



ALL SAINTS

CATHOLIC SCHOOL

Family Handbook
2020-2021



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 children. It is important that you and your children read this handbook carefully and become familiar with its contents as the school year begins. Having the handbook online 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.

We appreciate all of your support and faith in All Saints Catholic School. We are truly a 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.

*Jen Lewis, Principal
All Saints Catholic School*

Table of Contents

OUR FOUNDATIONS:	Mission and Philosophy Statement	3
	Student Learning Expectations	4
	Governance Structure	5
Academic Standards and Curriculum		5
Accidents and Illness		5
Accommodations for Special Needs Learners		8
Accreditation		8
Admissions		9
Allergies		9
Athletics		9
Attendance: Tardies and Absences		11
Bikes and Scooters		12
Birthdays and Parties		12
Child Abuse and Neglect Reporting Policy		13
Class Size Policy		13
Code of Conduct Policy for Students and Parents/Guardians		13
Correspondence		13
Cumulative Records Policy		14
Diocesan Graduation Policy		14
Discipline Policy and Regulation		14
Extended Care		14
Extracurricular Clubs		15
Faith Formation, Liturgy, and Sacramental Preparation		16
Field Trips		16
Fundraising		17
Grading Policy		18
Home and School Committee		18
Library Usage		18
Lunch		19
Personal and School Property		19
Preschool		20
Safety and Security		20
School Schedule		21
School-wide Testing		21
Technology		22
Transportation Shuttle		22
Tuition and Tuition Assistance Program		23
Uniforms		23
Volunteers		24

FOUNDATIONAL STATEMENTS

Mission Statement

All Saints Catholic School is an educational ministry that is dedicated to nurturing the whole child in their spiritual growth, academic excellence, and moral development. We foster a Christ-centered way of life that educates our students to be faith-filled Catholics, life long learners, and responsible community members who act as witnesses to the Gospel of Jesus Christ. (Approved June, 2009)

Philosophy Statement

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

We believe:

The purpose of Catholic education is to hear the gospel message, to worship, to build and be a community of faith and to be of service to the Church and all humankind

Every person is created in the image and likeness of God

In the unique God-given gifts and inherent self-worth of each child

In educating the whole child based on gospel values and Catholic faith tradition

In educating for cultural and global awareness and in educating the child to lead a life of justice

Parents have the primary responsibility for the Christian faith formation of their children

The Catholic School is a parish ministry and provides the fullest and best opportunity to assist parents with their Christian responsibility

In maximizing the potential of each child spiritually, morally, academically, physically and socially

In preparing our students for life as active and responsible members of family, church and society

Our faith is a divine gift that is celebrated and nurtured by the message and person of Jesus Christ

STUDENT LEARNING EXPECTATIONS

An All Saints Catholic School graduate is:

A faith-filled Catholic who:

- † Lives as Jesus did
- † Seeks a personal relationship with God
- † Serves others
- † Prays and worships in community
- † Articulates the Catholic faith

A lifelong learner who:

- † Is a self-directed and independent learner
- † Takes initiative to solve problems
- † Communicates effectively
- † Creates quality documents
- † Demonstrates mastery of curriculum
- † Is able to use technology as a learning tool

A responsible community member who:

- † Respects self and others
- † Takes responsibility in words and actions
- † Is committed to justice

Governance Structure

Our Lady of Fatima, St Ann, and St Peter Parishes jointly constitute All Saints Catholic School. The pastors of these parishes form the Board of Governors. Although the governing parishes have charged the All Saints Catholic School Leadership Team 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

ACADEMIC STANDARDS AND CURRICULUM

Curriculum is developed, reviewed and evaluated on a yearly basis. National, State and Diocesan guidelines and benchmarks are incorporated into each curriculum. A five-year cycle determines the curriculum that will be studied each year. All students are required to participate in all academic and religious programs (please note Family Life Human Sexuality/Personal Safety option). For more information, please see our [All Saints Catholic School Curriculum Guide 2020-21](#)

ACCIDENTS OR ILLNESS

Incidents of an accident or injury to a student while at school or while at a school-related event 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 9-1-1 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.

