world history.

### **Fine Arts**

All Saints students are exposed to a variety of fine arts. Students in all grades participate in a formal art class on a weekly basis. Music classes are offered twice a week. Music is offered kindergarten through eighth grade. Music classes include singing, guitar, music history, theory and drama. Band is an optional before-school program in grades fifth through eighth. Since the Band instructor is independently contracted an additional fee per month is required to participate in this program. Music and Band concerts occur during the year.

### **Technology**

Technology is used as a tool to enhance curriculum. Computers are available in every classroom in addition to a mobile lab at the Middle Building. To insure a comprehensive introduction of skills, primary students go to a computer lab where all students have access to computers. Teachers use technology in a variety of ways, to enhance curricular concepts that include word processing, record-keeping, spreadsheets, graphics, research, skill building and Internet access.

### **Physical Education**

Physical education is taught at both buildings twice a week. The program focuses on large and small muscle coordination, learning and playing active games and sports, improving endurance and specific motor skills. Cooperation, sportsmanship and techniques are important. Children are also engaged in a variety of field trips to develop life-long activities. Nutrition and Drug Awareness are taught during the year in Physical Education.

### **Foreign Language**

All Saints School facilitates Spanish classes by an outside resource. Classes are taught weekly before or after school depending on the demand.

**All Saints School offers some unique opportunities for the challenges and changes facing a student today. As the idea of "self" as one independent from family begins to emerge, an important support system is in place at All Saints, fostering this new-found spirit, and nurturing the student through the ups and downs of growth. Many of our programs exist to teach the students more about who they are as people, while encouraging them to recognize their moral responsibilities to the community around them.**

### **Safe Environment Programs**

Safe Environment programs are in place as well to help students learn how to make good choices, to work with others in difficult situations, learn skills to deal with teasing and bullying, and how to deal with conflict. The primary grades use the NCEA program, Faith, Family and Friends as well as Second Step. Third through fifth grade use Steps to Respect and fifth through eighth grade use A Peaceable School. Our mentoring program provides our middle building students with leadership skills as well as working with others and dealing with conflict. Our seventh and eighth graders facilitate this program with our fifth grade students as they enter into the Middle Building.

## **Special Features**

Special features of our school program that focus on societal and safety issues are our personal safety, A.I.D.S. education, and the self-esteem and drug awareness program, "Here's Looking at You 2000." All of our programs are approved by the Diocese and are taught in light of our Catholic faith.

Personal Safety focuses on keeping our children safe, teaching them skills to be assertive, and understanding safe and unsafe touch. Physical and sexual abuse awareness are topics included in this program.

Parents may choose to teach Personal Safety at home. Parents are asked to contact the teacher and review the school curriculum with them to understand how it is used. Parents are asked to put in writing the desire to instruct at home instead of school. Parents are responsible for their child during this instruction time. Teachers will notify parents who have chosen to instruct at home a week before the topic is covered so parents can make necessary arrangements for their child during the class period. Classroom newsletters will notify parents of the quarter, Personal Safety is presented to the students.

## **Retreats**

In keeping with our philosophy of developing the whole child, students in Kindergarten through eighth grade participate in retreats during the school year. Retreats focus on faith formation, building relationships with God and others, and on developing social skills. School retreats reinforce our school philosophy of students working with and respecting others. Depending on the grade level, retreats may be held off campus.

## **Service Projects**

As one of our school goals, students are involved in serving others by giving of their talents and treasures. Students are involved in both classroom service projects as well as school-wide projects. Service projects help people in our community as well as globally. Collecting and sorting food, visiting nursing homes, neighborhood clean-up, working for Habitat for Humanity, and raising money for local and global charities are examples of some of our activities.

## **Extra-Curricular Activities**

A variety of sports are offered at All Saints for fifth through eighth graders. In the fall, football and volleyball are offered. In the winter months, there are both boys and girls basketball teams, and in the spring baseball and softball are offered. Cheerleading is offered to 8<sup>th</sup> grade girls.. Any student who wants to participate in sports may join a team. Cross Country is offered to students in grades three-eighth and flag football is offered to students in the third and fourth grade.

## **Yearbook**

Our students may choose to participate in designing and constructing the All Saints Yearbook. Advised by a faculty member, an eighth grade editor and fellow students have the opportunity to create a yearbook that reflects the uniqueness our school.

## **Student Government**

Student government in the school fosters leadership skills in our students. Student body officers and class representatives aid in organizing and leading student activities. At the Middle Building, we have an elected Student Council form of government. The student council has a faculty advisor. Students are encouraged to make choices and follow through on implementation. Student council promotes good citizenship and active school spirit. Elections for the following year are held in the spring. Students that

wish to run for office must receive teacher recommendations in order to run. Some students may not run for office or remain in office due to academic or behavioral concerns.

### **Chess Club**

Students can become involved in chess club at the Middle Building. Students meet once a week during lunch to play, develop and practice their skills.

### **Mentoring Program**

Seventh and Eighth grade students have the opportunity to apply to be a mentor to fifth grade students entering the Middle Building. Mentors will work with fifth grade students on areas including goal setting, responsibility, respect, conflict resolution, and developing leadership skills.

Additional activities to encourage student involvement and build upon academic interested include book club, Math is Cool and Science Bowl.

## **Internet Usage**

All computers at the school are connected to the Internet by a wireless network. The computers all feature e-mail and web-browsing capabilities. Even though these electronic resources offer extensive research possibilities, they also require responsible users. The following is a copy of the All Saints Acceptable Use Policy for electronic resources. We ask that you and your child read the guidelines to understand the requirements for using electronic research at All Saints. Students will be allowed on the Internet only with a signed consent form.

### **ALL SAINTS CATHOLIC SCHOOL ACCEPTABLE USE POLICY**

The Internet is a worldwide telecommunications network. Libraries, government agencies, elementary schools, universities, technical information, and over 20 million people are part of this worldwide network. It is essential for each Internet user to recognize his or her responsibility in accessing the vast services, sites, and systems available on the network. Students have the responsibility to other users of the Internet to be as knowledgeable as possible and to have researched a subject before accessing the Internet resources. Use of the Internet is not to be considered a substitute for conducting one's own research, but as a valuable addition to a research base. Through the implementation of the All Saints computer network, the students and staff will have greater access to knowledge, resources, and increased opportunities for skill development in research. We are pleased to bring technology access to our students in order to promote educational excellence at All Saints.

