



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 "Lori R. Johnson".

Dr. Lori Johnson
Principal
All Saints Catholic School

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MISSION STATEMENT

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

◆ **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

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)

GOVERNANCE STRUCTURE

◆ BOARD OF GOVERNORS

Our Lady of Fatima and St. Peter Parishes have jointly constituted All Saints School. The pastors of these two parishes form a Board of Governors that is chaired by each pastor on alternating school years. Although the two governing parishes have changed, 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

◆ **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. This school committee is also an advisory group to the principal.

GENERAL CURRICULUM OVERVIEW

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/Christian Living (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 selfworth 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.

Christian Living/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 Christian/Human Sexuality curriculum is taught throughout the year in Religion class

Parents may choose to teach Christian Living/Human Sexuality 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 5th grade, student reading texts are a year ahead of grade level.

Math

All Saints' math program is planned using the Diocesan Math curriculum aligned with national and state standards. The program focuses on fluency with an 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 7th or 8th grade, and algebra is offered to 8th graders. 7th and 8th grade math texts are at a high school level.

Students are placed into the pre-algebra program based on their 6th grade math grades, MAP 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 is offered kindergarten through eighth grade. Music classes include singing, guitar, music history, theory and drama. Electives offered in 7th and 8th grades include Cappella Choir and Music Fusion. 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. Students at the Middle Building attend Technology class once a week. At the Middle Building, Computers are in the classroom as well as mobile carts that travel from room to room. Teachers use technology in a variety of ways, to enhance curricular concepts that include word processing, coding, recordkeeping, 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.

Relationship Building and Safe Environment Programs

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 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 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. The schools in the diocese use the Virtus program which is approved by the USCCB (United States Catholic Conference of Bishops). Physical and sexual abuse awareness are topics included in this program. Students participate in two to four lessons a year.

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.

Student Leadership

Students have a variety of leadership opportunities at each building from reading and serving at Mass to raising the flag. There are mentoring programs in the 7th and 8th grade that foster on leadership and relationship building. Mentors in these grades work with 3rd to 5th graders each month. In addition at the Middle Building, Student Leadership committees are formed where 7th and 8th graders may join to focus on service, student activities, environment, prayer and liturgy and technology during the school year.

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 third through fifth grade students on areas including goal setting, responsibility, respect, conflict resolution, and developing leadership skills.

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. Students in the 5th through 8th grade will participate in an internet safety class and will be asked to sign an acceptable usage policy. Students at the Middle Building do much of their work on Google docs so each student has a Google account with their own Google email and individual password.

◆ Field Trips/School Activities

All field trips and school activities are decided by the school staff and the administration, 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. Funds will not be asked of individual parents for these activities. Sponsorships of certain trips may be given to support more expensive trips. Any requests for funds of any kind must be approved by the principal. 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.

Kindergarten through 4th grade students travel by our school buses for school activities. Fifth through 8th grade may travel by bus but also parent drivers may be needed depending on school needs. You may be asked to drive. Please take only as many children as you have safety belts. Due to our diocesan Code of Conduct, 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 or higher 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.

ACADEMICS

◆ Curriculum Development

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. Not Trendy Pulling the best out of This is what we do and why Students are well prepared for high school.

Replace

◆ 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 administration 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. An Education Plan may be developed to support the student.

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. The student will be assessed on their readiness for advancement. 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 administration/teacher's request. After testing results are received, different educational options will be discussed. Please inform the school of testing results.

Documentation of testing and recommendations will be kept on file at school. 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 3rd through 8th 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:** 1st Name
- Grades 1-2:** 1st Name and Date
- Grades 3-8:** 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

Calculating 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. "Straight As" 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 receives 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.

How does Sycamore calculate Quarter and Semester GPA in the GPA Summary Report?