When your child is sick with COVID19-like symptoms

Parents are required to keep any child who appears to be ill home. Children exhibiting any of the following symptoms will be barred from entering the school in person:

- Fever (100.4+ F) or chills
- Cough
- Shortness of breath/difficulty breathing
- Unusual fatigue
- Muscle/Body aches
- Headache
- New loss of taste/smell
- Sore throat
- Congestion/runny nose (unrelated to allergies)
- Nausea/vomiting
- Diarrhea

A doctor's note is required for a student to return to school in person. If your child becomes ill during the day with symptoms consistent with COVID19, she/he will immediately be sent home, and quarantined until picked up. For more information on determining appropriate steps after a student exhibits any of the above symptoms, click [here](#).

If your child becomes sick at school with non COVID-19 symptoms

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. 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 24-hour period before attending school.
3. Active **diarrhea**, or diarrhea of three or more watery stools within a 24-hour period of attending school, or if the child has a bloody stool.
4. Any **rash** with open sores that drain fluid, such as in **Chickenpox**. Children recovering from chickenpox will not be allowed back at school until all the sores are completely scabbed over.

5. Children/staff with **open oozing sores**, other than chickenpox, will not be allowed at the school unless the sores can be properly covered with a bandage or by clothing. If they cannot be covered then the child/staff must wait until the sores are completely healed. In some cases, children/staff may require antibiotic treatment, after 24 hours have passed from starting antibiotic treatment the child/staff will be allowed to return to school. School staff members with open sores on their hands must be able to cover sores with gloves
6. **Eye discharge or pinkeye.** Children/staff members with eye discharge or pink-eye will be allowed back at school after seeking a medical diagnosis to rule out any bacterial infection. They must return with a note from their primary health care provider stating that they are not contagious or they may return after 24 hours of antibiotic treatment
7. **Fatigue/malaise/unusual irritability.** It is suggested that a child showing unusual fatigue or irritability that prevents the child from being a part of regular activities should remain at home.
8. **Earache accompanied by a fever.**
9. **Sore throat accompanied by a fever.**
10. **Infection that requires antibiotic treatment.** A child who has an infection that requires antibiotic treatment should remain at home for the first 24 hours on the antibiotic; after 24 hours the child may then return to school.
11. **Flu symptoms or medical diagnosis of the flu.** The school asks that children who show signs of the flu – fever (usually above 100.4°F) 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 is unable to participate or concentrate due to excessive coughing 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.

For more information about illness and immunizations, please read the [All Saints Catholic School Health and Wellness Policy](#).

ACCOMMODATIONS FOR SPECIAL NEEDS LEARNERS

All Saints Catholic School recognizes that learning needs vary among students. “Since we have gifts that differ according to the grace given to us, let us exercise them...” *Rom 12:6* As we seek to nurture the formation of the whole child, All Saints will make every effort to accommodate students with their individual learning needs; however, given the limitations of the school’s teacher resources, it is sometimes recognized that students need more than All Saints can provide. In partnership with parents the school will provide screenings that may indicate the need for outside support. Parents, for their part, must be willing to have students tested at the request of school administration. All Saints Catholic School reserves the right to refuse admission if we cannot provide the needed supports to foster success.

ACCREDITATION

All Saints Catholic School has been accredited by the Western Catholic Education Association (WCEA) since 1993. The WCEA is a private educational accrediting agency established under the auspices of the Bishops of the Catholic (Arch) Dioceses of California. The mission of the WCEA is to promote quality Catholic Education for our students through an accrediting process that assures the primacy of faith formation and educational excellence.

The Accreditation Status is for six (6) years; however, each school is given annual requirements to maintain the six-year accreditation status. All Saints was last accredited in 2020.

Significant Accomplishments as identified by the Accreditation Committee:

- Teachers are models of faith and morality to the All Saints community and to all those they meet.
- School Wide Student Learning Expectations are functional, meaningful and used universally throughout the school and community particularly on report cards, weekly newsletters, lesson plans and morning prayer.
- Increased service projects are more meaningful, hands on and tied to the Parishes.
- There have been data-driven, coordinated efforts between teachers, administration, reading resource specialists, coaches and parents to address students’ special learning needs.

- The school has a reading resource room with intentional intervention to support students with specific needs.
- Teachers and administrators have developed and are using curriculum maps.
- All Saints Catholic School has provided many professional growth opportunities for teachers (professional experts and books studies) to better assist students in reaching high achievement.
- The school has added additional technology including a new wireless infrastructure, 150 new computers, document cameras and projectors in each classroom, and various online resources.
- There is a distinct sense of unity at All Saints Catholic School among the entire school family fostered by the loving leadership exhibited by the Principal and pastors.