#### **User Responsibilities:**

With access to computers and people all over the world also comes the availability of material that may not be of educational value or be appropriate in a school setting. All Saints has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. If a student chooses to access resources that are objectionable, obscene, or restricted, the consequences will be suspension of access and/or other disciplinary action.

All Saints has opened Internet service to students as a privilege; these services are not a right. Successful operation of the electronic system requires that all users conduct themselves in a responsible, ethical, and polite manner. The use of the school's computers must be in support of education and research and consistent with our Catholic Christian values. Use of the other organizations' networks or computing resources must comply with the rules appropriate for that network.

Users are expected to:

- be polite and use appropriate language

- refrain from using the network in ways that are disruptive to its use by other users
- observe standard copyright restrictions which are the same as for printed materials
- refrain from revealing anyone's personal address or phone number, including his or her own
- understand that uploading or downloading software illegally is a federal crime
- understand that they are not to access services illegally

**Disciplinary action:**

Disciplinary action will be consistent with the school's standard policies and procedures. The user is ultimately responsible for his/her actions in accessing network service. Inappropriate actions include but are not limited to:

- placing unlawful information on the network system
- logging into sites with objectionable or inappropriate material
- attempting to purchase objects over the internet with school computers
- interfering with another's computer
- using other people's computer resources without authorization
- using internet resources without properly citing the author
- using abusive or objectionable language on the internet
- attempting to log into other systems on the school's electronic system
- abusing or vandalizing the computer hardware
- uploading or creating computer viruses

**School rights:**

All Saints Catholic School reserves the right to:

- enforce compliance with the Acceptable Use Policy and procedures
- monitor network use
- deem Internet use appropriate or inappropriate
- remove user's network access
- originate investigations relating to electronic communications systems activity

**SCHOOL PROGRAMS**

**EXTENDED CARE**

**Mission Statement**

All Saints Extended Care is a quality childcare program that serves parents by providing a supervised instructional setting before and after school hours. Available to any of its students, this state-licensed program is integrated with the mission, governance structure and goals of All Saints School.

Rooted in Gospel values, All Saints School's program enhances a positive self-image and assists in the social, physical, emotional, academic and spiritual growth of each person. The program serves to stimulate and enhance the creative capabilities and potential of each child.

All Saints Extended Care accepts children regardless of race, social and economic status, or religious affiliation.

**Extended Care Program**

Our Extended Care Program is a school-sponsored program and will run before and after school at the Primary Building for school age children (5-12 years of age). Children will be involved in a variety of activities including indoor play, games, study time, stories, computer and arts and crafts. Since we are a state-licensed program, we are allowed to have a maximum of 15 students per adult in our program. It is very important that you register as soon as possible and are able to make a commitment to the amount of

days you will need Extended Care. Children must be registered and are not able to be "dropped off" at the Extended Care.

The following information is to help you better understand our program and to help us operate effectively.

Hours:

Morning: 7:00-8:30A.M. (Students are then brought to the playground to wait for school doors to open.)

Afternoon: 3:15-6:00P.M.

Extended care does not operate on the afternoon of the day before Thanksgiving or on the last day of school.

Drop off/Pick up: You must sign in your child in the morning and sign out your child in the afternoon. Your child will not be allowed to enter or leave Extended Care without your full signature.

Payment: Payment will be expected in advance on a weekly basis and is due on the first day of each school week. Please pay the Extended Care staff before your drop off your child. Report Cards/Diplomas will be withheld if payments are not current.

**Religious Activities**

Religious Activities that our children will be involved in at Extended Care will be based on our Catholic Christian faith.

**Snacks**

Snacks brought to Extended Care should be nutritional in nature and follow the DSHS guidelines. A snack will be provided by Extended Care for a nominal fee if the child does not have one.

The child's snack shall include one or more dairy and/or protein sources provided daily, and contain a minimum of two of the following four components at each snack:

- a) a dairy product
- b) a protein food
- c) bread or bread alternate
- d) fruit or vegetable or juice containing a minimum of fifty percent real juice

**Free Access**

Parents of Extended Care children will have access to areas used by the children.

**Activity Schedule**

Extended Care will follow an activity schedule typical to one as follows:

- 7:00-8:30 – Chosen Activity
- 8:30-8:40 – Over to gym for school drop off
- 3:20-3:50 – Snack
- 3:50-4:30 – Outside/Gym activity
- 4:30-5:00 – Individual choice of games/activities or homework time
- 5:00-6:00 – Chosen activity/clean up

**Transition Times Between Activities**

The Staff will conduct regular planned activities during times of lining up, between activities and other transition times. The staff-to-child ratio and group size guidelines shall be maintained during all transition times.

### **Transportation and Field Trips**

Extended Care will provide information and permission slips on any Field Trip that Extended Care children may take.

### **Homework/Study Time**

Homework/Study time will be included in the daily activity schedule. Appropriate space will be given to accommodate this activity.

### **Extended Care Rules:**

- Keep hands and feet to yourself.
- Listen and be respectful of others around you.
- Use appropriate language and gestures.
- Hats off in the classroom.
- No gum at school.
- Hills and sprinklers are off limits at recess.
- Rough and demeaning games are not allowed.
- Pick up after yourself.

### **Consequences:**

- Choice sheet
- Time out
- Sitting on log
- Cleaning and organizing room

### **Discipline policy**

We want to provide a positive environment for your child. Extended Care rules are essential for this to happen. All school rules apply in Extended Care.

- 1) Warning, consequences given if necessary
- 2) Consequences given, parent contacted
- 3) 1<sup>st</sup> citation signed by teacher, student and parent, principal/vice principal
- 4) 2<sup>nd</sup> citation signed by teacher, student, principal/vice principal – student on probation
- 5) 3<sup>rd</sup> citation – child is suspended from Extended Care for 1-5 days
- 6) 4<sup>th</sup> citation – Extended Care privileges will be removed the remainder of the year

Depending on the severity of the behavior, any level of discipline may be utilized at any time.