The way Sycamore calculates Semester GPA is a little different than adding Q1 + Q2 and dividing by 2, we are giving you Semester GPA based on the Semester Grade. So, when we look at this student, Qtr 1 is 19.2 (points) / 7 (weight). For Qtr 2 it's 19.4 / 7, but for Semester 1 it's actually 19.6 / 7. We take the Qtr 1 grade and Qtr 2 grade for each class, come up with a Semester grade, then go get the points and the weight, then calculate the GPA for the Semester.

You can also review the FAQ: How does Sycamore calculate GPA. The Points are determined by taking the point value (GPA scale) of the grade they received times the weight.

Late, Incomplete, or Below Average Work

Grade 1-8: Notification of a concern will be made through calls, emails and/or notes sent home. In 4th through 8th grade, parents can check their child’s grade on our communication system-Sycamore. Grades are posted at least once a week

All students are expected to do all assignments. All work is expected to be turned in on time.

Teachers will review all homework that is turned in and students will receive credit for work according to the school’s guidelines. The main purpose of homework is practice and is included in students’ grades as a formative mark (not summative) and is recorded accordingly. (ie: homework is a lesser percentage than a summative quiz or test on the standards)

If a student is ill, he/she needs to be responsible to get assignments missed and to make them up according to the length and severity of the illness. The school may accommodate, working with the parent if the student is unable to complete the course of work.

Tests

Grades 3-8: Tests are sent home with the student. Below average tests may require corrections and/or parents' signature. Teachers will provide a variety of assessment opportunities to determine the students' knowledge of material.

◆ 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/Writing Requirements by Grade

Grades K-4: Pencil only. In grade 4, a black or blue pen (erasable) is used, except in 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. After Spring Break, cursive will be required in most assignments.
- Grade 4:** Cursive writing only, unless directed by the teacher. Book reports and other assignments will be required to be typed.
- Grades 5-8:** Keeping in mind our SLEs of communicating effectively, creates quality products, and uses technology as a learning tool, legibility is of great importance. Correct usage of cursive writing is expected, as well as correct use of manuscript for labeling maps, graphs, labs, math, etc. Correct usage of cursive writing will be required when assignments warrants so. Consistent use of word processors is expected throughout these years, and required on many assignments
- Grades K-8:** Neatness is expected in all work and will be returned to meet expectations if necessary.
- Grades 3-8:** Math problems need to be organized, neatly done and in pencil, only, 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.

◆ **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.

All Saints School 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, not sponsored by All Saints School, or not approved by the Administration and the Board of Governors cannot be given permission, supervision, or insurance coverage by All Saints School.

School sponsored graduation/8th 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.

ATTENDANCE/SCHEDULE /ABSENCES

◆ 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 obtain all work prior to departure, if available from teacher. All tests and work must be taken and turn in directly upon the students' return or as agreed with the teacher.)
- Students absent from a class may be permitted to complete assignments in lieu of a "participation" (in class activity) 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 or more, if agree to by teacher, 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 upon the 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.

If a student is ill, he/she needs to be responsible to get assignments missed and to make them up according to the length and severity of the illness. The school may accommodate, working with the parent if the student is unable to complete the course of work.

If a child participates in a program that requires attendance during school hours such Tesserera, band etc, teachers may modify assignments to accommodate the students' in such programs. Students, nonetheless, must have the basic understanding of missed content area.

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 1,000 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 inform the school so that if the child has a communicable disease, we can take appropriate action.

When your child returns to school, he/she must bring 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

Check with Diocesan

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. Check in Athletics

No student may leave school premises at any time for any purpose without written authorization of a parent and the approval of the administration. 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 must sign out their child when they leave the building.

A student 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. Unexcused tardiness may result in the student's having to make up class time missed.

The exception to the above paragraph is when the school shuttle is late in arriving. In such circumstances, students aboard the shuttle 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.

◆ 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. Students do not attend school on such, likewise, there is no Extended Care provided.

◆ Early Dismissal Days

Students are dismissed early on days of parent-teacher conferences and on certain days preceding holidays as well as the final day of the school year as shown on the school calendar. Extended Care is only available on parent-teacher conference early dismissals days.

◆ Daily Schedule

Preschool has a morning session depending on the child's age. Schedules will be included 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.