ADMISSIONS

All Saints Catholic School admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs and activities offered at All Saints Catholic School. All Saints Catholic School does not discriminate on the basis of race, color, religion, sex, national or ethnic origins in the administration of educational policies, athletic and other school related programs.

We offer open enrollment year-round for transfer students, based on space availability. Transfer students K-8 will be required to complete an application and assessment before receiving registration paperwork.

All preschool and Kindergarten students must be of age by August 31st of the current school year for enrollment.

ALLERGIES

If your child has an allergy that is potentially life threatening, you are required to notify the school and supply specific details of the action plan to follow should an allergic reaction occur. Teachers who teach a student with a life threatening allergy will be provided with an EpiPen to keep in their classroom if necessary.

ATHLETICS

All Saints offers an opportunity for its students to participate in the following sports:

Cheerleading (8th Grade only)

Cross Country (3rd-8th)

Flag Football (3rd and 4th)

Volleyball (5th-8th)

Basketball (5th-8th)

Baseball (5th-8th)

Football (5th-8th)

Softball (5th-8th)

There is a separate athletic fee for each participating student. No student will be refused participation because of an inability to pay. Parents may submit requests for an athletic fee waiver to the Principal.

Each student athlete participating in league play is expected to maintain the following minimum academic standards:

- Must maintain a minimum of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
- If grades fall below a GPA of 2.0 or 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.
- Suspended students will not be able to participate in any school activity until they have returned to school.
- Students that are absent during the day will not be able to participate in school activities (including sports) the day they are absent.

ATHLETIC FORMS

The [Diocesan Athletic Policy](#) sets forth minimum behavioral standards to ensure good sportsmanship, fair play and to affirm Christian behavior. Each student athlete must have the following forms (found in the Appendix of the Athletic Policy link) up to date and on file with the school:

- Athletic Participation Form signed by a parent/legal guardian
- Physical Exam Form signed and dated by a physician (valid for two years)
- Adequate insurance coverage
- Concussion baseline test and form signed by both student and parent/legal guardian
- Verification that student and parent/legal guardian understand and agree to abide by the Diocesan Athletic Policy listed above..

An Athletic Director assists with the management of All Saints extracurricular 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 coordinates volunteer coaches, facilitates uniform and equipment distribution, purchases all resources with the approval of the Principal, schedules gym practice time, and oversees the day-to-day operation of our sports programs. For more specific information and registration links, please click here: [All Saints Interscholastic Athletic Program 2020-21](#)

ATTENDANCE: TARDIES AND ABSENCES

It is imperative that all students arrive on time. Students arriving late cause disruptions to the learning of all other students in the class and miss out on valuable instructional time. Students arriving after class has begun are considered tardy and are unexcused unless a parent/guardian contacts the school with documentation of medical appointments or extenuating circumstances. Please see Tardy Policy below:

Tardiness Policy:

Tardies per Semester	School Response
3 tardies (excused OR unexcused)	Message sent home to alert parents/guardians of the importance of being punctual
5 tardies (excused OR unexcused)	Family meeting with school administration to plan attendance contract
ANY additional tardies after contract	Discretion of school administration: can include loss of tuition assistance and inability to attend All Saints Catholic School.

All absences, excused and unexcused, are recorded on each student's personal record. Absences from school will be excused for illness or injury. Absences will also be excused for:

- Isolation/Quarantine
- Serious illness or death of a family member
- Medical appointments with doctor's note

In the event the school office is not informed by a parent/guardian of a student's absence and the reason for it by 2:30pm of that day, it will be considered unexcused. Parents/guardians may call, email, or send a note. 5+ unexcused absences in a school year beyond those for appointments and/or illness will necessitate a meeting with school administrators to address excessive absences. An attendance plan may be implemented to ensure acceptable attendance patterns for the remainder of the school year. Failure to correct the situation may lead to the loss of tuition assistance, not being invited to register the following school year, or other consequences determined at the discretion of school administration.

BICYCLES AND SCOOTERS

Bicycles should be locked in racks when parked at school. We recommend that students use locks that cannot be cut with bolt cutters. Bicycles and scooters should be walked on and off school grounds before/after school, and helmets are mandatory for both bike and scooter users.

BIRTHDAYS AND PARTIES

All Saints recognizes birthdays are a special time for children. You may send treats for the class on this day, being sure to check with the classroom teacher well ahead of time. It is very important to determine the number of students and whether there are food allergies in the room. At this time only individually packaged, commercially prepared treats are allowed. Each month birthdays will be recognized at each building, and class parties may be held on occasion as determined by faculty. Room Parents or Faculty may contact you as to what to contribute, but money may not be collected by either staff or Room Parents for food or gifts.