### **Extended Care Procedures once citations have been issued**

#### First Citation

- 1) Parents notified by:
  - a. Center Leader – talks with parent
  - b. Written citation
- 2) Principal/vice principal signs citation and returns to them by 3:00P.M. the next day.

#### Second Citation

- 1) Parents notified by:
  - a. Center Leader – talks with parent
  - b. Written citation
  - c. Principal's letter of imminent suspension of Extended Care.

#### Third Citation:

Student suspended from privilege of being in Extended Care (1-5 days)

#### Fourth Citation

- 1) Student suspended from Extended Care for remainder of year.
- 2) The permanent suspension is followed by a written letter to parents.
- 3) Copy is given to pastor.

NOTE: In the case of a severe offense, principal may skip steps and suspend attendance in the Extended Care Program immediately.

## **PRESCHOOL PROGRAM**

### **Mission Statement**

All Saints Preschool is a quality program that serves parents by providing a pre-kindergarten instructional setting. Available to any students, this state-licensed program is integrated with the mission, governance structure and goals of All Saints School. Rooted in Gospel values, All Saints' program enhances a positive self-image and assists in the social, physical emotional, academic and spiritual growth of each person. The program serves to stimulate and enhance the creative capabilities and potential of each child. All Saints Preschool accepts children regardless of race, social and economic status, or religious affiliation.

### **Philosophy of our Preschool**

All Saints Preschool is designed to create a loving, Christ centered environment in which each child is nurtured with care and respect. Every child at All Saints is unique and his or her own interest, abilities and needs will be recognized.

All Saints Preschool follows the curriculum guide of the Catholic Department of Education. It is our goal at All Saints to develop the whole child – spiritually, socially, emotionally, morally, and physically. Throughout the year, your child will have exciting opportunities for developing social skills, fine and gross motor skills, reading readiness skills: letter and sound recognition; math readiness skills: number recognition, counting, sorting and classifying; eye-hand coordination, auditory, visual, and critical thinking skills.

The teachers at All Saints will enthusiastically utilize the child's natural inquisitive, explorative and creative nature to "Learn by Doing." This active approach to learning makes preschool exciting and fun. Your child will experience this hands on approach to learning, through participating in literature, story time, dramatic play, arts and crafts, music, puppetry, science exploration, and fieldtrips.

### **What your child is learning at All Saints Preschool**

**To get along with others...to be cheerful, polite, fair, take turns**

**To share with others...toys, games, experiences**

**To explore...new things ideas and the world around them**

**To express themselves with...words, clay, paint, crayons, music, scissors**

**To plan...what he will do next, to make decisions**

**To appreciate literature...discover the joy of reading through looking at books and being read to**

**To expand their vocabulary...use new words, based on experiences, conversations, songs stories and games**

**To recognize differences...in colors, pictures, sizes, shapes and sounds**

**To care for themselves and his belongings...cleanliness of self and classroom**

**To write... by building fine motor skills through a variety of media**

**To count... and learn to associate concept with symbol**

**To play constructively...with others, taking turns, following rules, developing gross motor skills**

**To use good manners...while eating and working with others**

**To care for the environment...recycling, taking care of plants and animals**

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**To think of and respect others...family, friends and those in need**  
**To protect themselves...and to know who will protect them while at school and home**  
**To understand the importance of parents and teacher working together as partners**  
**To appreciate God's Love for each of us**

### **Program Guidelines**

Our Preschool is a school sponsored program and will run in the morning and afternoon at the Middle Building for 3 years old, 4 years old and Barely Five. Sessions are dependent on enrollment. Children will be involved in a variety of activities including indoor play, games, study time, stories, computer and arts and crafts. Since we are a state-licensed program, we are required to have a maximum of 10 students per adult in our program. It is very important that you register as soon as possible and are able to make a commitment to the amount of days you will need Preschool. Children must be registered and are not able to be "dropped off" at the Preschool.

The following information is to help you better understand our program and to help us operate effectively.

**Hours:** Preschool runs on all regular school days and inservice days. All national holidays are observed. Change of preschool session could occur during conference times. Set hours will be posted in the summer mailing.

**Drop off/Pick up:** You must sign in your child in the morning. Your child will not be allowed to enter or leave Preschool without your signature (full first and last name).

**Payment:** Preschool will be paid for by the parents of those using this service. Fair Share is not available for the Preschool program. Any individual or family not current in their payments will be required to discontinue use of the Preschool until payment has been made. Licensing requirements mandate that all Registration/Emergency forms be on file before the children are admitted to Preschool. Parents agree to pay according to one of the following payment schedules: payment in full by August 15<sup>th</sup> or monthly withdrawal from a checking or saving account.

**Snacks:** Snacks brought to Preschool should be nutritional in nature and follow and follow the DSHS guidelines.

The child's snack shall include one or more dairy and/or protein source provided daily, and contain a minimum of two of the following four components at each snack:

- A) A dairy product
- B) A protein food
- C) Bread or bread alternate

**Clothing:** The dress code for All Saints Preschool is clean, neat, and useable clothes for a learning environment. It is a good idea for the children using the childcare program to keep an emergency change of clothes at the Center. Children attending preschool should come dressed to investigate their surroundings and be able to paint, play, and learn. Please label all coats, hats, and gloves with the child's name.

**Toys:** Toys brought from home are discouraged but not prohibited. Toys that represent war, violence, or destruction will not be allowed. The All Saints Preschool is not responsible for lost or broken items. If your child needs a special toy to facilitate entry in childcare or preschool, by all means send it marked with your child's name.

**Transportation:** Children will usually be transported to and from the All Saints Preschool by their parents. If there are other permanent arrangements, (friends or relative), a written statement by the parents to that effect must be kept on file. In the event of a change in the time of day and/or person transporting the child for a particular day, a written statement must be sent to the child's teacher that

morning. In the case of an unplanned change in pickup arrangements or time, please call the Center as soon as possible.

## **TRANSPORTATION PROGRAM**

The governing pastors of All Saints School have established an independent program to provide transportation service for the school on a cost-effective basis. The program is funded by its users through the collection of rider fees, and expenses charged to the school directly for shuttle service. The school establishes fees, negotiates budget line items for transportation and oversees care of vehicles.