The Shuttle bus is in operation on a daily basis.. Any exceptions will be noted in the newsletter.

Except for the Extended Care program, 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.

◆ Class Parties

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

◆ Library Usage

Students regularly visit the school library and are allowed to bring home books from the library. Your child has started to learn how to select and use library materials. We have discussed responsible use and correct treatment of books.

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. Please remember that this is a public building and there is no supervision on site.

BUSINESS/FINANCIAL/FUNDRAISERS

◆ 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.

◆ Advertisement of Private Business Policy

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

◆ Collection of Funds/Gifts/Fundraising Policy

For the equitable and fair treatment of those involved and to limit the number of school fundraisers, 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.

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.

◆ 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.

◆ **Money**

If money is to be sent to school for any reason it should 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. If students need to bring large sums of money to school, please notify the office for safe keeping.

◆ **Property/Financial Responsibility**

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

◆ **Annual Fundraising Events**

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 Tuition Assistance 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:

Auction

This major fundraiser for our school takes place in the spring. 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. Money from this appeal goes toward the general operating budget of the school which supports teacher salaries, school programs, facilities and our Tuition Assistance 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.

Read-A-Thon

This fundraiser takes place in February and coincides with our Read Across America Day. The Read-A-Thon promotes reading while raising critical funds to support our school. Students collect pledges from friends and family to support their reading efforts for the event.

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 can be purchased as a monthly standing order, purchased in the office and available online at www.allsaintsspokane.org.

Family Feast Night

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 that support specific school programs.

Box Tops

These are collected year-round and turned in for money and supplies. **Box Tops are worth 10 cents each** – that quickly adds up to real cash for our school!!

AmazonSmile

AmazonSmile is a simple and automatic way for you to support All Saints every time you shop, at no cost to you. When you shop at smile.amazon.com, you'll find the exact same low prices, vast selection and convenient shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price back to All Saints.

Fred Meyer Community Rewards

Earn money for our school by linking your Fred Meyer card to All Saints through the Community Rewards Program.

To Enroll, visit: www.fredmeyer.com/communityrewards

1. Scroll down to "Are you a Fred Meyer Customer" > Click "Re-Enroll or Link your Rewards Card Now"
2. Login or Create Account
3. You can search for us by name or by our non-profit number 90355

COMMUNICATION

Since parents are the primary educators of their children, contact between parents and administration/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 Board of Governors. Successful Christian formation of children is both your goal and ours. We can find ways of achieving that together.

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.

Email and Other Communication

All communication sent home must be approved by the administration before it is sent to parents. Copying of materials is to be done at the school unless approved by the administration to be brought to another location. Email distribution lists shall only be provided to committee chairs, coaches and room parents. All emails must be blind copy. The principal shall be included on any and all emails which emails are approved, in advanced. All emails pertaining to athletics must be approved by the athletic director in advance.

Phone Calls and Text

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/text teachers, administration or staff after hours regarding school matters. They and their families need time together without interruption.

Correspondence

Most correspondence will be done electronically to be more environmentally friendly. Important school information including a calendar of events for the upcoming week, special events and special notes will be included in the All Saints School's weekly electronic newsletter. The school will publish only education and school/parish information that is pertinent to parents. You can also receive the latest information online at the school's communication website, Sycamore. Parents can find the calendar, event listings, forms and publications on this communication site as well. Printed information from school may be sent home during the week depending on the needs of the school.

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.

School-related groups and organizations may include information with the parent newsletter or be sent home separately (with the administration approval), provided the material is submitted to the school in writing

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

School 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.)

◆ Birthdays and Parties

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.

DISCIPLINE

◆ Discipline Philosophy

An Understanding of the Discipline Process/General Guidelines

● **Discipline Formation**

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. The 7th grade students also mentor our third and fourth graders. 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.

- **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 Christian Living 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.

Choices to examine here are:

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.

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

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: Verbal Warning: 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 Notice: 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

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. 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.