To prevent the exclusion of anyone, birthday party invitations will not be allowed to be distributed at school. Additionally, please do not bring gifts to school for after school parties. Sleeping bags, overnight bags, etc., will not be allowed to be held at school for after school functions, to avoid offending or hurting fellow students and/or parents. **Your sensitivity to this is very much appreciated.**

CHILD ABUSE AND NEGLECT POLICY

All professional school personnel having reasonable cause to believe a child is suffering abuse or neglect will report such incident pursuant to and in compliance with Diocesan policy and [RCW 26.44.030\(1\)](#).

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 both budgetary and space constraints.

- The maximum number of students at All Saints Catholic School shall be as follows:
- 30 students per classroom in grades K-8
- Changes in class size may occur if there are exceptional circumstances approved by the Principal and pastors.
- 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-2 in placing an aide if 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 pastors.

- When the number of students exceeds the maximum enrollment, it is up to the discretion of the Principal and pastors to determine the need for a waiting list or to divide the grade. If a waiting list is established, a non-refundable deposit will be required. The waiting list priority will follow the school's registration priority.
- 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.
- Similarly, 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.

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

CODE OF CONDUCT FOR STUDENTS AND PARENT/GUARDIANS

The students' interest in receiving a quality, morally based education can be served if students, families, and school officials work together. It is an express condition of enrollment that the student AND parents/guardians behave in a manner, both on and off campus, that is consistent with the Catholic principles of the school. For the Code of Conduct in its entirety, please click [here](#).

CORRESPONDENCE

Most correspondence will be done electronically. Important school information including a calendar of events for the upcoming week, special events and special notes will be included in the All Saints Catholic 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 learning management 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. Individual teachers often provide a weekly newsletter pertaining to your individual student's classes.

- 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 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.

CUMULATIVE RECORDS POLICY

All Saints Catholic School shall maintain a current cumulative record on each student. All student files are confidential and All Saints Catholic School abides by the Family Educational Rights and Privacy Act (FERPA). For more information about FERPA, please [click here](#).

DIOCESAN GRADUATION POLICY

Graduation ceremonies and activities shall be simple and age appropriate. Eighth grade students may be excused from the last contact day of school. Graduation exercises and activities shall not entail undue expenses for parents. Activities taking place off-campus, after school hours, not sponsored by All Saints, or not approved by the administration and/or Board of Governors cannot be given permission, supervision, or insurance coverage by All Saints Catholic School.

DISCIPLINE POLICY AND REGULATION

In its call to build a Christian community, All Saints Catholic 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 are designed to repair damage to property and/or relationships damaged by errant behaviors.

For the All Saints Catholic School Discipline Policy and Regulation, including levels of consequences, please [click here](#).

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 Catholic School.

Rooted in Gospel values, All Saints Catholic 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 of each child.

All Saints' Extended Care accepts children regardless of race, social and economic status, or religious affiliation. For more information on Extended Care Policies and Procedures, [click here](#).

EXTRACURRICULAR CLUBS

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 of our school.

Additional activities to encourage student involvement and build upon academic interests include Book Club, Math is Cool, Science Bowl and Theater Club. If you or your student has an idea for an extracurricular club, please contact the school office!

FAITH FORMATION

Overview

All Saints Catholic School continually strives to broaden and deepen religious and faith development of its students and staff. 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 Holy Spirit.

Liturgy

Each week Eucharist or Liturgy of the Word is celebrated at both buildings of All Saints Catholic 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. 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 children. 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 such as reading, bearing the gifts, leading Prayers of the Faithful, and participating in the music ministry. Additionally, in recognizing the importance of All Saints as a ministry to foster a Christ-centered way of life within our students and community, Mass attendance is a priority. As such, certain school activities such as athletic events may be rescheduled to accommodate Eucharist or Liturgy of the Word.

Sacramental Preparation

Because sacramental celebrations are central to the life of the Church, preparation for these sacraments is the responsibility of the individual parishes of All Saints: St. Ann, St. Peter, and Our Lady of Fatima. The parish Religious Education Director, or other person acting in that role, will be the person coordinating student sacramental preparation. Celebrations of sacraments are conducted as parish celebrations with the cooperative effort of All Saints Catholic School and the Religious Education students.