Ridership on the shuttle system will be paid for by the parents of those using the service. Payment will be made at least one month in advance of services received. Any individual or family not current in their payments will be required to discontinue use of the shuttle system until payment has been made. Families facing hardship situations are advised to consult with the principal if need be.

### **Shuttle Use**

Students riding any of the shuttle buses are expected to follow the school bus rules. In all cases they are to wait in the designated area and are expected to obey discretionary advice of teacher/supervisors that enhance the safety and well being of students. At all times respect toward students, teachers, and property is to be shown.

Bus passes are available for a nominal fee for students who are not registered for regular service. Passes will be issued to all students wanting to ride the shuttle bus only if a signed note and fee is received by the office prior to the service needed.

### **Periodic Shuttle Use**

During the school year students may ride the school shuttle between the two buildings on days of all-school functions or buddy activities.

## **SCHOOL BUS RULES**

1. The driver is in full charge of the bus and students. Students must obey the driver promptly and willingly.
2. No eating, no gum chewing, no drinks on the bus.
3. No radios, walk-mans, i-pods etc. are to be played on the bus.
4. No roller blades, skateboards or large instruments on the bus.
5. There shall be no screaming or yelling.
6. Students shall remain seated and will not change seats unless permission is granted by the driver.
7. Students shall not extend any part of his/her body out of the window of the bus.
8. Students need to wait in the designated areas and approach the bus when directed in a safe manner.
  
15. Students are expected to keep the bus clean.

16. Students must not open or close the windows without permission of the bus driver.
17. Emergency exits are not to be tampered with.
18. For the safety of all concerned, the driver is responsible to make any rules that he/she deems necessary at any time.

## **CONSEQUENCES FOR POOR CHOICE**

### **FIRST CITATION**

1. Parents notified by:
  - a. bus driver phone call and
  - b. written citation.
2. Principal signs citation before student returns to bus.

### **SECOND CITATION**

1. Parents notified by:
  - a. bus driver phone call and
  - b. written citation
  - c. Principal writes letter warning suspension of bus privileges is imminent.

### **THIRD CITATION**

1. Student suspended from privilege of riding bus (1-3 days).
2. Bus driver comes to Principal, parents are called by Principal and written letter of suspension is issued (1-3 days).

### **FOURTH Citation**

1. Student suspended from bus privileges for remainder of year.
2. Bus driver comes to Principal and Principal to call parents.
3. The permanent suspension is followed by a written letter to parents.
4. Copy is given to pastor.

Depending on the severity of behavior, any level of discipline may be utilized at any time.

## **VOLUNTEERISM AT ALL SAINTS**

There are many ways in which the cost of education at All Saints is reduced. Long-range planning, development, and fundraising programs all lower the direct cost to All Saints parents and parishes.

Volunteerism also decreases the cost per pupil by providing vital services for which the school would otherwise have to pay. Parents are not only primary sources of financial support but are also invaluable resources in helping All Saints realize its full potential as a Christian community.

Parents who become involved at All Saints are able to witness the daily extension of their own efforts in the home to foster a nurturing, moral environment. Volunteerism is one way for parents to fulfill their responsibility as the first and best educators of their children. By volunteering their time, parents take part in the evangelical mission of their parish community and help All Saints realize its potential as an

educating and evangelizing institution. Parents give their fair share when giving their utmost in time, talent, and treasure.

Each year, as part of their commitment to the school, All Saints parents are expected to participate in volunteer and fundraising activities.

All Saints School offers a wide variety of volunteer opportunities for parents to be involved in their children's education. These are described in detail in the registration packet given to each family prior to their registering for the coming school year.

**All volunteers who work in any capacity with the school children must have a current Washington State Patrol check and diocesan disclosure form on file in the All Saints School Office and participate in a Code of Conduct training updated on a yearly basis.**

Our school volunteer coordinators will call on parents as needed and keep an updated record of volunteer activities performed by the various school families.

## **VOLUNTEER POLICIES AND PROCEDURES**

**DEDICATED** – The volunteer should view the work as a commitment of responsibility and service that requires time, energy and intelligence grounded in Christian values and following the school's mission and philosophy. The volunteer should serve as a positive role model at all times.

**COMMITMENT** – All Saints School families are expected to participate in volunteer and fundraising activities each school year. Agreeing to participate in volunteer activities means that a definite commitment to serve has been made. If unable to fulfill a volunteer commitment, it is your responsibility to find a substitute. If unable to do this, you must notify the volunteer coordinator or person responsible for the activity to which the volunteer commitment has been made.

**PROFESSIONAL BEHAVIOR** – Volunteers are considered to be professional non-paid staff members and are expected to act accordingly. The volunteer should have a positive outlook, always being part of the solution if conflicts arise. Remember, we need to work together as a community of faith.

**ILLNESS/ABSENCE** – Please let us know if you are unable to volunteer due to illness or inability to carry out your duties. However, remember the importance of your responsibility to call a substitute.

**SUPERVISION** – Volunteers assisting in the classroom are supervised by the classroom teacher and by the principal. Volunteer classroom aides are there to support the teachers, not to replace them. The person responsible for the activity in which they are participating supervises other volunteers. If there are any inappropriate behaviors on the part of any volunteer, the school reserves the right to end that volunteer's service.

**ANNOUNCEMENTS** – Volunteer projects are listed in the Fair Share packet given to each family at registration. Special volunteer projects are described in the weekly school bulletin and in other school publications.

**SMOKING** – For the well being of students and staff, we require our volunteers to be non-smokers while on duty on school property or while chaperoning students.

**CONFIDENTIALITY STATEMENT** – Discretion must always be used when conveying your experiences as a school volunteer. Under no circumstances should students' or families' names be used outside the school building or in a public forum. The volunteer must be able to deal with a variety of people and situations and in a sensitive manner without imposing views and judgment. Treating one another with confidentiality and respect is a given!

**DRESS** – Volunteers are asked to dress comfortably yet appropriately. When working with children, clothing may become soiled so dress appropriately. Also, when working with children, shoes should be practical for both indoor and outdoor activities.

**PARKING** – Volunteers are to park in designated parking areas. Please remember the traffic flow patterns before and after school and park accordingly.