◆ **Corporal Punishment**

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

EXTRACURRICULAR

◆ Chess Club

Students can become involved in an after school chess club (International Chess Club) at the Primary. This program is an outside program that has a monthly fee for participation. Students may also meet at the Middle Building once a week during lunch to play, develop and practice their skills.

◆ Band

Band is offered in 5th through 8th grades. Depending on participation levels, the students are grouped by level of experience. The student must arrange ahead of time with their teacher for assignments missed due to band participation. These groups meet before and during school based on instructor

availability and student participation. Concert opportunities include the All Saints Christmas program, the Diocesan concert in the spring, and the honor band program.

◆ Foreign Language

Foreign Language is offered outside of the school day depending on participation for a fee.

◆ Scouts

Boy and Girl Scouts meet at All Saints depending on interest.

◆ 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.

- ◆ Additional activities to encourage student involvement and build upon academic interested include Book Club, Math is Cool and Science Bowl

INTERSCHOLASTIC ATHLETIC PROGRAM

A variety of sports are offered at All Saints for fifth through eighth graders. In the fall, cross country, tackle and flag football (3rd and 4th), volleyball and cheerleading (8th) are offered. Wrestling is offered between football and basketball. In the winter months, there are both boys and girls basketball teams, and in the spring baseball and softball are offered. Any student who wants to participate in sports may join a team. There is athletic fee per each sport. Students may participate in track and field events provided by the public schools in the spring.

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

◆ 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 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.

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.

◆ **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. See additional guidelines in the "Non-School Student Participation" section.
- 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. 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
- M. Athletic programs shall begin according to Diocesan guidelines and shall be completed before 8th grade graduation.
- N. Parents or guardians should address all problems to the Athletic Director of the sport in question.
- O. 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.
- P. 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.

- Q. 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.
- R. 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.
- S. 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.

◆ **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
 - 3. The uniform shall be returned in good condition at the end of the season as per the direction of the Athletic Director.
 - 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
 - 6. Jewelry must be removed during Physical Education class.

◆ **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

◆ Participant's Responsibilities

An athletic team participant will:

- A. Live out the values of a Catholic Christian, especially those values stressed at All Saints School.
- B. Cooperate with coaches, teachers, parents, classmates and all who have authority.
- C. Show respect to all persons and exhibits positive behavior in school.
- D. Maintains academic eligibility,
- E. Attends school the day of a game or practice.

A student may be suspended or removed from a team if the student does not follow these expectations.

◆ 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.

◆ Coach's 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 and specific trainings as designated by the Diocesan Athletic Council.
- 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 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 if practice starts immediately after school and the coach is unavailable at that time.
- 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. **Check to see if they pay a deposit.**

◆ **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.

◆ **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. Organize, purchase and distribute uniforms and equipment to each team.
- M. Screen and select coaches for each season with the approval of the principal.

◆ **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.

◆ 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)

- A. The school may decide to combine grade levels before opening up participation to non-school students.
- B. 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.
- C. Non-school students must pay for use of uniforms/equipment and for the fees that are charged by the school.
- D. 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.

Things considered when accepting non-enrolled students to participate in extracurricular activities:

- This is a decision by parish pastors, principal and athletic director.
- Must be enrolled and active in either St. Peter, Our Lady of Fatima or St. Ann's parish.
- There must be a need to add non-students at All Saints into the team's roster.
- The athlete must keep their grades to the same level as expected for All Saints students.
- There will be a fee to participate based on a part of the team fee to the league that the school covers through student tuition.
- Other considerations include past relationships to the school community and whether there are other options for the applicant to participate in similar teams with other organizations.

FAIR SHARE PROGRAM

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.

Because of this generosity, All Saints School offers a Fair Share program to all families in our community. This program allows a 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 and St. Peter 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 remit tuition by a cashiers check or money order.

◆ Payment Procedure

1. Payment is due by electronic transfer according to the particular payment plan for the year.
2. Unless notification is made to the school office, accounts past due 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.

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 K-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. Students who have not received the sacraments may still participate in the liturgy and receive a blessing during Mass.