FIELD TRIPS

All field trips and school activities are decided by the school staff and the administration, 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. The Principal must approve any requests for funds of any kind. 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 the two 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. Parents/Guardians may be asked to drive. Please take only as many children as you have safety belts. Please note: our diocesan Code of Conduct, prohibits side trips (example, for refreshments). 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.

FUNDRAISING

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 leadership team and shall be congruent with the school's approved annual development/fundraising plan. While we realize individual family needs may arise during the year, All Saints Catholic School is legally prohibited from conducting any fundraising for individual families. Please contact your parish for guidance and assistance in those cases.

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. 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 found at the end of this section.

- Fundraisers must be scheduled, approved, and monitored by the Events Coordinator to prevent concurrent and/or time-intensive fundraisers.
- All organizations/groups raising funds must fill out a fundraising request form and written outline to be approved by the Events Coordinator & Principal 60 days prior to the fundraiser. The Principal reserves the right to grant permission without the 60 day processing time at his/her discretion.
- All monies raised must be collected and counted on school grounds, and given to designated school personnel. All monies collected will be counted and deposited

within 24 hours into school accounts. The Director of Finance and Operations tracks and manages these funds.

- The Director of Finance and Operations, or appointed school personnel, shall report all Home and School/Development activities to the Advisory Council, Finance Council and Principal.
- Year end financial statements of fundraising efforts will be compiled by the Director of Finance to be reported to the Board of Governors, Finance Council, and Advisory Council.
- For more information on the major annual fundraising events at All Saints Catholic School, click [here](#).

GRADING POLICY

Grades are a reflection of a student's mastery of concepts, and as such are to be viewed as a moment in time in relation to that mastery. All Saints Catholic School believes that all students have the God-given ability to demonstrate mastery of the curriculum, and recognizes mastery may be demonstrated in unique, individual ways. "We believe the purpose of Catholic education is to hear the Gospel message, to worship, to build and be a community of faith and to be of service to the Church and all humankind." This is our mission; excellent academic preparation is a by-product of that discipleship.

For detailed information on our grading policy, please click [here](#).

HOME and SCHOOL COMMITTEE

Fosters communication and school community among All Saints parents; conducts community building, fundraising and parent education activities. Works with the Event Coordinator to implement annual programs and promote All Saints. Events include: Back to School picnic, School Auction, Crusade For Excellence, Spring Carnival, Scrip program, Fun Run, and various other community socials determined for the year. Events are evaluated and determined on a yearly basis by the committee, parent surveys and the administration.

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. 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.

LUNCH

Students bring sack lunches to school. Families may order weekly hot lunch from various vendors in the area. Parents are asked to order for the entire month and pay through your FACTS account before the monthly deadline. At this time, children with food allergies will not be able to order hot lunch, as vendors cannot guarantee safety for food allergies.

Milk

Milk is available daily at lunch. Parents are asked to prepay for this service through their FACTS account.

PERSONAL AND SCHOOL PROPERTY

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

The school is not responsible for lost items. Any lost and found articles (including clothes and lunch boxes) are kept in the office 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 **except to show a green screen in MyMedBot at drop-off**. This includes pick-up, drop-off and shuttle use. Students 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 their homeroom 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 guidelines of keeping them in the classroom during the day.

We ask parents to please reiterate the dangers of taking unauthorized photographs with a cell phone or other electronic device. Students need to understand that they cannot post any unauthorized photographs, videos, vocal recordings or comments that are taken at or about school community members or at school functions (sporting events, dances, picnics, etc.) and then be shared via social networks (Facebook, Instagram, SnapChat, YouTube, Twitter, TikTok, Flickr, etc.). Privacy rights and respect for individuals are violated by this behavior. The school will address these issues with disciplinary action. 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. Your cooperation in this regard is appreciated.

School Property

Students will respect the property of the school, of the parish, of their fellow students and that of the community.

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 diplomas will be held at the end of the year until payment is received.

PRESCHOOL

All Saints Preschool is a quality program that serves parents by providing a pre-kindergarten instructional setting. Available to any students, this state-licensed program is integrated with the mission, governance structure and goals of All Saints Catholic 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 age-appropriate children regardless of race, social and economic status, or religious affiliation. For more information please click [here](#).

SAFETY AND SECURITY

All Saints Catholic School places the utmost importance on maintaining the physical and emotional safety of our students and staff. From safe winter procedures to regular safety drills, you can read more about our policies and procedures [here](#).