**COMMUNICATION** – Volunteers should ask a staff member about anything they do not understand. They should check with the teacher before conducting any activities with students and let "if you don't know ... ask!" be a guiding principle. Volunteers are asked to attend orientation meetings throughout the year to plan for activities. The school volunteer coordinator is in place to help you with your volunteer efforts.

**ACCOUNTABILITY** – Volunteers must know which students are their responsibility at all times. If a child must leave a designated group, the staff person in charge must give permission. If this is not possible, permission is delegated to the volunteer. Children must never be left unsupervised. Due to liability reasons, no "side trips" are allowed on field trips and two adults must be in vehicles to and from a field trip destination.

**DISCIPLINE** – All Saints School has a stated discipline policy. All actions involving student discipline should conform to this policy. Should a discipline situation arise involving a student and a volunteer, whenever possible, the situation should be dealt with by a paid school staff member. When this is not possible, the volunteer should take appropriate steps to deal with the immediate situation. However, the staff member to whom the volunteer is responsible should set consequences.

#### **WRITTEN COMMUNICATION**

All communication sent home must be approved by the principal before it is copied. Copying of communication is to be done at the school unless approved by the principal to be brought to another location.

#### **HINTS FOR WORKING WITH STUDENTS**

- A student's name is very important.
- Be sure that the student knows and can pronounce your name.
- Show that you are interested in the student as a person.
- Be creative and innovative, but remember that the teacher always has the primary teaching responsibility. Follow the plan set out by the teacher.
- Be reliable. Your student is expecting you and so is his/her teacher! Build student self-confidence.
- Expect the student to do his/her best, be positive about achievements, set reasonable expectations, and be fair and consistent.

#### **Volunteer Opportunities at All Saints School**

Below is a list of some of the volunteer opportunities available at All Saints School. For more information, please contact Development Director Janet Dixon at 534-1098 x238.

##### **All Saints School Advisory Council**

Monthly

This committee serves as an advisory committee for the principal regarding long range planning, development, finances, and the creation and/or review of school and diocesan policies. Members are selected by the principal and pastors from nominations and the volunteer list.

##### **All Saints School Auction – Chairperson**

The All Saints School Auction is our school's largest fundraiser and community gathering. Hundreds of items are donated to the auction and bid on during the silent and live (or oral) auction. Parents are encouraged to invite their friends and family. A dinner, raffle and Christmas store are included in the

admission price. The chairperson of the auction oversees all aspects of this event and works in coordination with the Development Director.

**Business Procurement**

Ends Nov.

Chairperson organizes a committee to solicit donations from area business. The chairperson also works with the Development Director to find new businesses and coordinate our database.

**Computer**

Ends Nov.

Chairperson organizes committee and facilitates the purchasing and billing of items the night of the auction.

**Christmas Store**

Ends Nov.

Chairperson coordinates committees and helps solicit and organize donations.

**Decorations**

Ends Nov.

Chairperson coordinates committee and helps decorate auction location.

**Family Procurement**

Ends Nov.

Chairperson coordinates committee and solicits donations from All Saints families.

**Grade Projects**

Ends Nov.

Chairperson coordinates committee and works with members to create items done by students for live auction

**Live auction**

Ends Nov.

Chairperson coordinates committee and finds auctioneers, sets stage and displays for live auction

**Raffle**

Ends Nov.

Chairperson coordinates committee and sells raffle tickets after Masses and at the auction

**Reservations**

Ends Nov.

Chairperson records reservations, sends acknowledgements and creates seating plan for auction

**Silent auction**

Ends Nov.

Chairperson coordinates committee, records items donated, assigned placement of items and handles check-out of items at auction.

**Athletic Physicals :**

late May/ Early June

Physicians and nurses are needed to assist with sports physicals held at the middle building. Physicals are offered to all boys and girls playing school sports. Physicals are held in early June under the direction of a physician parent

**Athletic Committee/Task force**

On-going

The athletic committee advises and aids the Athletic Director in various tasks throughout the year.

**Coaches**

Holds an initial information meeting with players/parents to inform participants of eligibility rules/expectations. Teaches students the basics of the sport. Coordinates practice times with the Athletic director. Receives direction/information from the Athletic Director regarding the rules/regulations, supplies/uniforms. Gonzaga Prep does the scheduling and locating of A-Squad games. B-Squad coaches do their own scheduling with the help of the Diocesan Athletic Council. Coaches are selected by

the principal and athletic director from the volunteer list. For more information, see athletic guidelines in handbook.

Basketball, A-Squad, Boys	Dec.-March	Football: A-Squad, Boys only	Sept-Oct
Basketball A-Squad, Girls.		Football: B-Squad, Boys only.	
Basketball: B-Squad, Boys		Softball: A-Squad, Girls only.	April-May
Basketball: B-Squad, Girls		Softball: B-Squad,	
Baseball: A-Squad, Boys Only.	April-May	Volleyball: A-Squad, Girls only.	Sept-Oct.
Baseball: B-Squad,		Volleyball: B-Squad	

**Back-to-School Picnic:** First Week in Sept.

A fun-raising event that occurs within the first two weeks of school. Volunteer chairperson coordinates volunteers, food and food preparation for event.

**BAKING/FOOD PREPARATION:** On-going

Volunteers needed to provide baked/prepared food and desserts for special occasions such as open houses and Crusade phone-a-thons.

**Book Fair Volunteers** Periodically

Work at this library fund raiser cashiering, publicity, set-up or take down.

**BUDDY FAMILY** On-going

This is the All Saints mentor program to welcome and help new families learn about the school. Families needed to be a contact for a family new to All Saints during the school year. Be available to answer questions and invite our new families to upcoming events.

**Building/Facilities Maintenance** On-going

Volunteers help with painting, weeding and periodic maintenance such as replacing carpet and cleaning.

**CLASSROOM LUNCH MONITOR (Primary and Middle Building)** On-going

Parents responsible for monitoring lunch in one classroom. This is a once a week, 25 minute commitment that can be shared with another parent. The lunch monitor enforces the lunch rules as set by the individual teacher. Your younger children are welcome to join you. You can sign up at the back-to-school picnic or anytime by contacting our volunteer coordinator.