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.

HEALTH/WELLNESS/NUTRITION

◆ **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(I).

◆ **Lunch**

Students bring sack lunches to school. The school will provide weekly hot lunch from various vendors in the area. Parents are asked to order for the entire month and send a check in before the monthly deadline. To keep our children safe, children with allergies unfortunately will not be able to order hot lunch.

◆ **Milk**

Milk is available daily at lunch. Parents are asked to order and remit payment at that time.

◆ **Birthday Treats**

Birthdays are a special time for children. You **may** send a treat on this day with approval from the classroom teacher. Please check the number of children present so that all the children receive a treat.

◆ **Gum**

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

◆ **Food Allergies and Treats Regulation**

Many students with a peanut/tree nut allergy or specific food allergy must have a childcare plan on file and be updated yearly. Such students 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.

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.

◆ **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.

◆ 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.

◆ 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 office/classroom during recess while the rest of the class is on the playground.

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 or higher.
2. Active **vomiting**, or vomiting that has occurred, on two or more occasions, within a 24hour 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, 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.

◆ **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.

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 outdoor 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
- ◆ Meningococcal

- ◆ 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 a serious or life-threatening 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 provide 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 nonimmunized 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 by a registered nurse.

OTHER 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.

Program Description

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: 7:00-8:30 A.M. (Students are then brought to the playground to wait for school doors to open) Afternoon: 3:15-6:00 P.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 – 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 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.

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) 1st citation signed by teacher, student and parent, principal/vice principal
- 4) 2nd citation signed by teacher, student, principal/vice principal – student on probation
- 5) 3rd citation – child is suspended from Extended Care for 15 days
- 6) 4th 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.

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:

- 1) 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.

◆ **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. No fee is assessed for this use.

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, and no drinks on the bus.
3. No radios,, 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.
9. Students are expected to keep the bus clean.
10. Students must not open or close the windows without permission of the bus driver.
11. Emergency exits are not to be tampered with.
12. 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 Choices

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 and
 - c. Principal writes a 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. A written letter follows the permanent suspension to parents.
4. A copy of the letter is given to pastor.

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

◆ **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 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

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

- † 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 listening to stories
- † 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
- † 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 located at the Middle Building for 3 years old, 4/5 years old. Children will be involved in a variety of activities including all subject areas (math, pre-reading, writing, social studies, science and music). Other activities include indoor and outdoor play and arts and crafts.

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 in-service 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 15th 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.

◆ **Preschool Registration Priority Policy**

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

1st Any child currently attending All Saints Catholic School Preschool

2nd Siblings of a child currently enrolled at All Saints Catholic School who is a member of one of our parishes

3rd Siblings of a child currently enrolled at All Saints Catholic School who is a member of an out-of-parish family

4th 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

5th A child of a registered and active family of St. Peter's, Our Lady of Fatima, or St. Ann's

6th A child of a registered and active family of another Catholic parish within the Diocese of Spokane

7th A child of a registered and active family of another Catholic parish outside the Diocese of Spokane

8th All others

The deadline to guarantee your child priority listing at All Saints Catholic Preschool for the fall term will be March 31st. 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.

Registration received after March 31st will be accepted on a first-come, first-serve basis.

PERSONAL AND SCHOOL PROPERTY

◆ Personal Property

Children are asked not to bring jewelry, toys, Gameboys, money, i-pods, radios, skateboards, rollerblades, etc. to school. Personal property may be taken from the child and parents contacted to pick up.

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!

CELL PHONES

In order to maintain a quality learning environment, cell phones are not allowed or to be used on school grounds before, during or after regular school hours. This includes pick up, drop off and shuttle use. Student may **not** keep cell phones in backpacks during the day. **Students that must bring cell phones for an after school activity are to drop them off in the office in the morning and pick them up in the afternoon.** Any cell phone observed by school personnel will be taken from the student and parents will be contacted to retrieve the phone from the office. A discipline notice and consequences will be given to students that have phones taken and have not followed the school's guideline of keeping them in the office during the day.