SCHOOL SCHEDULE

Attendance Days

All Saints Catholic School follows the number of teacher-student contact days determined by the diocese and meets the 1,000 hours per year state guideline for student instruction. Remote learning hours are carefully planned by teachers and meet the requirements of student contact hours.

Daily Schedule

- Preschool has a morning session depending on the child's age. Schedules will be included in the summer mailing.
- The middle school building opens their doors at 8:15 A.M. for fifth through eighth grade students. Class begins promptly at 8:30 A.M. Do not send students earlier than 8:15 A.M. as there is no outdoor supervision at that time.
- The primary building opens their doors at 8:30 A.M. for Kindergarten through fourth grade students. Class begins promptly at 8:45 A.M. If students at the primary building come before 8:30 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.
- 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 dismissal is at 12:15 P.M. and on Fridays, when dismissal is at 1:15 for Continual Remote Learning time.

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.

Early Dismissal Days

New in 2021: Students are dismissed at 1:15pm for pick up between 1:15 and 1:30 pm on Fridays for school-wide Continuous Learning; on certain days preceding holidays as well as the final day of the school year as shown on the school calendar.

Continual Remote Learning Time

Fridays from 1:30 - 3:10; teachers connect and follow up with the learning and logistical needs of remote learners. During this time they also plan/prepare respective learning materials for remote learners; connect individually with both in-person and remote learners who need to do test retakes or relearn a concept. (Teacher time is limited throughout the school day due to increased supervision duties at recess/lunch as we must limit volunteers and not mix cohorts); and in some cases, an in-person student may be contacted for small group work or remediation.

This is at both buildings, but doesn't change Friday's schedule at the primary building; Middle Building classes will be slightly shortened in order to accommodate seven periods. Students will attend Mass, stay through lunch and recess, and have a final class to follow. In order to be able to release two hours early, students are expected to engage in continuous learning. In other words, students will have teacher directed instructional activities from which to choose. Extended Care will be available on a first come first serve basis.

In-Service Days

In-Service 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 these days, however, Extended Care is typically available for those needing it.

SCHOOL WIDE TESTING

All Saints Catholic School participates in the Diocesan approved assessment tool, Measure of Academic Progress, or MAP. This nationally normed assessment measures what students know and are ready to learn—to help teachers plan and differentiate with each unique learner in mind. Every child can learn and grow, and the MAP score informs the setting of goals for both students and teachers.

TECHNOLOGY

Technology has changed almost every aspect of our lives. It is no longer an additional perk to use occasionally to enhance curriculum, but rather a tool for learning and communication. At All Saints Catholic School, computers are available to every classroom in grades 5 through 8, in addition to our mobile labs at the Primary Building. Teachers use technology to deliver instruction through Google Classroom and Schoology; to enhance curricular concepts including word processing, publishing, coding, simulations, record keeping, spreadsheets, graphics, research, skill building and digital citizenship. For more information and the Acceptable Use Policy, [click here](#).

TRANSPORTATION SHUTTLE

The governing pastors of All Saints Catholic 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. For Rules and Policies click [here](#).

TUITION and TUITION ASSISTANCE PROGRAM

The students of All Saints Catholic 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. The parishes of St. Ann, St. Peter, and Our Lady of Fatima 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 Tuition Assistance possible in a common bond of faith and action. Because of this generosity, All Saints Catholic School offers a Tuition Assistance 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 using the school's income guidelines as well as parents' tax returns. **Volunteerism and participation in fundraisers are a mandatory and important part of the Tuition Assistance Program.**

For more information on the Tuition Assistance Program, please [click here](#).

UNIFORMS

Students at All Saints Catholic School will wear uniforms and follow a dress code. At All Saints Catholic 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 school's heritage and identity
- To teach responsibility and discipline to the students
- To be representatives to the community
- To instill a sense of pride and unity
- To learn that dressing appropriately is a life skill

For specific Uniform Policy and requirements, please [click here](#).

VOLUNTEERS

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. Each year, as part of their commitment to the school, All Saints parents are expected to participate in volunteer and fundraising activities. **We require every family to contribute at least 20 hours per year.**

All Saints Catholic 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 online registration packet given to each family prior to their registering for the coming school year, and can be reviewed in our Volunteer Policies and Opportunities Guide [here](#).

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 Catholic School Office and participate in a Safe Environment Training (VIRTUS) updated on a yearly basis.