**Primary:** Kindergarten , 1st and 2nd grade -- 12:00-12:25

3 & 4<sup>th</sup> -- 12:25-12: 50

**Middle:** 5<sup>TH</sup> & 6<sup>TH</sup> -- 12:23-12:45

7th & 8th -- 12:23-12:45

**CLASSROOM HELPER:** On-going

Assists the teacher in classroom and computer activities. Each classroom teacher will schedule their own parent helpers.

**Community Service Projects** On-going

Help is needed to organize and run various community service projects performed by students such as The Relay for Life, the Giving Tree and the yearly Food Drive.

**Crusade for Excellence:** Mid-January

The Crusade For Excellence is an annual giving appeal entailing a direct mailing campaign, speakers and a Phonathon. Volunteers are also needed to work the Phon-a-thon the third week of January during the evening. Callers contact members of our community already familiar with the Crusade. Great volunteer opportunity for working parents.

<b>Phone-a-thoners</b> Volunteers are needed to make calls to members of our community.	Mid-January
<b>Volunteer Coordinator</b> Volunteer coordinator helps organize and schedule phone-a-thon team, mailers and food preparation volunteers.	Mid-Dec-Jan
<b>Data entry</b> Work with Development Director to update information in files.	On-going
<b>Finance Committee</b> Meets with the Principal to review the school's budget and monthly financial reports	Two/Three times a year
<b>Fine Arts Program – Music/Drama/Art</b> Parents are need to help organize and produce musical and drama productions. Sewing, clerical work and accompaniment are always welcome.	Periodic
<b>Fun Run</b> Students play a major role in this fund-raiser. A track is set up with treats at the finish line! Students run for fun while making much needed income for student activities.	Fall
<b>Home and School Development Committee</b> The Home and School Committee meets once each month to discuss ideas and strategies for fund-raising events and promoting the school.	Monthly
<b>Library Aide</b> (daytime) Assists students weekly in checking in and out books. Re-shelf returned books and does projects as directed by the library coordinator.	Weekly
<b>Library Computer processing</b> Parents with computer skills willing to assist with data entry of new books on the computer.	On-going (daytime)
<b>Library Coordinator</b> Responsible for coordinating all areas of the library. Works in coordination with the principal, vice-principal and teachers.	On-going (daytime)
<b>Library Year-End Inventory</b> Three/four day commitment at year end helping to inventory all library materials. Parents are always welcome in the library.	Yearly
<b>Magazine Sale</b> Held mid-September. A student program for selling and/or obtaining reorders for national publications. Chairperson and volunteers needed for prize committee, counting and tallying orders.	On-going
<b>Mailings</b> Volunteers are needed to stuff, label and help mail various letters. Work can be done at home	On-going
<b>Office Aide (Primary and Middle Building)</b> Volunteers needed to perform office tasks as directed by the school secretary or the principal. This includes photocopying, answering the phones and school mailings. Especially needed on Tuesdays and Thursdays.	On-going
<b>Outside Playground Monitor</b>	On-going

This is a paid position monitoring the children on the playground or in the gym during lunchtime. Both Primary and Middle building need a playground monitor all year round.

**Reading Resource Helper**

On-going

Works with Reading Resource Coordinator by helping students read.

**Retreat Programs**

KIDS CARE: K-5

On-going

A retreat program that focuses on social skills particularly needed for each grade level from kindergarten through 5th grade. This program has been enhanced to foster Christian and Catholic values that aid our students in making responsible choices in working, playing and living with others. Parent volunteers make this program a success. Each one-half day or full day retreat is led by two parents who work together with an easy-to-follow, step-by-step booklet that has been tailored to our school and our students. Additional parents (both mothers and fathers are welcome) are also present to participate in small groups with the children. Other parents are needed to help organize supplies and supply treats.

**Retreats for Grades 6-8**

On going

These programs focus on prayer and building our relationship with God and His people. Parents are welcome to help teachers with the day's activities.

**Room Parent(classroom coordinators)**

On going

Individual responsible for coordinating classroom activities and needs as established by the classroom teacher. The room parent duties can be shared by two parents. The duties of the room parent include contacting parents to provide supplies/refreshments for class parties (mainly at the primary level) and Retreat program, organizing parents to provide one staff appreciation potluck lunch a year, and organizing and assisting the classroom teacher with the classroom auction project. The 7th grade room parent assists with the 8th grade graduation reception. The eighth grade room parent assists with the graduation activities

**School Directory**

May-Sept.

Volunteers are needed to sell advertising space to local businesses, update the directory with current information, typing, proofreading, and assembly. The money generated by the sale of advertising in the school directory pays for the cost of the directory and Connection..

**SCRIP Chairperson**

Ongoing

SCRIP is an on-going, year-round fund-raiser designed to help All Saints School raise more money without asking parents to buy anything more than they do now. SCRIP is the selling of local and national chain merchant's gift certificates. The school purchases them at a discount and sells them at face value to parents/parishioners who then spend them at face value. Chairperson helps coordinate volunteers and promotional efforts.

**SCRIP RUNNER**

On-going

Pick up SCRIP from local businesses once a month. Time: 1-2 hours per month.

**Spring Carnival**

May

Chairperson organizes the food, games, decorations and auction for the students and their families. Volunteers are needed to work game booths, help with auction tables, etc. This event is held in May.

**Student's Birthday program**

On-going

Volunteer makes sure each child enrolled at All Saints receives a special present from the school during their birthday month.

**Uniform Exchange :**

August-Sept.

The uniform exchange is maintained at the primary building throughout the year to receive and distribute gently used uniforms at no cost to school families. Duties include setting up the exchange at the primary building two weeks before school starts, collecting uniforms from each building at year end (June), and taking the exchange down in September.

**Vision/Hearing Screenings**

Sept.-Oct.

Nurses and parents needed to assist the school nurse in annual vision and hearing screenings. This is a daytime commitment at the primary or middle building in the Fall months.

**Volunteer Coordinator**

On-going

Individual responsible for volunteer assignments at the Primary or Middle building. Works to find room parents, organize lunch monitors for each classroom and helps solicit volunteers for positions not filled at registration. Provides information and is the contact person for room parents or lunch monitors as needed. Computer entry is a major part of this position.