We ask parents to please reiterate the dangers of taking photographs with a cell phone or other electronic device. Students are not permitted to post any unauthorized photographs, videos, vocal recordings that are taken at school or school functions (sporting events, dances, picnics, etc.) to social networks (Facebook, YouTube, Twitter, Flickr, Tumblr, etc.). In addition, students may not post negative comments about any member of the All Saints community to social networking sites. Privacy rights and respect for individuals are violated by this behavior. The school will address these issues with disciplinary action. Your cooperation in this regard is appreciated. Parents please take time to educate and monitor your child's use of cell phones and other devices and social networks they may have access to. An excellent resource for parents that focuses on cell phone use, cyberbullying, social networking and revealing too much online can be found at www.netismartz.org.

◆ **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.

◆ **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.

REGISTRATION/CLASS SIZE/RECORDS

◆ **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 31st of the year of admission they have reached five years of age for Kindergarten and six years of age for 1st grade.

◆ **Class Size Policy**

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

◆ **Class Size Regulation**

- 1) The maximum number of students at All Saints School shall be as follows:
 - 30 students per classroom in grades K through 8
 - Changes in class size may occur if there are exceptional circumstances approved by the principal and pastors

- 2) The principal will determine the need for an aide in grades K-8 depending on educational needs of the children. Special consideration will be given in grades K-2nd grade in placing an aide in the classroom when the student number reaches 24 in a classroom. A teacher's aide may need to be hired to maintain an educationally effective teacher-student ratio which will be determined by the principal and pastor.

- 3) When the number of students exceeds the maximum enrollment, it is up to the discretion of the principal and pastor should a waiting list be established or the grade be divided. If a waiting list is established, a non-refundable deposit will be required. The waiting list priority will follow the school's registration priority.

- 4) It is at the discretion of the principal and pastors to determine the minimum number of students per grade needed before the grade can be divided into two classes.

- 5) It is at the discretion of the principal and pastors to determine when two classes can be combined due to educational and/or financial need.

- 6) Class size decisions will be made by mid August based on final enrollment numbers.

◆ **Cumulative Records/Files Policy**

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

◆ **Cumulative Records/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.

◆ **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.

◆ **K-8 Registration Priority Policy**

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

- A. Any child currently attending All Saints Catholic School from K-7th 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.

◆ **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)*

SAFETY/SECURITY

DROP OFF AND PICKUP: To ease congestion at both buildings, please review and familiarize yourself with the pick-up/drop-off process.

Primary Building:

1. Children are to arrive between 8:30 a.m. and 8:45 a.m. and start for home at 3:15 p.m. Please note that there is no supervision before 8:30 a.m. Students are to proceed to the gym at drop-off. Children at school before 8:30 a.m. or after 3:30 p.m. will be sent to Extended Care at the Primary building. Children are not to remain on school grounds after school. Please walk your child to and from cars. They should not be left unattended in cars and should remain with you at all times once you pick them up.
- 2.
- 3.
4. Children are to be dropped off and picked up from the playground. Parents are to park on Thor or in the church parking lot. 18th Avenue is not supervised and is dangerous due to heavy traffic.
- 5.
- 6.
7. The circular drive is closed to school traffic during the school day for drop off, pick up or parking. If you have business at school or are volunteering, please park on Thor, 18th or in the Church parking lot and not in the circular driveway.
- 8.
- 9.
10. Please do not park in the marked bus loading zone area on Thor Street for afternoon pickup.
- 11.

Middle Building: MORNING:

- 1.
2. Children are to arrive between 8:30 a.m. and 8:45 a.m. and start for home at 3:15 p.m. Children are not to remain on school grounds after school. Please note that there is no supervision before 8:30 a.m. Drop off students on 33rd Street. Students are to wait at the west doors of the building for the doors to open at 8:40 a.m.
- 3.
- 4.
5. Drop off children on the school side of 33rd, pulling up as far as possible before stopping. When exiting, please pull out to the right of the new yellow center line to avoid any congestion with other cars in front of you.
- 6.