## **ALL SAINTS SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM**

An Athletic Director assists with the management of All Saints extra-curricular athletics program, under the direction of the Principal. The Athletic Director assists the Principal in the administration of all sports programs and establishes athletic regulation and policy with the approval of the Principal. The Athletic Director coordinate volunteer coaches, facilitate uniform and equipment distribution, purchase all resources with the approval of the principal, schedule gym practice time and oversee the day-to-day operation of our sports programs.

All Saints School will participate in the Diocesan Athletic League. The school will use the minimum standards set in the league's guideline and reserved the right to add expectations to any area they deem appropriate. The school may have additional policies to support the school athletic program and philosophy. The diocesan athletic league handbook can be found on the diocesan website at [www.dioceseofspokane.org](http://www.dioceseofspokane.org).

### **1. THE ALL SAINTS ATHLETIC PHILOSOPHY**

All Saints aims to provide an athletic program that will meet the needs and abilities of its elementary school age students and contribute to their development. Our sports programs should be no less an example of our spiritual dedication than our schools. Athletics shall endeavor to build a system of strong Christian values by placing emphasis on sportsmanship, companionship (among team members and team members of different schools), and physical skill through technique and training.

The All Saints Athletic program will follow the Diocesan Athletic Program as a basic foundation to their program. The diocesan program is a minimum guide where All Saints School may increase various expectations. The athletic program is part of the educational process, and therefore, shares with the academic program the same overall educational goal. This goal is to form students who strive for excellence according to their ability and Christian values. The diocesan document follows for parent review.

In addition, the athletic program has three primary goals:

1. To develop fundamental skills, both individual and team;
2. To recognize the effort and value of each participant in the program; and

3. To provide for as many students as desire the opportunity to participate in team sports.

## 2. RULES AND REGULATIONS

- A. A student must have his or her parents or legal guardian's sign the "Permission to Participate" form before he or she can participate in the sports program.
- B. Only students enrolled at All Saints School and students from our three parishes shall be eligible to participate in interscholastic sports.
- C. Only players from the approved team roster may participate during practices and games.
- D. Any student who participates in sports must have an annual physician's statement on file in the school office certifying that he or she is physically eligible to participate.
- E. All coaches will see that any serious injury is reported to the Principal as soon as possible. A "School Incident" form must be completed by the coach and submitted to the school by the next school day.
- F. A participating student must have adequate insurance coverage. Record of insurance coverage must be documented on the "Permission to Participate" form.
- G. Coaches, parents and students are to follow the philosophy and guidelines of the sports program in word and deed.
- H. Profanity and obscene language are not appropriate and shall not be tolerated. This policy applies to coaches as well as to students. Continued use of such language by either players or coaches will be grounds for termination of involvement in All Saints School activities.
- I. Coaches are not to use tobacco while performing their duties. Using alcohol during coaching sessions or working under the influence of alcohol or drugs will be grounds for immediate termination of services.
- J. Coaches, Athletic Director and school officials shall see that all teams are safely outfitted for their participation.
- K. Athletic Director must attend available Diocesan trainings and rules clinics.
- L. Students in the 5th, 6th, 7th, and 8th grades may participate in the following sports:
  - volleyball
  - basketball
  - softball
  - baseball
  - football
  - cross country (includes 3<sup>rd</sup> and 4<sup>th</sup> grades)
  - flag football (3<sup>rd</sup> and 4<sup>th</sup> grade)

- M. The coach will endeavor to play all team members as much as possible. Number of minutes, quarters, rotations, substitutions can be affected by the number of practices attended, level of participation and attentiveness to the coach through listening, working hard and showing respect.
- N. Athletic programs shall begin according to Diocesan guidelines and shall be completed before the 8th grade graduation.
- O. Parents or guardians should address all problems to the Athletic Director of the sport in question.
- P. Prior to the beginning of each sport season, a parent-coach meeting will be conducted. It is mandatory that at least one parent attend this meeting in order for their child to participate in that sport. Notification of such meetings should be given at least two weeks in advance.
- Q. The Athletic Director with the approval of the principal will determine how teams will be formed. Generally, student teams are formed within their own grade level. If a team is too small, combination teams may be formed by following Diocesan policy. If a team is too large, they will be divided up with the intent to have two teams of equal talent. The Athletic Director, Principal, Physical Education Teacher and the Grade Level Teacher will all assist to form these teams.
- R. No practices or games will be held on Good Friday. No games will be held if school is closed due to school holiday or closed/let out early due to weather or other physical plant problems. Practices may be offered during breaks during the school year (such as Thanksgiving, Christmas, etc.), but they cannot be mandatory.
- S. All coaches are screened by the Athletics Director and principal. Volunteer coaches will be selected from the registration sign up sheets on a yearly basis to best fit the need of the specific sport and overall program. All Coaches must be screened by the Washington State Patrol, filled out an Employee/Volunteer Disclosure statement and attend a Code of Conduct training before coaching begins.
- T. According to the Diocesan Code of Conduct, parents must organize and provide their own transportation to an away game. Due to liability, coaches may not organize transportation of team players to and from a game.

### **3. UNIFORMS, EQUIPMENT AND JEWELRY**

- A. Any necessary equipment will be distributed to the coach at the beginning of the season by the Athletic Director. The coach should inform the Athletic Director if any equipment becomes lost or damaged during the course of the season.
- B. Uniform Rules and Guidelines:
  - 1. Uniforms are to be supplied by the school. Parents and students are not to be solicited for money to buy equipment or any part of the uniform. If a need arises the Athletic Director with the approval of the principal will purchase uniforms and equipment. Parents may want to donate money to the athletic program but the AD with the approval of the principal will determine its specific use. Use of the

school name and logo can only be on pre approved pieces of clothing and equipment.