AFTERNOON:

- 1.
2. Please do not drop off or pick up children in church parking lot or at the Public Library on Perry Street (per request of the Library Staff).
- 3.
- 4.
5. Students are to only exit from the west doors.
- 6.

2

- 1.
2. All students are to remain on the designated area on the west side of the walkway for parents to pick up.
3. Students are not to wander in front of the school to get into cars.
- 4.
- 5.
6. Only when parents are in the loading zone, students can walk to cars. The designated loading zone is both sides of 33rd Avenue, west of the crosswalk. If cars are parked on the north side of 33rd, students must use the crosswalk. Please do not block the crosswalk. Cars should not be left unattended while in line.
- 7.
- 8.
9. Cars should be moving forward to the loading area and continue moving forward while in the loading area. Please refrain from using cell phones at this time and move with caution through the street and parking lot.
- 10.
- 11.
12. *Parents coming for the shuttle should plan on arriving at 3:30 p.m. to avoid the 3:15 p.m. "rush".* Parents waiting for the Primary shuttle are to park to the east of the crosswalk so that parents picking up only Middle building children can keep pulling forward. The loading area needs to be kept open for Middle building parents until the shuttle bus arrives. Parents can pull forward into the loading area when the shuttle bus arrives.
- 13.
- 14.
15. Parents that have business in the school need to park to the far east of the main doors close to the playground.
- 16.
- 17.
18. If you know you cannot pick up your child by 3:30 p.m. we ask you to arrange for your child to shuttle down to the Primary
- 19.
20. building for Extended Care.
21. Primary Building: In front of office
- 22.
23. Middle Building: West school entrance
- 24.

Parents are asked to follow the designated traffic flow patterns at the Middle and Primary Buildings as shown on Diagrams ___ and ___ .

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.

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 17th and Ray. Middle Building children are advised to cross Perry in a safe and prudent manner. Crossing Perry at the stoplight at 29th is recommended.

Emergency Drills

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

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.

◆ **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.

◆ **CRISIS PLAN**

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
- Use attendance book to 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 an area, students will go to designated evacuation sites listed below. Call First!

PRIMARY:

Lincoln Heights School
3322 E. 22nd Ave.
354-3300

or

Franklin Grade School
2627 East 17th
354-2620

MIDDLE:

Harvard Park Retirement Residence
1616 E. 30th
747-2703

or

Temple Beth Shalom
1322 East 30th
747-3304

869-9406

SOUND: LONG CLASS BELL – SCHOOL LOCKDOWN
Students remain in building

Teachers

- Lock and shut classroom doors. Turn off lights.

**RETURNING TO SCHOOL
BUILDINGS
FOR A LOCKDOWN**

Primary Bldg. Recess:

2nd and 4th use **main** stairs
K, 1st, and 3rd use **side** stairs

Middle Bldg. Recess:

7th and 8th use **east** entrance
5th and 6th use **south** entrance

P.E. – return to Gym or
homeroom

Music – return to music

- 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)
- 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.
- Keep 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.

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.

SOUND: NORMAL CLASS BELL – ALL CLEAR

◆ **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.

SCHOOL-WIDE TESTING

Our 3rd through 7th grade students are assessed three times a year using the MAP (Measure of Academic Performance) Assessment . This formative assessment measures where our students are and their readiness to learn a specific concept. The MAP tests students in math, language arts and reading. Teachers spent last Friday at an inservice with the entire diocese to learn how to understand and use the MAP scores to aid in instruction to support all of our students. Parents will receive a summary of growth report at the end of the year.

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

UNIFORMS

◆ **Uniform Dress Code Policy**

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

Uniform Regulation–

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 apparel must be of comparable color, fabric and style to those at the Uniform House.
Brochures are available in the office.**

Children are to come to school neat and clean.

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.**

“Skinny-legged” pants, cargo pants with multiple pockets, carpenter pants, pants with rivets or additional seams, oversized baggy clothes are not school uniform.