2. A uniform will be checked out to a student prior to the beginning of a season. This is typically after practices have begun, but prior to the first game by the Athletic Director. A refundable deposit will be asked of parents at the time of distribution.
3. The uniform shall be returned in good condition at the end of the season as per the direction of the Athletic Director. The uniform deposit will be returned if uniforms are returned and in the same condition as they were at distribution. Notices may be sent home with athletes and/or notice may appear in the weekly newsletters.
4. No student shall participate in another sport until he or she has turned in the uniform from the sport he or she has finished. Report card/diploma will be withheld until uniforms are returned.
5. If articles have been lost or damaged, the student will pay for new replacements

#### 4. PARTICIPANT'S RIGHTS

*A student who earns a place on All Saints School Athletic or Cheerleading team may expect to have:*

- A. Coaches to assist in developing sportsmanship, skills and techniques following the philosophy and guidelines of the school and diocesan programs.
- B. Use of the gym or play fields designated for use by that team or squad.
- C. Use of a uniform (or necessary equipment) for the sport in which he or she is involved in.
- D. A right to acknowledgment for team or squad participation. All team members who complete the entire season shall receive some form of acknowledgement (i.e. a certificate, ribbon or trophy, for example) as determined by the Athletic Director.

#### 5. PARTICIPANT RESPONSIBILITIES: *An athletic team participant will:*

- A. Cooperate with coaches, teachers, parents, classmates and all who have authority.
- B. Show respect to all persons.
- C. Maintain an overall GPA of 2.0 with no failing grade in any class and exhibit positive behavior in school.
- D. Live out the values of a Catholic Christian, especially those values stressed at All Saints School.
- E. Be allowed to be involved in after-school sports only if the student attends school that day.

- F. Be suspended or removed from a team if the student does not follow these expectations.

**6. COACH'S RIGHTS: *An athletic team coach should expect:***

- A. To have cooperation, assistance and understanding from athletes, parents, Athletic Directors and Principal.
- B. To be treated with respect by all persons.
- C. To be informed by the Athletic Director and/or Principal of any mandatory meetings or training that is required.
- D. To demonstrate Catholic Christian values in all aspects of coaching, especially those values stressed at All Saints School.

**7. Coaches Responsibilities: An athletic team coach should expect:**

- A. Coaches are to follow the philosophy and guidelines of the sports program in word and deed.
- B. Work with School's Athletic Director to familiarize themselves with program, scheduling of practices, schedules, etc.
- C. To attend mandatory meetings as designated by the Diocesan Athletic Council.
- D. D. To conduct a parent meeting. Generally, this is accomplished by the coach sending a notice home with student athletes that advises the parents of the date and time of said meeting. At least one parent must attend. During the course of this meeting, the coach shall brief the parents on his/her own personal coaching philosophy following the overall school and diocesan philosophy and guidelines, how he/she plans to implement the All Saints policies on athletics, what his/her objectives and goals are for the season, and the athletic regulations, for examples.
- E. To attempt to resolve any team or coaching problems at the team level first. If a problem cannot be resolved in a timely manner or in a way that is satisfactory to the benefit of the team or participants, the coach should contact the individual Athletic Director for assistance.
- F. Demonstrate possession of a current First Aid/CPR card by the coach or an assistant coach who will be present at all practices and games. If need be, attend training provided by All Saints or the Diocese for the express purpose of meeting this criteria. Know where first aid kits are in gym and carry on to field practices and away games.
- G. To provide the Athletic Director and the school office with a roster of players within the first week of practice.
- H. To encourage parents to offer input as to how All Saints athletic programs can be improved and refined.

- I. Follow the Diocesan code of conduct in regards to transportation issues and behavior toward students.
- J. Organize student supervision before the season starts if practice starts immediately after school.
- K. Reserve gym for practices through school office.
- L. Supervises students at all times, waiting for all students to be picked up after practices and games.
- M. Insure that all gym doors are closed and locked. Lights off and bathrooms checked for neatness.
- N. Obtain gym keys from school office. Keys are to be returned at the end of the season.

### **8. Athletic Director's Rights**

- A. To have cooperation, assistance and understanding from athletes, parents, Athletic Directors and principal.
- B. To be treated with respect by all person
- C. To be kept informed by all coaches of any concerns or needs.
- D. To be informed by the principal of any mandatory meetings or trainings that is required.

### **9. Athletic Director's Responsibilities**

- A. Train all coaches of their responsibilities and the philosophy and guidelines of the school program.
- B. Follow the school and diocesan philosophy and guidelines in word and deed.
- C. To demonstrate Catholic Christian values in all aspects of the program especially those values stressed at All Saints School.
- D. Inform and conduct coach's of mandatory meetings and training.
- E. Keep the principal apprised of any ongoing problems with player, team or coach.
- F. Survey student's interest in participation of each sport an supply rosters to school.
- G. Develop practice schedules
- H. Distribute game schedules to school office.
- I. Notify coaches of athletic ineligibility
- J. Develop teams
- K. Attend the Diocesan and local athletic committee meetings and provide all needed information to the chair or designated member of complete various assignments
- L. Organic, purchase and distribute uniforms and equipment to each team.
- M. Screen and select coaches for each season with the approval of the principal.

### **10. Athletic Eligibility**

- A. All Saints School exists first and foremost as an educational program that provides formation in our Catholic faith. Athletic activities are auxiliary to the primary commitment.
- B. All students who participate in school athletics must maintain an academic grade point average of 2.0 and must maintain a passing grade in each subject area. If grades fall below at G. P. A. of 2.0, of if a student is failing any subject, he/she is not eligible to play sports. Students with special learning needs will be evaluated on an individual basis.

- C. Suspended students will not be able to participate in any school activity until they have returned to school.
- D. Students that are absent during the day will not be able to participate in school activities (including sports) the day they are absent.

## **11. Non-School Student Participation**

Priority in make-up of athletic teams will be comprised of students attending All Saints School. If the minimum is not reached, the athletic director, with the approval of the principal, will see participation of non-school students from the three covenant parishes of St. Peter, Our Lady of Fatima and St. Ann. (Parish children can be invited if the team is below the minimum).

The school may decide to combine grade levels before opening up participation to non-school students.

Non-school students must follow all guidelines that are outlined by the school including academics and behavior expectations. Evidence will be requested regarding grades and behavior from the school that the student attends.

Non-school students must pay for use of uniforms/equipment and for the fees that are charged to the school by the league.

A pastor must approve of the non-school student's participation in writing to the principal. The non-school family must be an active and registered member of the parish to be considered for participation in the league.