Pants that are not acceptable: 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 31st. 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** polo shirt, turtleneck, collared shirt or blouse with Peter Pan collar. No crew necks, mock turtlenecks or pockets. Royal blue polo shirts with embroidered school logo as purchased at the Uniform House only. 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 school sweater and/or school sweatshirt. Any T-shirts (only white) with logos worn under the uniform shirt should not be visible.

SWEATERS/SWEATSHIRTS:

Black cardigan uniform sweater or black school sweatshirt. Only uniform shirts are to be worn under sweatshirts. **Sweaters 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 sweatshirt is available from the Uniform House for 5th – 8th grade.

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

SOCKS: Only white or black crew or knee socks. Black or white footed tights may be worn. Leggings must be full length, ending at the ankle. Nylons may be worn. **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.** “Toe separation” foot wear is not appropriate for school. Socks must be worn with shoes. Lace shoes must be tied. Cleats are not allowed. No boots of any kind are part of the school uniform. Snow boots may be worn but students must change into regular shoes after arriving at school.

FACIAL MAKE-UP:

It is not encouraged, but if worn it must be lightly and modestly applied. This choice is reserved for the 7th and 8th 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 and accessories should be in good taste, appropriate for class/school, and not a point of distraction. Girls may wear modest headbands appropriate for school. **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.

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.

CONSEQUENCES:

If students are not in uniform or not wearing their uniform correctly there will be consequences, a phone call to parents to bring a change of clothing, and/or the borrowing of a uniform from the uniform exchange.

Uniform Exchange:

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

VISITORS

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.

VOLUNTEERING

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. We ask every family to contribute at least 15 hours per year.

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 Safe Environment training updated on a yearly basis.

◆ 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.

Committed

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 person responsible for the activity to which the volunteer commitment has been made.

Professional Behavior

Volunteers are considered to be professional, nonpaid 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 office can 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 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 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.

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

Below is a list of some of the volunteer opportunities available at All Saints School. For more information, please contact the school office.

Please Alphabetize

All Saints School Advisory Council

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

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 and raffle are included in the admission price.

Coaching

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.

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 fundraiser 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.

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. You can sign up at the back-to-school picnic or anytime by contacting the office.

Primary: K – 2nd -- 12:00-12:25
3rd – 4th -- 12:25-12:50

Middle: 5th – 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

Field Trip

Helps with chaperoning and or driving students on various trips.

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

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 during the evening. Callers contact members of our community already familiar with the Crusade. Great volunteer opportunity for working parents.

Data Entry

On-going

Work with Development Director to update information in files.

Finance Committee

Two/Three times a year

Meets with the Principal to review the school's budget and monthly financial reports.

Fine Arts Program – Music/Drama/Art

Periodic

Parents are need to help organize and produce musical and drama productions. Sewing, clerical work and accompaniment are always welcome.

Fun Run

Parents 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.

Development Committee

The Committee meets on a regular basis to discuss ideas and strategies for fundraising events and promoting the school.

Library Aide

Assists students weekly in checking in and out books. Re-shelf returned books and does projects as directed by the library coordinator.

Library Computer Processing

Parents with computer skills willing to assist with data entry of new books on the computer.

Library Coordinator

Responsible for coordinating all areas of the library Works in coordination with the principal, vice-principal and teachers.

Library Year-End Inventory

Three/four day commitment at year end helping to inventory all library materials. Parents are always welcome in the library

Magazine Sale

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.

Mailings

Volunteers are needed to stuff, label and help mail various letters. Work can be done at home

Office Aide (Primary and Middle Building)

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.

Reading or Math Resource Helper

Works with Reading and/or Math Resource teacher to support students in the program

Retreat Helper

● **Grades K-5**

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.

● **Grades 6-8**

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)

Individual responsible for coordinating classroom activities and needs as established by the classroom teacher. 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. Parents are ask not to ask for funds to support activities.

SCRIP Chairperson

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

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

Spring Carnival

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.

Uniform Exchange

The uniform exchange is maintained at the primary building and middle 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

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